

**TRAFFORD COUNCIL**  
PLANNING AND DEVELOPMENT SERVICE

Application Validation Checklist



**TRAFFORD**  
COUNCIL

## INTRODUCTION

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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 and a scale bar;
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**

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### 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/planningapplication>). 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 which 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, for an increase in the height of an existing property within a row of other buildings and for major developments where different house types are sited adjacent to one another.

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**

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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. ACCOMMODATION SCHEDULE**

**Threshold – Requirement for Full or Outline planning application for residential development**

Required by Policy L2 of the Trafford Core Strategy 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.

### **2. ACCURATE VISUAL REPRESENTATIONS**

**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.**

Required by Policy L7 of the Trafford Core Strategy 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'.

### **3. 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.**



**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 m<sup>2</sup> 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.

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](mailto:environmental.protection@trafford.gov.uk)

#### 4. CARBON BUDGET STATEMENT

**Threshold – Requirement for Full and Outline planning applications for:**

- All residential developments equal to or greater than 10 units
- All non residential developments proposing 1,000 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.

#### 5. 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 E, B2 and B8 and sui generis uses, where 1000m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 1000m<sup>2</sup> or more and changes of use).
- Licensed food and beverage developments (within Class E or sui generis) where 200m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 200m<sup>2</sup> or more, and changes of use).
- Casinos and amusement arcades (to include new development, extensions of 500m<sup>2</sup> 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.
- Developments that create new public spaces, or propose alterations to existing public spaces where people may congregate.

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.

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.

## 6. 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 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
- commentary on minor, moderate and major sunlight and daylight losses.

## **7. 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.

## **8. 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 E (g), B1, B2 and B8, as well as Sui Generis uses of a similar nature which may normally be found within employment areas.

## **9. 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.

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.

## 10. EQUALITIES STATEMENT

**Threshold – Advised for all publicly accessible buildings, facilities which provide an element of care and all major development**

Required by Policy L7 of the Trafford Core Strategy 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.

Whilst not a validation requirement, all applicants submitting applications meeting the above threshold are *advised*, in the interests of expediting the consideration of their planning application, to submit an Equalities Statement. The Equalities Statement should 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.

## 11. 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 L7 of the Trafford Core Strategy 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. Strip section of all details including window and door reveals, balconies, brick detailing, parapet and roof design (1:10 - 1:20)
  - d. 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

## 12. 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**

Required by Policy L5 of Trafford Core Strategy and the National Planning Policy Framework

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

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.

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 should also be accompanied by a completed copy of the North West SuDS 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 that all aspects of sustainable drainage have been considered. The Pro-forma and associated guidance note can be found at Appendices 2 and 3 of this checklist.

**A Drainage Statement** should 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 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

### **13. 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.

### **14. GREEN INFRASTRUCTURE**

**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 and the NPPF

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.

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

## 16. 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 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 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 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 Heritage Asset should provide an impartial analysis of significance and the contribution of setting and be undertaken by a suitably qualified person. This should not be an advocacy document and should not seek to justify a scheme which has already been designed. The Heritage Assessment should provide an objective analysis of significance, an opportunity to describe what matters and why, in terms of heritage significance. The use of sensitivity matrices and scoring systems should be restricted to cases involving more significant assets, multiple assets, or changes considered likely to have a major effect on significance. As advised by Historic England, such matrices and systems should only be used to support a clearly expressed and non-technical narrative argument that clearly sets out “what matters and why” in terms of the heritage significance and setting of the assets affected, together with the effects of the development upon them.

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, as well as Historic England’s published planning advice Good Practice Advice notes (GPAs) and Historic England Advice Notes (HEANS) as relevant to the proposals.

## Impact of the Proposed Development

### *General Requirements*

The second stage of the Heritage Assessment should 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;
- 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;
- 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 available to search on the following website: <http://list.english-heritage.org.uk/>

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.

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 (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.

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. 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). 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 and how any potential harm has been minimised. 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. 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 more successful than the building being replaced.

Applications for development on sites which contain Archaeological remains

A heritage assessment will also be required where a development site is thought likely to contain archaeological remains. If a field evaluation is required this should be undertaken in accordance with the ClfA standard and guidance for the archaeological investigation and recording of standing buildings or structures. The relevant historic environment record held by the Greater Manchester Archaeological Advisory Service should also be consulted. 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.

## 17. HOUSING DEVELOPMENT STATEMENTS

### 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 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.**

Required by Policy L1 of the Trafford Core Strategy and the NPPF

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.**

Required by Policy L1 of the Trafford Core Strategy and the NPPF

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.**

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

## **18. LANDSCAPE / TOWNSCAPE VISUAL IMPACT ASSESSMENT**

**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 L7 of the Trafford Core Strategy and the NPPF



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 3<sup>rd</sup> Edition – May 2013

## 19. NOISE ASSESSMENT

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

- Development that generates high 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 major sources of noise such as roads, railways, entertainment venues 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 Regulatory Services on 0161 912 1377 or [environmental.protection@trafford.gov.uk](mailto:environmental.protection@trafford.gov.uk).

## 20. 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.

## 21. 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](http://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.**

Required by Policy L8 of the Trafford Core Strategy and the NPPF

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 £5,760 (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.

## **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.

## **22. 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.

## **23. 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).

## 24. 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.

## 25. 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
Restaurants 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 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 (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 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 [traffordtraffichaconsultations@amey.co.uk](mailto:traffordtraffichaconsultations@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.

## **26. TREE 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

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'.

## **27. 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 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

## **28. WASTE MANAGEMENT STRATEGY**

**Threshold – All applications for full planning permission for the following:**

- **All town centre development proposals, including new build development and changes of use, regardless of the size of the proposal.**
- **All new residential apartment schemes.**

**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.

## **29. 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.

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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						
Accommodation Schedule	C	C	C					
Accurate Visual Representations	C	C	C					
Carbon Budget Statement	C	C						
Crime Prevention Plan	C	C						
Daylight and Sunlight Assessment	C	C	C					
Ecological and Biodiversity Survey	C	C		C				
Employment Land Assessment	C	C						
Environmental Impact Assessment	C	C	C					
Equalities Statement	C	C	C					C
Façade Design Analysis	R	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					
Telecommunications Supporting Information	C							
TA/TS/TP	C	C						
Tree Survey	C	C	C	C	C		C	
Waste Management Strategy	C		C					
Wind Impact Assessment	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	
Accommodation Schedule					C	C	C
Accurate Visual Representations					C	C	C

Carbon Budget Statement					C	C	
Crime Prevention Plan					C	C	
Daylight and Sunlight Assessment					C	C	C
Ecological and Biodiversity Survey					C	C	
Employment Land Assessment					C	C	
Environmental Impact Assessment					C	C	
Equalities Statement					C	C	C
Façade Design Analysis					C	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					C	C	
Town Centre Statement					C	C	
Statement of Community Involvement					C		
Telecommunications Supporting Information					C	C	
TA/TS/TP	C		C	R	C	C	
Tree Survey	C		C		C	C	
Waste Management Strategy					C	C	
Wind Impact Assessment					C	C	C

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

# TRAFFORD COUNCIL APPLICATION VALIDATION CHECKLIST: FEBRUARY 2021

## APPENDIX 1

### GUIDANCE FOR THE PRODUCTION OF A VIABILITY APPRAISAL

Validation Checklist - Approach to Viability in Planning	
<b>Viability Methodology</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The viability methodology must follow the requirements set out in adopted policy and guidance in the NPPF and NPPG on Viability.</li> <li>• 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.</li> <li>• The Applicant should provide a minimum of two appraisals. One which reflects their offer and one which reflects a fully policy compliant scheme.</li> <li>• The viability appraisals should be presented in an industry standard appraisal format summary page with supporting cash flow (Argus Developer Software preferred).</li> <li>• 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.</li> </ul>
<b>Aspirational Return</b> <b>Developer</b>	<ul style="list-style-type: none"> <li>• The NPPG (2019) states:               <ul style="list-style-type: none"> <li>○ <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).</li> </ul> </li> <li>• 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.</li> <li>• Due to the reduced risk profile, affordable housing should be at a lower percentage return to the</li> </ul>

	<p>developer.</p> <ul style="list-style-type: none"> <li>• The developer return applied to different residential tenures and non-residential planning uses will need separate justification.</li> </ul>
<p><b>Aspirational Land Value</b></p>	<p><b>Benchmark</b></p> <ul style="list-style-type: none"> <li>• The NPPG (2019) 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, the NPPG does not recommend a methodology of comparison between BLV and Residual Land Value (RLV).</li> <li>• The BLV should be estimated based on the NPPG's (2019) required approach: <ul style="list-style-type: none"> <li>○ <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></li> </ul> </li> <li>• The NPPG (2019) states that the new benchmark land value should: <ul style="list-style-type: none"> <li>○ <i>"be based upon existing use value</i></li> <li>○ <i>allow for a premium to landowners...</i></li> <li>○ <i><u>reflect the implications</u> of abnormal costs; site-specific infrastructure costs; and professional site fees</i></li> <li>○ <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."</i> (para. 14)</li> </ul> </li> <li>• The first component of the BLV is the Existing Use Value. The NPPG (2019) is clear that the: <ul style="list-style-type: none"> <li>○ <i>"EUV is the value of the land in its existing use. Existing use value is not the price paid and <u>should disregard hope value.</u>" (para. 15).</i></li> </ul> </li> <li>• 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.</li> <li>• 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.</li> <li>• The new NPPG (2019) 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></li> </ul>

	<p><i>land (or the price expected to be paid through an option agreement).” (para. 14).</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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. The NPPG (2019) states that no premium should be applied to the AUV.</li> </ul>
<b>GDV – Sales Values</b>	<ul style="list-style-type: none"> <li>• Detailed comparable evidence should be provided with justification for the predicted sales values.</li> <li>• The transactional data should be comparable with the development in terms of type, location, quality and age.</li> <li>• 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.</li> <li>• Comparables should include the price per square foot and date of sale/asking price.</li> <li>• A schedule of unit sizes and estimated sale values should accompany the viability case.</li> <li>• Estate agent estimations are not independent and will not be accepted as evidence, unless they are supported with detailed comparable evidence with a narrative.</li> </ul>
<b>GDV – Ground Rent</b>	We await Government’s confirmation on how ground rents will be treated.
<b>GDV – Commercial Investment Value</b>	<ul style="list-style-type: none"> <li>• Detailed comparable evidence should be provided with justification for the predicted rents and yields</li> <li>• The transactional data should be comparable with the development in terms of location, quality and age (New-builds).</li> <li>• 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.</li> <li>• Comparables should include the annual rental value per square foot and date of investment sale or rent review.</li> <li>• All assumptions made when valuing the investment should be listed and justified with evidence.</li> <li>• A Purchaser’s cost would usually be expected as a deduction to account for stamp duty (SDLT), Agent Fees and Legal Fees.</li> </ul>
<b>Affordable Houses</b>	<ul style="list-style-type: none"> <li>• Affordable houses are sold to Registered Providers (RPs) at a discount on Open Market Value (OMV).</li> <li>• Intermediate product should be valued at around 70% OMV.</li> <li>• Affordable Rent should be valued at around 50% OMV.</li> <li>• Social Rent should be valued at around 45% OMV.</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> <li>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 a number of recent Inspectors' decisions such as APP/H1840/S16/3158916; Wychavon District Council (2016): <i>"6% profit on the value of the affordable element would be appropriate to reflect the lower risk involved with affordable housing provision."</i></li> </ul>
<b>Standard Build Costs</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>If the build cost rate is at the upper end of the comparable schemes, detailed justification is required to explain why.</li> </ul>
<b>Abnormals</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>The NPPG (2019) 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).</li> </ul>
<b>Cost Plan Review</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Finance Cost</b>	<ul style="list-style-type: none"> <li>A cash flow that was used to substantiate the finance costs, showing spend and revenue received, should be submitted by the Applicant.</li> <li>The Applicant should also state and justify the build period and sale period for the scheme,</li> </ul>

	<p>including the estimated percentage of pre-sales (mainly for apartment schemes).</p> <ul style="list-style-type: none"> <li>• The Applicant is required to evidence and justify the finance rate used.</li> </ul>
<b>Professional fees</b>	<ul style="list-style-type: none"> <li>• A detailed list of appointments and fees is required, with supporting evidence.</li> <li>• Professional fees should also be stated as a percentage of total build cost.</li> </ul>
<b>Sales &amp; Marketing &amp; Legal Fees</b>	<ul style="list-style-type: none"> <li>• Sales, marketing and legal fees should only be applied to the market housing of the scheme.</li> <li>• A breakdown of sales, marketing and legal fees per property should be produced.</li> <li>• Within Trafford we would expect legal fees at around £500 to £750 per property, depending on the size of the development.</li> </ul>
<b>Projection Model/Overage Agreements</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The NPPG (2019) provided guidance on overage agreements: <ul style="list-style-type: none"> <li>○ <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).</li> </ul> </li> <li>• A Projection Model will be used to capture the ‘super profit’<sup>1</sup>.</li> </ul>
<b>Approach to Negotiations</b>	<ul style="list-style-type: none"> <li>• The NPPG (2019) states: <ul style="list-style-type: none"> <li>○ <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).</li> </ul> </li> <li>• The above is the basis on which all negotiations will be undertaken.</li> </ul>

<sup>1</sup> ‘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 2**

**NORTHWEST SUDS PROFORMA**

DRAFT



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# NORTH WEST SuDS PRO-FORMA

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This pro-forma is a requirement for any planning application for major development<sup>2</sup>.

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.

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## 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.

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## 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.

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<sup>2</sup> as defined in Section 2 of [Statutory Instrument 2015 No. 595](#) or on sites of 0.5 hectares in Critical Drainage Areas.

## SECTION 1. APPLICATION & DEVELOPMENT DETAILS

<b>Planning Application Reference</b> <i>(if available)</i>	
<b>State type of planning application</b> <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>	
<b>Developer(s) Name:</b>	
<b>Consultant(s) Name:</b>	
<b>Development Address</b> <i>(including postcode)</i>	
<b>Development Grid Reference</b> <i>(Eastings/Northings)</i>	
<b>Total Development Site Area (Ha)</b>	
<b>Drained Area (Ha)* of Development</b>	
<b>Please indicate the flood zone that your development is in. Tick all that apply.</b> <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"/>
<b>What is the surface water risk of the site? Tick all that apply.</b> <i>Based on the Environment Agency Surface Water Flood Map.</i>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
<b>Have you submitted a Site Specific Flood Risk Assessment (FRA)?</b> <i>See separate guidance notes for clarification on when a FRA is required</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you submitted a Sustainable Drainage Strategy?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does your drainage proposal provide multi-functional benefits via SuDS?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Expected Lifetime of Development (years)</b> <i>Refer to Planning Practice Guidance "Flood Risk and Coastal Change" Paragraph 026</i>	
<b>Development Type:</b>	<b>State Proposed Number of Residential Units / Quantum of commercial floorspace</b>
<b>Greenfield Site</b> • <i>Site is wholly undeveloped, and a new drainage system will be installed</i>	<input type="checkbox"/>
<b>Previously Developed/ Brownfield Site</b> <i>Site is already developed, and the entirety 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); <u>OR</u></i> <i>Where records of the previously developed system are not available so that the hydraulic</i>	<input type="checkbox"/>

<i>characteristics of the system cannot be determined or where the drainage system is not in reasonable working order i.e. broken, blocked or no longer operational for other reasons, then one of the approaches outlined in Section 24.5 of The SuDS Manual (C753) should be adopted.</i>		
<b>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 1.</b>		

## SECTION 2: IMPERMEABLE AREA AND EXISTING DRAINAGE

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

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

<b>Drainage Design</b> <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>	
<b>Select which design approach you are taking to manage water quantity (refer to Section 3.3 SuDS Manual)</b>	
<b>Approach 1 – Volume control / Long Term Storage (Technical Standards S2/3, S4/5)</b> <ul style="list-style-type: none"> <li>• <i>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</i></li> <li>• <i>The discharge rate for the critical duration 1 in 1 year event is restricted to the 1 in 1 year greenfield runoff rate</i></li> <li>• <i>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</i></li> </ul>	<input type="checkbox"/>
<b>Approach 2 – Qbar (Technical Standards S6)</b> <ul style="list-style-type: none"> <li>• <i>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.</i></li> </ul>	<input type="checkbox"/>
<b>Evidence Required:</b> Plans showing: <ul style="list-style-type: none"> <li>• Existing flow routes and flood risks</li> <li>• Modified flow routes</li> <li>• Contributing and impermeable areas</li> <li>• Current (if any) and proposed 'source control' and 'management train' locations of sustainable drainage components (C753 Chapter 7)</li> <li>• Details of drainage ownership</li> </ul>	<input type="checkbox"/>

- Details of exceedance routes (Technical Standards S9)
- Topographic survey
- Locations and number of existing and proposed discharge points

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.

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 2.

### 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>
<b>Qbar</b> <i>(Approach 2)</i>			
<b>1 in 1 Year Event</b> <i>(Approach 1)</i>			
<b>1 in 30 Year Event</b>			
<b>1 in 100 Year Event*</b> <i>(Approach 1)</i>			
<p>* 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.</p>			
<b>Evidence Required:</b>			
Methodology used to calculate peak runoff rate clearly stated and justified.			<input type="checkbox"/>
Impermeable areas plan, supported by topographical survey confirming positive drainage.			<input type="checkbox"/>
Hydraulic calculations and details of software used.			<input type="checkbox"/>

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 <sup>3</sup> )	Greenfield Volume (m <sup>3</sup> )	Proposed Volume (m <sup>3</sup> )
<b>1 in 100 Year 6 Hour Event</b> <i>(Approach 1)</i>			
<b>Does the below statement apply to your development proposal?</b> 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"/>
<b>Evidence Required:</b> 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"/>
<b>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 4.</b>			

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## SECTION 5: STORAGE – TECHNICAL STANDARDS S7 AND S8

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

<b>State storage volume required (m<sup>3</sup>)</b> <i>(excluding non-void spaces)</i> <i>Must include an allowance for climate change and urban creep</i>	
<b>Have you incorporated interception into your design?</b> <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"/>
<b>Evidence Required:</b> Drainage plans showing location of attenuation and all flow control devices and supporting calculations.	<input type="checkbox"/>

<b>Summarise how storage will be provided for 1 in 30 year event on site.</b> <i>Storage must be designed to ensure that at no flooding occurs onsite in a 1 in 30 year event except in designated areas <b>and</b> no flooding occurs offsite in a 1 in 100 year (plus climate change allowance) event.</i>	
<b>Summarise how storage will be provided for 1 in 100 year (plus climate change) event on site.</b> <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>	
<b>Evidence Required:</b> Plans showing size and location of storage and supporting calculations. Where there is controlled flooding, extents and depths must be indicated.	<input type="checkbox"/>

<b>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 5.</b>	
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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.*

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

<b>Confirm the <i>Pollution Hazard Level</i> of the proposed development - Tick <u>ALL</u> that apply</b>		
<i>Refer to Pollution Hazard Indices for different Land Use Classifications in Table 26.2 of The SuDS Manual C753 for further guidance.</i>		
<b>Pollution Hazard Level</b> <i>Tick <u>ALL</u> that apply</i>	<b>Surface water run-off from the proposed development will drain from:</b>	
<b>VERY LOW</b>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Residential roofs</li> </ul>
<b>LOW</b>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Other roofs (typically commercial/industrial roofs)</li> <li>Individual property driveways, residential car parks, low traffic roads (e.g. cul de sacs, home-zones and general access roads)</li> <li>Non-residential car parking with infrequent change (e.g. schools, offices) i.e. &lt; 300 traffic movements/day</li> </ul>
<b>MEDIUM</b>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Commercial yard and delivery areas</li> <li>Non-residential car parking with frequent change (e.g. hospitals, retail)</li> <li>All roads except low traffic roads and trunk roads/motorways<sup>3</sup></li> </ul>
<b>HIGH</b>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Sites with heavy pollution (e.g. haulage yards, lorry parks, highly frequented lorry approaches to industrial estates, waste sites)</li> <li>Sites where chemicals and fuels (other than domestic fuel oil) are to be delivered, handled, stored, used or manufactured</li> <li>Industrial sites</li> <li>Trunk roads and motorways<sup>1</sup></li> </ul>

<b>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?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>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).</li> </ul>		

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

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

<sup>3</sup> Motorways and trunk roads should follow the guidance and risk assessment process set out in Highways Agency (2009).

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 6.

## SECTION 7: DETAILS OF YOUR SUSTAINABLE DRAINAGE SYSTEM

### a) Function of your Sustainable Drainage System

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

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

<b>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7a.</b>	
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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?	
<b>Hierarchy Level 1: Into the ground (via infiltration)</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If YES - Evidence Required</b>		<b>If NO – Evidence Required</b> <b>Tick ALL that apply</b>	
<input type="checkbox"/>	<b>A.</b> Completed Infiltration Checklist from The SuDS Manual (C753) Appendix B  <i>An editable version of this form is available on <a href="#">SusDrain website</a>.</i>	<input type="checkbox"/>	<b>A.</b> 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"> <li>The methodology within BRE 365 (2016), <b>OR</b></li> <li>Falling head permeability tests BS EN ISO 22282-2: 2012</li> </ul>
<input type="checkbox"/>	<b>B.</b> British Geological Survey (BGS) Infiltration SuDS Map	<input type="checkbox"/>	<b>B.</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 <a href="#">SuDS GeoReport</a> or similar.
<input type="checkbox"/>	<b>C.</b> Infiltration testing to BRE 365 (2016) or falling head permeability tests to BS EN ISO 2228-2: 2012 ( <b>optional for outline</b> )	<input type="checkbox"/>	<b>C.</b> 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	<input type="checkbox"/>	<b>D.</b> Geotechnical advice from a competent person* which



	discharge method, in case infiltration proposals are proven not feasible upon further site specific ground investigation e.g. to consider seasonal variations to groundwater.			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>
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Proposed method of surface water discharge		Is this proposed?	
<b>Hierarchy Level 2:</b> To a surface water body ( <i>select type</i> )  <i>NOTE: Consent from LLFA or Permit from Environment Agency may be required – refer to guidance</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		<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 <b>AND</b> <input type="checkbox"/> Statement providing justification in your Sustainable Drainage Strategy  <i>Note: 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.</i>

Proposed method of surface water discharge		Is this proposed?	
<b>Hierarchy Level 3:</b> To a surface water sewer. N.B. Trafford will not accept surface water drainage to a highway drain		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		<input type="checkbox"/> Surface water sewer	
If YES - Evidence Required		If NO – Evidence Required Tick ALL that apply	
<input type="checkbox"/>	Written correspondence from Water and Sewerage Company regarding proposed connection.	<input type="checkbox"/>	Plan showing nearby sewers <b>AND</b> <input type="checkbox"/> Statement providing justification in your Sustainable Drainage Strategy

Proposed method of surface water discharge		Is this proposed?	
<b>Hierarchy Level 4:</b> 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.	
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### c) Proposed SuDS Component Types

Tick ALL that apply					
<b>Within property boundary</b>	<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					
<b>Within development site boundary</b> <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:				

<b>Off site</b> <i>(not within the boundary of the proposed development)</i>	<b>Please state:</b>
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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.	
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**SECTION 8: OPERATION AND MAINTENANCE – TECHNICAL STANDARD S12 AND NATIONAL PLANNING POLICY FRAMEWORK**

*The applicant is responsible for ensuring that ALL components selected in Section 7 can be maintained for the lifetime of the development. The information required below will enable the developer to demonstrate the maintenance arrangements to the Local Planning Authority and will allow the Local Planning Authority to consider how it will be secured (e.g. via planning condition or planning obligation).*

	Information Provided?
<b>Management Plan</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Evidence Required:</b> <b>Plan/ drawing provided to show the position of the different SuDS components with:</b> <ul style="list-style-type: none"> <li>• 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>.</li> <li>• Plan/ drawing to identify any areas where certain activities are prohibited, detailing reasons why.</li> </ul> <b>Action plan for accidental pollutant spillages.</b>	<input type="checkbox"/>  <input type="checkbox"/>

	Information Provided?
<b>Maintenance Schedule</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Evidence Required:</b> A copy of the maintenance schedule including: <ol style="list-style-type: none"> <li><b>1. Proactive and preventative maintenance</b>                               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.</li> <li><b>2. Reactive and corrective maintenance (e.g. product repair and replacement).</b>                               Including advice on excavations, or similar works, in locations that could affect the SuDS components/ adjacent structures.</li> </ol>	<input type="checkbox"/>

	Information Provided?
<b>Maintenance and Management Arrangements</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Evidence Required:</b> 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. <input type="checkbox"/> <b>Water and Sewerage Company</b> <i>Section 104 agreement (Water Industry Act 1991)</i> <input type="checkbox"/> <b>Local Authority Public Open Space</b> <i>[Refer to local authority policy &amp; check with local authority first]</i>  Please select the arrangement(s) for all non-adopted sustainable drainage components. Tick all that apply. <input type="checkbox"/> <b>Management Company</b> <input type="checkbox"/> <b>Property Owner</b> <i>(for SuDS components within property boundary only)</i> <input type="checkbox"/> <b>Other</b> (please state)	<input type="checkbox"/>

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

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*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.*

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

Client Details			
<b>Name</b>		<b>Company</b>	

**APPENDIX 3**

**NORTH WEST SUDS PRO FORMA GUIDANCE (see separate document)**

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