

INFORMATION GUIDE

The following details support the essential requirements for information required to validate a planning application and provide guidance on the circumstances when further information may be required to validate a planning application. Separate guidance is provided on how to fill in planning application forms.

Note: When providing information to support your application you must include either a copy of any documents you refer to or reference the extract appropriately. For example if quoting from an Ofsted report include the report or relevant section, and highlight the relevant information.

Applications will be INVALID if the following details to meet the essential requirements set out below are not submitted.

National essential requirements

1. The standard application form

All planning applications will need to be presented on a standard application form, which will be available electronically and as a paper copy. One copy of all supporting information is required.

The County Council may request further copies to be submitted at the outset depending on the nature of the proposal and which could be established through pre-application discussions.

2. The location plan.

All applications must include copies of a location plan based on an up to date map. This should be at a scale of 1:1250 or 1:2500. Plans should show at least two named roads and 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 should be edged clearly with a red line. It should include all land necessary to carry out the proposed development including land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around the site.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

3. Site and other plans

The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) The direction of North.
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- d) All public rights of way (including footpaths, bridleways, restricted bridleways or byways open to all traffic) crossing or adjoining the site.
- e) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- f) The extent and type of any hard surfacing.
- g) Boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted (dependent on the type of application) as follows:

Block plan of the site (e.g. at a scale of 1:100 or 1:200)

These should show the site as existing; any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.

Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown 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 (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and 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 (e.g. at a scale of 1:50 or 1:100)

These should be drawn at a scale of 1:50 or 1:100 and 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 show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

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

Roof plans (e.g. at 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. Details of all plant and equipment to be located on the roof should be shown including guardrails.

4. Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, 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 for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

5. Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or

variation of conditions, tree preservation orders, or express consent to display an advertisement.

The forms and associated guidance can be downloaded via the following link.

<http://lccweb3/corporate/web/view.asp?siteid=3063&pageid=7098&e=e>

6. Design and Access Statements

A Design and Access Statement must accompany applications for both outline and full planning permission other than in the circumstances set out in Article 8 Part 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

This document can be down loaded via the following link.

<http://www.legislation.gov.uk/uksi/2010/2184/article/8/made>

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. 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. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. The requirements of a Design and Access Statement are set out in the above mentioned document.

7. The correct fee (where one is necessary)

Details of fees for planning applications are provided as part of the application pack and are electronically available on the County Councils Development Control web pages.

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3063&pageid=7098&e=e>

Local requirements

8. Air quality assessments

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Updated December 2012

Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application. Further advice is available in **Paragraphs 120-123 of the National Planning Policy Framework**.

9. Biodiversity survey and report

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. These 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, the Countryside and Rights of Way Act 2000, the Hedgerows Regulations 1997 or the Protection of Badgers Act 1992.

Applications for development that will affect areas designated for their biodiversity interests (whether international, national or local) are likely to need to include assessments of impacts and proposals for long term maintenance and management. In Lancashire Local Sites comprise Local Nature Reserves (LNR), Biological Heritage Sites (BHS), Geological Heritage Sites (GHS) or Regionally Important Geological Sites (RIGS) and other sites identified by individual District Councils.

This information might form part of an Environmental Statement, where one is necessary. Certain proposals, which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows, ponds or alterations to water courses, may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in the **National Planning Policy Framework in particular Section 11 'Conserving and enhancing the natural environment.'** Government Circular: *Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system* (ODPM Circular 06/2005, Defra Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*. The County Councils guidance relating to protected species and wider biodiversity matters can be accessed via the County Councils web pages shown below.

A full wildlife survey will be required where designated sites or protected species are involved or it is suspected that there may be protected species on an application site. In addition where developments that are proposed adjacent to such a site, but it might have an impact upon it; will also be required to be submitted with a full assessment of the impact of the proposal on the feature of importance. **Where European Protected Sites or Species are involved this requirement cannot be conditioned, as the Local Planning Authority is**

obliged by the law to make a full assessment of the impact of the proposed development at the time of its consideration.

A survey report, containing the survey methodology and all the baseline data, prepared by a professional ecological surveyor should advise of any wildlife interest present, the likely impact of the development on any wildlife interest, and provide a mitigation scheme to ensure that interests are protected, and enhanced wherever possible.

Mitigation and/or compensation measures should not be seen as justification for the development but merely a way of addressing and offsetting adverse impacts if planning permission were to be granted. Surveys need to be undertaken by a suitably experienced professional consultant at an appropriate time of year and employing appropriate survey techniques.

If this information is not submitted with the application then the application may not be validated or registered and or may be refused on the grounds of lack of information.

Link to the Protected Species leaflet:

www.lancashire.gov.uk/environment/ecology/pdfs/Protected%20Species%20Leaflet.pdf

Link to the Supplementary Planning Guidance 'Landscape and Heritage' :

www.lancashire.gov.uk/corporate/web/view.asp?siteid=3654&pageid=11650&e=e

10. Daylight/Sunlight assessments

In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, Building Research Establishment (BRE) guidelines on daylight assessments. (Planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959)

11. Economic statements

Economic Statements will be beneficial for all major employment-generating proposals and should be used to set out the economic development and regeneration benefits of the scheme. Applicants should demonstrate how their proposals will contribute, where appropriate, to the delivery of economic

development and regeneration strategies at regional, sub-regional and local levels”.

12. Energy statements

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficient standards. Further guidance can be obtained from **Section 10: 'Meeting the challenge of climate change, flooding and coastal change' of the National Planning Policy Framework.**

13. Environmental Statements

The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (SI 2011/No.1824) as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

An Environmental Impact Assessment (EIA) should be provided for any major development that falls within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. An EIA may also be required for other developments identified in Schedule 2 where its location and scale corresponds with those criteria listed in the EIA Regulations. An assessment will need to be undertaken as to the significance of any impact. This is to enable the likely environmental impacts of the proposed development to be properly considered by the Local Planning Authority. This is a three-stage process.

If you suspect that a proposal may need an EIA you can submit a request to the Local Planning Authority for a **Screening Opinion**. This request will need to be by a plan to identify the site, a brief description to the nature and purpose of the development and of its possible effects on the environment and any other information. On receipt of the application for a screening opinion the Local Planning Authority will consult the relevant organisations and respond to the request normally within 28 days. If the Local Planning Authority considers that the proposal could have significant effects on the environment then they will require an EIA to be submitted with the application.

If a proposed development is EIA Development (by virtue of either Schedule 1 or Schedule 2) then a request for a **Scoping Opinion** can be submitted to the Local Planning Authority. This will seek to provide sufficient information that the scope of an EIA can be agreed, i.e. the significance of the various impacts and the level of detail to be explored. The Local Planning Authority will consult the relevant organisations and respond to the request normally within 28 days.

An EIA application should be submitted with a full Environmental Statement (ES) and a non-technical summary. Technical appendices should also be included where relevant. An application proposing EIA Development has a target date for consideration of 16 weeks to allow the Local Planning Authority and all the interested parties greater opportunity to consider the impacts of the proposed development.

14. Flood risk assessment

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater outside flood risk zones and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area, which has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 as amended. **Paragraphs 99-108 of the National Planning Policy Framework and its associated Technical Guidance** provide guidance for both local planning authorities and applicants in relation to the undertaking of FRA's and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Link to Environment Agency Home page:

<http://www.environment-agency.gov.uk/>

A drainage assessment may also be required where the water table is high, if the surface water is to drain into streams or rivers or if the proposal incorporates non-mains drainage. A Sustainable Urban Drainage System (SUDs) statement should be submitted for major applications where there is a potential for significant surface water run-off (e.g. development of Greenfield sites usually results in new large areas of impermeable surfaces such as roofs, roads and car parking). The Floods and Water Management Act 2010 establishes a

Sustainable Drainage Systems Approving Body in unitary or county councils. This body must approve drainage systems in new developments and re-developments before construction begins.

Advice should be sought as to the number of copies and type of format (hard, disc, electronic) of an EIA/ES with an application.

15. Foul sewage and utilities assessment

All new buildings need separate connections to foul and storm water sewers.

If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.

Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in ***DETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.***

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- a) That, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community.
- b) That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures.
- c) That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.
- d) Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

16. Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic designated landscapes including listed parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character, setting and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

For applications for Hedgerow Removal the **Hedgerow Regulations 1997** provides guidance and criteria for determining 'important' hedgerows: for

example where it forms part of a significant historic landscape or area of archaeological potential.

For heritage assets, advice is provided in **Section 12: 'Conserving and enhancing the historic environment' of the National Planning Policy Framework.**

17. Land Contamination Assessments

Applications may also need to be accompanied by a land contamination assessment. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. **Paragraph 120 of the National Planning Policy Framework is relevant.**

18. Landfill Statements

See 31 and 43

19. Landscaping details

Applications may be accompanied by hard and soft landscaping details and include proposals for long-term maintenance and landscape management. There should be reference to hard and soft landscaping and detailed landscaping proposals, which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development as set out by the guidelines BS 5837: 2005 Trees in relation to construction-Recommendations.

20. Landscape and Visual Impact Assessment.

Applications may be accompanied by a Landscape and Visual Impact Assessment. The assessment should review the policy context and assess the significance of the developments 's impacts on landscape character, fabric, value, amenity and where appropriate cumulative effects with nearby development. Mitigation proposal should be detailed.

21. Lighting assessments

Proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the

development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. ***Lighting in the countryside: Towards good practice*** (1997) is a valuable guide for local planning authorities, planners, highway engineers and members of the public. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside. **Paragraph 125 of the National Planning Policy Framework is relevant.**

22. Lawful development certificate

The system of 'lawful development certificates' enables local planning authorities, *when the appropriate conditions are satisfied in each case*, to grant a certificate saying that:

- a) An *existing* use of land, or some operational development, or some activity in breach of a planning condition, is lawful; or
- b) A *proposed* use of buildings or other land, or some operations *proposed* to be carried out in, on, over or under land, would be lawful.

Further guidance is provided in Circular 10/97 Enforcing Planning Control.

23. Mineral working and restoration including mineral type, likely usage of minerals

Section 13 Facilitating the sustainable use of minerals, together with the Technical Guidance to the National Planning Policy Framework sets out the aspects to be considered for mineral working applications. In many cases, and specifically where development is likely to have significant effects, an Environmental Assessment will be required. In other cases, the complexity of detail required will depend on the circumstances of the particular case, but generally comprehensive information will be required which should be discussed and agreed during pre-application discussions. In particular, sufficient information will be required to ensure that working will be carried out to modern working, restoration, aftercare and environmental standards. This information may be provided as part of the Environmental Statement. Further guidance can be obtained from the County Council's Development Control Web page regarding the information required to accompany a planning application.

24. Mineral Extraction

The national planning application form and validation requirements in their current form do not provide for mineral applications. Until such time as they do Lancashire County Council will continue to:

- Use and adapt our existing mineral application form
- Use and develop our existing accompanying guidance notes
- Require relevant information to address the relevant Lancashire Minerals and Waste Local Plan policies and other development plan policies including the Regional Spatial Strategy and national guidance set out in Mineral Planning Statements.

25. Noise impact assessment

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician.

Almost all minerals and waste management operations have potential for generating noise, either through the operation of plant and machinery or from vehicle movements. Therefore unless otherwise agreed in writing by the County Planning Authority, all applications should be accompanied by a Noise Impact Statement prepared by a suitable qualified acoustician.

A Vibration Impact Assessment may also be required for developments that could be affected by vibration.

26. Odour/dust

Odour and Dust Assessments may be required and should be carried out by a suitably qualified person.

27. Open Space assessments

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces, which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application.

National planning policy is set out in Section 8: 'Promoting healthy communities' of the National Planning Policy Framework

28. Parking Provision

Applications may be required to provide details of existing and proposed parking provision and which shall accord with the policies in the North West of England Plan Regional Spatial Strategy September 2008 and the Submitted Draft North West Plan Partial Review July 2009

<http://www.gos.gov.uk/gonw/Planning/RegionalPlanning/>. These details could also be shown on a site layout plan.

Guidance on parking standards can be found in the following two documents:

Joint Lancashire Structure Plan (JLSP) Parking Standards

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3654&pageid=11682&e=e>

Joint Lancashire Structure Plan (JLSP) SPG 'Access and Parking'

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3654&pageid=11682&e=e>

29. Photographs and Photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

30. Planning obligations – Draft Head(s) of Terms

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 Development Plan Documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed Heads of Terms to be submitted with the application. Proposals should also have regard to the Lancashire County Council’s policy on Planning Obligations. Further advice on planning obligations can be found within **paragraphs 203-206 of the National Planning Policy Framework**.

31. Planning Statements

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details

of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.

If the proposal is located within the Green Belt and it would involve inappropriate development, a planning policy statement must accompany the application. This would need to address and justify the very special circumstances that would exist to overcome presumption against development in the Green Belt. Further guidance can be obtained from **Section 9: 'Protecting Green Belt' of the National Planning Policy Framework**.

32. Public Rights of Way (PROW)

A public right of way is a route over which the public has the right to pass and re-pass at any time for the purposes of enjoyment and recreation. The impact of a proposal on a public right of way is a material consideration when a planning application is being decided.

If your development is likely to affect a PROW, it is strongly recommended that you contact Lancashire County Council's Countryside team at an early design stage for informal advice. This could help to avoid unnecessary objections and costly delays.

<http://www.lancashire.gov.uk/environment/countryside/index.asp>

33. Site Waste Management Plan

Proposed new development should be supported by site waste management plans of the type now required by The Site Waste Management Plans Regulations 2008. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

Proposed new developments may need to be supported by a waste audit. Further guidance can be obtained from the supplementary planning document Minimizing and Managing Waste in New Developments. The document can be accessed via the link below.

http://www3.lancashire.gov.uk/corporate/atoz/a_to_z/service.asp?tab=1&u_id=362&strSL=M

34. Statement of Community Involvement

The National Planning Policy Framework at paragraphs 188-191 emphasises the benefits of pre application consultation for the developer, with both the planning authority and the local community. The County Council encourages applicants to engage in pre application discussions with planning officers and where necessary pre application consultation with communities.

Applications may need to be supported by a statement setting out how the applicant has engaged with and responded to the views of the local community and the planning authority: guidance on this is available in the local planning authorities adopted Statement of Community Involvement. The document can be accessed via this link.

http://www3.lancashire.gov.uk/corporate/atoz/a_to_z/service.asp?tab=1&u_id=362&strSL=M

35. Structural Surveys

A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, school development applications.

36. Sustainability

Integration of sustainability issues has become an important consideration when assessing the impact of new development. The National Planning Policy Framework states that 'the purpose of the planning system is to contribute to the achievement of sustainable development. The policies in paragraphs 18 to 219, taken as a whole, constitute the Government's view of what sustainable development in England means in practice for the planning system.' Further guidance specifically on climate change and flooding can be found in Section 10 of the Framework.

37. Telecommunications Development – supplementary information

Where planning applications for mast and antenna development by mobile phone network operators in England fall within a mineral or waste operation, applications should be submitted to the County Planning Authority and 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 Practice on Mobile Network Development (2002)***.

38. Town Centre Uses

Section 2: 'Ensuring the vitality of town centers' in the National Planning Policy Framework sets out the issues and policies that need to be considered to promote competitive town centre environments.

39. Transport assessments/statements

Section 4: 'Promoting sustainable transport' of the National Planning Policy Framework advises that a Transport Assessment (TA) or Transport Statement (TS) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA /TS should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA/TS should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in ***Guidance on Transport Assessment, (March 2007)*** published by the Department for Transport.

Guidance on the thresholds for Transport Assessments can be found in the following two documents:

Joint Lancashire Structure Plan (JLSP) Parking Standards

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3654&pageid=11682&e=e>

Joint Lancashire Structure Plan (JLSP) SPG 'Access and Parking'

<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3654&pageid=11682&e=e>

For example simple Transport Assessments will be required for all developments of 500m² gross floor area. This form can be found on page 30 of the Access and Parking document.

Comprehensive Transport Assessments rather than simple forms should be provided where the proposal for cumulative floor space or change of use exceeds the thresholds in Table E p14 of the 'Parking Standards'.

40. Travel Plan

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, **as advised by paragraph 36 of the National Planning Policy Framework**. A draft travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Further advice can be obtained from 'Using the planning process to secure travel plans: Best Practice Guide' ODPM and DfT 2002 and Joint Lancashire Structure Plan SPG Access and Parking and Parking Standards - March 2005 and which can be accessed via the County Council's Development Control web pages.

Joint Lancashire Structure Plan (JLSP) SPG 'Access and Parking'
<http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3654&pageid=11682&e=e>

41. Tree survey/Arboricultural implications

Where there are trees within, overhanging or in close proximity of the application site (within half their height of the boundary of a site), an application should include the accurate plotting of all tree stems and crowns, accompanied by a tree survey which details species, size, condition, any surgery work recommended and a scheme for tree protection during the development of the site. An arboricultural implications study will be required on sites with an important tree resource. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided. Further guidance can be obtained from the County Council Environment Directorate publication entitled 'Tree and Shrub Planting with Grass Seeding and Protective fencing 1998'.

42. Ventilation/Extraction statements

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises minerals or waste management operations. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

43. Waste Management applications

In many cases, and specifically where development is likely to have significant effects, an Environmental Assessment will be required. In other cases, the complexity of detail required will depend on the circumstances of the particular

case, but generally comprehensive information will be required which should be discussed and agreed during pre-application discussions. In particular, sufficient information will be required to ensure that working will be carried out to modern working, restoration, aftercare and environmental standards. This information may be provided as part of the Environmental Statement. Further guidance can be obtained from the County Council's Development Control Web page regarding the information required to accompany a planning application.