

TRAFFORD COUNCIL
PLANNING AND DEVELOPMENT SERVICE

Application Validation Checklist



TRAFFORD
COUNCIL

INTRODUCTION

Trafford Council has produced this Application Validation Checklist in accordance with Planning Practice Guidance and paragraph 44 of the National Planning Policy Framework (NPPF). Paragraph 44 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 44 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 is split into three parts. Part one comprises a list of national requirements for all planning applications; Part two outlines a list of local requirements and Part three outlines a short checklist for the most common type of applications. Notes are provided to clarify and indicate threshold requirements which are likely to apply. However, the Council would encourage 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;
3. Plans should 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.

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PART ONE – NATIONAL REQUIREMENTS

Requirements for all applications for Full Planning Permission:

- **1 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 provided by the Council or can be printed off from the Council's website (<http://www.trafford.gov.uk/environmentandplanning/planning/planningapplications>). The applicant must provide 3 copies, one of which should be the original signed copy. 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, or planning permission and conservation area consent. The form has been designed so that the questions that appear do not duplicate information requests for more than one consent regime. A fee (where applicable) applies for each consent sought. Use of the form for multiple applications which come under different consent regimes is intended to streamline the application process. However, it does not alter the fact that these applications are legally distinct and their validity and determination will be treated as such by the authority.
- **1 copy of a Site Location Plan**, based on an up to date map at a scale of 1:1250 or 1:2500. 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 should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.
- **1 copy of a Site Plan**, drawn at a scale of at 1:500 or 1:200 and should accurately show:
 - a) The direction of North;
 - b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
 - c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
 - d) The 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
- **1 copy of Other Drawings** (dependent on the type of application – refer to the relevant section in Part 3 for specific requirements) and may include:

A Block 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.

Existing and Proposed Elevations to a scale of 1:50 or 1:100. These should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown in full (not part) and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

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

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

Existing and Proposed Site Sections and Finished Floor and Site Levels drawn to a scale of 1:50 or 1:100. These should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided. Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should also show the proposals in relation to the adjoining buildings. This will be required for all applications involving new buildings.

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

Roof plans drawn to a scale of 1:50 or 1:100. A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

Streetscene elevations 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 or for an increase in the height of an existing property within a row of other buildings.

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

- **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 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. 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.

- **The correct fee** (where one is necessary – see the Council's fee schedule)
- **1 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 are also not required for planning applications for variation of conditions, extension of time limits, engineering or mining operations, the material change of use of land or buildings and waste development or for applications relating to advertisement control, tree preservation orders or storage of hazardous substances. Neither are they required for applications for prior approval for proposed development, or non-material amendments to existing planning permissions. Design and Access Statements are required for applications for listed building consent.

The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. However, the following topics should be addressed.

- (a) explain the design principles and concepts that have been applied to the development;
- (b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- (c) explain the policy adopted as to access and how policies relating to access in relevant local development documents have been taken into account;
- (d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- (e) explain how any specific issues which might affect access to the development have been addressed.

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.

Requirements for Permitted Development Prior Approval applications under Parts 1 and 3 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)

Submission requirements are set out in the relevant part of the Town and Country Planning (General Permitted Development) Order 2015 (as amended). Sufficient information needs to be submitted to enable the authority to establish whether the proposed development complies with any conditions, limitations or restrictions specified in the relevant part of the Order as being applicable to the development in question and to allow the authority to determine whether prior approval is required, and if so, whether it should be granted, in respect of the matters set out in the relevant part of the Order.

PART TWO – LOCAL REQUIREMENTS

In addition to the national requirements, Trafford Council also requires the submission of additional supporting information to accompany certain types of planning applications. The following section sets out further clarification of what information is required from each of the supporting documents: If more than one statement is required, one or more of these can be combined into a Planning Statement where appropriate.

1. AIR QUALITY ASSESSMENT

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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.

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

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 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.

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

2. CARBON BUDGET STATEMENT

Threshold – Requirement for Full and Outline planning applications for:

- All residential developments equal to or greater than 100 units
- All non residential developments proposing 10,000 sq.m floorspace or above

Required by Policy L5 of the Trafford Core Strategy and the NPPF

This report must outline the measures to be implemented by the developer to ensure the development proposed reduces gross CO2 emissions. Further guidance is provided within the Core Strategy and SPD1: Planning Obligations.

3. CRIME IMPACT STATEMENT

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

- Residential developments (Classes C1, C2, and C3 and HMOs 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 A1, A2, A5, B1, B2, B8, D1, D2 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 (Classes A3, or A4) 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.
- Development involving the creation of significant, utility infrastructure e.g. water, gas, electricity.
- Major transport infrastructure e.g. airport development, train/tram/bus stations.
- New developments, changes of use and extensions (of any size) where the development may have the potential to generate or attract crime and disorder.
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Required by Policy L7 of the Trafford Core Strategy 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 development's 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.

4. ECOLOGICAL AND BIODIVERSITY SURVEY (INCLUDING BAT SURVEY)

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

- Development (including householder) within or adjacent to 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
- 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 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.

5. 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

The Employment Land Assessment must be able to demonstrate that:

- a. There is no need for the site to be retained for employment purposes and it is therefore redundant
- b. There are no suitable alternative sites, within the locality, to meet the identified need for the proposed development
- c. The proposed redevelopment would not compromise the primary function of the locality or the operations of neighbouring users and
- d. 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 Economic Development Section or Manchester's Inward Investment agency, 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 B1, B2 and B8, as well as Sui Generis uses of a similar nature which may normally be found within employment areas.

6. ENVIRONMENTAL IMPACT ASSESSMENT (EIA)

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:

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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 3 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 .5 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.

7. FLOOD RISK AND DRAINAGE

FLOOD RISK INFORMATION

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

Details of Flood Zones can be found on the Environment Agency's website. www.environment-agency.gov.uk. The Council's Strategic Flood Risk Assessment (SFRA) is available via www.trafford.gov.uk. The National Planning Policy Framework can be accessed at www.gov.uk.

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 to assist applicants further in submitting the required flood risk information alongside planning applications.

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, available via its website, 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 157 – 162) relating to the need for a flood risk Sequential Test and Exception Test to be undertaken, where necessary, for development proposals.

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 sqm 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 and the National Planning Policy Framework

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.

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

Discharge to a surface water body

Infiltration

Discharge to a surface water sewer

Discharge to a combined sewer.

A Drainage Statement should 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 should 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: -

- Boreholes or trial pits
- Infiltration (Permeability) Testing
- Factual Ground Investigation Report (GIR)
- 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 in 1 year;
- 1 in 2 year;
- 1 in 30 year, and:
- 1 in 100 year + 30% climate change

8. 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 and the NPPF

Only limited types of development are considered to be 'appropriate' in the Green Belt (See paragraphs 145 – 147 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.

9. GREEN INFRASTRUCTURE

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

A Supporting Statement is required detailing any on site 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.

10. 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).

European designated sites within 5km of Trafford include the Manchester Mosses SAC and Rixton Claypits SAC. Details of these sites and advice concerning the types of development that may affect them can be found at <http://incc.defra.gov.uk/>

11. HERITAGE ASSESSMENT

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

- Development which involves alterations to 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 of a non-designated heritage asset
- Development within historic parks or gardens
- 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 and the NPPF

The Heritage Assessment must include a description of the significance of the heritage asset affected and the contribution of setting to that significance. As a matter of course, paragraphs 189 – 202 “Conserving and enhancing the historic environment” of the National Planning Policy Framework should be consulted and referenced in the submitted document. The Historic Environment Good Practice Advice published by Historic England should also be consulted when undertaking a Heritage Assessment to accompany an application. 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 Historic England’s “Charter for Advisory Services” available at <https://historicengland.org.uk/servicesandskills/ourplanningservices/CharterforAdvisoryServices> and the Historic England document “Conservation Principles, Policies and Guidance”, published 2008.

The assessment may include:

- Schedule of works, method statement and materials to be used for the proposals;
- Any relevant professional assessments (accredited) of the property that will assist the proposal i.e. Structural Report;

- Any information provided by contractors/companies supplying materials;
- Labeled photographic record if relevant/historic plans;
- A copy of the listing description. Listing descriptions can be obtained from the National Heritage List for England available to search on the following website: <http://list.english-heritage.org.uk/>

The assessment should explain how the principles and concepts referred to have been applied to the aspects of scale, massing, height, siting, layout, appearance, character and materials and have taken account of the special historic, archaeological, architectural or artistic interest of the building, structure and/or site; the particular physical features of the building or structure that justify its designation as a listed building; the setting of the building, structure or site affected by the proposal and indicate clearly how the proposal will positively contribute to local character and distinctiveness.

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

Appraisals to support applications for Listed Building Consent or planning permission are required to describe the purpose and need for the proposed alterations, justifying why this option has been adopted as opposed to possible alternatives. They should include a statement of significance which demonstrates an understanding of the special historic, archaeological, architectural or artistic interest of the building and site. It should include the details of the design principles and concepts that have been applied to the works including consideration of the impact, scale, massing, height, siting, layout, appearance, character and materials any potential new use.

It 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 is proposed, the application should be accompanied by relevant professional assessments (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. In addition to the assessment of significance, a statement of justification will be required. The statement of justification should explain why the proposed works are desirable or necessary and ultimately will achieve the optimum viable use of the listed building. The justification will assist in understanding the reasons for the application. The justification should take into account the relevant paragraphs 189 – 202 in “Conserving and enhancing the historic environment” of the National Planning Policy Framework and the Historic Environment Good Practice Advice published by Historic England.

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.

The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application.

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. They should 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 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). The applicant should clearly demonstrate how new development will make a positive contribution to local character and distinctiveness. The assessment must include design principles and concepts that have been applied including consideration of the impact, scale, massing, height, siting, layout, appearance, character, materials and any potential new use. 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.

Where the demolition of a building, structure or boundary treatment sited within a Conservation Area is proposed, a planning application will be required. There are certain exceptions to this requirement. In addition to the assessment of significance, a statement of justification will be required. In a conservation area, the onus is on safeguarding the future of buildings which make a positive contribution to the character or appearance of the designated heritage asset. The statement of justification should explain why the proposed works are desirable or necessary. The justification will assist in understanding the reasons for the application. The justification should take account of the relevant paragraphs 189 – 202 in “Conserving and enhancing the historic environment” of the National Planning Policy Framework and the Historic Environment Good Practice Advice published by Historic England.

A structural survey will be required in support of the demolition of any buildings in Conservation Areas and, where relevant, a financial 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. 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 more successful than the building being replaced.

Applications for development on sites which contain Archaeological remains

A heritage assessment may also be required where a development site is thought likely to contain archaeological remains. This statement will detail what site

assessment (including an appraisal of standing buildings) and evaluation has been carried out and detail what mitigation measures are proposed, should the scheme be permitted.

12. HOUSING DEVELOPMENT STATEMENTS

AFFORDABLE HOUSING STATEMENT

Threshold – Requirement for Full or Outline planning applications for housing developments proposing 11 or more residential units or which have a combined gross floorspace of more than 1000 sqm 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 and the NPPF.

This statement should 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.

DEVELOPMENT ON GREENFIELD LAND (INCLUDING DOMESTIC GARDENS)

Threshold – Requirement for Full or Outline Planning Applications for housing developments on greenfield land within the urban area.

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.

The Statement should demonstrate how the provisions of Paragraph L1.7 of the Trafford Core Strategy have been met.

Threshold – Requirement for Full or Outline Planning Applications for housing developments on greenfield sites outside of the urban area

The statement should demonstrate the following elements: -

- a. How the development will create sustainable communities;
- b. How the development will contribute to the Plan's overall objectives including the economic growth of the City Region and the provision of affordable housing;
- c. How the development of the land will not compromise the Council's achievement of its brownfield land target over the Plan period.

The statement should also demonstrate that the development would satisfy the tests set out at L1.7 – L1.9 of the Trafford Core Strategy

MEETING HOUSING NEEDS

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.

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

13. LANDSCAPE / TOWNSCAPE VISUAL IMPACT ASSESSMENT

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

- All residential developments equal to or greater than 100 units within the urban areas
- All residential developments of more than 10 units outside the urban areas;
- All non residential developments proposing 10,000 sq.m floorspace or above;
- Buildings of over 6 storeys or 20m in height;

The Landscape / Townscape Visual Impact Assessment should 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

13. NOISE ASSESSMENT

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

- Development that generates high levels of noise, such as industrial 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 major sources of noise such as roads, railways and industrial premises

Required by Policy L5 of Trafford Core Strategy 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 4916 or environmental.health@trafford.gov.uk

14. 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 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 & 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.

15. PLANNING OBLIGATIONS AND COMMUNITY INFRASTRUCTURE LEVY (CIL)

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 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.

Copies of SPD1 are available to download from the Council's website www.trafford.gov.uk.

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.

In accordance with guidance in NPPF and NPPG and to improve accountability, the Local Planning Authority will make the viability assessment publically 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 1. 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 £4,800 (exclusive of VAT) will be required to cover the Council's costs in assessing the viability information, including appointing a suitably qualified professional 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 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.

COMMUNITY INFRASTRUCTURE LEVY (CIL) – QUESTION FORM

All planning applications that comprise any of the following:

- **Development in excess of 100 square metres (GIA)**
- **Householder application for works or extension to a house**
- **The creation of a new dwelling**
- **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.

16. 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 sq.m and above of non residential floorspace**

Required by the 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.

17. 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).

18. 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 sq,m 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 86 – 90 of the NPPF.

19. 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 (A1)	GFA	<250sq. m	>250sq.m = TS >800sq.m = TA	>800sq. m
Non-food retail (A1)	GFA	<800sq.m	>800sq.m = TS >1500sq.m =TA	>1500sq.m
Financial and Professional Services (A2)	GFA	<1000sq.m	>1000sq.m = TS >2500sq.m = TA	>2500sq.m
Restaurants and Café (A3)	GFA	<300sq.m	>300sq.m =TS >2500sq.m = TA	>2500sq.m
Drinking Establishments (A4)	GFA	<300sq.m	>300sq.m =TS >600sq.m = TA	>600sq.m
Hot food Takeaway (A5)	GFA	<250sq.m	>250sq.m = TS >500sq.m = TA	>500sq.m
Business (B1)	GFA	<1500sq.m	>1500sq.m = TS >2500sq.m = TA	>2500sq.m

Cont'd				
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 Institutions (C2) – institutional hostels	Residents	<250 residents	>250 residents =TS >400 residents =TA	>400 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 (D2)	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 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.

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, which is available on the Council's website.

20. TREE SURVEY

Threshold – Requirement for Full, Outline, Reserved Matters, and Tree Preservation Order 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

Information will be required on which trees are to be retained and on the means of protecting these trees during construction. This information should be prepared by a suitably qualified and 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'.

21. 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 Conservation Areas (CA)

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 works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

Completed and dated form, with all questions answered;
Sketch plan at scale 1:200 showing the precise location of all tree(s); and
A full and clear specification of the works to be carried out.

Whether 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

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PART THREE – CHECKLIST

The table below provides a quick checklist for the most common types of applications. Where an item may or may not be required (C), please refer to Parts 1 and 2 above.

	Full Planning Application	Outline Planning Application	Reserved Matters Application	Householder Application	Listed Building Consent Application	Application for Advertisement Consent	Application for Prior Notification of proposed agricultural development	Application for Lawful Development Certificate (existing and proposed)
Application Form	R	R	R	R	R	R	R	R
Ownership Certificate	R	R		R	R		R	R
Notice to owner	R	R		R	R		R	R
Fee	C	C	R	C		R	R	R
Design and Access Statement	C	C	C	C	R			
Location Plan	R	R	R	R	R	R	R	R
Site Layout Plan	C	C	C	R	C	R	R	C
Existing and Proposed Elevations	C	C	C	R	C	R	R	C
Existing and Proposed Floorplans	C	C	C	R	C		R	C
Existing and Proposed Site Sections, Floor and Site Levels	C	C	C	C	C		C	C
Roof Plans	C	C	C	C	C		C	C
Streetscene elevations	C	C	C	C	C		C	C
Affordable Housing Statement	C	C						
Air Quality Assessment	C	C						
Carbon Budget Statement	C	C						
Crime Prevention Plan	C	C						
Ecological and Biodiversity Survey	C	C		C				
Employment Land Assessment	C	C						
Environmental Impact Assessment	C	C	C					
Flood Risk Assessment	C	C		C				
Green Belt Impact Statement	C	C		C				
Heritage Assessment	C	C	C	C	R	C	C	
Landscape and Visual Impact Assessment	C	C	C					
Noise Assessment	C	C						
Open Space Assessment	C	C						
Planning Obligations Draft Heads of Terms	C	C						
Viability Assessment	C	C						
Community Infrastructure Levy (CIL) Question Form	C	C		R				
Town Centre Statement	C	C						
Statement of Community Involvement	C	C	C					
Summary Report	C	C	C					
Telecommunications Supporting	C							

Information							
TA/TS/TP	C	C					
Tree Survey	C	C	C	C	C		C

R – Required; C – Conditional see Parts 1 and 2 above; -Not Required

	Application for prior notification for Telecommunications operators	Application for Prior Notification for Demolition	Application for Hedgerow Removal Notice	Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas	Applications for removal or variation of a condition following grant of planning permission	Discharge of condition following grant of planning permission	Application for non material amendment to existing planning permission
Application Form	R	R	R	R	R	R	R
Ownership Certificate	R	R	R				R
Notice to owner	R	R	R				R
Agricultural Certificate	R	R	R				R
Fee	R	R	R	R	R	R	R
Design and Access Statement	C						
Location Plan	R	R	R	R	R	C	C
Site Layout Plan	R	R	R	R	C	C	C
Existing and Proposed Elevations	C				C	C	C
Existing and Proposed Floorplans	C				C	C	C
Existing and Proposed Site Sections, Floor and Site Levels		C	C	C	C	C	C
Roof Plans					C	C	C
Streetscene elevations	C	C			C	C	C
Affordable Housing Statement					C	C	
Air Quality Assessment					C	C	
Carbon Budget Statement						C	
Crime Prevention Plan					C	C	
Ecological and Biodiversity Survey					C	C	
Employment Land Assessment					C	C	
Environmental Impact Assessment					C	C	
Flood Risk Assessment					C	C	
Green Belt Impact Statement	C				C	C	
Heritage Assessment	C	C	C	C	C	C	
Landscape and Visual Impact Assessment					C		
Noise Assessment					C	C	
Open Space Assessment					C	C	
Planning Obligations Draft Heads of Terms					C	C	

Viability Assessment					C		
Community Infrastructure Levy (CIL) Question Form							
Town Centre Statement					C	C	
Statement of Community Involvement					C		
Summary Report					C		
Telecommunications Supporting Information	R				C		
TA/TS/TP					C	C	
Tree Survey	C		C	R	C	C	

R – Required; C – Conditional see relevant section above; -Not Required

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TRAFFORD COUNCIL APPLICATION VALIDATION CHECKLIST: SEPTEMBER 2018
APPENDIX 1
GUIDANCE FOR THE PRODUCTION OF A VIABILITY APPRAISAL
Viability Method

- The production of appraisals and evidence is wholly the applicant's responsibility. It is not the Local Planning Authority's role to produce evidence and their own appraisal, but to assess the evidence and appraisals produced by the applicant and determine whether the information provided is sufficiently robust and evidence based to be able to come to a conclusion on the financial viability of the scheme and whether on that basis the scheme can provide a policy compliant level of planning obligations.
- As set out in the RICS guidance it is the role of the advisor, working on behalf of the applicant, to analyse the development appraisal produced by the applicant and form a judgement on viability. A viability appraisal presented as part of a planning application will only be accepted by the Local Planning Authority if the inputs and outputs of that appraisal are those generated by the applicant.
- The RICS guidance is clear that the 'residual' method should be used in viability appraisals. The output of the residual method should be the Residual Land Value, after all costs and a predetermined profit margin are deducted from the Gross Development Value.
- The applicant should provide a minimum of two appraisals. One should demonstrate the outputs from a fully-policy compliant scheme and one should represent the applicant's position on submission. . This will enable the LPA to calculate the impact planning obligations would have on the Residual Land Value and profit generated.
- The viability appraisals should be presented in an industry standard appraisal format including a summary page and supporting cash flow.
- All inputs and assumptions used in the viability appraisal should be evidenced and justified on a scheme specific basis.

Profit Margin

- Profit Margin is a risk adjusted return as stated in the RICS guidance: "A '*Competitive Return*' in the context of a developer bringing forward development should be in accordance with a 'market risk adjusted return' to the developer in viably delivering a project." (pg. 43).
 - Guidance is clear that the onus is on the applicant to identify an appropriate profit margin for the scheme they are promoting on a site by site basis. Only in the event that the profit margin falls below a site specific 'benchmark' is a viability challenge deemed appropriate.
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	<ul style="list-style-type: none"> This will be determined through the applicant making their case for the appropriate margin they should receive having regard to the development's risk profile, including their intention regarding sales. The applicant should submit their case including the full development risk profile with evidence and justification for why their profit margin is appropriate.
Land Value	<ul style="list-style-type: none"> A benchmark land value reflecting Development Plan Policies should be established in order to assess whether the Residual Land Value is below market expectations for comparable schemes. The new PPG is clear in how this benchmark land value should be estimated. The methodology approach suggested by the PPG combines the existing use value (EUV), plus a premium for the landowner (EUV+) with the RICS guidance approach of comparable method but the value (and comparables) have regard to development plan policies. The new PPG 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 (including equity resulting from those building their own homes)</i> <i>be informed by market evidence including current uses, costs and values wherever possible. Where recent market evidence is used to inform assessment of benchmark land value this evidence should be based on developments which are compliant with policies, including affordable housing. Where this evidence is not available plan makers and applicants should identify and evidence any adjustments to reflect the cost of policy compliance. This is so that historic benchmark land values of non-policy compliant developments are not used to inflate values over time”</i> (Para: 014 Reference ID: 01-014-20180724). The new PPG 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 land (or the price expected to be paid through an option agreement).”</i> (Para: 014 Reference ID: 01-014-20180724). <i>The new PPG is clear how benchmark land values should be assessed, and this assessment also reflects the RICS guidance that the land value should have regard to development plan policies.</i> The applicant should be requested to provide the land acquisition price or price expected to be paid through an option as well as purchasers costs including legal fees and agent fees. This should all be evidenced. Each land asset should be treated on its merits. For example if a commercial site is being brought forward for development via change of use then the particular circumstances of the site need to be considered. If the long term owner and developer of a site are one and the same then all outputs from the appraisal exercise; land value and profit will be regarded as 'return'.
GDV – Sales Values	<ul style="list-style-type: none"> Detailed comparable evidence should be provided with justification for the predicted Sales Values. The comparable evidence should be from projects that compare with the subject development in terms of

	<p>location, quality and age of the product.</p> <ul style="list-style-type: none"> • If there is a lack of new-build comparable evidence, 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 (those appointed by the Developer to market and sell the new homes) estimations are not independent and will not be accepted as evidence, unless they are supported with detailed comparable evidence with narrative.
GDV – Ground Rent	<ul style="list-style-type: none"> • An allowance for the Investment Value attributed to the income from the ground rent should be included in the viability appraisals. • The yields and ground rent levels should be supported by detailed evidence and comparable evidence.
GDV – Commercial Investment Value	<ul style="list-style-type: none"> • Detailed comparable evidence should be provided with justification for the predicted rents and yields • The comparable evidence should be for projects that compare with the subject development in terms of location, quality and age of the product • If there is a lack of new-build comparable evidence, second-hand comparables can be used, though it should be noted that there is a premium in rents and yields with new-builds. • Comparable evidence 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.
Affordable Houses	<ul style="list-style-type: none"> • The assumption should be that all Affordable Houses are sold to a Registered Provider (RP) at a discount to Open Market Value (OMV) unless an alternative policy compliant mechanism, considered appropriate by the LPA is identified and fully evidenced in the appraisal. • Intermediate product should be valued at around 60 - 70% OMV. • Affordable Rent should be valued at 60% OMV. • Social Rent should be valued at 50% OMV. • The assumption should be that Affordable Houses are transferred to a RP at point of completion of the dwelling, this should be reflected in the cash flow. • The profit margin 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 profit margin of 6% for affordable housing product has been considered appropriate in a number of recent Inspector's decisions.
Build Costs	<ul style="list-style-type: none"> • Build Cost Rate should be evidenced and benchmarked by comparable schemes and widely recognised databases such as BCIS. For the avoidance of doubt BCIS does include for Preliminaries and Overhead and Profit.

	<ul style="list-style-type: none"> • If the Build Cost Rate is at the upper end of the comparable schemes, a detailed justification is required, . • 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.
Abnormals	<ul style="list-style-type: none"> • Abnormal costs are those that the developer perceives to be in addition to 'normal' costs 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.
Finance Cost	<ul style="list-style-type: none"> • A cash flow, 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. • The applicant is required to evidence and justify the finance rate used. • The applicant should also provide a debt profile, explaining where the capital is sourced to fund the development.
Professional fees	<ul style="list-style-type: none"> • A detailed list of appointments and fees is required with detailed justification. • Professional appointments and agreed fees to be included, 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 any market housing element of the scheme. • A detailed list of appointments and fees is required. • A breakdown of Sales, Marketing and Legal Fees per property should be produced. •
Projection Model	<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. • A Projection Model will be used to capture the 'super profit'¹ as outlined in the RICS guidance note, in section 3.6.5 and Box 17 'Validity of projection models for capturing future market growth': • <i>"Projection (growth) models are an alternative to current day and reappraisal approaches for assessing the viability of a site. A 'looking forward' approach for the LPA and applicant can provide certainty in terms of defining planning obligations for both at the time of granting a planning permission." (Financial Viability in Planning, RICS, Box 17, pg. 22).</i> • The relevance of the Projection Model is to pick up any enhanced sale value from the schemes units in the form of a clawback once all costs have been fixed. This would capture any 'super profit' generated from the

¹ 'Super profit' is any additional value from the sale of apartments that generate an outturn that is greater than the predicted Sales Values in the applicant's viability assessment.

sale of the units which are above and beyond the stated sale prices estimated by the developer. 100% of this 'super profit' would be used to fund any outstanding affordable housing and S106 contributions to the point that the development meets its planning policy requirements. After this, all 'super profit' would go to the developer.

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