



VALIDATION REQUIREMENTS FOR PLANNING APPLICATIONS

A VALID APPLICATION WILL:

- **COMPLY WITH THE NATIONAL LIST**
- **COMPLY WITH LOCAL LIST**
- **INCLUDE ANYTHING REQUESTED DURING PRE APPLICATION DISCUSSIONS**

The preferred method of submission is on line at:

<https://www.planningportal.co.uk/info/200126/applications>

The Council would advise applicants to obtain pre-application advice before submitting a planning application. Details of which can be found at:

<http://www.blackburn.gov.uk/Pages/Planning-advice.aspx>

Applications will be checked and validated once the fee is paid. Please note that if the fee is not paid within 14 days of the receipt of the application, the application will be withdrawn by the Council. No reminders will be sent.

If any information is missing the application will be treated as 'INVALID'

We will write to you to tell you what is wrong with it.

If the requested information is not received to the required standard within 21 days of the date it is requested, the application will be treated as 'WITHDRAWN' and an administrative charge will be levied.

The charge seeks to recover some of the cost of officer time involved in handling such invalid applications. Details of the charges are on the Council's website.

The application will be checked again ONCE when ALL the missing information has been provided.

If you receive a letter to say that your planning application is 'invalid' please provide all the requested information together in one submission.

If the information is still incorrect the application will be treated as withdrawn and the file destroyed.

If the drawings are incorrect a new set will be required so that the incorrect ones can be destroyed and replaced. Please make sure that the detail on the drawings is consistent throughout. (for example the window details on floor plans and elevations should correspond)

If the application is treated as withdrawn, the file will be destroyed and the application will have to be resubmitted

If you do not intend to provide any of the information required by this 'Validation Checklist' you should provide the reasons for this with your application as a 'validation dispute' under the provisions of Part 3, Article 12 of the Town and Country Planning (Development Management Procedure)(England) Order 2015

It will help to avoid delays in processing your application if you :

- Submit the application on line.
- Pay on line at the time the application is made.
- If you do not pay on line, Telephone 01254 585218 to pay by card within 14 days of submission
- Check the validation checklist and provide all the necessary information at the time of submission
- Submit plans at A4 or A3 size where possible.(The Council does not accept drawings at AO paper size)
- Provide electronic documents separately (Do not save within a folder hierarchy)
- Clearly name documents
- Avoid using high definition colour
- Avoid large file sizes
- Avoid 'binding' documents
- Avoid password protecting documents
- If you do submit a paper copy, provide a copy of it in PDF format on CD

And in addition for Major Applications with numerous documents :

- Apply & pay on line by completing the form, then provide separately
 - 1 paper copy of all the documents
 - 1 copy of all the documents in PDF format on CD (no need to upload via portal)
 - A document schedule/checklist

This will enable us to check and reconcile documents quickly and will avoid applications being made invalid due to the piecemeal submission of documents which are too large to upload via planning portal.

NATIONAL REQUIREMENTS INFORMATION DETAILED ON THE NATIONAL LIST IS ALWAYS REQUIRED. APPLICATIONS WILL BE MADE INVALID & DELAYED IF THIS IS MISSING FROM THE SUBMISSION	
N1	Application Form: Answer all questions
N2	Correct Fee <ul style="list-style-type: none"> • This must be paid at the time the application is made or within 14 days of its receipt. • Applications not paid within 14 days will be withdrawn by the Council and the file destroyed. • No reminders will be sent.
N3	Ownership Certificates <ul style="list-style-type: none"> • Certificate A must be completed when the applicant is the sole owner of the site. • Certificate B must be completed when the owner of the site is known to the applicant • Certificate C and D must be completed when some or none of the owners of the site are known
N4	Agricultural Holdings Certificate
N5	Article 6 Notices If certificate B or C is used an Article 6 notice should be served on the owner See APPENDIX A
N6	Location Plan This should: <ul style="list-style-type: none"> • Be Ordnance Survey Quality • Be at a scale of 1:1250 or for larger sites 1:2500 • Show a North point • Show at least 2 road names & property numbers/names • Show a red edge around the application site which should include all the land required to carry out the proposed development. • Show a blue edge around any other land the applicant owns or has an interest in.
N7	Site Plans ARE ALWAYS required for: <ul style="list-style-type: none"> • Major Developments • Commercial / industrial extensions • New buildings (residential / commercial / industrial) • Householder extensions where the development displaces or alters existing parking arrangements • Development which will increase the demand for parking • Development which increases the number of bedrooms • Adverts where the advert is not fixed to a building • Developments which have been subject to pre application advice where a site plan has been requested. <p>They are not usually required for householder applications where:</p> <ul style="list-style-type: none"> • The property is a terraced house with no existing on-site parking arrangements • There is no proposed increase in the number of bedrooms • There is no loss of existing parking arrangements <p>Existing and proposed site plans should be at a scale of 1:500 or 1:200 and should:</p> <ul style="list-style-type: none"> • Include the same information as the Location Plan and show: <ul style="list-style-type: none"> ○ The proposed development in relation to the site boundaries and any existing buildings on site or adjacent to it. ○ Any buildings or structures to be demolished ○ Any roads, footpaths and public rights of way crossing or adjoining the site.

	<ul style="list-style-type: none"> ○ The existing and proposed access arrangements. ○ The existing and proposed parking arrangements ○ The position of trees on or adjacent to the site. (If there are any a tree survey will be required (see L5)) ○ The extent and type of any proposed hard surfacing ○ Any existing or proposed boundary treatments including walls/fencing where these ○ Proposed bin/refuse storage arrangements
N8	<p>Floor Plans</p> <p>Existing and proposed Floor Plans are needed for:</p> <ul style="list-style-type: none"> ● Applications where new floor space is proposed, ● Applications where a change in the use of floor space is proposed. ● Advertisement Applications to show the position of the proposed advertisement <p>These should:</p> <ul style="list-style-type: none"> ● Be drawn to a recognised metric scale, preferably 1:50 or 1:100 ● Explain the proposal in detail. ● Show details of the existing buildings and those for the proposed development. ● Show the development in context with any adjacent buildings (including property numbers where appropriate). ● The detail shown on the Floor plans should correspond with the detail on the elevations
N9	<p>Elevations & Roof Plans</p> <p>Existing and proposed elevations are needed where:</p> <ul style="list-style-type: none"> ● New elevations details are proposed ● Existing elevations are altered <p>These should:</p> <ul style="list-style-type: none"> ● Be drawn to a recognised metric scale, preferably 1:50 or 1:100 ● Explain the proposal in detail ● Show details of the existing buildings and those for the proposed development ● Show all sides of the proposal ● Clearly show the relationship between any adjoining buildings or any building in close proximity (2 metres) providing details of the positions of any openings on each property. ● The detail shown on the elevations should correspond with the detail on the floor plans <p>Elevations are also required for Applications for Advertisement Consent to show:</p> <ul style="list-style-type: none"> ● The size and position of the proposed advertisement in relation to the associated site and buildings ● The height above ground level ● The amount of projection ● The sections ● Proposed materials & colours ● The method of fixing <p>Roof Plans are needed where:</p> <ul style="list-style-type: none"> ● A new roof is proposed ● An existing roof is altered <p>These should:</p> <ul style="list-style-type: none"> ● Be drawn to a recognised metric scale, preferably 1:50 or 1:100 <p>They are not usually required to validate householder applications where the roof is a simple one with two planes or less. If a roof plan is required for such an application it will be requested by the case officer.</p>

<p>N10</p>	<p>Section Drawings are needed:</p> <ul style="list-style-type: none"> • Where a proposal involves a change in ground levels – drawings should be submitted to show both existing and finished levels. • For sloping sites – full information is required showing alterations to levels, the way in which a proposal sits within the site and in particular the relative levels between existing and proposed buildings. <p>These should:</p> <ul style="list-style-type: none"> • Be drawn to a recognised metric scale preferably at 1:50 or 1:100 • Show a cross section through the proposed building(s)
<p>N11</p>	<p>Design & Access Statement</p> <p><u>Required for</u></p> <ul style="list-style-type: none"> • Major development • 1 or more dwelling(s) • New development over 100 sq m • Applications for Listed Building Consent
<p>N12</p>	<p>Environmental Statement</p> <p>The planning authority screens development to assess whether or not the development is EIA development. This is done either as a separate screening opinion or as part of the application process. An Environmental statement will be required where</p> <ul style="list-style-type: none"> • Development is classed as EIA development under the provisions of: <p>The Town and Country planning (Environment Impact Assessment)(England and Wales) Regulations 1999</p> <ul style="list-style-type: none"> • A development has been the subject of a previous screening opinion by the Council, and it's been determined that the development is EIA development. • A development has previously been refused permission because the development was screened as part of the application process and judged to be EIA development and no Environmental Statement was provided with the application. <p>The Environmental Statement should provide details of how any adverse impacts on soils can be minimised. Further guidance is contained in the Defra Construction Code of Practice for the Sustainable Use of Soil on Development Sites.</p> <p>Please check with the planning department if you require any further advice.</p>
<p>N13</p>	<p>Sustainable Urban Drainage Systems (SUDs)</p> <p><u>Required for:</u></p> <ul style="list-style-type: none"> • All Major developments

LOCAL REQUIREMENTS

APPLICATIONS WILL BE MADE INVALID & DELAYED IF INFORMATION REQUIRED BY THE LOCAL LIST IS MISSING FROM THE SUBMISSION

L1	<p>Details of any pre-application discussions <u>Not required for validation</u> However, if there has been pre application advice and the validation checklist issued as part of the pre-application process is not submitted together with all the requested information, the application may be delayed.</p>
L2	<p>Statement of Community Involvement <u>Required for:</u></p> <ul style="list-style-type: none"> • The following developments within or adjoining residential areas <ul style="list-style-type: none"> ○ Residential schemes of 50+ units ○ Retail, commercial & industrial schemes with a floor space of between 2000sqm on sites of 2 hectares or more ○ Educational, hospital leisure and recreation schemes on sites of 2 hectares or more ○ Schemes with 2 or more land uses on sites of 1.5 hectares ○ Changes of use of building(s) with a gross floor area of 1,500 sq m or more ○ Any scheme requiring an Environmental Impact Assessment • Major departures from the development plan • EIA development • Proposals which by virtue of their type or potential impact are likely to generate widespread interest within the community.eg. <ul style="list-style-type: none"> ○ Windfarms, ○ Telecommunications in a sensitive situation (eg. next to a school) ○ Institutional uses likely to raise local concerns ○ Development on a valued open space
L3	<p>Supporting Planning Statement <u>Required for:</u></p> <ul style="list-style-type: none"> • Residential schemes of 10+ or, where the number of dwellings is not specified, a site area of Over 0.5 Hectares • Retail, commercial & industrial schemes with a floor space of over 1000sqm or sites of over 1 hectare • Educational, hospital leisure and recreation schemes on sites of over 1 hectare • Schemes with 2 or more land uses on sites of over 1 hectare • Changes of use of building(s) with a gross floor area of over 1,000sq m • Developments not in accordance with the development plan • When requested during the pre -application process • For wind turbine applications to include the following: <ul style="list-style-type: none"> ○ Grid reference ○ Details of wind speeds ○ Evidence of the feasibility of energy generation ○ A shadow flicker report ○ A visual amenity assessment ○ A highways plan showing the route to be used for the delivery ○ A hydrological & soil assessment report to establish whether the proposal would have an impact on the peat or hydrology of the area.

L4	<p>Structural Survey / Demolition & method statement</p> <p><u>Structural surveys are required for:</u></p> <ul style="list-style-type: none"> • The conversion of barns or other buildings outside the urban area • Applications for Listed Building/Conservation Area consent where requested during the pre-application process • Applications where the land is unstable <p>Demolition & method statements are required for:</p> <ul style="list-style-type: none"> • Applications for prior notification for demolition • Applications involving demolition or site clearance
L5	<p>Tree Survey</p> <p><u>Required for:</u></p> <p>Development with the potential to affect trees where:</p> <ul style="list-style-type: none"> • Trees are on site • Trees are adjacent to the site and are within falling distance of the boundary • Trees could be affected by construction work • Trees could be affected by the delivery or storage of materials.
L6	<p>Ecological Surveys & Protected Species Statements (Including Bat, Barn Owl and Nesting Birds Surveys)</p> <p><u>Ecological surveys are required for:</u></p> <ul style="list-style-type: none"> • SSSI or Sites of Local / National Biological importance • Biological Heritage Sites • Applications where it's been requested as part of the pre-application process. • Sites falling within or adjacent to 'green infrastructure' designations on the Local Plan • Barn conversions outside the urban area • Demolition of any building • Work affecting roof spaces outside the urban area • Removal of any tree or hedgerow • Alteration to any watercourses • Wind Turbine applications • Where questions contained within a protected species statement are answered 'yes' <p><u>Protected species statements are required for :</u></p> <ul style="list-style-type: none"> • Development within the urban boundary where there is no indication that protected species would be affected and where all the questions on the statement can be answered 'no'. This would include: <ul style="list-style-type: none"> ○ Works to an existing roof ○ Redevelopment of an already cleared site <p>A pro forma Protected Species statement is appended</p> <p>Applicants can check whether their proposals are within close proximity to internationally or nationally designated sites through Natural England's MAGIC mapping website: http://www.natureonthemap.naturalengland.org.uk/.</p>
L7	<p>Landscaping proposals</p> <p><u>Required</u></p> <ul style="list-style-type: none"> • When requested as part of the pre- application process • Landscape strategies are included either as supporting information or as part of Design and Access Statements or EIAs • For sites that are considered to be particularly sensitive in landscape or visual terms we recommend that a Landscape and Visual Impact Assessment (LVIA) is undertaken. For example:

	<ul style="list-style-type: none"> ○ where large scale developments are proposed, particularly vertical developments; ○ where developments are within areas with a national or international landscape or landscape heritage designation (eg Areas of Outstanding Natural Beauty (AONBs)); ○ where developments may affect the settings of the above areas; or ○ where developments will be visible from publicly accessible viewpoints <p>In other cases this will be requested during the determination process if required.</p>
L8	<p>Statement of Proposed Heads of Terms (Section 106- Planning Obligations) <u>Required for:</u></p> <ul style="list-style-type: none"> ● New residential development of 11 dwellings or more or where the total floor space is more than 1000 square metres <p>A Heads of terms/viability form is appended.</p>
L9	<p><u>Affordable Housing/Financial Appraisal/viability report</u> (Section 106 - Planning Obligations) <u>Required:</u></p> <ul style="list-style-type: none"> ● When requested as part of the pre-application process. <p>If the applicant feels that 20% AH is not viable, a financial viability report/appraisal will be required. This must be in compliance with the HCA Development Appraisal Tool (DAT). Although this is not required to validate the application, it will be required to determine it and will delay the application or lead to the refusal of planning permission if not provided.</p> <p>A Heads of Terms/Viability Form is appended</p>
L10	<p>Open Space Proposals <u>Required</u></p> <ul style="list-style-type: none"> ● When requested as part of the pre- application process <p>In other cases this will be requested during the determination process if required.</p>
L11	<p>Transport Statement/Transport Assessment <u>Transport Statements are required:</u></p> <ul style="list-style-type: none"> ● When requested as part of the pre-application process ● For residential schemes of 10 – 49 Units or where the number of dwellings is not specified, a site area of between 0.5 and 2.499 Hectares ● For retail, commercial & industrial schemes with a floor space of between 1000sqm and 1999sqm or sites of between 1 hectare and 1.999 hectares ● For educational, hospital leisure and recreation schemes on sites of between 1 hectare and 1.999 hectares ● For schemes with 2 or more land uses on sites of between 1 hectare and 1.499 hectares ● For changes of use of building(s) with a gross floor area of between 1,000sq m and 1,499 sq m. <p><u>A Transport Statement is</u> <i>A simplified version of a transport assessment where it is agreed the transport issues arising out of development proposals are limited and a full transport assessment is not required.</i></p> <p><u>Transport Assessments are required:</u></p> <ul style="list-style-type: none"> ● When requested as part of the pre-application process ● For developments affecting or adjacent to a level crossing ● For residential schemes of 50+ units ● For retail, commercial & industrial schemes with a floor space of between 2000sqm on sites of 2 hectares or more ● For educational, hospital leisure and recreation schemes on sites of 2 hectares or more ● For schemes with 2 or more land uses on sites of 1.5 hectares ● Changes of use of building(s) with a gross floor area of 1,500 sq m or more

	<ul style="list-style-type: none"> Any scheme requiring an Environmental Impact Assessment <p><u>A Transport Assessment is:</u> A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport and what measures will need to be taken to deal with the anticipated transport impacts of the development.</p>															
L12	<p>Green Travel plan</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> When requested as part of the pre-application process For residential schemes of 50+ units For retail, commercial & industrial schemes with a floor space of between 2000sqm on sites of 2 hectares or more For educational, hospital leisure and recreation schemes on sites of 2 hectares or more For schemes with 2 or more land uses on sites of 1.5 hectares Changes of use of building(s) with a gross floor area of 1,500 sq m or more Any scheme requiring an Environmental Impact Assessment 															
L13	<p>Town Centre Uses: Impact Assessments for out of centre developments.</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> When requested as part of the pre-application process For proposed 'Town Centre Uses' In accordance with policy 29 of the Local Plan where the proposed floor space is above the thresholds detailed in the summary below: <p>Town Centre Uses include:</p> <ul style="list-style-type: none"> Retail (including warehouse, clubs, & factory outlets) Leisure & entertainment (including cinemas, restaurants, drive through restaurants, bars, pubs, night clubs, casinos, health & fitness, indoor bowling & bingo) Offices (B1 / A2) Arts, culture, tourism (including theatres, museums, galleries, concert halls, hotels and conference facilities) <table border="1" data-bbox="204 1272 1449 1877"> <thead> <tr> <th data-bbox="204 1272 619 1379">Location of development</th> <th data-bbox="619 1272 1034 1379">Proposed floor space threshold of any proposed 'town centre' use</th> <th data-bbox="1034 1272 1449 1379">Centres required to be assessed for potential impact</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 1379 619 1487">Within 500m of any district centre boundary or a local centre or parade of shops</td> <td data-bbox="619 1379 1034 1487">250 sq m</td> <td data-bbox="1034 1379 1449 1487">All district centres or local centres / parades of shops within 500m</td> </tr> <tr> <td data-bbox="204 1487 619 1594">Darwen Urban area (South of M65)</td> <td data-bbox="619 1487 1034 1594">500 sq m</td> <td data-bbox="1034 1487 1449 1594">Darwen Town centre plus all district centres / local centres / parades of shops within 500m</td> </tr> <tr> <td data-bbox="204 1594 619 1702">Blackburn Urban Area (North of M65)</td> <td data-bbox="619 1594 1034 1702">1000 sq m</td> <td data-bbox="1034 1594 1449 1702">Blackburn town centre plus all district centres / local centres / parades of shops within 500m</td> </tr> <tr> <td data-bbox="204 1702 619 1877">Any location outside the urban area. eg village settlements</td> <td data-bbox="619 1702 1034 1877">100 sq m</td> <td data-bbox="1034 1702 1449 1877">To be determined on a case by case basis. Check with the Duty Planning Officer prior to submitting the application.</td> </tr> </tbody> </table>	Location of development	Proposed floor space threshold of any proposed 'town centre' use	Centres required to be assessed for potential impact	Within 500m of any district centre boundary or a local centre or parade of shops	250 sq m	All district centres or local centres / parades of shops within 500m	Darwen Urban area (South of M65)	500 sq m	Darwen Town centre plus all district centres / local centres / parades of shops within 500m	Blackburn Urban Area (North of M65)	1000 sq m	Blackburn town centre plus all district centres / local centres / parades of shops within 500m	Any location outside the urban area. eg village settlements	100 sq m	To be determined on a case by case basis. Check with the Duty Planning Officer prior to submitting the application.
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L14	<p>Flood Risk Assessments</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> When requested as part of the pre-application process 															

	<ul style="list-style-type: none"> • For all developments in flood zone 2 and 3 (not dormer extensions) • For all development over 1ha in flood zone 1 <p>You should follow the Environment Agency's standing advice if you're carrying out a flood risk assessment of a development classed as:</p> <ul style="list-style-type: none"> – <i>a minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3</i> – <i>'more vulnerable' in flood zone 2 (except for landfill or waste facility sites, caravan or camping sites)</i> – <i>'less vulnerable' in flood zone 2 (except for agriculture and forestry, waste treatment, mineral processing, and water and sewage treatment)</i> – <i>'water compatible' in flood zone 2</i> <p>Where development is proposed within 8m of a designated main river, a site plan is required that clearly shows the 8m easement.</p>
L15	<p>Drainage Scheme</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • Residential schemes of 10+ or, where the number of dwellings is not specified, a site area of Over 0.5 Hectares • Retail, commercial & industrial schemes with a floor space of over 1000sqm or sites of over 1 hectare • Educational, hospital leisure and recreation schemes on sites of over 1 hectare • Schemes with 2 or more land uses on sites of over 1 hectare • Changes of use of building(s) with a gross floor area of over 1,000sq m • Where building is within the Canal & River Trust consultation zone
L16	<p>Archaeological Assessment</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • For all development affecting a known archaeological site (including Change of Use)
L17	<p>Heritage Statement (Listed Building & Conservation Assessments)</p> <p><u>Required for:</u></p> <ul style="list-style-type: none"> • Alteration/demolition of a listed Building • Alteration /demolition of any building in a Conservation Area (including householder) • Works to a Historic Park or Garden • Works affecting an area of archaeological interest • Works to / demolition of a non-designated heritage asset
L18	<p>Refuse Storage Facilities / Recycling details</p> <p><u>Required for:</u></p> <ul style="list-style-type: none"> • All new developments • Amendments to the above • Proposed extensions to non-residential property <p>This information is usually shown on the site plan</p>
L19	<p>Contaminated Land Survey</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process <p>In other cases this will be requested during the determination process if required.</p>

L20	<p>Noise Impact Assessment</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • For Applications relating to Wind Turbines <p>In other cases this will be requested during the determination process if required.</p>
L21	<p>Air Quality Assessment</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process • When there would be Increased congestion/traffic volumes/speed/HGV movements • For 100 + new parking spaces outside an AQMA • For 50+ new parking spaces inside an AQMA • For 50+ new retail parking spaces outside an AQMA • For 20+ new retail parking spaces inside an AQMA • For Dwellings, Residential Care facilities or schools within an AQMA or within areas of poor air quality where there may be an exceedence of a National Air Quality Objective. • For Commercial or Industrial plant/ equipment producing emissions close to or within an AQMA • Air pollution information service (APIS) be included as a reference. APIS provides specific air pollution advice based on habitats, ecosystems and species.
L22	<p><u>Odour Assessment</u></p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process <p>In other cases this will be requested during the determination process if required.</p>
L23	<p><u>Lighting scheme / light pollution assessment</u></p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process <p>In other cases this will be requested during the determination process if required.</p>
L24	<p><u>Crime Impact Statement</u></p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • When requested as part of the pre-application process <p>In other cases this will be requested during the determination process if required.</p> <p>Crime Impact Statements</p> <p>A Crime Impact Statement addresses crime risks and ways to remove/reduce them from the design of the proposed development. Applicants should be signposted to the Designing Out Crime Team at Lancashire Constabulary Headquarters in order to obtain a Crime Impact Statement - ALO@lancashire.pnn.police.uk.</p> <p>In order to encourage Crime Prevention through Environmental Design into commercial and domestic developments, to reduce crime and increase public safety, a Crime Impact Statement should accompany an application if it meets any of the following points:-</p> <p>If the development is;</p> <ul style="list-style-type: none"> • Residential developments (25 or more dwellings), • Retail schemes (100sqm or more/more than 3 units, • Office and Commercial developments, • Educational Premises, • Hotels, • Nursing/care homes, • Religious buildings, • Hospitals and other medicinal premises (including veterinary buildings and chemists),

	<ul style="list-style-type: none"> • Banks and other financial premises, • Licensed premises (alcohol & Registered Firearm Dealers), • Student accommodation (NB: 20 units or more for conversion), • ATM's (new, replacement and retrospective), • Events and Leisure premises likely to attract large groups of people; with a particularly focus on counter terrorism measures. <p>Developers should consider applying for Secured By Design accreditation. Secured By Design focuses on crime prevention at the design, layout and construction stages of developments and promotes the use of security standards for a wide range of applications and products – www.securedbydesign.com.</p>
L25	<p>Coal Mining Risk Assessment</p> <p><u>Required for:</u></p> <ul style="list-style-type: none"> • Development (except Householder) which would cause ground disturbance within a high risk area • When requested as part of the pre-application process
L26	<p>Agricultural Statement</p> <p><u>Required for:</u></p> <ul style="list-style-type: none"> • Proposed agricultural developments • Proposed horticultural developments • Proposed agricultural workers dwellings <p>An Agricultural Statement form is appended</p>
L27	<p>Energy Statement</p> <p><u>Required:</u></p> <ul style="list-style-type: none"> • For development (except Householder) • When requested as part of the pre-application process. <p>All development must demonstrate how it has been designed to minimise its contribution to carbon emissions and climate change. The Council will be supportive of exemplar developments which demonstrate how particularly high standards of environmental performance can be achieved in accordance with Policy 36 “Climate Change” of the Local Plan Part 2 (adopted December 2015).</p> <p>Further guidance on producing such a statement can be found on the following URL link: http://enplanner.com/ which is updated in line with the current building regulations.</p>
L28	<p>Met Office assessment</p> <p>Required for all wind turbine applications that are in the 20km consultation zone from our radar at Hameldon hill or other structures that are greater than the heights specified on the consultation map. A proforma will need to be completed. Details of which are available via the following link: http://www.metoffice.gov.uk/media/pdf/8/0/developers_proforma.pdf</p>
L29	<p>Sport England assessment</p> <p>There is a consultation guidance checklist prepared by Sport England. Further information can also be found on their website at: http://www.sportengland.org/playingfieldspolicy</p>
L30	<p>Health Impact Assessment</p> <p>Health Impact Assessments will be required for all developments which have the potential to impact on public health, with particular reference to obesity and related disorders, and illnesses associated with alcohol or smoking.</p> <p>A Health Impact Assessment will be required for residential developments of 100 or more units, non-</p>

residential developments of 10,000m² or more and for other developments where the proposal is likely to have a significant impact on health and wellbeing. Where significant impacts are identified, measures to mitigate the adverse impact of the development will be provided and/or secured by planning obligations.

Please see the [Planning for Health](#) Supplementary Planning Document for more information.



PROTECTED SPECIES STATEMENT: BATS, BARN OWLS AND NESTING BIRDS

The presence of protected species is a material consideration in the determination of planning applications and the Council must assess, prior to making a decision on your planning application, whether any protected species are likely to be affected by development and if a full ecological survey is required.

Please complete and return this statement which forms part of that assessment.

Please note that if this information is not provided it may delay the application or lead to the refusal of planning permission.

Application number/...../..... (If known)

Applicant Name & Address		
Agents Name & Address		
Site address of Proposed Development		
Name:	Signed:	Date:

Does the proposal affect an agricultural building? (farmhouse, barn or outbuilding)	Yes / No
Is the development site a pre 1960's building within 200m of woodland & or water?	Yes / No
Is the development site constructed with weather boarding & / or hanging tiles within 200m of woodland &/or water?	Yes / No
Is the development site a pre 1914 building within 400m of woodland/water?	Yes / No
Is the development site a pre 1914 building with a gable end or slate roof?	Yes / No
Is the development site adjacent to woodland or water?	Yes / No
Does the development affect any chimney, bridge or underground structure?	Yes / No
Does the proposal involve floodlighting of any church, listed building or green space within 50m of woodland, field or hedgerow?	Yes / No
Does the proposal involve felling or lopping woodland / hedgerows?	Yes / No
Is the proposal within 200m of a river, stream, canal or other waterway?	Yes / No
Have any bats, barn owls, or nesting birds been seen on or close to site?	Yes / No
Have any bats, barn owls or nesting birds been seen within the affected property.	Yes / No



PLANNING OBLIGATIONS COMMUTED SUM PAYMENTS & VIABILITY STATEMENTS

The following information is required. Please complete and enclose this with the application.

Please note that if this information is not provided it may delay the application or lead to the refusal of planning permission.

STATEMENT OF PROPOSED HEADS OF TERMS Application number/...../..... (If known)

Applicant Name & Address	
Agents Name & Address	
Site address of Proposed Development	
Name & Address of Land Owner	
Name & Address of Land Owners Agent	
Name & Address of any Mortgagee	
Name & Address of any person with an interest in the application site	
Confirmation of whom to send the section 106 agreement documentation for intitial approval. Agent/Owner/Solicitor/Applicant.	
Please include Evidence of Title / Copy Entries from Land Registry that are no more than 3 months old or following registration of the last transfer of the site (whichever is the most recent). If the site is unregistered certified copies of the original conveyance will be required to prove ownership. If the application site has been acquired following the death of a previous proprietor certified copies of the grant of probate or letters of administration will be required.	
Include 1 copy of a 1:1250 plan with the site edged red	
I confirm that I/my client is willing to enter into a Section 106 Agreement in accordance with the Councils Policies in respect of New Residential Developments.	
Name:	Signed:
Name & address of Applicant's Solicitor	

Some applications will also require the Section 106 Agreement to cover other issues such as highway improvements. If this applies to your planning application the Case Officer will contact you.

VIABILITY STATEMENT

If you consider that the payment of a commuted sum would affect the viability of the development and you want the Council to waive or reduce the requirement, a Viability Statement will be required, which must be in compliance with the HCA's [Development Appraisal Tool](#) (DAT).

This should include at the least:

- The value of the land (2 local estate agent valuations)
- Details of any abnormal development costs
- Details of construction costs
- Open market valuation of the dwellings (from 2 local estate agents)
- Proposed Developer's return
- Details of the proposed obligations.
- A summary of why the commuted sum requirement should be reduced or waived.

Please contact the Planning Office for further advice before making your application.



AGRICULTURAL STATEMENT

TO BE USED FOR:

- Proposed agricultural developments
- Proposed horticultural developments
- Proposed agricultural workers dwellings

Applicant Name		Applicant address	
Proposed Development		Site	
Planning History (previous applications)			
Background to the application			
Details of the Proposal			
Operational Need			