

Bolton Council
Validation Requirements for Planning Applications
January 2023

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1. Introduction

The purpose of this document is to provide clear guidance on the information that you need to submit with your planning application in order to ensure that your application is dealt with as quickly as possible. If the required information is not provided, you risk delay to your application by it not being validated. Planning permission may be also refused on the grounds of insufficient information having been submitted.

You are strongly advised to take professional planning advice before submitting your application. In the case where your application is of strategic significance, Council Planning Officers will be glad to arrange a pre-application meeting with the relevant Council and statutory consultees to ensure that your application is dealt with as speedily as possible and to ensure that any obstacles to development can be discussed at an early stage.

The checklist also includes mandatory national requirements, mandatory local requirements and locally specific requirements

Failure to comply with the terms of the validation checklist may make an application invalid under the terms of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Planning policies against which planning applications are considered are set out in Bolton's Local Plan. This consists of the adopted Core Strategy, Site Allocations Plan and the Greater Manchester Joint Minerals and Waste Local Plans. Links to these plans and the Allocations Plan Proposals Map are available on the Council's website at <http://www.bolton.gov.uk/website/pages/Localplan.aspx>. Additional guidance to assist in elaborating Local Plan policy is available in a number of Supplementary Planning Documents which may be obtained from

<http://www.bolton.gov.uk/website/pages/Supplementaryplanningdocuments.aspx>.

As guidance is kept under review it is worth checking that all relevant documents are being considered.

Government National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) are available to view at the Department of Communities and Local Government website on <http://planningguidance.communities.gov.uk>. This national web-based resource is frequently updated and should be consulted regularly.

Please note that this table lists the documents required to accompany planning applications before they are validated. Whilst guidance is provided for each item, the nature and extent of the information required will depend upon the individual site and proposal. The list is not exhaustive and it is possible that, once an application has been validated, further information may have to be submitted in order for the application to be determined. The list does not therefore limit the council's ability to request additional information should further issues arise during the planning application determination period. Sufficient information will be required in order for your application to be successful.

| 2.National Requirements | | | |
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| | Validation Item | Legal / Policy Driver | What information is required and when it is required Links to further advice |
| 1 | Completed Application Form | The Town and Country (Development Management Procedure) (England) Order 2015 Article | <p>All applications</p> <p>General information on making an application can be found at Planning Practice Guidance: https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission</p> <p>It is recommended that applications are submitted electronically through the Planning Portal www.planningportal.co.uk</p> <p>For applications submitted as a paper copy, one complete set of documents must be submitted.</p> |
| 2 | Ownership certificates and notice(s) | The Town and Country (Development Management Procedure) (England) Order 2015 Articles 13 & 14 | <p>All applications where an application form is required</p> <p>An ownership A, B, C or D certificate must be completed stating the ownership of the property.</p> <p>‘Owners’ are either freeholders, or leaseholders with at least 7 years of the leasehold left unexpired. Certificate A This should only be used if the applicant is the sole owner of the land and cannot be used where there is a leaseholder with at least 7 years of the leasehold left unexpired.</p> <p>A notice to owners of the application site must be completed and served in accordance with Article 13 of the DMPO. There are three versions of this notice, a Householder Article13 Notice, a Minor Commercial Article 13 Notice and a Full Planning Article 13 Notice.</p> |

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| 3 | Agricultural holdings certificates | The Town and Country (Development Management Procedure) (England) Order 2015 Articles | <p>All applications for which an application form is required</p> <p>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 and their details must be included on the relevant certificate.</p> |
| 4 | Location plan | The Town and Country (Development Management Procedure) (England) order 2015 Article 7 | <p>All applications (except applications for Non-Material Amendments and discharge of condition applications)</p> <p>All applications must include a location plan which should:</p> <ul style="list-style-type: none"> • Be at a scale of 1:1250 or 1:2500; • Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear • Show the application site outlined in red, which includes all land necessary to carry out the proposed development • Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue. <p>All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format).</p> |
| 5 | Any other plans, drawings and information necessary to describe the development which is the subject of the application | The Town and Country (Development Management Procedure) (England) order 2015 Article 7 | <p>All applications (except applications for Non-Material Amendments and discharge of condition applications)</p> <p>All plans should:</p> <ul style="list-style-type: none"> • Be at an identified scale (ideally 1:500 or 1:200) and show the direction of North • All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format). |

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| 6 | Design and Access Statement | The Town and Country (Development Management Procedure) (England) order 2015 Article 9 | <p>All applications for major development (defined as 10 or more dwellings or provision of a building(s) where the floor space to be created is over 1,000 square metres or where the site is 1 hectare or more)</p> <p>Applications for one or more dwellinghouses in a Conservation Area Applications for the provision of a building / buildings where the floor space created by the development is 100 square metres or more within a Conservation Area</p> <p>All Listed Building Consent applications</p> <p>This does not apply to applications for planning permission to amend conditions, extend the time limit for implementation, for reserved matters applications, for engineering or mining operations, for a material change of use, or for waste development.</p> <p>The purpose of a Design and Access Statement is to explain the design thinking behind the proposed development and why this is a suitable response to the site and its setting, and to demonstrate it can be adequately accessed by prospective users.</p> <p>The scope and level of detail in a Design and Access Statement should be proportionate to the type, scale and complexity of the application but should be relevant and succinct. The Statement must explain the design approach and principles that have been applied to the development. This will include:</p> <ol style="list-style-type: none"> a. Assessment of the character and physical features of the site and its surroundings, including any potential assets and constraints; b. Explanation of the design approach and principles and how these (i) take account of the outcomes of this assessment and (ii) align with the 's design guidance. c. Description of any heritage assets affected, including any contribution made by their setting, and how their character and distinctiveness is affected by the development; d. Explanation of any other factors that have influenced the design such as planning policy, access policy, specific user requirements, etc. |

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| | | | <p>e. Statement about what, if any, consultation or pre-application discussions have taken place relating to design and access and what account has been taken of these;</p> <p>f. Where relevant, how the scheme has evolved during the design process.</p> <p>Aspects of the site and context that may influence scheme design may include (but is not limited to): routes around and across the site; landform; existing buildings' layout, height, massing and architecture; trees, hedgerows, ponds and other features of landscape or ecological value; above and below ground infrastructure and utilities equipment.</p> <p>The document should normally include visual material such as photographs, sketches, cross-sections and diagrams clearly annotated to show their relevance to the scheme design.</p> <p>Listed Building Consent applications must explain how the design principles and concepts that have been applied to the works take account of:</p> <ol style="list-style-type: none"> The special architectural or historic importance of the building; The particular physical features of the building that reflect and illustrate the significance of the building; The building's setting. <p>Further Information National Planning Practice Guidance Design and Access Statements: How to read, write and use them (CABE) http://webarchive.nationalarchives.gov.uk/20110118111019/http://www.cabe.org.uk/files/design-and-access-statements.pdf National Design Guide: National design guide - GOV.UK (www.gov.uk)</p> |
| 7 | Environmental Statement | Town and Country Planning (Environmental Impact Assessment) Regulations 2017 | You can seek a formal opinion (a screening opinion) as to whether an Environmental Statement is needed before you submit your planning application. If a statement is needed, you can make an application for a scoping opinion which gives details of what the statement should contain. |

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| | | | <p>Further Information</p> <p>Planning Practice Guidance on Environmental Impact Assessment: https://www.gov.uk/guidance/environmental-impact-assessment#Screening-Schedule-2-projects.</p> <p>This is a specialised area of planning and you may need to seek your own professional advice.</p> |
| 8 | Outline applications | The Town and Country Planning (Development Management Procedure) (England) order 2015 Article 5(2) and (3) | <p>The local authority must notify the applicant within one month of receipt of the application that further details must be submitted (this should not be confused with applications where inadequate information is submitted).</p> <p>The outline application shall state the area or areas where the access points to the proposed development will be situated.</p> |
| 9 | Appropriate Fee | The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) | <p>The Planning Portal has produced a fee calculator to enable applicants to calculate the fee required to accompany any planning application:</p> <p>Planning Portal</p> |
| 10 | Fire Safety and high rise residential buildings | The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 | <p>All applications which involve the erection of a building which contains two or more dwellings or educational accommodation and is more than 18 metres in height or 7 or more storeys in height require the submission of a Fire Statement. The purpose of a fire statement is to support the consideration of information on fire safety matters as they relate to land use planning matters (site layout, water supplies for firefighting purposes and access for fire appliances).</p> <p>Further information</p> <p>The necessary submission forms as well as the information which is required can be found:</p> |

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| | | | Fire safety and high-rise residential buildings (from 1 August 2021) - GOV.UK (www.gov.uk) Planning application and fire statement forms: templates - GOV.UK (www.gov.uk) https://www.legislation.gov.uk/ukxi/2021/746/contents/made |
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| 3. Local Requirements | | | |
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| | Validation Item | Statutory Requirements and policy Drivers | What Information is Required and When it is Required Links to further Guidance |
| 1. | Design and access statement | The Town and Country (Development Management Procedure) (England) order 2015 Article 9 | Required for: 1. All major development (see below for definition of major application and those excluded from this requirement); |

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| | | <p>https://www.legislation.gov.uk/ukxi/2015/595/article/9/made</p> <p>Planning Portal Guidance Planning Practice Guidance (Paragraphs 029 to 033)</p> <p>NPPF (2018) - Conserving and Enhancing the Historic Environment</p> <p>ICOMOS - Guidance on Heritage Impact Assessments for Cultural World Heritage</p> | <ol style="list-style-type: none"> 2. Development in a designated area consisting of the provision of one or more dwellinghouses; or the provision of a building(s) where the floor space created by the development is 100 square metres or more. 3. Listed Building Consent applications. <p>Major development is (excluding minerals and waste development):</p> <ol style="list-style-type: none"> 1. 10 or more dwelling houses; 2. Residential development on a site with an area of 0.5 or more; 3. Building(s) where the floor space to be created by the development is 1,000 square metres; 4. Development carried out on a site having an area of 1 hectare or more; <p>A designated area is a conservation area or property appearing on the World Heritage List kept under article 11(2) of the 1972 UNESCO Convention Concerning the Protection of the World Cultural and National Heritage (a World Heritage Site)(2).</p> <p>The requirement for a Design and Access Statement does not apply to applications for:</p> <ol style="list-style-type: none"> 1. Planning permission to amend conditions; 2. Extend the time limit for implementation, for reserved matters applications; 3. Engineering or mining operations; 4. Material change of use; 5. Waste development. <p>The Design and Access Statement should contain:</p> <p>The design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with.</p> <p>The following explanations must be included:</p> <ol style="list-style-type: none"> 1. The design principles and concepts that have been applied to the development; |
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| | | | <ol style="list-style-type: none"> 2. The steps taken to appraise the context of the development and how the design of the development takes that context into account; 3. The policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account; 4. 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; 5. How any specific issues which might affect access to the development have been addressed. |
| 2. | Tree survey and schedule | Core Strategy Policy CG1 | <p>If there are trees on or surrounding the application site.</p> <p>Where there are trees on or immediately adjoining the application site, you must submit a full tree survey and report in full accordance with BS5837 Trees in Relation to “Design, Demolition and Construction – Recommendations”, so that the Council can assess the impact of the proposed development on the trees.</p> <p>Where there is a potential for impact within the root protection zones of retained trees then a suitable Arboricultural Method Statement should also be submitted in order to demonstrate that the operations can be undertaken with minimal risk of adverse impact on trees to be retained.</p> <p>The survey should be at a scale of 1:200 and show all trees to be retained and felled. It should specify the location, species size and crown spread of each tree on the site and on adjacent land. An outline of the footprint of all new buildings should be superimposed on the survey (Core Strategy policy CG1). If large or ivy covered trees will be affected, a bat survey should be undertaken (see Wildlife Surveys below).</p> <p>Further Advice www.trees.org.uk https://www.charteredforesters.org/</p> |
| 3. | Planning Obligations | NPPF https://www.gov.uk/guidance/planning-obligations | If there is to be a Section 106 Agreement associated with the application |

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| | Draft Heads of Terms | Core Strategy Policy IPC1 Infrastructure and Planning SPD July 2016 | <p>Where it is likely that a Section 106 Agreement will be necessary to secure planning requirements in relation to infrastructure and other community benefits Applicants will be expected to submit the draft heads of terms of such an Agreement before validation.</p> <p>Examples of such requirements include:</p> <ul style="list-style-type: none"> • Affordable housing • Public Art • Health and wellbeing provision • Open space provision • Education requirements • Public Realm improvements • Transport and Highway improvements <p>The draft heads of terms must include the names, addresses, interest and proof of title of anyone with an interest in the planning application site that will be party to the agreement, together with the detailed requirements of the obligations and the procedures to be put in place to ensure compliance.</p> <p>Proposals which include affordable housing should indicate on the site layout plan which plots are designated affordable.</p> <p>Core Strategy policy IPC1 refers to the need to take viability into account when considering planning contributions. This policy requires that the council applies flexibility in its application through consideration of the requirements for planning obligations with an assessment of scheme viability. Paragraph 57 of the NPPF states it is up to the applicant to demonstrate whether particular circumstances justify the need for a viability assessment at the application stage.</p> <p>If the applicant requests that the Council should apply flexibility in its requirements for planning obligations an assessment of scheme viability should be submitted with the planning application. The Local Planning Authority will obtain the services of a viability consultant to undertake an independent analysis of the submitted information. The applicant will be expected to pay for the costs of this independent assessment.</p> |
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| | | | <p>Applicants should submit a viability statement which complies with the requirements as set out in the Planning Practice Guidance. This includes the requirement for viability information to be publicly available in the interests of accountability other than in exceptional circumstances.</p> <p>Further Information https://www.bolton.gov.uk/downloads/file/864/infrastructure-and-planning-contributions https://www.og.vuk/guidance/viability</p> |
| 4. | Town Centre Uses – retail, leisure proposals etc. in all locations | <p>NPPF</p> <p>National Planning Guidance – Retail and other Town Centre Uses</p> <p>https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</p> <p>Core Strategy Policy P2</p> | <p>Town centre use sequential assessments and impact assessments</p> <p>Types of application that require this information:</p> <ul style="list-style-type: none"> • Sequential assessment A sequential assessment is required for planning applications for all main town centre uses (new build, extensions and changes of use) which are neither in an existing centre nor in accordance with an up to date plan. • Impact assessment An impact assessment is required for planning applications for retail and leisure development over 2500m² of gross floorspace at an edge of centre or outside town centres which are not in accordance with an up to date plan. <p>Details of what should be included:</p> <p>Sequential assessment</p> <ul style="list-style-type: none"> • Should be proportionate and appropriate for the proposed development; • Identification and details of the catchment area for the proposed development; • Consideration of sequentially preferable sites/premises within the catchment area having regard to the suitability, viability and availability; • Scope for flexibility in the format and scale of the proposed development. <p>Impact assessment</p> |

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| | | | <ul style="list-style-type: none"> • Identification of scope of assessment; • Impact of all town centres that may be affected - which are not necessarily just those closest to the proposal and may be in neighbouring authority areas; • Impact should be assessed on a like-for-like basis in respect of that particular sector. <p>Please refer to the GOV.UK website on ensuring the viability of town centres.</p> <p>Applicants are advised to undertake pre-application engagement with the local planning authority in order to agree the scope, key impacts for assessment, sequential assessments and level of detail required in advance of applications being submitted.</p> <p>Further Information https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</p> |
| 5. | Transport Assessments, Transport Statements and Travel Plans | <p>NPPF (Para 110 – 113)</p> <p>Accessibility, Transport and Road Safety Supplementary Planning Document:</p> <p>https://www.bolton.gov.uk/downloads/file/858/accessibility-transport-and-road-safety</p> <p>Core Strategy Policies P5 and S1</p> | <p>Paragraph 113 of the National Planning Policy Framework sets out that all developments that generate significant amounts of transport movement should be supported by a Transport Statement or a Transport Assessment and a Travel Plan.</p> <p>Transport assessment: A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies measures 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 measures that will be needed deal with the anticipated transport impacts of the development.</p> <p>Transport statement: A simplified version of a transport assessment where it is agreed the transport issues arising from development proposals are limited and a full transport assessment is not required.</p> <p>Travel plan: A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.</p> <p>Local Requirement:</p> |

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| | | | <p>If traffic to and from the proposed development is likely to exceed 10% of the existing two-way traffic flow on the adjoining highway; or if traffic to and from the proposed development is likely to exceed 5% of the existing two- way traffic flow on the adjoining highway, where traffic congestion exists or will exist within the assessment period or in other sensitive locations;</p> <p>or</p> <p>If the application is for a significant scheme, i.e. more than 200 residential units, business ground floor area of over 5000sq m, warehousing over 10,000sqm, retail over 1000sqm, over 100 in/out peak hour trips, or 100 on-site parking spaces. N.B. These thresholds will not compromise any assessment by National Highways that a Transport Assessment/Statement is required where there is potential for new development to negatively impact the Strategic Road Network. In such instances, the applicant is advised to contact National Highway at the pre application stage to determine the necessary submission requirements.</p> <p>Travel Plan:</p> <p>If the application is for a significant development where existing or future congestion problems could be mitigated through such an approach (see section for details)</p> <p>Thresholds for Transport Assessments & Statements:</p> <p>https://www.bolton.gov.uk/downloads/file/858/accessibility-transport-and-road-safety</p> <p>Thresholds for Travel Plans:</p> <p>https://travelplankit.tfgm.com/about/need-thresholds#Bolton</p> |
| 6. | Public Rights of Way | <p>NPPF</p> <p>Circular 1/09 Rights of Way</p> <p>Core Strategy Policies P5 and S1</p> | <p>NPPF 2021 paragraph 100.</p> <p>All Public Rights of Way crossing or adjoining a proposed development site must be marked on the site plan submitted with the full planning application. Government Circular 1/09, Rights of Way, paragraph 7.4.</p> |

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| | | | <p>https://www.gov.uk/government/publications/rights-of-way-circular-1-09</p> <p>Local Plan:</p> <p>Core strategy policy P5: New development proposals will ensure that developments must take into account accessibility by a range of means including cycling and pedestrians.</p> <p>Further Information</p> <p>The Council's Allocations Plan (2014) Policy P8AP states that the council and its partners will permit development proposals affecting public rights of way, provided that the integrity of the right of way is retained.</p> <p>Bolton Council Guidance - Development & Public Rights of Way:</p> <p>https://www.bolton.gov.uk/downloads/file/3170/public-rights-of-way-info-for-developers</p> |
| 7. | Sustainable Drainage System and Maintenance Strategy | <p>NPPF</p> <p>DCLG Written Ministerial Statement HCWS161</p> <p>Planning Practice Guidance (PPG)</p> <p>Core Strategy Policy CG2</p> <p>Local Planning Policy – Bolton Council's Sustainable Design and Construction</p> | <p>Under the National Planning Policy Framework and the supporting guidance, developers should incorporate sustainable drainage systems to manage surface water; the sustainable drainage strategy should set out how they intend to do this.</p> <p>Required for all applications for major development.</p> <p>Applications, not falling into the above category, involving non- residential development of over 500 square metres floor space, or housing development of more than 5 dwellings must demonstrate the sustainable management of surface water run-off in line with Core Strategy Policy CG2.</p> <p>Sustainable Drainage System –(Suds) are a material planning consideration for major developments (i.e. developments of 10 Dwellings or more and equivalent non-residential schemes), and decisions on planning applications will ensure that SuDs are in place to ensure surface water is controlled on site.</p> <p>The council has produced guidance on the design, construction and maintenance of sustainable drainage systems.</p> |

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| | | <p>The guidance is available at the following link:-</p> <p>http://www.bolton.gov.uk/website/pages/Planningguidance.aspx</p> <p>The use of green types of sustainable drainage systems as part of the green infrastructure on site is encouraged. Both types of SuDS (infiltration or attenuation) should be considered and reasons for not utilising them needs to be provided if alternative solutions are proposed. Surface water drainage works need to be designed in accordance with Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015):</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415773/sustainable-drainage-technical-standards.pdf</p> <p>In addition to the above, Environment Agency Standing advice should be followed:</p> <p>https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#standing-advice-for-vulnerable-developments</p> <p>The North West SuDS Proforma should be submitted with the planning application:</p> <p>https://thefloodhub.co.uk/wp-content/uploads/2020/08/NW-SuDS-Pro-forma-v.3.-07-August-2020.pdf</p> <p>For major applications provide a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the drainage system throughout its lifetime</p> <p>For major development you are advised to discuss drainage requirements prior to submission by contacting the lead local flood authority at floodrisk@bolton.gov.uk (tel. 012043636677)</p> <p>All major applications will need to be supported by the information stated in the local guidance. Your planning application is unlikely to be made valid without this information.</p> |
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| | | | <p>Minor applications and householder development</p> <p>Minor development of 5 or more residential units, or 500m² or greater non-residential units or 500m² or greater non-residential units, are also required to provide information on the sustainable drainage provided on site, in line with Core Strategy Policy CG2 and designed in accordance with Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015).</p> |
| 8. | Flood Risk assessment | <p>NPPF</p> <p>PPG https://www.gov.uk/guidance/flood-risk-and-coastal-change</p> <p>Core Strategy Policies CG1 and CG2.2(c)</p> | <p>You need to undertake a flood risk assessment for most developments within one of the flood zones.</p> <p>This includes developments:</p> <ul style="list-style-type: none"> • In flood zone 2 or 3 including minor development and change of use • More than 1 hectare (ha) in flood zone 1 • Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs) • In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency or identified within the Strategic Flood Risk Assessment or land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use. <p>You don't need to do a flood risk assessment for a development that's less than 1 ha in flood zone 1 unless it could be affected by sources of flooding other than rivers and the sea, for example surface water drains.</p> <p>Applications for some minor development and changes of use should not be subject to the sequential or exception tests but should still meet the requirements for site-specific flood risk assessments. This includes householder development, small non-residential extensions (with a footprint of less than 250m²) and changes of use; except for changes of use to a caravan, camping or chalet site, or to a mobile home or park home site, where the sequential and exception tests should be applied as appropriate.</p> <p>A Flood Risk Assessment should address the issue of flood risk to both property and people. It should identify and assess the risks of all forms of flooding to and from the development and</p> |

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| | | | <p>demonstrate how these flood risks will be managed, taking climate change into account. This will include sequential and exception tests for major developments. It should identify opportunities to design surface water management systems and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>The sequential test is applicable to all development in Flood Zones 3 and 2 except for minor developments (i.e. householder development and non-householder works <250m3) and changes of use. The exception test is then only applicable to certain types of proposal following the sequential test (e.g. 'more vulnerable development' like houses in Flood Zone 3).</p> <p>If you are planning a new project or development early engagement with the Environment Agency and Lead Local Flood Authority is recommended, which can improve subsequent planning applications and deliver environmental outcomes. The Environment Agency does charge for preapplication advice and more information can be found on their website.</p> <p>Guidance on the sequential approach and the exception test is provided in the National Planning Policy Framework,</p> <p>Further information is available at the following Government websites:</p> <p>https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p> <p>https://flood-map-for-planning.service.gov.uk/</p> <p>Government guidance on preparing a flood risk assessment:</p> <p>https://www.gov.uk/guidance/flood-risk-assessment-standing-advice</p> <p>Details of what zone the development site is within and areas at risk of surface water flooding is available on the Environment Agency website.</p> <p>For major development in flood zone 1 you are advised to discuss requirements for a FRA prior to the application by contacting the lead local flood authority at: floodrisk@bolton.gov.uk Tel. 01204 336677</p> |
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| | | | <p>Details of the required content of a flood risk assessment are shown in a checklist in the NPPF Planning Practice Guidance .</p> <p>Flood Risk Assessments must make an allowance for climate change that will help to minimise vulnerability and proved resilience to flooding in the future. The current government guidance on the allowances for peak river flows and peak rainfall intensity and how these are applied shall be used. Further advice can be obtained from the Environment Agency (Core Strategy policies CG1 and CG2) and NPPF and NPPG guidance on flood risk and climate change.</p> <p>http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/</p> <p>https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances</p> <p>Information from Bolton Council:</p> <p>The Drainage Team Highways & Engineering Division 4th Floor The Wellsprings Civic Centre, Bolton BL1 1US floodrisk@bolton.gov.uk 01204 336437</p> |
| 9. | Coal Mining Risk Assessment (CMRA) | NPPF Core Strategy Policy CG4 | <p>If your proposal is within a coal mining high risk area</p> <p>If your proposal is within a coal mining high risk area you will need to submit a coal mining risk assessment prepared by a competent person. The Coalfield is divided into high and low risk areas. A high risk area is where there are coal mining features recorded as being present at surface and shallow depth that are likely to affect a new development.</p> |

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| | | | <p>You do not need a coal mining risk assessment if your site is in a low risk area. To find out if your site is in a high risk area you can use the coalfield plans for your local council area that show high and low risk areas (shown by dark and light hatching) and identify specific hazards. The coal authority's interactive map viewer provides a high risk area option. The maps and interactive map viewer data are updated annually from the coal authority mining records.</p> <p>http://mapapps2.bgs.ac.uk/coalauthority/home.html</p> <p>Further Information https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments</p> <p>The Coal Authority Planning Department: Telephone 01623 637 119 (direct) or email planningconsultation@coal.gov.uk</p> <p>The Local Planning Authority has been provided with Coal Mining Development High and Low Risk Area GIS data by The Coal Authority.</p> |
| 10. | Environmental impact assessment | Town and Country Planning (Environmental Impact Assessment) Regulations 2017 | <p>Applications for development where it is considered that the proposal may give rise to significant effects on the environment.</p> <p>You can seek a formal opinion (a screening opinion) as to whether an Environmental Statement is needed before you submit your planning application. If a statement is needed, you can make an application for a scoping opinion which gives details of what the statement should contain.</p> <p>Further Information Planning Practice Guidance on Environmental Impact Assessment: https://www.gov.uk/guidance/environmental-impact-assessment#Screening-Schedule-2-projects</p> <p>This is a specialised area of planning and you may need to seek your own professional advice.</p> |
| 11. | Sustainable Design and Construction | NPPF Core Strategy Policy CG2 | <p>The Council's Sustainable Design and Construction Supplementary Planning Document specifies mandatory requirements referred to as policy statements that must be incorporated in planning</p> |

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| | | <p>Sustainable Design & Construction Supplementary Planning Document Adopted 10th October 2016</p> | <p>applications. Policy statements are mandatory requirements based on development plan policies. They do not cover requirements included in other regulations (e.g. Building Regulations).</p> <p>Further Information https://www.bolton.gov.uk/downloads/file/866/sustainable-design-and-construction</p> |
| 12. | Fume extraction details | <p>NPPF</p> <p>Core Strategy Policy CG4</p> <p>Location of Restaurants, Cafés, Public Houses, Bars and Hot Food Takeaways in Urban Areas Supplementary Planning Document September 2013</p> | <p>If the proposed use includes the cooking of hot food or the emission of odorous fumes</p> <p>Fume extraction details - Hot food</p> <p>All applications for permission to sell hot food (restaurants, hot food takeaways and bars/pubs, etc.) must include details of measures for fume extraction where they are proposed to be next to residential property. Residential property includes flats above neighbouring shops. The measures for fume extraction should include details of the mechanical equipment proposed, the location of any external pipework or flues and the means by which a chimney would be capped to prevent ingress by rain. The chimney/flue serving the extraction system must not terminate with a “chinaman’s cap” as this reduces dispersal of fumes. An alternative means should be used. DEFRA have produced a document “Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems” Published 2005. This can be viewed at:</p> <p>https://www.gov.uk/government/.../pb10527-kitchen-exhaust-0105.pdf</p> <p>Non-food odorous fumes</p> <p>Fume extraction is required. You must submit specifications of the fume extraction system, including details of the mechanical equipment proposed, and the location of any external pipework or flues. You must also submit details of the chimney height so that the Council can ensure that there is adequate dispersal of odorous emission to prevent odours being noticeable at nearby residential properties.</p> <p>Further Information Location of Restaurants, Cafés, Public Houses, Bars and Hot Food Takeaways in Urban Areas</p> |

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| | | | <p>Supplementary Planning Document (September 2013):</p> <p>https://www.bolton.gov.uk/downloads/file/862/location-of-restaurants-cafes-public-houses-bars-and-hot-food-takeaways-in-urban-areas</p> |
| 13. | Landscaping proposals | <p>NPPF</p> <p>Core Strategy Policies CG1.1, CG3, RA1.15, RA3.9, OA4.6, OA5.12,</p> | <p>If the development site is on a prominent road frontage on a main road, in areas of high townscape or landscape quality or a redevelopment area</p> <p>You must submit a landscaping scheme for applications which:</p> <ul style="list-style-type: none"> • Occupy prominent main road frontages. • Are in areas of high townscape or landscape quality • Are in redevelopment areas. <p>The landscaping scheme must be part of your application and will not be dealt with by way of a planning Condition (Core Strategy Policy CG3). A landscaping scheme should consist of detailed hard and soft landscaping scheme, produced to scale with details of proposed materials, including a detailed planting schedule, with plant names, sizes, planting densities and numbers.</p> <p>For sites that are considered to be particularly sensitive in landscape or visual terms a Landscape and Visual Impact Assessment (LVIA) is required. For example:</p> <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 (e.g. AONBs); • where developments may affect the settings of the above areas; or • where developments will be visible from publicly accessible viewpoints. <p>LVIAs should be carried out by qualified landscape professionals in accordance with the Guidelines for Landscape and Visual Impact Assessment, 3rd edition (2011) by the Landscape Institute and the Institute of Environmental Management and Assessment.</p> |
| 14. | Public art | Core Strategy Policy IPC1 | If the development site is more than 1 hectare in extent or proposes 2500 sqm. floor space. |

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| | | | <p>Further Information https://www.bolton.gov.uk/downloads/file/864/infrastructure-and-planning-contributions</p> |
| 15. | Air quality assessment | <p>NPPF</p> <p>PPG https://www.gov.uk/guidance/air-quality--3</p> <p>Core Strategy Policy CG4</p> | <p>Applications where the proposed development may have impacts on air quality, or where the existing air quality may be unacceptable for the type of development proposed, including within or adjacent to Air Quality Management Areas. Where development would result in pollutant concentrations affecting a designated wildlife site.</p> <p>An assessment showing how the requirements of Policy CP17 of the Core Strategy and Supplementary Planning Document “Development and Air Quality” have been taken into account and to show how the proposal will avoid significant adverse impacts on air quality or mitigate any unavoidable impacts.</p> <p>Further Information Institute of Air Quality Management guidance document: Planning for Air Quality (2017) Greater Manchester Low-Emission Strategy (2016) Greater Manchester Air Quality Action Plan (2016)</p> |
| 16. | Contaminated land survey | <p>NPPF</p> <p>PPG https://www.gov.uk/guidance/land-affected-by-contamination</p> <p>Core Strategy policy CG4</p> | <p>If the land is likely to be, or suspected to be, contaminated.</p> <p>NPPG provides more guidance on the issues of addressing land affected by contamination. Core Strategy policy CG4 sets out requirements for contaminated land assessments where this is suspected. you should submit a Phase 1 Report (or Preliminary Risk Assessment) with any application for sensitive use such as housing, schools, children’s play areas, allotments and hospitals, and also with any application on land subject to or adjacent to previous industrial use including former landfill sites.</p> <p>The minimum requirements for a Phase 1 Report are:</p> <ol style="list-style-type: none"> 1. Desk top study 2. Site reconnaissance 3. Conceptual model and preliminary risk assessment |

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| | | | <p>4. Recommendations for further investigation</p> <p>The desk top study comprises a search of available information and historical maps which can be used to identify the likelihood of contamination. A site reconnaissance is conducted to identify any significant issues. Using the information gathered, a conceptual model of the site is constructed. This involves an assessment of the potential contaminants, and who or what could be exposed to, and be adversely affected by, the contaminants (e.g. people, property, water bodies) a preliminary risk assessment is then carried out in which the potential for unacceptable risk is analysed. The Phase 1 Report will conclude with a recommendation on the need for intrusive investigation and assessment i.e. a Phase II Report. Phase 1 reports should be carried out by or under the direction of a suitably qualified competent person who would normally be expected to be a chartered member of an appropriate professional body. Commercial searches, such as those provided on the internet, are not sufficient to satisfy the requirements of a Phase 1 Report.</p> <p>In some cases, normally higher risk situations, the Phase 1 Report may not provide sufficient information to confirm that there is a viable remediation option available to allow the proposed use on the site. As such an intrusive investigation may need to be carried out and assessed before the determination is made.</p> <p>Preliminary Risk Assessments should be conducted in accordance with guidance given in the document 'Model Procedures for the Management of Land Contamination' (Environment Agency CLR11, 2004). More information on which land uses may have caused contamination of the underlying soil can be found here:</p> <p>https://www.claire.co.uk/useful-government-legislation-and-guidance-by-country/76-key-documents/198-doe-industry-profiles</p> <p>Developers should contact the Environment Agency for pre-application advice where there may be a risk to Controlled Waters from historic land uses.</p> |
| 17. | Ecological Assessment | NPPF (Paras 170 to 177) | <p>Biodiversity net gain assessment</p> <p>Types of application that require this information:</p> |

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| | | <p>Core Strategy Policies CG1 and CG3</p> <p>ODPM Circular 06/2005</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>Natural Environment and Rural Communities Act 2006</p> | <ul style="list-style-type: none"> • All major developments; • Any development of a site which supports a habitat of principle importance. <p>New minor developments (not affecting a Habitat of Principal Importance) should still demonstrate a biodiversity gain, proportionate to the development, but do not need to run the assessment. This should encompass meeting existing requirements as set out in the GMSF, biodiversity policies within Local Plans and Biodiversity and Green Infrastructure Strategies.</p> <p>National datasets on priority habitats can be found online.</p> <p>https://magic.defra.gov.uk/</p> <p>Details of what should be included:</p> <p>Where a Net Gain Assessment is required the information must be calculated using the biodiversity metric published by Natural England.</p> <p>Please contact the Greater Manchester Ecology Unit for further information.</p> <p>Where appropriate the biodiversity net gain assessment can be incorporated into the Biodiversity survey and report.</p> <p>The biodiversity metric can be found online:</p> <p>http://nepubprod.appspot.com/publication/5850908674228224</p> <p>An ecological assessment must be submitted where a site contains a landscape feature or features as outlined in Core Strategy policy CG3 or where development will be on, or close enough to affect, any designated statutory or non-statutory nature conservation sites as outlined in Core Strategy policy CG1 . An ecological assessment will also be required as part of any Sustainability Statement requirement of this Checklist.</p> |
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| | | <p>Types of application to which these requirements can apply:</p> <ul style="list-style-type: none"> • All development within or adjacent to a site designated of national or local importance: <ul style="list-style-type: none"> ❖ European sites - special protection area of birds and special areas of conservation; ❖ Sites of special scientific interest; ❖ National Nature Reserve (NNR); ❖ Site of Importance for Nature Conservation (SINC) ❖ Sites of biological importance; ❖ Site of Local Importance for Nature Conservation (SLINC); ❖ Potential Sites of Importance (PSI); ❖ Local nature reserve. • All applications within or adjacent to a wildlife corridor area of search or natural green space. • Other sites which support important habitats or important geological features; • Any application involving: <ul style="list-style-type: none"> - Works within the roof space of an existing building; - The demolition of a building; - The conversion of a building (e.g. barn or mill conversion); and - Alterations or works to cellars, bridges, culverts, large stone walls, caves or mines. • All applications on a quarry or derelict land. • All development adjacent to a river, canal, stream, ditch or other large water body; • All development within 250m of a natural pond or reservoir; • Development which results in works to trees or scrub; • Development affecting or adjacent to hedgerow or woodland; • Development sites where invasive species are present; • Proposals involving lighting of buildings or flood lighting of green space within 50m of woodland or water; • Non-householder development within 'a locally significant area of National and /or local priority habitat'. • Development within habitats identified in the Greater Manchester Biodiversity Action Plan (BAP). |
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| | | | <p>Any ecological features or wildlife habitats on the site need to be identified and how the proposals intend to deal with them with regards to biodiversity.</p> <p>Protected species such as bats, nesting birds or great crested newts need to be considered.</p> <p>If the proposal includes the demolition of any buildings or the felling of any trees, then a bat survey will be required.</p> <p>Information must be provided to explain the full ecological impact of the proposal as well as demonstrate how the mitigation hierarchy has been followed in relation to the negative impacts likely to occur.</p> <p>Biodiversity / geological survey and report should include:</p> <p>A protected species is one which receives legal protection through UK or European legislation, including:</p> <ul style="list-style-type: none"> • The Conservation of Habitats and Species Regulations 2017 (as amended). European protected species of animals are listed on Schedule 2; European protected species of plants are listed on Schedule 5. • Wildlife and Countryside Act 1981 (as amended). Bird species protected by special penalties are listed on Schedule 1. Protected animal species are listed on Schedule 5. Protected plant species are listed on Schedule 8. • The Protection of Badgers Act 1992. <p>Important habitats and species are defined as:</p> <ul style="list-style-type: none"> • “Priority habitats or species” - habitats or species of principal importance for the conservation of biodiversity in England (Natural Environment and Rural Communities Act 2006, section 41). <p>Further Information National Planning Practice Guidance - Biodiversity, geodiversity and ecosystems</p> |
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| | | | <p>It is recommended all development adhere to best practice and adhere to the key principles of any ecological impact assessment as outlined by CIEEM:</p> <p>https://cieem.net/wp-content/uploads/2019/02/Combined-EclA-guidelines-2018-compressed.pdf</p> |
| 18. | Foul sewage and utilities assessment including septic tank justification | <p>NPPF</p> | <p>All new buildings need separate connections to foul and storm water sewers. Details of connections to existing or proposed drainage systems must be provided.</p> <p>Applications for new development proposing the installation of non-mains sewerage including and incorporating septic tanks must include a full assessment to confirm that the scheme alleviates adverse effects</p> <p>Further Information https://www.gov.uk/permits-you-need-for-septic-tanks/overview</p> <p>Details of how the development connects to existing utility infrastructure systems should be provided.</p> |
| 19. | Land stability report | <p>NPPF</p> <p>PPG https://www.gov.uk/guidance/land-stability</p> <p>Core Strategy Policy CG4</p> | <p>A Land Stability Report is required where development is proposed on unstable or potentially unstable land.</p> <p>The report should establish the nature and extent of the instability and any gas emissions that might be associated with any land filling.</p> <p>Further Information https://www.gov.uk/guidance/land-stability</p> |
| 20. | Noise impact assessment | <p>NPPF</p> <p>PPG Noise</p> <p>Core Strategy Policy CG4</p> | <p>Planning applications that raise issues of disturbance or are considered to be noise sensitive developments.</p> <p>If the proposal involves the introduction of a noisy use close to residential properties or vice versa a noise impact assessment is required.</p> |

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| | | | <p>Schemes for industrial activity or late night noisy uses such as bars and nightclubs close to residential property should be accompanied by a noise impact assessment. Conversely, noise-sensitive developments, such as housing, should not be located near to noisy uses unless it can be shown that the level of noise is at an acceptable level. NPPG and NPPF provide advice on noise. Core Strategy policy CG4 is relevant.</p> <p>The Noise Impact Assessment should outline the potential sources of noise generation, and how these may have a negative effect on local amenity. The assessment should also outline how the developer mitigates any adverse issues identified by the assessment.</p> <p>Further Information Planning Practice Guidance - Noise</p> <p>https://www.gov.uk/guidance/noise--2</p> <p>BS 8233:2014 Guidance on sound insulation and noise reduction for buildings</p> |
| 21. | <p>Telecommunications Development</p> <p>Statement of compliance with ICNIRP guidelines</p> | <p>NPPF – para 112</p> <p>PPG Telecommunications</p> <p>Core Strategy Policy CG3</p> | <p>If this is a telecommunications installation proposal:</p> <p>All telecommunications applications should be accompanied by a statement of compliance with ICNIRP guidelines, evidence of assessment of alternative sites and/or mast sharing, and a justification for why the installation is needed.</p> <p>These requirements are in line with Core Strategy policy CG3 and in line with NPPF support for high quality communications infrastructure.</p> <p>Further Information Code of Best Practise on Mobile Phone Network Development (MHCLG)</p> <p>Telecommunications Development: Mobile Phone Infrastructure SPD</p> |

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| 22. | Structural survey | <p>NPPF</p> <p>Core Strategy Policy CG3</p> | <p>If the proposal involves the demolition of a listed building or conversion of a barn or farm building</p> <p>Proposals for demolition of listed buildings or buildings in a conservation area should provide evidence that every effort has been made to sustain the building in use. The application must be accompanied by a structural survey and a written justification for demolition addressing:</p> <ul style="list-style-type: none"> • the condition of the building • the cost of repairing and maintaining the building in relation to its importance and the efforts made to achieve this • how the proposed replacement would produce substantial benefits for the community <p>Applications will not be determined unless there is a corresponding planning application for redevelopment of the site which will be determined in tandem with proposals for demolition.</p> <p>NPPF and PPG provide advice on conserving and enhancing the historic environment.</p> <p>Proposals should also be accompanied by a bat survey to establish whether the building contains these protected species (Core Strategy policy CG1).</p> |
| 23. | Heritage | <p>NPPF</p> <p>PPG https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>Core Strategy Policy CG3</p> <p>Bolton's Conservation Areas https://www.bolton.gov.uk/downloads/download/198/conservation_areas</p> | <p>If you are proposing to alter or demolish a listed building or seek planning permission for the demolition of a building in a Conservation Area. You must provide a justification of the proposal under the criteria set out in the National Planning Policy Framework.</p> <p>Proposals to alter or extend listed buildings must be accompanied by a Design and Access Statement.</p> <p>A heritage statement should accompany applications for:</p> <ul style="list-style-type: none"> • Substantial or total demolition of a building in a conservation area • Works to buildings on the local list • Works affecting the setting of a listed building or a conservation area • All listed building applications. <p>The heritage statement should include:-</p> |

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| | | | <ul style="list-style-type: none"> • The significance of the heritage asset affected, including any contribution made by their setting • A schedule of works affecting the building, its site and setting • An assessment of the impact of the proposals on the special interest and character of the building, its site and setting and that of any adjacent heritage assets • A justification for the proposals, in terms of the principles applied, together with any mitigation measures proposed. • the principles of and justification for the proposed works, and • the impact of the proposal on the significance of a heritage asset, does it cause a lot of harm or total loss of significance. <p>The information should explain:</p> <ul style="list-style-type: none"> • The sources that you have considered • The expertise that you have consulted, and • the steps that have been taken to avoid or minimise any adverse impacts on the significance of the asset. <p>If the proposed works would cause substantial harm or total loss of significance, you must provide a method statement and justification in line with National Planning Policy Framework.</p> <p>The type and amount of detail required will vary according to the particular circumstances of each application.</p> <p>You can provide this information in the design and access statement, where one is required, as part of the explanation of the design concept.</p> <p>If you are not required to submit a design and access statement then you should provide this information in a separate written statement.</p> <p>The information contained in the above documentation should cross-reference any associated scale drawings and plans.</p> <p>The statement should be prepared by an appropriately qualified historic environment professional.</p> |
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| | | | <p>Demolition of listed buildings or buildings in a Conservation Area</p> <p>Proposals for demolition of listed buildings or buildings in a conservation area should provide evidence that every effort has been made to sustain the building in use. The application must be accompanied by a structural survey and a written justification for demolition addressing:</p> <ul style="list-style-type: none"> • the condition of the building • the cost of repairing and maintaining the building in relation to its importance and the efforts made to achieve this • how the proposed replacement would produce substantial benefits for the community <p>Applications will not be determined unless there is a corresponding planning application for redevelopment of the site which will be determined in tandem with proposals for demolition. NPPF and PPG provide advice on conserving and enhancing the historic environment.</p> <p>Proposals should also be accompanied by a bat survey to establish whether the building contains these protected species (Core Strategy policy CG1).</p> <p>Barn conversions</p> <p>All proposals for barn conversions require the submission of a full structural survey addressing the structural capability of the building to be converted to another use. The amount of any new building work should be clearly indicated in the elevational drawings accompanying an application.</p> <p>Justification of work requiring listed building consent or planning permission for demolition of a building within a Conservation Area</p> <p>Proposals to alter or extend listed buildings must be accompanied by a Design and Access Statement. Proposals, other than minor changes to houses, should also include a heritage statement. A heritage statement should include:</p> |
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| | | | <ul style="list-style-type: none"> • A statement of the archaeological, architectural, historical or other significance of the building, its site and its setting, including any pre-application research and evaluation • A schedule of works affecting the building, its site and setting • An assessment of the impact of the proposals on the special interest and character of the building, its site and setting and that of any adjacent heritage assets • A justification for the proposals, in terms of the principles applied, together with any mitigations measures proposed. <p>The statement should be prepared by an appropriately qualified historic environment professional. NPPF and PPG provide advice on conserving and enhancing the historic environment.</p> <p>Where an application affects a World Heritage Site, Conservation Area or Listed Building a statement or impact assessment should consider and describe the Heritage Asset, meet the requirements of paragraph 189 to 202 of the NPPF and demonstrate that the Heritage Asset has been assessed and understood using best practice methods.</p> <p>Where works to Listed Buildings are proposed detailed drawings should be submitted to scale 1:100 or 1:50, and should include sections and elevations where appropriate to external or internal elements. More detail may be necessary with respect to joinery profiles for example, and a repair methodology.'</p> <p>Further Information Historic England Good Practice Advice notes (GPAs) and Historic England Advice Notes (HEANs) [inc. Advice Note 12 - Statements of Heritage Significance: Analysing Significance in Heritage Assets] Statements of Heritage Significance: Analysing Significance in Heritage Assets Historic England</p> <p>Greater Manchester Archaeological Advisory Service</p> |
| 24. | Archaeological assessment | NPPF PPG https://www.gov.uk/guidance/conserving-and- | <p>If the proposal affects a scheduled ancient monument or known archaeological remains.</p> <p>There are a number of Scheduled Ancient Monuments in the Borough as shown on the Allocations Plan Proposals Map, but other parts of the Borough may contain currently unrecorded archaeological</p> |

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| | | <p>enhancing-the-historic-environment</p> <p>Core Strategy Policy CG3</p> | <p>remains. An archaeological assessment should be submitted for development or hedgerow removal proposal which affects any known or suspected archaeological site (Core Strategy policy CG3). NPPF and NPPG provide advice on conserving and enhancing the historic environment.</p> <p>The information submitted with an application must include an archaeological desk-based assessment. Where a desk-based assessment identifies the potential for heritage assets of archaeological interest it may be appropriate for the applicant to additionally include an archaeological field evaluation or historic building recording.</p> <p>Greater Manchester Archaeological Advisory Service (GMAAS) maintain the Greater Manchester Historic Environment Record, which should be consulted to establish if there are any known or potential heritage assets within or adjacent to your application site. The database contains information on listed (designated) and undesignated heritage assets including archaeological sites. Paragraph 189 of the NPPF sets out relevant planning policy guidance:</p> <p>“In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.”</p> <p>GMAAS provide advice on the need for a desk-based assessment and other archaeological works. Contact: gmaas@salford.ac.uk</p> <p>Best practice on dealing with archaeology and built heritage in the planning system can be found at: https://historicengland.org.uk/images-books/publications/gpa2-managing-significance-in-decision-taking/</p> |
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| 25. | Open space, sport and recreation assessment | <p>NPPF</p> <p>PPG https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space</p> <p>Core Strategy Policy CG1</p> | <p>If the proposal involves the development of open space or sporting/recreational facilities or land an open space, sport and recreation assessment is required.</p> <p>Proposals for development of land in open space use or which is used or could be used for sport and recreation must include an assessment of the needs and opportunities for the use of the land for open space and sport/recreation. This is to allow full consideration of deficiencies in facilities and their quality. Refer to the guidance set out in NPPF and NPPG and Sport England’s Guidance.</p> <p>Open space is all open land of recreational or public value. It may or may not have public access. Playing fields are taken to mean both public, private and educational playing fields. Sports and recreational facilities will include a wide range of activities such as bowling greens and indoor sports facilities.</p> <p>Proposals should be accompanied by plans showing any areas of existing or proposed open space, playing field, or sports and recreation facilities within or adjoining the application site.</p> <p>An assessment of need for the open space, playing field, or sports and recreation facilities should show evidence that the land/ buildings are surplus to requirements and set out any mitigation/ compensation for the loss.</p> <p>Further Information Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with their checklist.</p> <p>https://www.sportengland.org/facilities-planning/planning-for-sport/planning-applications/playing-field-land/</p> |
| 26. | Horse details and passports | <p>NPPF</p> <p>Local Plan</p> <p>Equestrian Developments Bolton Council Planning Control Policy Note (PCPN)</p> | <p>If the proposal involves the development of land for the stabling or keeping of horses</p> <p>Further Information https://www.bolton.gov.uk/downloads/file/2528/equestrian-development</p> |

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| | | 28 (2004). Whilst this PCPN is non-statutory it remains a material consideration that the council will take into account when considering planning applications. | |
| 27. | Method of external illumination | NPPF Core Strategy Policy CG4 | <p>If you intend to install external lighting to the building or within the site details of the method of external illumination should be included with the application.</p> <p>This should comprise details of the type of light fixing and level of illumination.</p> <p>Proposals for external lighting including floodlighting and lighting in connection with a publicly accessible development or proposals in the vicinity of a residential property, listed building, conservation area, a site of nature conservation value (SSSI, LNR, SINC, SLINC, PSI) or area which is currently unlit and contributes to the wider network of dark corridors for wildlife.</p> <p>Details to be provided of the scheme include hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries and beam orientation. Lighting schemes should take account of any possible effects on wildlife that is sensitive to light, the need for full horizontal cut-off; distraction to the drivers; levels of impact on nearby dwellings; a plot showing horizontal illuminance from the lighting and overspill onto adjacent premises.</p> <p>Further Information Guidance produced by the Institution of Lighting Professionals</p> |
| 28. | Details of existing and proposed highway structures | Core Strategy Policy P5 and S1 | <p>If existing or proposed highway structures (e.g. bridge, retaining wall, culverts, concrete pipes and earth retaining structures) are within 3.657m of the proposed highway, applications should identify existing highway structures and proposed highway structures.</p> <p>Failure to do so may result in delay to adoption of the highway.</p> |

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| | | | <p>Drawings and calculations should be submitted to Bolton Council Highways and Engineering (Delivery) Group</p> <p>highways@bolton.gov.uk</p> <p>Tel. 01204336677</p> |
| 29. | Crime Impact Statement | <p>NPPF</p> <p>Core Strategy Policy S1</p> | <p>If you are proposing a major development or a development involving crime prevention elements applications should include details of how the application has taken into account existing crime in the area and how development has been designed to address issues of crime and minimise its impact on the safety and security of the area. This should include a Crime Impact Statement.</p> <p>A Crime Impact Statement is required for the following development:</p> <ul style="list-style-type: none"> • Residential developments (new or conversions) where ten or more units are created • Office and commercial developments • Change of use to licensed premises or bookmakers • New build student accommodation • Conversion to student accommodation where 10 units or more are created • Retail schemes when 100sqm or more GFS is created, or three units are created • Hotels • All schools • All health facilities • All new leisure/recreation facilities (public and private) or significant extensions thereof • Nursing homes • Religious buildings • Transport infrastructure and stations • Industrial developments and warehouses <p>Further Information https://designforsecurity.org/crime-impact-statements/</p> |

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| 30. | Refuse Disposal Details | | <p>If you are proposing new dwellings or extensions to dwellings or a commercial scheme where waste collection issues are relevant details of proposed facilities for the storage and collection of refuse, including recycling should be included.</p> <p>The details should include:</p> <ul style="list-style-type: none"> • Facilities and access for refuse collection vehicles • Space allocation within dwellings and extensions to dwellings • Space for the storage of at least 4 wheelie bins, including design and covering details i.e. screening. |
| 31. | Health Impact Assessment | NPPF | <p>The assessment should consider the environmental impact upon health of the development, as well as the wider impact upon healthy living and the demands that are placed upon health services and facilities arising from the development. The assessment can be incorporated in the EIA.</p> <p>Further Information National Planning Practice Guidance: Healthy and safe communities</p> |
| 32. | Self-build and Custom House Building | <p>Self-Build and Custom Housebuilding Act 2015</p> <p>NPPF</p> <p>PPG https://www.gov.uk/guidance/self-build-and-custom-housebuilding</p> | <p>Planning applications for self-build and custom housing must contain a statement which provides the following information:</p> <ol style="list-style-type: none"> 1. The name and address of individual or the association; 2. The name and address (if different from that of the association) of the lead contact; and 3. The number of serviced plots of land in the application site which are proposed for self-build or custom housing. 4. Confirmation that property will meet the definition of self or custom housebuilding. This is where an individual, an association of individuals, or persons working with or for individuals or associations of individuals, build or complete houses to be occupied as homes by those individuals. The initial owner of the home will have primary input into its final design and layout. |
| 33. | Fire Statement | Town and Country Planning (Development Management Procedure | <p>Planning applications for two or more dwellings or for educational accommodation of 18 metres or more in height (ignoring roof-mounted plant or plant rooms and measured from the ground level on the</p> |

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| | <p>and Section 62A Applications) (England) (Amendment) Order 2021</p> <p>PPG https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021</p> | <p>lowest side of a building to the top storey upper floor surface) or seven or more storeys (ignoring any storey which is below ground level and counted from the ground level on the lowest side of the building)</p> <p>Fire statements should include information about:</p> <ul style="list-style-type: none"> • the principles, concepts and approach relating to fire safety that have been applied to each building in the development • the site layout • emergency vehicle access and water supplies for firefighting purposes • what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this • how any policies relating to fire safety in relevant local development documents have been taken into account <p>The Government has provided a form template for this - https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities</p> <p>Further Information https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021</p> |
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