

Planning Application Validation Guide



Regeneration & Planning (Development Management)

Consultation Version – October 2019

Background

This Planning Application Validation Guide (PAVG) sets out the information that is required to validate a planning application.

Planning applications comprise two elements:

- Section 1 - Mandatory requirements that are set nationally (including application forms, certificates and plans), known as the 'National Validation List'; and,
- Section 2 - A 'Local Validation List' of information that Lancaster City Council will require on certain types of planning application.

With regard to the Local List, the information required will be dependent upon the nature and the scale of the proposed development. Not all elements of the Local List will be required in each case. The successful validation of a planning application does not automatically preclude a request for additional information later in the process.

Paragraph 44 of the National Planning Policy Framework (NPPF) requires all local planning authorities to publish their local lists and review them on a regular basis. Lancaster City Council's Local List is reviewed every two years in accordance with national requirements.

Applicants and developers are encouraged to enter into pre-application discussions with the Development Management Team. The Council's Pre-Application Protocol, provides further information, at: www.lancaster.gov.uk/preapp

Section 1 - The National Validation List

The following national requirements are necessary to validate planning applications.

- The Standard Application Form
- Ownership Certificates, Declarations and Notices
- The Location Plan
- The Site (Layout) Plan
- Elevational Plans, Sectional Plans and Floor Plans
- The Application Fee
- The Design and Access Statement

N1. Standard Application Form

Planning applications can be submitted online or by completing a paper application form. There are a number of sites which allow applicants / agents to submit planning application online or download forms to print. The most commonly used is the Planning Portal.

<https://www.planningportal.co.uk/> where you can also find information on how to complete the application form.

N2. Ownership Certificates, Declarations and Notices

There is a requirement under Section 65(5) of the Town and Country Planning Act 1990, and Articles 13 and 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (*hereafter referred to as the DMPO*) for the applicant to make a declaration in respect of the ownership of the application site, and in respect of whether the site is an agricultural holding.

If the site isn't wholly owned by the applicant (see the definition on the Ownership Certificate) or is occupied by an agricultural tenant, then the applicant has to serve notice upon those parties affected. Certificates are available at the Planning Portal website. Please note that if connection to non-mains drainage requires pipework to cross land outside the applicant's ownership, other than the public highway, the land in question must be included within the red edge and the correct ownership certificate B, C or D must be completed and a notice served on the owner(s) of that land.

N3. The Location Plan

All applications must include an up-to-date location plan at an appropriate metric scale, usually 1:1250 or 1:2500, but wherever possible scaled to fit onto either A4 or A3 paper. The plan should include:

- A red edge around all of the application site, including any new or altered access to the site, any proposed landscaping areas and any proposed car parking areas;
- A blue edge around any other land in the applicant's ownership that is not subject to the application site;
- Sufficient named roads and surrounding properties/buildings; and
- The direction of north.

N4. The Site (Layout) Plan

The Site Layout Plan must be at an appropriate metric scale, usually 1:200 or 1:500, and it should accurately show:

- The proposed development in relation to site boundaries and other existing buildings on site, with written dimensions including those to the boundaries;
- All buildings, roads, footways and public rights of way that may cross or adjoin the site;
- The position of all trees on site or any immediately adjoining site, where they are affected by the development;
- The extent and type of any hard surfacing;
- The location of any new or altered boundary treatments; and
- The direction of north.

N5. Elevational Plans, Sectional Plans and Floor Plans

The application must be accompanied by existing and proposed plans at an appropriate metric scale, usually 1:50 or 1:100, which explain the proposal in detail. Existing and proposed

elevational plans are required for all applications where elevational change is proposed; similarly existing and proposed floor plans are required for all applications which include new buildings, alterations to buildings or changes to the use of any space within a building.

Sectional drawings will be required on sites which have differing ground levels, or where a change in ground levels is being introduced (including garden decking). Sectional plans may also be accompanied by spot level drawings across Ordnance Datum, or information regarding finished floor and land levels.

N6. The Application Fee

Planning applications incur a fee as set out in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012. The Planning Portal website includes a fee calculator.

N7. The Design and Access Statement

The Design and Access Statement (DAS) should illustrate how the design and access considerations have influenced the evolution of the proposed development. It should advise whether alternative options have been considered and discounted.

Key aspects of a DAS are provided as part of Article 9 of the DMPO 2015, which can be found on www.legislation.gov.uk

A DAS remains a national requirement, but not for all applications. A DAS is required for:

- Major Development¹;
- Listed Building Consent;
- Development in either a Conservation Area or World Heritage Site consisting of:
 - (a) The provision of one or more dwellinghouses; or,
 - (b) The provision of a building(s) where the floorspace created by the development is 100 sq.m or greater.

A DAS is not required for:

- Development without complying with a condition(s) of an existing permission and submitted under Section 73 of the Town and Country Planning Act 1990;
- Engineering and Mining operations or waste development; and,
- Material change of use.

Note: The DMPO 2015 requires that electronic planning application submissions do not need to be accompanied by paper copies. Where an applicant submits a paper-based application, only one paper copy is required though the Development Management Team reserves the right to request further hard copies of supporting information from applicants where appropriate.

¹ 10 dwellings or more; outline sites of 0.5 hectares or larger where the number of dwellings is not known; new building(s) with a floorspace of 1000sq.m or greater; or development carried out on a site having an area of 1 hectare or more.

Section 2 - The Local Validation List

The Local List on the following pages is set out in alphabetical order, and does not reflect the importance or weight attributed to a requirement.

Please note that if any document includes sensitive details of a personal or commercial nature, they must be clearly marked “confidential”. The same applies to their file name if submitted electronically.

L1. Affordable Housing Statement

What is this?

An Affordable Housing Statement (AHS) should examine how the development will address the provision of affordable housing. To help compile an AHS, applicants are advised to have regard to Development Management DPD Policy DM41 and the Arnside and Silverdale AONB DPD Policy AS03, which set out the Council’s affordable housing requirements and the **Meeting Housing Needs Supplementary Planning Document (SPD)**, which was formally adopted in February 2013. This SPD sets out the affordable housing requirements for different scenarios. The SPD, and the associated housing evidence base data, is available on the Council’s website.

For housing schemes (outline or detailed) of 10 units or more, or on sites of 0.5 hectares or more, (regardless of location within the District), the AHS should contain:

- details of the overall number of proposed residential units;
- details of the affordable housing provision as a percentage of the overall number;
- details of the tenure mix of the affordable units (e.g. social, intermediate, etc);
- details of the affordable unit types and size;
- details of the affordable unit space standards; and
- details of any Registered Providers acting as development partners.

For detailed housing schemes of 2 or more units in Arnside and Silverdale Area of Outstanding Natural Beauty (AONB), the AHS should contain the same 6 details as listed above.

Outline applications for 2 or more units in the Arnside and Silverdale Area of Outstanding Natural Beauty should be submitted with a statement confirming that a legal agreement will be entered into to provide 50% on-site provision of affordable housing.

If no affordable housing is being offered, the AHS must state why. If the reason for no provision, or for provision below the Council’s adopted policy position, is viability then a detailed financial appraisal must be provided as part of the AHS.

Why is this required?

NPPF Paragraphs 59-79 state the need to boost housing, with paragraphs 61-64 particularly supportive of the need to provide affordable homes. Further evidence of the need for affordable homes is available via the Council’s Housing Needs Survey, Strategic Housing Market Assessment, and the Arnside & Silverdale AONB Housing Needs Survey.

When is it required?

An AHS will be required where the proposal is for:

- 2 residential dwellings or more in Arnside and Silverdale Area of Outstanding Natural Beauty;
- 10 residential dwellings or more elsewhere in the District; or
- Sites of 0.5 hectares or more elsewhere in the District.

The only exception relates to any residential proposal within the Morecambe Area Action Plan (MAAP) area and the West End Masterplan area (as defined by the Emerging Local Plan Policies Map and successor versions) where no AHS will be required.

L2. Air Quality Assessment

What is this?

An Air Quality Assessment (AQA) considers the existing air quality in the locality, a calculation of the air pollution arising from the proposed development and how the latter will be fully mitigated against as part of the proposed development. AQAs are made up of 3 elements – emissions, concentration and exposure assessments. Please note below when each is required.

Why is this required?

NPPF Paragraph 181 requires new development in Air Quality Management Areas (AQMA) to accord with the relevant Local Air Quality Action Plan. Local Air Quality Action Plans are available via the Environmental Health webpages of the Council's website. It also requires the cumulative impacts on air quality from individual sites to be taken into account.

Development Management DPD Policy DM37 (supported by policies DM35 and DM36) establishes that development proposals should not contribute further to existing air problems.

When is it required?

An AQA will be required where the proposal:

- is a care/nursing home, day nursery, residential scheme of 1 to 10 units, student accommodation, education and hospital scheme in an AQMA but is below the relevant threshold within the 5th column in the table (see Appendix 1) – only an exposure assessment will be required;
- has the potential to adversely affect an AQMA (developments within areas defined by the hatched areas on the map – see Appendix 1) and exceeds the thresholds within the 5th column in the table (see Appendix 1) – emissions and concentration assessments will be required;
- is a large site outside the hatched areas on the map (see below) and exceeds the thresholds in the 6th column in the table (see Appendix 1) – emissions and concentration assessments will be required;
- is of such scale that it could by itself result in the designation of a new AQMA – all 3 assessments could be required; or
- is a slurry tank or an intensive livestock installation in or adjacent to an European or national designated nature conservation site.

L3. Biodiversity Report

What is this?

The Biodiversity Report will include information and surveys of any protected species or protected habitats likely to be potentially affected by the proposal, or where the development will affect (directly or indirectly) international, national or locally-designated sites.

Surveys must be undertaken by an appropriately-qualified person during appropriate times/months of the year, in suitable weather conditions and using recognised surveying techniques, and must have been undertaken in an 18 month period immediately preceding the validation date of the application.

The report must include an assessment of the likely effects upon habitats and species recorded in the locality; an identification of mitigation measures to avoid adverse impacts; and where impacts cannot be reduced further, details of compensatory provision to offset the harm of the development (likely to include new opportunities for habitat creation/enhancement). The report should also consider any impacts upon geological interests, such as Limestone Pavements.

The Biodiversity Report must contain a Bat Survey where the development:

- is likely to disturb an existing roof structure within 100m of freshwater or woodland; or,
- involves the conversion or disturbance (including extension, alteration, demolition or replacement) to an existing barn, farmhouse, stable or church, regardless of location.

The Biodiversity Report must contain a Great Crested Newt Survey where the development involves operational development within 250m of a pond or lake, and an Otter and Water Vole Survey where the development area includes natural water courses or the development is within 50m of a main river or 25m of a stream or beck.

Why is this required?

NPPF Paragraphs 170-177 place particular importance on conserving and enhancing the natural environment and Paragraph 175 sets out the principles that should inform planning decisions.

Development Management DPD Policy DM27 requires applicants to submit assessments as part of their planning proposals, as does Arnside and Silverdale AONB DPD Policy AS04 for development proposals within the Arnside and Silverdale Area of Outstanding Natural Beauty.

When is it required?

A Biodiversity Report will be required for all development or works to Listed buildings that have the potential to affect (directly or indirectly) an international, national or locally-designated site; or for any development potentially affecting habitat or species protected by the Conservation of Habitats and Species Regulations 2017, the Wildlife and Countryside Act 1981 (as amended) or the Protection of Badgers Act 1992, or any subsequent protective legislation (including impacts arising from water quality, air quality, light emission and noise generation as well as loss or damage to habitats).

*Note: Under Article 6(3) of the Habitats Directive 92/43/EEC, the Council has a responsibility to undertake an Appropriate Assessment where potential development could affect the integrity of Designated European Sites. In such cases the applicant will be required to provide sufficient information to inform this process. The Council will work with Natural England in this regard. Where a proposal has implications for Natura 2000 sites, the application will be expected to be accompanied with sufficient information to allow the Local Planning Authority to undertake a **Habitats Regulations Assessment** (see 2017 Regulations on www.legislation.gov.uk).*

L4. Coal Mining Risk Assessment (CMRA)

What is this?

A CMRA comprises three stages; information about the coal mining history of the site; an assessment of what risk coal mining poses to the proposed development; and identification of how any issues can be adequately mitigated. In some circumstances the prior written permission of the Coal Authority may be required. CMRAs must be based upon up-to-date mining/geological information and undertaken by a suitably-qualified person. Details of how to obtain such information are available on the Coal Authority's website www.gov.uk/government/organisations/the-coal-authority

Why is this required?

Paragraphs 178 and 179 of the NPPF confirm planning decisions must take account of land stability. There are pockets of former coal mining areas in the Lancaster District, predominantly in the rural parishes. Paragraphs 178 and 179 advise that it is the developer's responsibility to ensure a safe development.

When is it required?

A CMRA will be required for all applications for non-householder development that fall within Coal Mining Referral Areas (primarily in the Bowland Fells and the river valleys of the Lune, Hindburn, Wenning and Roeburn) defined by the Coal Authority (and also held by the City Council).

L5. Employment and Skills Plan

What is this?

An Employment and Skills Plan (ESP) sets out opportunities for, and access to, employment and up-skilling of local people through the demolition, construction and fit-out phases of the development proposal. Full details of the requirements are set out in a separate Employment and Skills Plan Supplementary Planning Document.

Why is it required?

NPPF paragraph 8 sets out the three overarching objectives of sustainable development, which includes economic and social objectives. To help meet these objectives, development should provide opportunities for local people to access the right education, skills and inspiration to enable them to get jobs. Development Management policy DM48 (Community Infrastructure) and the associated Employment and Skills Plan Supplementary Planning Document requires developers to work with the Council to ensure that they prepare and implement an

Employment and Skills Plan so local people can access employment generated from major new developments in the District.

When is it required?

An ESP will be required for all applications proposing 20 or more residential units, or 1,000 sq.m of new leisure, education or commercial floorspace.

Note: The Council has secured specialist support for developers and contractors to devise and implement ESPs. The Construction Skills Training and Employment Partnership (CSTEP) is led by The Calico Group and will provide guidance around the creation of an ESP free of charge. CSTEP have extensive contacts and experience that will help to devise and facilitate this. They can be contacted by emailing contact@cstep.co.uk. CSTEP will also check that the outcomes are achieved and report these back to the local authority should the development go ahead.

L6. Energy Statement

What is this?

An Energy Statement sets out the energy efficiencies made throughout the development. The Statement should aim to illustrate the predicted energy demands of the development and the degree to which the development will exceed current energy efficiency standards.

It shall include information about how the development takes account of passive solar gain or how renewable and low-carbon energy technologies will be incorporated into the development, as an integral part of the development's design. An Energy Statement should present technical data while remaining easy to read and to understand.

The Energy Statement should, as a minimum, address the following key issues (although this is not an exhaustive list, and it can include more themes):

- Proposed insulation standards for walls, windows and doors (e.g. this is best how far they fall short of passivhaus (or equivalent) standards)
- Management of solar gain
- Provision of ventilation and heat recovery systems
- Reduction of thermic bridges (both geometric and construction)
- Provision of solar panels
- Provision of energy storage (batteries) connected to the building
- Provision of non-CO₂ generating sources of heat and cooling (e.g. ground source or air source pumps)
- Consideration of the use of a combined-heat-and-power or a district heating system

Why is it required?

NPPF – sustainable development / low carbon economy / well-designed built environment that reflects current and future needs and support communities' health and social well-being (chapter 2); adapting to climate change / renewable and low carbon energy / decentralised energy supply (chapter 14)

When is it required?

An Energy Statement will be required for all major applications

L7. Environmental Statement

What is this?

An Environmental Statement (ES) assesses the existing and potential environmental impacts arising either directly or indirectly from the proposed development.

Prior to making an application, applicants are encouraged to apply for a Screening Opinion to determine whether their proposal requires an ES, especially if the proposal falls within Schedule 1 or 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2015. If the local planning authority determines that an ES will be required, then the applicant can make a request for a Scoping Opinion to determine the scope and content of the ES.

The ES must be structured to accord with Schedule 4 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2015 - *Information for inclusion in Environmental Statements*.

Why is this required?

An ES must be provided for any development that falls within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2015, and for some projects that are specified under Schedule 2. NPPF Paragraph 43 also confirms that this is a formal requirement.

When is it required?

An ES will be required for all development listed in Schedule 1 of the above legislation, and some developments listed in Schedule 2.

L8. Flood Risk Assessment

What is this?

A Flood Risk Assessment (FRA) examines the extent to which a development within a Flood Zone is at risk from all sources of flooding, and demonstrates how flood risk will be managed, taking climate change into account. FRAs also consider opportunities at reducing the probability of flooding, the design of sustainable drainage systems and the provisions for safe access to and from areas at risk of flooding.

Why is this required?

NPPF Paragraphs 148-169 discuss the challenges posed by climate change, including flood risk. Paragraph 163 explicitly refers to FRAs as a necessary formal assessment. The Environment Agency's Flood Risk Matrix, available at <http://www.environment-agency.gov.uk/> sets the context for FRA and their website discusses Flood Zones in greater detail. Likewise the Lead Local Flood Authority (Lancashire County Council) can advise on suitable drainage solutions.

Development Management DPD Policy DM38 sets further criteria for any development proposals that are located in areas of defined flood risk, including the provision and maintenance of sustainable drainage systems.

When is it required?

A FRA (including a sequential test) will be required for all proposals for new development in Flood Zones 2 and 3 (though for changes of use, householder development and non-residential extensions with a footprint less than 250sq.m a sequential test will not be required).

In Flood Zone 1, a FRA will be required for development sites exceeding 1 hectare; on land identified in the Council's Strategic Flood Risk Assessment as being at increased flood risk in the future; or land that is subject to other sources of flooding, such as surface water. Site specific flood risk can be identified online: <https://www.gov.uk/check-flood-risk>

L9. Health Impact Assessments

What is this?

The link between planning and health is long established. Local planning authorities have an increasingly important role in promoting healthy communities for all sections of society. Poorly-planned and designed buildings and places, including those that are overly-car-dependent, can deter healthy lifestyles and exacerbate negative physical and mental health effects. A Health Impact Assessment (HIA) is a method of identifying and screening out elements of a proposed development that could contribute to those negative impacts.

The HIA should, as a minimum, address the following key issues (although this is not an exhaustive list, and it can include more themes):

1. Healthy Public Realm – What opportunities are there within the proposed layout for all age groups to use public space in diverse and inclusive ways? How will your layout provide for play, exercise, relaxation and social interaction for all age groups via innovatively-designed spaces that encourage social interaction? Are the streets capable of being landscaped to provide a greater sense of place?
2. Vibrant Neighbourhoods – Does the layout provide active frontages to buildings and to the street to enhance social discourse and, equally, design-out spaces that may have the potential for anti-social activity? What access to services and social infrastructure (including health facilities) are proposed? Is there the potential to provide access to healthier food choices via the delivery of community allotments?
3. Active Travel – What opportunities are there for physical activity by walking and cycling? How does your layout, particularly the layout of streets, give priority to these modes of transport? Can new or enhanced public transport linkages be delivered to enhance social mobility? How will you promote all these and deliver a layout that is not car-dependent or dominated by car infrastructure, such as excessive driveways and garages?
4. Healthy Living – What carbon reduction measures are being proposed for new homes to ensure improved energy efficiency (and consequentially, increased comfort of living)? How will your proposal help the Lancaster District deliver on its ambition to create a zero carbon district by 2030 (as part of its declaration of a Climate Emergency)?

Why is it required?

Links to planning and health are found throughout the whole of the National Planning Policy Framework. Key areas include the policies on healthy and safe communities (chapter 8), transport (chapter 9), high quality homes (chapter 5), good design (chapter 12), climate change (chapter 14) and the natural environment (see National Planning Policy Framework chapter 15).

When is it required?

A Health Impact Assessment will be required for all major applications within the following strategic sites:

- Bailrigg Garden Village (Emerging Policies SG1-SG3)
- East Lancaster (Emerging Policies SG7-SG8)
- North Lancaster (Emerging Policy SG9-SG10)
- South Carnforth (Emerging Policy SG12)

Outside of these strategic sites, a HIA will also be required for other residential proposals, which involve the creation of 100 or more units of accommodation.

L10. Heritage Statement

What is this?

This statement must describe how the development will affect the significance of any heritage assets, including their setting. Heritage assets may be architectural, archaeological, historic or artistic. They include Scheduled Monuments, Listed Buildings, Conservation Areas, Registered Parks & Gardens and World Heritage Sites. Some local heritage assets may be identified by the local planning authority through the plan-making process (i.e. local listing). Other local heritage assets may be identified through the Development Management pre-application process, or from reviewing the Historic Environment Record (<https://www.lancashire.gov.uk/council/planning/historic-environment-record/>).

Why is this required?

NPPF Paragraphs 184-202 all set out the reasons for conserving the historic environment. Paragraph 189 requires applicants to describe the significance of any heritage assets affected, including any contribution made by their setting.

When is it required?

A Heritage Statement will be required for all proposals that have the potential to affect heritage assets listed above. NPPF Paragraph 189 states that 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 includes or has the potential to include heritage assets with archaeological interest, developers will be required to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

Note: The City Council provides guidance on preparing Heritage Statements on its website: <https://www.lancaster.gov.uk/planning/conservation/heritage-statements>

L11. Hydrological Risk Assessments

What is this?

A Hydrological Risk Assessment is required to determine the potential impacts on water quality arising from development. The assessment needs to consider the movement and distribution of water to all water sources (waterways, coastal waters, drains, groundwater) and in particular how the quality of the water may be affected by the development, and if necessary how this can be mitigated.

Why is it required?

This will ensure compliance with NPPF paragraph 170 and Emerging Policy DM34 within the Local Plan Part Two that require that all new developments consider the implications of the proposals on surface water and implement appropriate mitigation as necessary to deal with such issues, including measures such as Sustainable Drainage Systems (SuDS) and other surface water drainage solutions.

When is it required?

All development within the following areas:

- Port of Heysham Expansion (Emerging Policy SG14);
- Port of Heysham Industrial Estate (Emerging Policy EC1.6);
- Middleton Towers (Emerging Policy DOS7); and
- Glasson Dock Industrial Area (Emerging Policy EC1.18)

L.12 Land Contamination Assessment

What is this?

A Land Contamination Assessment (LCA) analyses the suitability of land for development proposals. It needs to contain sufficient information 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 without undue impact during and following development.

It must be carried out by a suitably qualified person and should be in accordance with “BS 10175 (2011) Investigation of Potentially Contaminated Sites: Code of Practice”.

Why is this required?

NPPF Paragraphs 178-180 require planning decisions to ensure that land is suitable for its proposed new use, is appropriately remediated where necessary, and adequate site investigation is presented. Lancaster District Core Strategy Policy SC1 requires development proposals to satisfactorily remediate contamination.

When is it required?

A LCA will be required where:

- Development sites are potentially contaminated by an existing or former use (including the dumping of waste);
- The site is located within 250m of any possible landfill site; or

- Land outside the development boundary has been potentially contaminated and could impact upon the development site (e.g. via migrating contaminants such as fuel oils or landfill gases).

Note: The Council employs a Contaminated Land Officer who will be able to provide site-specific advice (01524 582741).

L13. Landscape and Visual Impact Assessment

What is this?

The Landscape and Visual Impact Assessment (LVIA) includes an evaluation of the existing character of the landscape and an assessment of how the proposed development will impact upon it.

LVIA's usually include photo-montaging to help illustrate the impacts of development. They will include details of any relevant Landscape Character Assessment (or similar existing data or evidence) and details of any mitigation or compensatory measures being proposed. Further guidance on the content of an LVIA is contained in Development Management DPD Policy DM28 and Arnsdale and Silverdale AONB DPD Policy AS02.

Why is this required?

Paragraph 170 of the NPPF advises that planning decisions should contribute to and enhance the natural environment.

LVIA's are often associated with wind turbine, pylon or telecommunication mast infrastructure. In respect of wind turbines, Paragraph 154 of the NPPF and the Planning Practice Guidance for Renewable and Low Carbon Energy explain that in respect of renewable energy development, local planning authorities should ensure that adverse impacts are addressed satisfactorily, including cumulative landscape and visual impacts. Similarly Development Management DPD Policy DM24 – Telecommunications and Broadband – require development proposals to be sited to minimise their visual impact upon the surrounding landscape. LVIA's have a significant role to play in understanding those impacts.

When is it required?

An LVIA will be required where:

- The proposal is for Schedule 1 Environmental Impact Assessment development;
- The proposal is for wind turbines, pylons, telecommunication mast infrastructure and solar farms;
- The proposal involves significant landscape or visual impacts by virtue of:
 - (a) The sensitivity of location within or adjacent to an Area of Outstanding Natural Beauty or National Park; or
 - (b) The proximity of the proposal to any heritage asset, where there is likely to be an effect upon the asset's setting.

L14. Mineral Resource Assessment

What is this?

This site-based assessment should identify whether there are minerals present and, if so, whether it is practicable or sustainable to extract them. The assessment should confirm:

- the depth of overburden;
- the quantity and quality of any mineral present;
- the height of the water table;
- the proximity and nature of any surrounding land uses; and
- the size of the site.

Why is this required?

NPPF Paragraph 206 requires local planning authorities to not normally permit other development proposals in Mineral Safeguarding Areas if it might constrain potential future use for mineral working. A minerals resource assessment is required to ensure sufficient information is available on mineral resources to determine the application in accordance with the Joint Lancashire Minerals and Waste Local Plan Policy M2 – Safeguarding Minerals. The purpose of Policy M2 is to prevent the needless sterilisation of mineral resources from non-mineral development. It does not support any form of development that is incompatible by reason of scale, proximity and permanence with the working of minerals unless certain criteria can be met.

When is it required?

All major applications partially or fully within a Mineral Safeguarding Area.

L15. Noise & Vibration Statement

What is this?

This statement should demonstrate that a development proposal will not have unacceptably adverse noise or vibration impacts for residential properties. The Statement should be carried out by an appropriately-qualified person and should be in accordance with “BS 7445 (2003) Description and Measurement of Environmental Noise”.

Why is this required?

NPPF Paragraph 180 requires planning decisions to avoid adverse impacts arising from noise and other effects, thus impacting upon the quality of life of residents.

When is it required?

A Noise and Vibration statement will be required where:

- The proposal has the potential for noise disturbance either via a potentially noisy activity being introduced within a residential area, or due to the proposed introduction of housing in a potentially noisy location;
- The proposals are demonstrably noisy by nature (e.g. heavy industry);
- The proposals would result in the transmission of vibration;
- The proposal is for residential development close to an existing noise generator (e.g. railway, M6 motorway, city centre gyratory, industrial use) or

- The proposal is in or adjacent to an European or nationally designated natural conservation site that by nature of the method of its construction or its operation would generate noise and vibration.

Note: The Council's Environmental Health team hold some noise information relating to branch rail lines (the Morecambe, Silverdale, and Wennington lines) so it is advisable to speak to them in the first instance to inform the assessment, potentially saving on surveys (01524 582707).

L16. Open Space Assessment

What is this?

This is an assessment of existing open space provision, where a development is proposed on any part of an area of designated formal open space or informal recreation areas.

All Open Space Assessments should take into account the Council's Open Space Study (2018) and Playing Pitch & Outdoor Sports Strategy (2019) or any successor documents, and of Annex B of Sport England's Playing Fields Policy and Guidance

(<https://www.sportengland.org/media/13458/playing-fields-policy-and-guidance.pdf>).

Why is this required?

NPPF Paragraph 97 seeks to protect existing open space, sports and recreational buildings and land. It also requires an Assessment of the open spaces affected by development proposals. The Assessment should satisfy the three criteria in NPPF Paragraph 97.

When is it required?

An Assessment will be required where a proposal affects all, or part of the following:

- Any sports ground, playing field, park, play facility or allotment;
- Any informal recreation or leisure area (including walking routes, cycling and bridleways);
- Any other local green space network or open space (including those defined by Annex 2 of the NPPF); or
- Any burial ground.

The Council has published a Planning Advisory Note on Open Space Provision in New Residential Developments: <https://www.lancaster.gov.uk/planning/planning-policy/about-the-local-plan>

L17. Planning Obligations – Draft Heads of Terms

What is this?

Planning obligations are agreements negotiated between the applicant and the local planning authority under Section 106 of the Town and Country Planning Act 1990. The obligations will relate to measures that are necessary to make a proposed development acceptable in planning terms and they must be fairly, directly and reasonably related in scale and kind to the development.

Draft Heads of Terms will usually have been agreed at the pre-application stage for development proposals that are subject to a Section 106 Legal Agreement.

Why is this required?

NPPF Paragraph 47 requires development proposals (that accord with the Development Plan) to be approved without delay. Submission of the Draft Heads of Terms allows for the process of issuing a decision to be expedited, for the benefit of both parties, especially on sites that will be required to deliver, or at least contribute towards, significant social and service infrastructure to serve and support their development.

NPPF Paragraphs 38-46 provide further context, as does Development Management DPD Policy DM48.

When is it required?

A draft Heads of Terms will be required for all major applications within the following strategic sites:

- Bailrigg Garden Village (Emerging Policies SG1-SG3)
- East Lancaster (Emerging Policies SG7-SG8)
- North Lancaster (Emerging Policy SG9-SG10)
- South Carnforth (Emerging Policy SG12)

Outside of these strategic sites, a draft Heads of Terms will also be required for other residential proposals, which involve the creation of 100 or more units of accommodation.

L18. Planning Statement (including Economic Appraisal where required)

What is this?

This is a statement explaining how the proposal relates to national and local (Development Plan) policies.

Occasionally information regarding development viability may be required to accompany your application, and the Planning Statement may include a Development Costs/Economic or Marketing Appraisal.

Why is this required?

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permission be determined in accordance with the Development Plan unless other material considerations indicate otherwise.

When is it required?

A Planning Statement will be required to support all applications that are a departure from the Development Plan, or where pre-application advice has specified that one is necessary.

L19. Statement of Community Involvement (SCI)

What is this?

This is a statement setting out how the applicant has complied with the City Council's Statement of Community Involvement (2013). In particular the SCI should also indicate how the applicant has complied with the requirements for pre-application consultation with the local

community. The SCI must demonstrate how the development has evolved in response to community involvement.

Why is this required?

The Council's SCI was prepared because of the requirements of the 2004 Planning and Compulsory Purchase Act. It sets out how people will be consulted before and during a planning application. Paragraphs 39, 40 and 128 of the National Planning Policy Framework (NPPF) provide further context.

When is it required?

An SCI will be required where:

- The proposal constitutes a departure from the Development Plan;
- The proposal is for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres (please refer to National Planning Practice Guidance for the minimum requirements);
- The proposal involves an Asset of Community Value (please refer to the Council's website where such assets are identified); or
- The pre-application advice has specified that one is necessary.

L20. Sustainable Drainage Strategy

What is this?

The purpose of a Sustainable Drainage Strategy is to set out how surface water from a development site will be managed sustainably under both current and future conditions, and to support the proposed approach with appropriate evidence, such as infiltration results and drainage calculations with relevant survey results, plans and drawings. It is required to demonstrate that the proposed drainage scheme for the development can be satisfactorily delivered and minimise the risk of flooding within the site and elsewhere. The strategy will need to demonstrate that the proposed drainage scheme is achievable and acceptable. The strategy must also set out how sustainable drainage components are intended to be constructed, managed and maintained to ensure that the sustainable drainage system will continue to perform throughout the lifetime of the development.

A sustainable drainage strategy needs to include:

- Details of the current drainage system, capacity and discharge rate
- Identification of the catchment area(s)
- Site investigation report, including infiltration tests (carried out to BRE 365) and geological²/soil tests³
- Details of flood risk from main river and coastal sources and from surface and ground water⁴
- Topographical plan (existing and proposed) with contours at 1m intervals

² information available from British Geological Survey website: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

³ Information available from the Soilscales website: <http://www.landis.org.uk/soilscales/index.cfm>

⁴ Information available from the Environment Agency website: <http://apps.environment-agency.gov.uk/wiyby/default.aspx>

- New surface water system, capacity, storage, discharge rate and controls, and proposed outfalls (flows based on 1 in 1 year; 1 in 2 year; 1 in 30 year; and 1 in 100 year plus 30% climate change)
- Drainage layout plans, including sustainable drainage system (SuDS), sewers, drains and watercourses (long and cross sections including levels)
- Details of adoption, and/or maintenance and management information for non-adopted sections
- If proposal is part of a number of phases, the strategy should demonstrate access to/from interconnecting phases
- Demonstrate that the drainage strategy meets the requirements of the surface water hierarchy as reference in the National Planning Practice Guidance (Flood Risk and Coastal Change)
- Provide clear evidence if demonstrating why more preferable options within the hierarchy have been discounted, including rainwater harvesting

Why is this required?

Paragraphs 163 and 165 of the NPPF requires new development to manage surface water in the most sustainable and appropriate way. This is reiterated by Development Management DPD Policy DM39 and by Arnside and Silverdale AONB DPD Policy AS12.

When is it required?

A Sustainable Drainage Strategy will be required for any major developments or any new proposal that involves 5 or more residential units.

L21. Telecommunications Report

What is this?

Any applications for new telecommunications equipment need to be accompanied by information regarding pre-consultation with all relevant organisations, including any surrounding schools or colleges and aerodromes. They also need to include certification regarding International Commission protection guidelines.

Why is this required?

NPPF Paragraph 115 requires any telecommunications development, including Prior Approval submissions, to be supported by evidence (see 3 criteria in para. 45) to justify the development. Policy DM24 is relevant for telecommunication development across the District with Policy AS13 specifically relating to such development within the Arnside and Silverdale Area of Outstanding Natural Beauty.

When is it required?

For all applications proposing telecommunications equipment.

L22. Town Centre Uses – Sequential Analysis and Impact Assessment

What is this?

Where main town centre uses (as defined by Annex 2 of the NPPF) are proposed outside existing town centres, the local planning authority has a duty to assess whether the proposal is appropriate in terms of its location, scale, viability, highway matters and in some cases, impact.

Why is this required?

NPPF Paragraph 89 directs that dependent upon the size of the town centre use being proposed, and its location, an Impact Assessment is required if it exceeds a locally-set threshold. Where there is no local threshold, a default threshold figure (see below) is provided. Paragraphs 87, 88 and 90 of the NPPF provide further context.

Development Management DPD Policy DM1 accepts the default (national) threshold figure. The same Policy requires any proposals for main town centre uses outside town centre locations to provide details regarding the site's availability, viability and suitability; a demonstration that all potential in-centre locations have been thoroughly assessed, followed by edge-of-centre locations; demonstration that the developer/operator has considered store scale, flexibility in layout/format and car parking as part of the assessment.

When is it required?

A Sequential Analysis will be required for all proposals for main town centre uses (see Annex 2 of the NPPF for definition), in accordance with the provisions of the Development Management DPD Policy DM1.

An Impact Assessment will be required where the proposal is for a main town centre use exceeding the default threshold of 2500 sq.m of floorspace, and is located outside a town centre and is not in accordance with an up-to-date Local Plan (in accordance with the provisions of NPPF Paragraph 89).

L23. Transport Assessments and Transport Statements

What is this?

Transport Assessments (TA) provide information about existing and predicted trip generation, transport modes, junction capacity assessments and measures aimed at reducing private car usage.

A TA should include a Travel Plan (required by paragraph 111 of the NPPF on schemes that generate significant amounts of movement) aimed at seeking to reduce reliance on private motorised transport where appropriate and promoting integrated transport and journeys by foot, bicycle and public transport.

Transport Statements are generally smaller documents and can be submitted where a formal TA is not be required, but where the submission of information regarding the impact of the development upon the highway network or highway safety measures may be advisable.

Applicants must take consideration of Government's requirements for development on the Strategic Road Network (see Circular 02/13).

Why is this required?

NPPF Paragraph 108 advises that all developments that are likely to generate significant amounts of movements should be accompanied by either a TA or a Transport Statement.

When is it required?

A **Transport Assessment** (including a Travel Plan) will be required where proposals exceed the following thresholds:

- New or extended (cumulative) gross floorspace of 1000sq.m of retail (A1 Use Class) or Assembly/Leisure (D2 Use Class);
- New or extended (cumulative) gross floorspace of 2500sq.m of business (B1 Use Class);
- New or extended floorspace of 2500sq.m of any education or health facility; or
- 100 or more residential units.

A **Transport Statement (TS)** will be required in all instances where developments exceed half of the above thresholds (e.g. 50 or more residential units). Even if the proposed development falls below this threshold, a TS will be required where the proposed development involves a known highway safety issue, or has implications for public or private transport capacity or car parking.

Note: The Council's Car Parking Standards are available at Appendix B of the Development Management DPD.

L24. Tree/Arboricultural Implications Assessment

What is this?

The Arboricultural Implications Assessment (AIA) is a statement that must include the following:

- a Survey of existing trees and hedgerows;
- a Method statement indicating how the work will be carried out in relation to any trees (including site preparation and earth works);
- a Tree constraints plan; and
- a Tree protection plan.

For major developments, all retained trees/hedgerows and any new or compensatory tree/hedgerow planting must be set out on a proposed landscaping plan, which is to be included with the AIA. An AIA must be produced by an appropriately-qualified arboriculturist, and the works proposed must conform to "BS 5837 (2012) Trees in Relation to Design, Demolition and Construction – Recommendations".

Why is this required?

The Town and Country Planning Act 1990 (s.197 and 198) places a duty on local authorities to ensure that there is adequate provision for the planting and protection of trees when they consider planning applications.

Development Management DPD Policy DM29 – Trees, Hedgerows and Woodland – places the onus upon applicants to justify works affecting trees as part of their AIA. Policy AS04 specifically relating to development affecting trees within the Arnsdale and Silverdale Area of Outstanding Natural Beauty. The Council's adopted Tree Policy (2010) provides further context.

When is it required?

An AIA will be required where the proposal (including its associated access, services and earthworks) has the potential to affect trees (within or adjacent to the application site):

- that are subject to a Tree Preservation Order;

- that are within a Conservation Area;
- that have significant public amenity value; or
- as part of a major development.

L25. Utilities Assessment

What is this?

For major applications, the Utilities Assessment should contain details of pre-application discussion or notification to utility providers and foul drainage bodies (gas, electricity, telecommunications, water supply and waste water disposal). A copy of those details shall be submitted within the Assessment, including the location of such services and their associated easements within and adjacent to the application site.

The planning application form provides the opportunity for the submission of details regarding foul sewerage. Where this information is not already shown on a drawing, with explanatory text, additional information may be required at the validation stage in respect of these matters.

The Utilities Assessment should also ensure that service routes have been planned to avoid the potential for damage to landscape or heritage assets (e.g. trees and archaeological remains).

Why is this required?

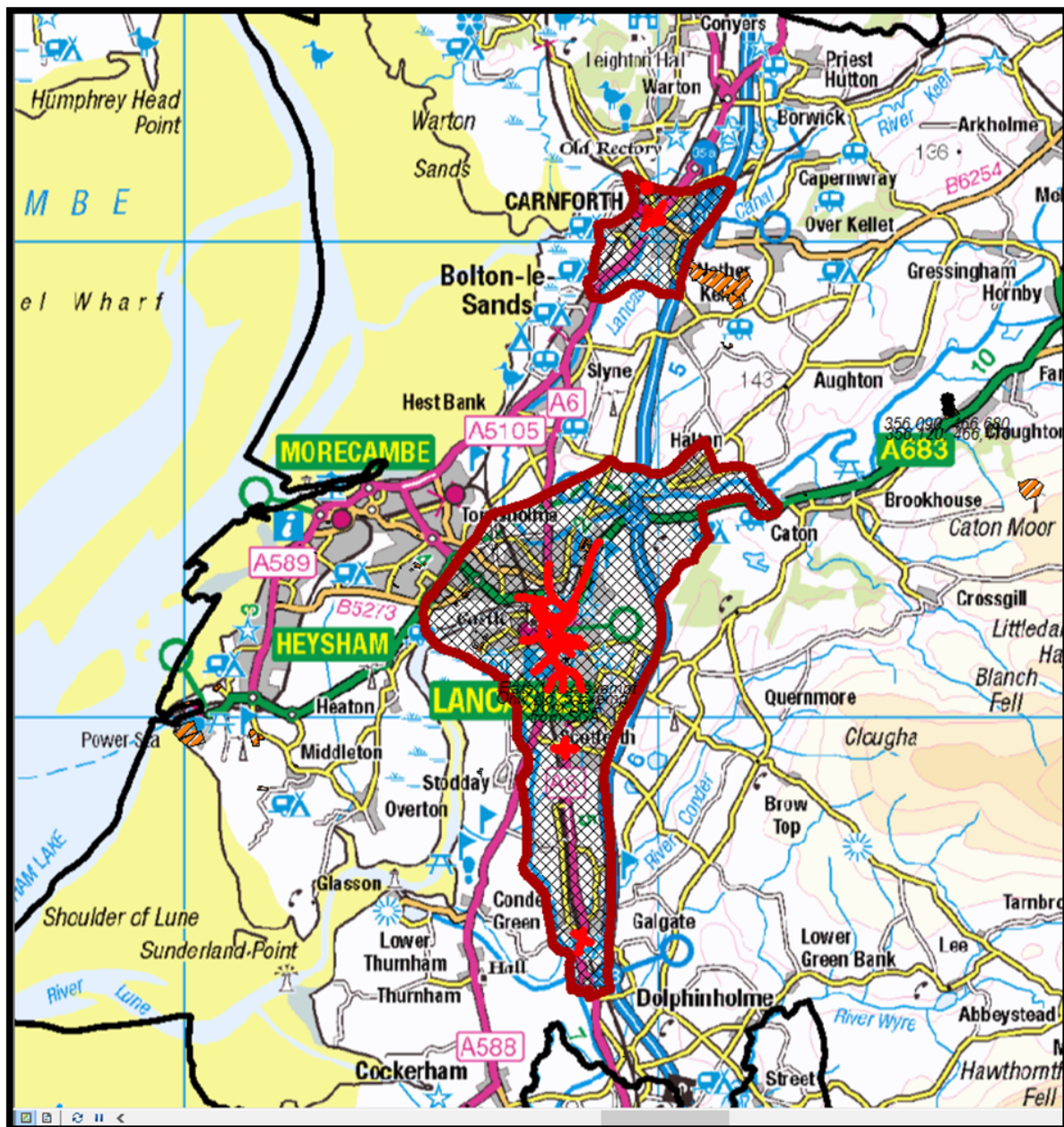
For major applications, the Assessment should confirm that the development will not place any undue pressure upon existing infrastructure, or propose inappropriate solutions, and ultimately is deliverable (in accordance with NPPF Paragraph 173).

Paragraph 20 of the National Planning Practice Guidance (under Water Supply, Waste Water and Water Quality) requires local planning authorities to assess proposals incorporating non-mains sewerage, and then be satisfied that significant environmental and amenity problems that might justify refusal are unlikely to arise.

When is it required?

A Utilities Assessment will be required for any major developments or any new proposal that involves non-mains sewerage.

Appendix 1



	Use Class	Land Use	Unit Measurement	Large Site Definition (Inside Hatched Area)	Large Site Definition (Outside Hatched Area)
1	A1	Convenience (Food) Retail	Gross Floor Area	>500sqm	>1,000sqm
2	A1	Comparison (Non-Food) Retail	Gross Floor Area	>500sqm	>1,000sqm
3	A2	Financial & Professional Services	Gross Floor Area	>500sqm	>1,000sqm

4	A3	Restaurants & Cafes	Gross Floor Area	>500sqm	>1,000sqm
5	A4	Drinking Establishments	Gross Floor Area	>500sqm	>1,000sqm
6	A5	Hot-Food Takeaway	Gross Floor Area	>500sqm	>1,000sqm
7	B1	Office Employment	Gross Floor Area	>1,250sqm	>2,500sqm
8	B2	General Industry	Gross Floor Area	>500sqm	>1,000sqm
9	B8	Storage & Distribution	Gross Floor Area	>500sqm	>1,000sqm
10	C1	Hotels	Per Bedroom	>50 bedrooms	>100 bedrooms
11	C2	Hospices and Nursing Homes	Per Bed	>50 beds	>100 beds
12	C2	Residential Education	Per Student	>50 students	>100 students
13	C2	Institutional Needs	Per Resident	>50 residents	>100 residents
14	C3	Dwelling Houses	Per Housing Unit	>10 units	>100 units
15	D1	Non-Residential Institutions	Gross Floor Area	>1,250sqm	>2,500sqm
16	D2	Assembly & Leisure	Gross Floor Area	>500sqm	>1,000sqm
17	-	Other	Discuss LPA	Discuss LPA	Discuss LPA