

Validation Checklist for Planning Applications

28 March 2011



Oldham
Council

Contents

	Page
Introduction	3
Part 1: Checklist of Statutory National Requirements	5
• A. Information requirements for full planning permission	5
• B. Information requirements for outline planning permission and reserved matters	8
Part 2: Checklist of Adopted Local Requirements	10
Part 3: List of Different Application Types A-P	40
• Checklist A – Householder Application	41
• Checklists B and C – Full Planning Permission and Outline Planning Permission with some or all matters reserved	43
• Checklist D – Advertisement Consent	45
• Checklist E – Application for Conservation Area Consent	46
• Checklist F – Works to or Demolition of a Listed Building	47
• Checklist G – Lawful Development Certificates	49
• Checklist H - Prior Notification of Proposed Agricultural Development	50
• Checklist I - Prior Notification of Proposed Development in Respect of Permitted Development by Electronic Communication Code System Operators (Telecommunication Development)	51
• Checklist J – Prior Notification of Demolition	52
• Checklist K – Reserved Matters Application Following Outline Approval	54
• Checklist L – Application for the Removal or Variation of Condition(s) following the Grant of Planning Permission or for a Minor Material Amendment	56
• Checklist M - Application for Works to Trees subject to Tree Preservation Orders (TPOs) and Trees Within Conservation Areas	58
• Checklist N - Approval of Details Reserved by Condition	59
• Checklist O - Extending the time limits of existing planning permissions	60
• Checklist P - Application for non-material amendments following planning permission	62

Introduction

The purpose of this validation checklist is to provide applicants with clear guidance on the information required for the submission of planning applications. This guidance is intended to accompany the standard planning application form (1APP) and replaces the previous version adopted by the council in April 2008.

Different types of applications will require different levels of information and supporting documentation. The new requirements are at two levels:

1. The national core list, “**the National List**”, which is mandatory and applies in all cases
2. “**The Local List**” which has been drawn up by the local planning authority for additional local requirements, which may be necessary to validate applications

If an applicant does not submit an application in accordance with the statutory requirements and locally adopted requirements the local planning authority will be entitled to declare that the application is invalid, and so decline to register it. In doing so, the local planning authority will set out its reasons for declaring an application invalid in writing to the applicant and specify the information required in order to make the application valid. Where an application is not accompanied by information required by the local planning authority, applicants should provide a short written justification with the application as to why it is not appropriate in the particular circumstances. In such cases, the local planning authority will not declare applications invalid unless it is satisfied that it can give reasons and provide them to the applicant. In most cases the information requirements will be very clear.

For larger or more complex schemes, or proposals in sensitive areas, applicants should seek agreement over the requirements through pre-application discussions.

In circumstances where applicants do not agree with the requirement for information or plans set out by the local planning authority, they should discuss the point of concern with the local planning authority. Where discussions fail to resolve any conflict in views there is no right of appeal. However, applicants who want to challenge a decision to not validate an application can do so under other procedures, such as the judicial process on legal grounds.

If the local planning authority considers that the quality of the supporting information is inadequate, an applicant may appeal to the [Planning Inspectorate](#) under [Section 78](#) of the [Town and Country Planning Act 1990](#) with the relevant grounds for appeal being non-determination within the 8 or 13 week determination period.

Notes on how this guidance should be used by applicants

This validation checklist is in three parts:

1. **Part 1** sets out the **Statutory National Requirements** for all applications. Planning applications submitted without any of the listed items are likely to be invalidated. Applicants will be informed in writing of where the application is deficient and the timescale within which it should be provided.
2. **Part 2** provides a checklist of additional **Local Requirements**. These requirements will need to be met in particular circumstances and will be dependant on factors such as site location, characteristics of the site, the scale and nature of the development and the policy requirements of the adopted [Oldham Metropolitan Borough Unitary Development Plan \(UDP\) 2006](#). They will not necessarily be required in every case. Indicative thresholds are therefore included to guide applicants where appropriate.
3. **Part 3** provides a comprehensive checklist for different application types.

General points:

- Oldham Council welcomes the submission of applications via the [Planning Portal](#) using the national application form
- Plans and any supporting documents should be in PDF format (and no larger than 1mb)
- For paper applications, an original plus 3 copies of all documentation must be submitted. Applicants are, however, encouraged to submit applications electronically via the Planning Portal
- Plans marked “*not to scale*” or “*do not scale*” will not be registered
- All plans must be to a metric scale
- The Council welcomes pre-application discussions, particularly for the larger, complex and sensitive applications
- In the checklists, any reference to a “*major*” application relates to the following types of development:

Residential:

- 10 or more dwellings
- A site area of 0.5 hectares or more

Other development:

- Other buildings with a floor space of 1000sqm or more
- A site area of 1 hectare or more
- A heritage asset is a building, monument site or landscape of historic, archaeological, architectural or artistic interest. Designated Heritage Assets are defined as World Heritage Sites, Scheduled Monuments, Listed Buildings, Protected Wreck Sites, Conservation Areas, Registered Parks and Gardens and Registered Battlefields. Non-designated heritage assets include buildings or sites of heritage significance which can, singularly or collectively, make an important, positive contribution to the environment.

[← Contents page](#)

Part 1: Checklist of Statutory National Requirements

A. Information Requirements for Applications for Full Planning Permission

Applications for **full planning permission** are required to be accompanied by the following:

1. The standard application form

All planning applications must be presented on a standard application form, which is available electronically. Applicants are encouraged to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However, applicants will retain the option of submitting paper versions of the form. In that event, the original plus three additional copies of the completed standard application form is required. An applicant may be requested by the local planning authority to submit more than three additional copies to assist in the speed with which applications are dealt with, but three copies plus the original is the statutory requirement for a valid application.

2. The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The original plus three copies is required (unless submitted electronically). In exceptional circumstances, plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

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

3. Site and Other Plans

Copies of the site plan should be submitted. The original plus three copies is required (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- The direction of North
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries
- All the buildings, roads and footpaths on land adjoining the site including access arrangements
- All public rights of way (footpath, bridleway or byway) crossing or adjoining the site
- The position of all trees on the site, and those on adjacent land that could influence or be affected by the development
- The extent and type of any hard surfacing
- Boundary treatment including walls or fencing where this is proposed

In addition, other plans should be submitted (dependent on the type of application – refer to the relevant list for specific requirements in [Part 3](#)) and may include:

- **Block plan of the site** (e.g. at a scale of 1:100 or 1:200) showing any site boundaries. Copies of plans should show:
 - any site boundaries
 - the type and height of boundary treatment (e.g. walls, fences etc)

- the position of any building or structure on the other side of such boundaries

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

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

- **Existing and proposed floor plans** (e.g. at a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

- **Existing and proposed site sections and finished floor and site levels** (e.g. at a scale of 1:50 or 1:100)

Such plans, drawn at a scale of 1:50 or 1:100, should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (e.g. at a scale of 1:50 or 1:100)

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.

4. Certificates

Ownership Certificates

Under [Section 65\(5\)](#) of the [Town and Country Planning Act 1990](#), read in conjunction with [Article 12](#) of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2010](#), the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission except for approval of reserved matters must include the appropriate certificate of ownership. An ownership certificate A, B, C or D **must** be completed stating the ownership of the property. For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with [Article 11](#) of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order](#)

[2010](#), i.e. where a copy of Certificate B or C is completed, a copy of the notice must be submitted on each of the individuals or organisations identified in the relevant certificate.

Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding.

All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

5. The correct fee

Where necessary, the correct fee as determined in the *Town and Country Planning (Fees for Planning Applications) Regulations*.

6. Design and Access Statements

A [Design and Access Statement](#) must accompany applications for both outline and full planning permission **unless** they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development)
- Engineering or mining operations
- Householder developments (unless within a designated area*)
- Flats (unless within a designated area*)
- Extensions to the time limit for implementing existing planning permissions
- Extensions of non-domestic buildings up to 100 square metres floorspace (unless within a designated area*)
- Walls, gates, fences and other means of enclosure up to 2m in height or the height of the existing means of enclosure (unless within a designated area*)
- Erection of buildings or structures on operational land up to 100 cubic metres in volume and 15m in height (unless within a designated area*)
- Alterations to existing buildings where there is no increase in the size of the building (unless within a designated area*)
- Erection, alteration, or replacement of plant or machinery where height would not exceed 15m above ground level, or former height, whichever is the greater (unless within a designated area*)
- Removal or variation of condition(s) applications

*In this context, 'designated area' means a Conservation Area or World Heritage Site.

Design and access statements are also **not** required for applications relating to:

- Advertisements
- Tree preservation orders
- Storage of hazardous substances

Neither are they required for applications for:

- Reserved matters
- Certificates of lawfulness
- Prior approval for proposed development
- Prior notifications
- Conservation area consents
- Non-material amendments to existing planning permissions

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in [Article 8 of *The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2010*](#) and [Department for Communities and Local Government Circular 01/2006: Guidance on Changes to the Development Control System](#).

The [Commission for Architecture and the Built Environment \(CABE\)](#) has also produced a guide entitled [‘Design and access statements - How to write, read and use them.’](#)

Applications for **listed building consent** will also be required to be accompanied by a design and access statement. This should include a brief explanation of how the design has taken account of [Planning Policy Statement 5 \(PPS5\): Planning and the Historic Environment](#), and in particular, should address:

- a description of the significance of the heritage assets* affected and the contribution of their setting to that significance
- a desk based assessment or field evaluation (where an application site includes or is considered to have the potential to include heritage assets with archaeological interest)

When a planning application is submitted in parallel with another type of application, for example, an application for listed building consent, a single combined Design and Access statement should address the requirements of both.

The legislative requirements are set out in Regulation 3A of the *Planning (Listed Building and Conservation Areas) Regulations 1990*.

• **Environmental Statement**

The [Town and Country Planning \(Environmental Impact Assessment\) \(England and Wales\) Regulations 1999](#) apply to particular categories of development. The Regulations require developers to prepare an *Environmental Statement* for Schedule 1 development and some Schedule 2 development. The Regulations provide a checklist of matters to be considered for inclusion in the *Environmental Statement* and require the developer to describe the likely significant effects of the development on the environment and to identify appropriate mitigation measures. A “screening opinion” can be obtained from the Council as to whether the development comprises development which falls within the scope of the Regulations.

B. Information Requirements for Outline Planning Permission and Reserved Matters

Applications for outline planning permission generally need not give details of any proposed reserved matters unless the matters include layout, scale or access. However if the local planning authority receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it will notify the applicant within one month from the receipt of the application that further details must be submitted. The local planning authority will also specify what further details are needed. The local planning authority is required to notify the applicant that further details are required within one month. However, as a matter of best practice the local planning authority will aim to notify applicants within 5 working days. This situation should not be confused with applications where inadequate information is submitted.

The [Department for Communities and Local Government Circular 01/2006: Guidance on Changes to the Development Control System](#) sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, **Outline Applications** should always include information on:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified
- **Amount of development** – the amount of development proposed for each use
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated

In addition to the information above, **applications for outline planning permission should also include a design and access statement**. The requirements relating to design and access statements are explained in the previous section on Full Planning Permission.

The definition of Reserved Matters is as follows:

- **Layout** – the way in which buildings, routes and open spaces within the development are provided, situated and orientated in relation to each other and to buildings and spaces outside the development
- **Scale** – the height, width and length of each building proposed within the development in relation to its surroundings
- **Appearance** – the aspects of a building or place within the development which determine the visual impression the building or place makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture
- **Access** – the accessibility to and within the site for vehicles, cycles and pedestrians in terms of the positioning and treatment of access and circulation routes and how these fit into the surrounding access network
- **Landscaping** – the treatment of land (other than buildings) for the purpose of enhancing or protecting the amenities of the site and the area in which it is situated and includes screening by fences, walls or other means, the planting of trees, hedges, shrubs and grass, the formations of banks, terraces or other earthworks, the laying out or provision of gardens, courts or squares, water features, sculpture, or public art, and the provision of other amenity features

[← Contents page](#)

Part 2: Checklist of Local Requirements to address Specific Issues

Introduction

The elements of the list set out below comprise the recommended scope of additional information which the local planning authority will require to validate an application. However, the local planning authority will continue to be able to request further information during the determination process and an application could still be deemed valid, and then refused on the grounds of inadequate information, if the documentation submitted is subsequently found to be inadequate.

The local list is tailored to Oldham and reflects the particular requirements of the adopted [Oldham Metropolitan Borough Unitary Development Plan \(UDP\) 2006](#) and statutory and non-statutory consultees.

Where appropriate and as a guide to applicants, the local list provides indicative thresholds or appropriate criteria for the submission of particular types of information.

Applicants should be mindful that the policy requirements of the *UDP* are not exhaustive and that the advice contained in [National Planning Policy Guidance Notes and Statements](#) is also a material consideration.

Additional local requirements

Summary list of additional local requirements

	Page
1 Access statement	14
2 Affordable housing statement	14
3 Air quality assessment	15
4 Biodiversity survey and report	16
5 Crime impact statement	17
6 Cycling provision	18
7 Design and access statement	18
8 Economic statement and development of employment land	19
9 Education statement on change of use from education and/or community facility	20
10 Education statement on contributions to new teaching facilities	20
11 Energy statement	21
12 Environmental impact assessment	21
13 Flood risk assessment	22
14 Ground contamination/landfill gas investigation	22
15 Heritage statement	23
16 Indoor sport and recreation facilities assessment	24
17 Landscaping scheme	24
18 Land stability and coal mining risk assessment	25
19 Lighting assessment	25
20 Minerals developments statement	26
21 Noise impact assessment	26
22 Open space assessment	26
23 Open space in residential developments	27
24 Parking provision	27
25 Planning statement	28
26 Planning obligations	28
27 Playing fields assessment	28
28 Prominent development sites assessment for land adjoining main transport corridors and in gateway locations	29
29 Public rights of way	29
30 Refuse disposal scheme	29
31 Regeneration statement	29
32 Residential development and tall buildings in Oldham town centre	30
33 Retail and leisure impact assessment	31
34 Site levels	31
35 Statement of community involvement	32
36 Structural survey	32
37 Sunlight/daylight assessment	33
38 Sustainability statement	33
39 Telecommunications assessment and certificate of compliance (ICNIRP)	33
40 Transport assessment, transport statement and travel plan	34
41 Tree survey	36
42 Ventilation/extraction details	36
43 Waste management plan	37
44 Utilities and foul sewage statement	38
45 Photographs and photomontages	39
46 Other supporting information and plans	39

Local information requirements for different application types

Type of application	Local information requirements which may apply
A. Householder	<ul style="list-style-type: none"> 4. Biodiversity survey and report 7. Design and access statement 13. Flood risk assessment 15. Heritage statement 24. Parking provision 25. Planning statement 37. Sunlight/daylight assessment 41. Tree survey 45. Photographs and photomontages 46. Other supporting information and plans
B. Full planning permission	All
C. Outline planning permission (some or all matters reserved)	All
D. Advertisement consent	<ul style="list-style-type: none"> 4. Biodiversity survey and report 14. Ground contamination/landfill gas investigation 15. Heritage statement 19. Lighting assessment 25. Planning statement 45. Photographs and photomontages 46. Other supporting information and plans
E. Conservation area consent (demolition)	<ul style="list-style-type: none"> 4. Biodiversity survey and report 14. Ground contamination/landfill gas investigation 15. Heritage statement 25. Planning statement 36. Structural survey 41. Tree survey 43. Waste Management Plan 45. Photographs and photomontages/perspectives showing the whole building and its setting and/or the particular section of the building affected by the proposals. Photos should be dated and numbered and cross-referenced to a site plan 46. Other supporting information and plans, including proposals for the after use of the land.
F. Listed buildings consent	<ul style="list-style-type: none"> 4. Biodiversity survey and report 7. Design and access statement 14. Ground contamination/landfill gas investigation 15. Heritage statement 25. Planning statement 34. Site levels 36. Structural survey 41. Tree survey 43. Waste Management Plan 45. Photographs and photomontages 46. Other supporting information and plans
G. Lawful development certificate (existing use/operation/activity) or Lawful development certificate (proposed/development)	<ul style="list-style-type: none"> 25. Planning statement 45. Photographs and photomontages 46. Other supporting information and plans (3 copies to be supplied unless the application is submitted electronically) Plans (e.g. at a scale of 1:50 or 1:100) showing existing and proposed elevations; existing and proposed floor plans; existing and proposed site survey plan. Lawful development certificate supporting information e.g. sworn

	affidavit(s) from people with personal knowledge of the existing use
H. Agricultural development (prior notification)	17. Landscaping scheme 25. Planning statement 45. Photographs and photomontages 46. Other supporting information and plans
I. Proposed telecommunications development	21. Noise impact assessment /acoustic report, where relevant 45. Photographs and photomontages 46. Other supporting information and plans , per the Supplementary Information Template, as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development
J. Proposed demolition	4. Biodiversity survey and report 15. Heritage statement 17. Landscaping scheme 25. Planning statement 36. Structural survey 41. Tree survey 45. Photographs and photomontages 46. Other supporting information and plans
K. Reserved matters application	All , excluding the following: 3. Air quality assessment 9. Education statement on change of use from education and/or community facility 10. Education statement on contributions to new teaching facilities 16. Indoor sport and recreation facilities assessment 33. Retail impact assessment 38. Sustainability statement 39. Telecommunications development
L. Removal or variation of condition or Minor material amendment	All
M. Application for Tree Works: work to trees subject to a Tree Preservation Order (TPO) and/or Application for Tree Works: notification of Proposed Works to Trees in a Conservation Area (Section 215)	45. Photographs and photomontages 46. Other supporting information and plans
N. Approval of details reserved by condition	Completed application form, location plan at a scale of 1:1250 or 1:2500 identifying the land to which the application relates and showing the direction of north, 45. Photographs and photomontages 46. Other supporting information and plans
O. Extending the time limits of existing planning permissions/or for replacement of associated listed building and/or conservation area consents	25. Planning statement
P. Application for non-material amendments following planning permission	46. Other supporting information and plans

1. Access statement

Details of local requirement

Developers have a legal duty to provide for the needs of people with disabilities in certain types of buildings to which the public has access (e.g. offices, shops, factories, and certain educational establishments). **The submission of a *Design and Access Statement* is a Part 1 Checklist mandatory requirement for most applications.** The access statement should indicate what provision is to be made to facilitate inclusive access by all people regardless of age, gender or disability. The provision relates to both internal and external access and includes provision of an element of appropriately sited car parking in designated spaces for people with access difficulties.

Part M of the Building Regulations deals with the internal layout of buildings and there are also legal obligations under Part Three of the *Disability Discrimination Act 1995*. Section 76 of the *Town and Country Planning Act* also requires Councils to make applicants aware of their legal responsibilities regarding access for disabled people in particular categories of development, including shops, restaurants, hotels, entertainment facilities, community buildings, most places of employment and most educational establishments.

Thresholds

- [Design and Access Statements in Part 1](#)
- Further advice is available in the Government publication [Planning and Access for Disabled People](#)

Relevant UDP Policy

- D1.3 Inclusive Access

[◀ Summary list of additional local requirements](#) [◀ Local information requirements for different application types](#)

2. Affordable housing statement

Details of local requirement

Applications for residential development for 15 or more units (UDP level revised downwards from 25 units in accordance with PPS3) should be accompanied by a statement of proposals in respect of affordable housing provision.

The general UDP policy presumption is that 25% of the site capacity should take the form of dwellings which meet identified housing needs. For town centre developments, a lower level may be accepted to enable additional investment into quality design and the public realm. This is subject to negotiation. Where this is not viable or desirable, a commuted sum may be accepted to provide affordable housing off site. Provision will be secured by way of Section 106 Agreement (see [26. Planning Obligations](#)).

The 25% of site capacity equates to 7.5% of the total sale price to subsidise affordable housing on site or 10% off site.

The affordable housing statement must specify the total sale price of the development. That sum should then be used in the following formula to provide the affordable housing offer:

- Take 25% of the total floor space of development (sq. m/ft) as indicative of the amount of affordable housing provision
- Multiply the indicative amount by the average sale price per sq. ft to give the Open Market Value (OMV) of the indicative affordable housing provision
- Take 30% of the indicative affordable housing OMV as the cost of providing the financial discount

A list of particular costs associated with providing the affordable together with costs must be provided.

Thresholds

- Residential development of 15 or more units

Relevant UDP Policy

- H2.1 Providing Affordable Housing

[◀ Summary list of additional local requirements](#) [◀ Local information requirements for different application types](#)

3. Air quality assessment

Details of local requirement

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

Thresholds

- Developments located in the Air Quality Management Areas for Nitrogen Dioxide in the Air Quality Action Plan which can be viewed on Page 238 of the [Oldham Council Unitary Development Plan](#)

Relevant UDP Policy

- NR1.2 Air Quality

Further Advice

- [Planning Policy Statement 23 \(PPS 23\): Planning and Pollution Control \(November 2004\)](#)
- [Air Quality Supplementary Planning Document \(SPD\)](#)

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

4. Biodiversity survey and report

Details of local requirement

A biodiversity survey / ecological assessment, carried out by a qualified ecologist or other suitably qualified professional, should be submitted where an application site contains features of substantial nature conservation value. The assessment will need to incorporate a wildlife survey, where there are, or may be, protected species on an application site. Protected species are identified in the *Wildlife and Countryside Act 1981*, the *Countryside and Rights of Way Act 2000* and the *Protection of Badgers Act 1992*, but also includes European legislation. Examples would include demolition/alteration of vacant buildings (bats), development along water courses (water voles), greenfield/revegetated brownfield development (greater crested newts near to ponds and badgers) and tree removal (bats). Where protected species are found to be present, an assessment should be made of the likely impact that the development would have on the species concerned and should be accompanied by appropriate proposals for mitigation. This information **must** be included at the application stage.

Where appropriate, all new development should include proposals that make provision for new and retained wildlife habitat. Arrangements for subsequent management will be an integral component of acceptable development proposals and will be secured by way of planning conditions or S106 planning obligations (see [26. Planning Obligations](#))

Licences for surveys and mitigation measures may be required from Natural England. Licences are required separately from any planning permission that may be granted.

Rochdale Canal - In respect of developments that adjoin or are in close proximity to the Rochdale Canal, which is designated as both a SSSI and SAC, the ecology report must be supported by a series of shading diagrams, showing the level of overshadowing at various points in the day during different times of the year. A separate advice sheet is available from GMEU on the specific requirements for developments adjacent to the Rochdale Canal.

The *Oldham Biodiversity Action Plan* provides information on species and habitats that should be given local conservation priority.

Thresholds

- Developments involving or adjoining sites of substantive nature conservation value
- Development proposals which may have possible impacts on wildlife and biodiversity
- Sites adjoining or in close proximity to the Rochdale Canal

Relevant UDP Policies

- D1.4 Habitat and Wildlife on Development Sites
- OE2.3 Habitat Protection
- OE2.4 Species Protection

Further Advice

For further advice, contact the Greater Manchester Ecology Unit, Council Offices, Tameside MBC, Wellington Road, Ashton-under-Lyne OL6 6DL or gmeu@tameside.gov.uk.

The Greater Manchester Ecology Unit (GMEU) makes specific recommendations in respect of the type of information required when requesting/submitting a biodiversity survey and report. The recommended local requirements have been adapted for the Greater Manchester context by the GMEU from a document produced by the Association of Local Government Ecologists (ALGE) in collaboration with Defra and Natural England. The full document can be viewed on the [ALGE website](#).

The Biodiversity Validation Checklist for Greater Manchester provides information on:

1. Local Requirements for Protected and Priority Species
2. Local Requirements for Designated Sites and Priority Habitats. The Checklist forms part of Oldham Council's adopted local requirements.

The *Biodiversity Validation Checklist* is attached as [Appendix A](#) to this document.

5. Crime impact statement

Details of local requirement

Where proposed development has the potential to have a significant impact of crime and disorder, additional information will be required in the form of a Crime Impact Statement. Statements can be produced as a short written report or incorporated into [Design and access statements](#).

Crime Impact Statements should consider existing crime and disorder issues in the vicinity of the site, assess the likely impact of the development and identify design solutions to reduce the development's vulnerability to crime. This should be prepared by the Greater Manchester Police Design for Security consultancy which has complete data and necessary skills and experience to undertake such assessments.

Thresholds

- All "major" development proposals (see [Introduction](#))
- Residential:
 - Residential Development (new or conversions) where ten or more units are created
 - New build or conversion to student accommodation where six or more units are created
 - New build schemes or conversions for supported housing e.g. rest homes, nursing homes and hostels
- Office/Industrial/Warehousing:
 - Any scheme where 500sqm gross or more of floor space is created
- Retail:
 - Any retail scheme where 500sqm gross or more of floor space is created
- Community facilities:
 - All schools new or significant extensions thereof where 500sqm gross or more of floor space is created
 - All health facilities new or significant extensions thereof where 500sqm gross or more of floor space is created
 - Community centres/meeting halls
 - Religious buildings
 - Day nurseries/crèches
- Leisure/ Recreation:
 - All new leisure/recreation facilities, both public and private, or significant extensions thereof where 500sqm gross or more of floor space is created
 - New Public open space, canal developments
 - New Hotels
 - Licensed premises
 - Clubs/discos
- Transport Infrastructure:
 - New train/tram stations or significant alterations/extensions to existing facilities
 - New bus/coach stations or significant alterations/extensions to existing facilities
 - All free standing and multi storey car parks

Relevant UDP Policy

- D1.1 Design of New Development

Further Advice

Further guidance is available from the Greater Manchester Police [Design for Security](#) website.

[← Summary list of additional local requirements](#) [← Local information requirements for different application types](#)

6. Cycling provision

Details of local requirement

Application details should include sufficient on site cycle parking and cycle storage provision in accordance with UDP requirements and related guidance.

Thresholds

- All relevant development, as set out in Appendix E of the [Unitary Development Plan](#).

Relevant UDP Policies

- NR1.2 Air Quality
- D1.3 Inclusive Access
- D1.1 General Design Criteria
- T3.3 Parking

Further Advice

Further guidance is available in Appendix E of the [Unitary Development Plan](#) and the Council's [Cycle Parking Guidance Notes](#).

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

7. Design and access statement

Details of Local Requirement

A Design and Access Statement is a mandatory requirement for certain types of development ([see Part 1](#)). The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The statement should identify the *Unitary Development Plan (UDP)* policy background and application response to design and access issues, as well as show evidence of compliance with the Council's [Urban Design Guide Supplementary Planning Document](#) (adopted 1st October 2007).

Where appropriate, [Heritage Statements](#) and [Crime Impact Statements](#) may be incorporated into Design and Access Statements.

Thresholds

- See [Design and Access Statements in Part 1](#)

Relevant UDP Policies

- D1.1 General Design Criteria
- D1.3 Inclusive Access
- D1.7 Designing for Safety and Security

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

8. Economic statement and development of employment land

Details of local requirement

Economic statements will be beneficial for all major employment generating proposals and should be used to set out the economic development and regeneration benefits of the scheme. Applicants should demonstrate how their proposal will contribute, where appropriate, to the delivery of economic development and regeneration strategies at regional, sub-regional and local level.

Where proposals will result in the **development of employment land in Primary Employment Zones (PEZs) for housing or other community uses** (as defined in the *Community and Education Facilities Chapter* of the *UDP*), applications should be supported by a statement that demonstrates that either:

1. through a marketing exercise or viability assessment, there is no realistic prospect of the site being used for business or industrial employment purposes (as listed in UDP Policies B2.1 and B2.2) within the Plan period or
2. the development would help to achieve the local and strategic objectives of the Housing Market Renewal (HMR) programme and that the benefits of such help, including any achieved through a planning agreement to support the local economy and employment, would outweigh the loss of the business or industrial use

In the case of employment sites **outside** PEZs, the requirement in 1. above will apply, together with a statement that demonstrates that:

3. the development satisfies the policies elsewhere in the Plan, would help to achieve the local and strategic objectives of the HMR programme and that the benefits of such help, including any achieved through a planning agreement to support the local economy and employment, would outweigh the loss of the employment use."

Thresholds

- All major employment generating proposals
- Applications involving the proposed development of land in allocated Primary Employment Zones (PEZs)
- Applications involving the proposed development of employment land outside PEZs

Relevant UDP Policies

- B2.1 Primary Employment Zones
- B2.2 Protection of Existing Employment Sites Outside PEZs.

Further Advice

Further guidance is available in the [Assessment of Employment Sites SPD](#).

[← Summary list of additional local requirements](#) [← Local information requirements for different application types](#)

9. Education statement on change of use from education and/or community facility

Details of local requirement

Where development proposals involve a change of use from educational or community facilities, applicants need to submit a statement which demonstrates in accordance with UDP policy requirements that the existing facility is genuinely redundant and surplus to requirements, or that appropriate replacement provision is proposed.

Thresholds

- All applications relating to a change of use from an existing community or educational facility

Relevant UDP Policy

- CF1.3 Change of Use from Education and/or Community Facility

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

10. Education statement on contributions to new teaching facilities

Details of local requirement

Where residential development proposals of 30 dwellings or 1 hectare net and above are proposed, a commuted sum may be sought from developers to help satisfactorily accommodate any additional demands on schools in the surrounding area. Where appropriate, this would be achieved by way of the developer entering into a Section 106 Agreement (see [26. Planning Obligations](#)).

Thresholds

- All residential developments exceeding 30 units or 1Ha net site area

Relevant UDP policy

- CF1.5 Developer Contributions to New Teaching Facilities

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

11. Energy statement

Details of local requirement

Where residential development proposals of 30 dwellings or 1 hectare net and above are proposed, a commuted sum may be sought from developers to help satisfactorily accommodate any additional demands on schools in the surrounding area. Where appropriate, this would be achieved by way of the developer entering into a Section 106 Agreement (see [26. Planning Obligations](#)). This statement should show the predicted energy demands of the proposed development and explain how the proposed development will meet Oldham Council's planning policies on energy efficiency, passive solar design, and renewable energy. In relation to renewable energy, the Council will require that all new "**major**" developments provide 10% of total predicted energy requirements on site from renewable energy sources. As a minimum, the energy statement should include details of the development's total predicted energy consumption, an assessment of each renewable technology with reasons as to why particular alternatives have not been selected and a calculation of the renewable energy potential for the preferred technology. Plans should be modified to incorporate the preferred technology.

Thresholds

- Any "major" new development (see Introduction) including 10 or more residential units or non-residential development exceeding 1000sqm gross floorspace

Relevant UDP policies

- D1.2 Designing for Energy Efficiency
- NR3 Renewable Energy in Major Developments

Further Advice

Further advice is available in the Council's [Local Development Framework Renewable Energy Supplementary Planning Guidance \(March 2008\)](#).

The Association of Greater Manchester Authorities (AGMA) have also published an energy study. [Further details can be found here](#).

[Summary list of additional local requirements](#)

[Local information requirements for different application types](#)

12. Environmental impact assessment

Details of local requirement

Certain categories of developments may require the submission of an Environmental Impact Assessment (EIA) before planning permission can be granted. Guidance on EIAs can be found in [DETR Circular 02/99: Environmental Impact Assessment](#).

Thresholds

- See Part 1 Checklist requirement and [Town and Country Planning \(Environmental Impact Assessment\) \(England and Wales\) Regulations 1999](#) for the relevant categories of development.

[Summary list of additional local requirements](#)

[Local information requirements for different application types](#)

13. Flood risk assessment

Details of local requirement

Applications within floodplains, Critical Drainage Areas or adjacent to areas where development could contribute to flooding problems should be accompanied by a Flood Risk Assessment (FRA). A FRA should assess risks from all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequence of flooding, include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

Thresholds

- Development proposals of 1 hectare or greater in Flood Zone 1
- All proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency
- Any development other than minor development in a designated critical drainage area which has been notified to the local planning authority by the Environment Agency

Relevant UDP policy

- NR2.2 Flooding and Flood Protection

Further Advice

Further advice is available in the Environment Agency's national standing advice on [Flood Risk Assessments, PPS25 Development and Flood Risk \(March 2010\)](#) and its associated [Practice Guide](#) and from the Environment Agency, Appleton House, 430 Birchwood Boulevard, Birchwood, Warrington, Cheshire, WA3 7WD or on the [Environment Agency website](#).

You can also view the Council's [Strategic Flood Risk Assessment \(January 2010\)](#).

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

14. Ground contamination/landfill gas investigation

Details of local requirement

Planning applications for development on most previously developed (brownfield) land will need to be accompanied by a site investigation report with full details of any proposed remediation measures. Applications for new development within 250m of a landfill site will also require a landfill gas investigation.

Thresholds

- Previously developed land
- Land known to be contaminated
- Sensitive receptors such as residential development, schools, hospitals
- New development within 250m of a landfill site

Relevant UDP policy

- NR1.6 Contaminated Land

Further Advice

Further advice can be found in [Planning Policy Statement 23: Planning and Pollution Control](#) and the Council's [Contaminated Land SPD](#)

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

15. Heritage statement

Details of local requirement

This requirement may form part of the Design and Access Statement (see [6. Design and Access Statements](#)) and relates to applications for listed building and conservation area consent, planning applications either related to, or impacting on the setting of heritage assets*, applications within or adjacent to a conservation area, or affecting sites with an archaeological potential.

The level of detail should be proportionate to the significance of the heritage asset* and no more than is sufficient to understand the significance of the heritage asset and the impact of the proposal on that significance. Heritage statements should include:

- A statement of the archaeological, architectural, historical or artistic interest of the heritage asset*, its site and setting
- A schedule of works (may require a structural survey) affecting the building, its site and setting
- An assessment of the significance of the heritage assets affected and of the impact of the proposals on the significance of those heritage assets including the 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
- As a minimum, evidence should be included that the Historic Environment Record (HER) has been consulted and appropriate expertise has been used to assess the asset. The HER provides **information on known sites** and is available online via the [Heritage Gateway](#) and through consultation with Greater Manchester Archaeological Unit. Where an application would lead to substantial harm to, or total loss of significance of, a designated heritage asset*, the criteria in Policy HE9.2 of [Planning Policy Statement 5 \(PPS 5\): Planning for the Historic Environment](#) will need to be satisfied. Applicants will need to meet the requirements set out in HE9.3 in their submissions.

For **applications within or adjacent to a Conservation Area** an assessment of the impact of the development on the character and appearance of the area may be required. Any application that affects any known or suspected **archaeological sites** should be accompanied by an archaeological desk-based assessment and, possibly, the results of a field evaluation. The desk-based assessment and evaluation results should be submitted as part of a Heritage Statement.

There may be some local buildings, structures or archaeological remains which are heritage assets* but do not have a formal designation. In determining whether **non-designated buildings or sites** are considered to be heritage assets an assessment in respect of their historical significance may be required and early discussions with the council's Conservation Officer is recommended. For buried archaeological remains, archaeological evaluation may be required before such an assessment can be demonstrated. The assessment of non-designated heritage assets affected should also consider the contribution of their setting to that significance, together with an assessment of the impact of the proposal on that significance.

Hedgerow removal may also require a Heritage Statement where it forms part of a significant historic landscape or area of archaeological potential.

Thresholds

- All applications for listed building consent and conservation area consent
- All applications within or adjoining a conservation area
- All applications affecting the setting of any designated or non designated heritage asset
- Significant proposals (as agreed in pre-application discussion) requiring character appraisals
- All applications affecting any known or suspected sites with an archaeological interest
- Applications that fall within or immediately adjacent to a Scheduled Ancient Monument or Registered Park and Garden

Relevant UDP policies

- C1.8 Alterations, Extensions and Additions to Listed Buildings
- C1.9 Development Affecting the Setting of a Listed Building
- C1.10 Development Within or Affecting the Setting of Conservation Areas
- C1.11 The Preservation of Sites of Important Archaeological Remains and Settings

Further Advice

- [Planning Policy Statement \(PPS 5\): Planning for the Historic Environment and Practice Guide](#)
- You can search the [Heritage Gateway](#) website and the [council website](#) for information regarding historic environment records
- [Greater Manchester Archaeological Unit \(GMAU\)](#)
- [A Charter for English Heritage Advisory Services](#) published by English Heritage

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

16. Indoor sport and recreation facilities assessment

Details of local requirement

Proposals for redevelopment or change of use of existing sport and recreational facilities should be accompanied by an assessment justifying the proposed loss and compliance with the exceptions to adopted UDP policy.

Thresholds

- All proposals for redevelopment or change of use of existing sport and recreational facilities

Relevant UDP policy

- R1.2 Protection of Indoor Sport and Recreation Facilities

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

17. Landscaping scheme

Details of local requirement

Applications for full planning permission should preferably include a landscape scheme (hard and soft) where landscaping is proposed; either:

1. a detailed landscaping scheme or
2. a scheme that describes the landscape strategy or structure for the development and identifies the main areas and types of planting and hard surfaces, with details to be agreed at a later date, may be considered appropriate

Good landscape design is an important part of good urban design and should be a key topic at the pre-application discussion stage.

Thresholds

- All full applications (excluding change of use);
- Other developments if specified in pre-application advice

Relevant UDP policies

- D1.1 General Design Criteria
- D1.5 Protection of Trees on Development Sites
- D1.6 Landscape Design and Tree Planting

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

18. Land stability and coal mining risk assessment

Details of local requirement

Where development is proposed on unstable or potentially unstable land, a stability report will be required. The report should establish the nature and extent of the instability and how such instability is to be treated. It should be noted that responsibility for the safe development of land rests with the applicant/developer.

Where the application site is located within a defined coalfield area (Coal Mining Development Referral Area) or within an area with coal mining legacy issues that could have potential risks to the development, a Coal Mining Risk Assessment will be required.

Thresholds

- All development located on known and potential unstable land

Relevant UDP policies

- D1.1 General Design Criteria
- NR1.6 Contaminated Land

Further Advice

Further guidance is available in the Government's *Planning Policy Guidance Note 14: Development of Instable Land (PPG14)*. The guidance note can be viewed on the Government's [Communities and Local Government website](#).

Details of the coal mining risk and the relevant Coal Mining Development Referral Areas are available from [The Coal Authority](#).

[← Summary list of additional local requirements](#) [← Local information requirements for different application types](#)

19. Lighting assessment

Details of local requirement

Schemes including significant lighting proposals (e.g. flood-lights/ security lighting) should be accompanied by a detailed lighting scheme that illustrates how harmful light pollution / light overspill will be avoided. The lighting scheme should include light spillage plans showing the impact on nearby buildings when all floodlights / security lights and street lights within the application site are illuminated at the same time.

Thresholds

- Schemes involving significant lighting proposals and as agreed in pre application discussions

Relevant UDP policy

- NR1.5 Light Pollution

Further Advice

Further guidance is available in:

- The Institution of Lighting Engineers' [Guidance Notes for the Reduction of Obtrusive Light](#)
- [Lighting in the Countryside: Towards Good Practice](#)

[← Summary list of additional local requirements](#) [← Local information requirements for different application types](#)

20. Minerals developments statement

Details of local requirement

Applications for new working of a primary mineral resource or the extension of an existing site will need to include supporting information that demonstrates compliance with criteria set out in UDP policy.

Thresholds

- All applications relating to the winning and working of minerals

Relevant UDP policies

- NR4.2 Primary, Secondary and Recycled Aggregates
- NR4.3 Criteria for Assessing Proposals for Mineral Working and Processing

Further Advice

Further guidance is available in the national [Minerals Planning Guidance Notes \(MPG\) and Minerals Policy Statements \(MPS\)](#)

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

21. Noise impact assessment

Details of local requirement

Application proposals that raise issues of potential noise disturbance or relate to noise sensitive development in certain locations (e.g. housing, hospitals and schools) should be supported by a noise impact assessment. The assessment should include measures to control noise or to limit the exposure to noise and should be prepared by a suitably qualified acoustician.

Thresholds

- Proposals that raise issues of potential noise disturbance
- Proposals that relate to noise sensitive development, such as housing, hospitals and schools

Relevant UDP policy

- NR1.4 Noise and Vibration

Further Advice

Further guidance is provided in:

- [Planning Policy Guidance 24 \(PPG24\): Planning and Noise](#)

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

22. Open space assessment

Details of local requirement

Proposals for development of existing open space should be accompanied by an assessment justifying the proposed loss of open space that meets the requirements of [Planning Policy Guidance 17 \(PPG17\): Planning for Open Space, Sport and Recreation \(July 2002\)](#)

Thresholds

- All applications relating to the development of existing open space

Relevant UDP policy

- R1.1 Maintaining Supply through the Protection and Improvement of Existing Open Space, and Outdoor Sport and Recreational Facilities

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

23. Open space in residential developments

Details of local requirement

For developments of 30 or more dwelling units, there will be a requirement for the on-site provision of public open space, and/ or outdoor sport and recreation facilities.

Where there is evidence of an existing or potential local deficiency in open space or sport and recreation facilities, and the development proposed is for 5 – 29 dwelling units inclusive, there will be a requirement for onsite provision unless there are exceptional circumstances that mean it is neither practicable nor desirable to do so. In this case appropriate off site provision or the payment of a commuted sum in lieu of such provision or both will be required.

For all such applications, evidence should be submitted to demonstrate compliance with adopted UDP policy or justifying the case for off site provision or proposed commuted sum (to be achieved by way of a Section 106 Agreement - see [26 Planning Obligations](#)).

Thresholds

- Residential development of 5-29 units for on site provision where there is evidence of local deficiency in open space or sport and recreation facilities
- All residential developments of 30 or more units for on site provision

Relevant UDP policy

- R2.1 Requirements for New and Improved Open Space, Sport and Recreation Facilities and Residential Development

Further Advice

Further guidance is provided in the council's [Open Space, Sport and Recreation Provision Supplementary Planning Document \(September 2008\)](#).

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

24. Parking provision

Details of local requirement

Application details should include sufficient on site parking provision and servicing facilities. Where lower provision is proposed, applications should include evidence to support this. Maximum parking standards are set out in Appendix E of the *Unitary Development Plan*.

Thresholds

- All relevant development, as set out in Appendix E of the [Unitary Development Plan](#)

Relevant UDP policies

- T3.3 Parking
- D1.1 General Design Criteria
- D1.3 Inclusive Access
- TC1.3 and TC1.4 Town Centre Car Parking

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

25. Planning statement

Details of local requirement

The submission of a supporting planning statement provides the opportunity for an applicant to present the case for the proposal to be granted planning permission. The statement should provide an overview of the issues raised and refer to all relevant planning considerations including relevant provisions of the *Unitary Development Plan*, and Government planning policies in the form of *Planning Policy Statements (PPS)* and *Planning Policy Guidance Notes (PPG)*. The result of any technical consultations carried out at pre-application stage and the outcome of any community consultation should be included in the statement. The use of sketches, perspectives, photographs, 3D models and computer graphics may be used to illustrate the supporting planning statement.

Thresholds

- All “major” developments (see [Introduction](#))
- Development not in accordance with the Unitary Development Plan/Local Development Framework
- Other development where specified in pre-application advice

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

26. Planning obligations

Details of local requirement

Planning obligations or Section 106 Agreements are private agreements negotiated between the local planning authority and persons with an interest in a piece of land (or “*developers*”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. The Oldham Council *Unitary Development Plan* contains policies that give details of likely planning obligation requirements. The local planning authority may require a statement of draft heads of terms for a planning obligation or unilateral undertaking. Applicants should ensure that they clearly identify the local planning authority’s requirements in pre-application discussions and confirm any planning obligations that they are agreeing to provide in brief heads of terms.

Thresholds

- All planning applications which generate requirements for planning obligations in accordance with the Council’s *Unitary Development Plan*
- All other applications as specified in pre-application advice

Further Advice

For further guidance, see the Council’s [S106 Planning Obligations Good Practice Guide](#) and [Circular 05/05 Planning Obligations](#).

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

27. Playing fields assessment

Details of local requirement

Proposals seeking to develop playing fields should justify the proposed loss and should highlight the compliance of the proposal with adopted UDP policy.

Thresholds

- All proposals seeking to develop playing fields

Relevant UDP policy

- R1.3 The Protection of Playing Fields

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

28. Prominent development sites assessment for land adjoining main transport corridors and in gateway locations

Details of local requirement

Proposals in these locations must include provision for high quality frontage and boundary treatments.

Thresholds

- All applications for development adjoining main transport corridors and gateway locations in or immediately adjoining Oldham Town Centre and the District Centres.

Relevant UDP policy

- D1.13 Design of Development Adjoining Main Transport Corridors and at Gateway Locations in Town and District Centres

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

29. Public rights of way

Details of local requirement

All rights of way that abut or traverse a development site or that are proposed for closure or diversion should be clearly indicated on a plan, as well as indicated on the planning application form.

Thresholds

- All public rights of way abutting or traversing a development site
- All public rights of way proposed for diversion or closure

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

30. Refuse disposal scheme

Details of local requirement

All applications, particularly A5 (Hot Food Takeaways), should address the issue of suitable secure waste storage including adequate provision for the segregation of waste to be recycled.

Thresholds

- All development with waste arising and refuse collection/disposal requirements.

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

31. Regeneration statement

Details of local requirement

All applications should address the issue of suitable secure waste storage including adequate provision for the segregation of waste to be recycled. This statement should describe any regeneration benefits from the proposal including details of any new jobs that would be created or supported; the relative floor space totals for each use where known, any community benefits; and reference to any relevant regeneration strategies. A regeneration statement will be particularly beneficial for larger schemes.

Thresholds

- “Major” applications (see [Introduction](#)), where requested in pre-application discussions.

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

32. Residential development and tall buildings in Oldham town centre

Details of local requirement

All applications should address the issue of height, scale, massing, materials, car parking, noise, immediate and wider townscape context and the impact of the proposal on the development of adjoining or neighbouring land. The supporting information should be included in the *Part 1 Design and Access Statement*.

The Council also recognizes that site constraints may in certain cases raise issues in relation to full compliance with the various UDP policy requirements, for renewable energy, public open space/public realm, affordable housing and education contributions (see [26 Planning Obligations](#)). The starting point for each application is to seek to fulfil all the necessary requirements. However, the local planning authority will only in exceptional circumstances consider a less onerous requirement if it is supported by a financial appraisal of the development which makes a strong case for any variation in the level of contributions and extent of policy compliance. This information should be submitted, in confidence, as a separate document for detailed assessment.

Thresholds

- All “major” residential developments (see [Introduction](#))
- All proposals for tall buildings

Relevant UDP policies

- D1.1 General Design Criteria
- H2.1 Providing Affordable Housing
- CF1.5 Developer Contributions to New Teaching Facilities
- R2.1 Requirements for New and Improved Open Space, Sport and Recreation Facilities and Residential Developments
- NR3.3 Renewable Energy in Major New Developments

Further Advice

English Heritage and the Commission for Architecture and the Built Environment (CABE) have produced [Guidance on Tall Buildings](#).

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

33. Retail and leisure impact assessment

Details of local requirement

[Planning Policy Statement 4 \(PPS4\): Planning for Sustainable Economic Growth](#) sets out the main town centre uses in paragraph 7. Policies EC14, EC15 and EC16 of PPS4 list the key considerations for which applicants should provide evidence.

Thresholds

- Retail and leisure development of over 2500sqm gross floorspace which are not located in an existing centre and not in accordance with an up to date development plan
- A sequential assessment is required for planning applications for main town centre uses that are not located in an existing centre and are not in accordance with an up to date development plan. This requirement applies to extensions to retail or leisure uses only where the gross floor space of the proposed extension exceeds 200 square metres gross
- Smaller schemes may require similar information if it is considered that the development would have a significant impact on other centres

Relevant UDP policies

- S1.1 Development Within The Central Shopping Core
- S1.2 Development Beyond The Central Shopping Core
- S1.6 Development Within District Centres
- S1.7 Developments Outside the Town Centre and at the Edge of or Outside the District Centres.

Further Advice

Further guidance can be found in [PPS 4: Planning for Sustainable Economic Growth](#) and [Planning for Town Centres Practice Guidance on Need, Impact and the Sequential Approach](#).

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

34. Site levels

Details of local requirement

Proposals for new buildings should take account of significant differences in site levels and how they relate to existing neighbouring development. Where relevant, applications should include full details of existing and proposed ground levels within the site and on land adjoining the site by means of spot heights and cross-sections; proposed ground and finished floor levels of all buildings and structures should be submitted.

Thresholds

- All applications where there is a significant difference in ground levels both on site and relative to adjoining land

Relevant UDP policy

- D1.1 General Design Criteria

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

35. Statement of community involvement

Details of local requirement

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application discussion set out in the Council's adopted [Statement of Community Involvement](#). The statement should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals. Where the Council considers a proposal to be of a scale and/or nature that it is likely to generate significant levels of public interest, the prospective developer will be encouraged to engage with ward councillors, the local community and undertake wide consultation. The developer will be expected to submit a statement outlining the extent of the consultation completed with the planning application, and explain how the feedback from the consultation process has influenced the submitted application.

The Council has adopted a three-tiered approach, in line with Government advice which, sets out the framework for those applications that will be subject to wider community involvement. Table 4 on page 31 of the [Statement of Community Involvement](#), sets out the approaches to community involvement that may be appropriate in each instance.

Thresholds

- "Major" development (see [Introduction](#))
- Development with a significant level of public interest
- See table 4 on Page 31 of the Council's [Statement of Community Involvement](#) on the above link

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

36. Structural survey

Details of local requirement

This may be a requirement in support of applications if the proposal involves substantial or total demolition, rebuilding or re-use of buildings, e.g. barn conversions, demolition, re-use/restoration of listed and other historic buildings (see [15. Heritage statement](#)) and re-use and rebuilding of dwellings in the Green Belt.

Thresholds

- Proposals involving substantial or total demolition, rebuilding or re-use of buildings, e.g. barn conversions, demolition, re-use/restoration of listed and other historic buildings and re-use and rebuilding of dwellings in the Green Belt

Relevant UDP policies

- OE1.6 Replacement dwellings in the Green Belt
- OE1.7 Re-use of Existing Buildings in the Green Belt
- C1.2 Demolition of Buildings in Conservation Areas
- C1.7 Re-Use of Historic Buildings
- C1.8 Alterations, Extensions and Additions to Listed Buildings
- C1.10 Demolition of a Listed Building or Structure

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

37. Sunlight/daylight assessment

Details of local requirement

For all planning applications proposing development that may cause significant issues of overshadowing of either existing or proposed properties or buildings should be accompanied by a sunlight / daylight assessment. This issue is assuming more importance with the recognition of the importance of passive solar design as a way of reducing energy consumption of new developments.

Thresholds

- All planning applications proposing development that may cause significant issues of overshadowing of either existing or proposed buildings and adjoining land

Relevant UDP policies

- D1.1 General Design Criteria
- D1.2 Designing for Energy Efficiency

Further Advice

Further guidance is provided in the Building Research Establishment's (BRE) guidelines on the subject.

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

38. Sustainability statement

Details of local requirement

A sustainability statement should outline the elements of the scheme that address sustainable development issues, including the positive environmental, economic and social implications. The statement should address water use, energy consumption, sustainable construction, waste management and surface water run off.

Thresholds

- "Major" developments (see [Introduction](#)) where indicated in pre-application discussions

Further Advice

Further guidance is available in the form of a [sustainable development checklist](#) promoted by [4NW](#).

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

39. Telecommunications assessment and certificate of compliance (ICNIRP)

Details of local requirement

All applications for telecommunications equipment should be accompanied by a statement of compliance with ICNIRP guidelines, evidence of assessment of alternative sites and/or mast sharing, and an explanation as to why the installation is needed. Applications should also include the results of pre-application discussions carried out by the applicants with interested parties and members of the local community including the *Traffic Light System* agreed by the code operators.

Thresholds

- All applications for telecommunications equipment

Relevant UDP policy

- D1.12 Telecommunications

Further Advice

Further advice is available in [Planning Policy Guidance 8 \(PPG8\): Telecommunications](#) and the [Code of Best Practice on Mobile Network Development 2002](#).

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

40. Transport assessment, transport statement and travel plan

Details of local requirement

A Transport Assessment (TA) or Transport Statement (TS) is required where any proposal would be likely to result in a material increase in traffic movement on roads, whether adjacent to or remote from the site. Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. A TA will be required for developments likely to have significant transport impacts. A TS will be required when the development is expected to generate relatively low numbers of trips or traffic flows with minor traffic impacts. Loading areas and arrangements for manoeuvring, servicing, and parking of vehicles should also be clearly identified. The TA or TS should describe and analyze existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

Relevant UDP policies

- D1.12 Telecommunications
- T3 Transport and Development
- T3.1 Access to Development
- T3.2 Developments with Significant Transport Implications

Where applications affect the Strategic Road Network (SRN), applicants should provide confirmation from the Highways Agency that the scope and detail of the *Transport Statement* and *Travel Plan* is sufficient for the purposes of assessing the application within the statutory timescales. Also, where proposals include work being undertaken within the highway boundary, Highways Agency confirmation is required that the proposals are acceptable in principle combined with an agreed Stage 1 Road Safety Audit.

Further Advice

Further advice is available in *PPG 13: Transport* and Department for Transport (DfT) publication [Guidance on Transport Assessment, March 2007](#).

Either a framework Travel Plan (for speculative developments, with a full Travel Plan to follow once occupied) or a full Travel Plan (if end occupiers are known) is required for “*major*” developments, or those that are likely to have significant transport implications (see thresholds below). The Travel Plan should outline the measures to be taken to encourage staff and visitors to travel to the site using sustainable modes of travel (i.e. not single occupancy vehicles) in order to reduce vehicular trips to the site and therefore minimize the environmental impact of the development.

Further Travel Plan guidance is available in:

- [The Essential Guide to Travel Planning](#) (2007) DfT
- [Planning Policy Guidance 13 \(PPG13\): Transport](#) (paragraphs 87-91)
- [Using the Planning Process to Secure Travel Plans: Best Practice Guidance Guide](#) (2002) ODPM and DfT
- [Making Residential Travel Plans Work: Good Practice Guidelines for New Development](#) (2005) DfT
- A guide to Development Related Travel Plan (Addison and Associates)

Thresholds

- Based on size or scale of land use and taken from DfT Guidance on Transport Assessments March 2007 and reproduced on the following page

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

	Land Use	Size	No Assessment	TS	TA/TP
A1	Food Retail	GFA	<250sq.m	>250<800sq.m	>800sq.m
A1	Non Food Retail	GFA	<800sq.m	>800<1500sq.m	>1500sq.m
A2	Financial and Professional Services	GFA	<1000sq.m	>300<2500sq.m	>2500sq.m
A3	Restaurants and Cafés	GFA	<300sq.m	>300<2500sq.m	>2500sq.m
A4	Drinking Establishments	GFA	<300sq.m	>300<600sq.m	>600sq.m
A5	Hot Food Takeaway	GFA	<250sq.m	>250<500sq.m	>500sq.m
B1	Business	GFA	<1500sq.m	>1500<2500sq.m	>2500sq.m
B2	General Industrial	GFA	<2500sq.m	>2500<4000sq.m	>4000sq.m
B3	Storage and Distribution	GFA	<3000sq.m	>3000<5000sq.m	>5000sq.m
C1	Hotels	Bedroom	<75 bedrooms	>75<100 bedrooms	>100 bedrooms
C2	Residential Institutions – hospitals, nursing homes	Beds	<30 beds	>30<50 beds	>50 beds
C2	Residential Institutions – residential education	Students	<50 students	>50<150 students	>150 students
C2	Residential Institutions – institutional hotels	Residents	<250 residents	>250<400 residents	>400 residents
C3	Dwellinghouses	Dwelling unit	<50 units	>50<80 units	>80 units
D1	Non – residential institutions	GFA	<500sq.m	>500<1000sq.m	>1000sq.m
D2	Assembly and Leisure	GFA	<500sq.m	>500<1500sq.m	>1500sq.m

NB: The above does not include the following uses proposals for which should be discussed with the appropriate highway and planning authorities to determine whether an Assessment is required:

Stadiums, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres, Post offices, travel and ticket agencies, hairdressers, funeral directors, hire shops and dry cleaners.

Thresholds based on other considerations

Other Considerations	TS	TA	TA/TP
Development not in conformity with the adopted development plan			X
Development generating 30 or more two way vehicle movements in any hour		X	
Development generating 100 or more two way vehicle movements per day		X	
Development proposing 100 or more parking spaces		X	
Development that is likely to increase accidents or conflicts among motorised users and non motorised users, particularly vulnerable road users such as children, disabled and elderly people			X
Development generating significant freight or HGV movements per day or significant abnormal loads per year		X	
Development proposed in a location where the local infrastructure is inadequate (e.g. Substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions)		X	
Development proposed in a location within or adjacent to an Air Quality Management Area		X	

41. Tree survey

Details of local requirement

Where there are existing trees on the site likely to be affected by development a 1:200 scale tree survey should be provided to BS5837 requirements. This should indicate both trees to be retained and those to be felled. It should accurately indicate the location, species, size, condition, and crown spread of each tree, both on the site and on adjacent land. A statement in relation to the measures to be adopted during construction works to protect retained trees should also be provided.

Thresholds

- All applications involving new development on sites containing significant tree cover, individual specimen trees, trees in a Conservation Area or trees subject to a Tree Preservation Order (TPO), and where those trees may be directly or indirectly affected by development

Relevant UDP policies

- D1.5 Protection of Trees on Development Sites
- D1.6 Landscape Design and Tree Planting

Further Advice

Further guidance is available in:

- *BS5837: 2005 Trees in Relation to Construction*
- *BS 3998 Recommendations for Tree Work*
- [NHBC Chapter 4.2 Building Near Trees](#) (National House-Building Council training course)
- [Volume 4: Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees](#) (National Joint Utilities Group)

[← Summary list of additional local requirements](#) [← Local information requirements for different application types](#)

42. Ventilation/extraction details

Details of local requirement

All proposals for establishments requiring ventilation and extraction equipment, and that are also in close proximity to residential or office uses should provide full details of proposed measures for fume extraction and filtering, including odour abatement and acoustic noise characteristics, to enable impact on residential or workplace amenity to be properly assessed. The visual impact of any required flues is also a material consideration.

Thresholds

All application relating to use of premises within Use Classes:

- A3 (Restaurants and Cafes)
- A4 (Drinking Establishments)
- A5 (Hot Food Takeaways)
- B1 (General Business)
- B2 (General Industrial)

Relevant UDP policies

- NR1.3 Odour
- S1.4 Food and Drink Premises
- D1.1 General Design Criteria

[← Summary list of additional local requirements](#) [← Local information requirements for different application types](#)

43. Waste management plan

Details of local requirement

Proposed new developments should be supported by site waste management plans of the type encouraged by the code of practice published by the Department of Trade and Industry, now the Department for Business Enterprise and Regulatory Reform, entitled: *Site Waste Management Plans: Guidance for Construction Contractors and Clients*. These do not require formal approval by the local planning authority, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the re-use and recovery of materials and to demonstrate how off-site disposal of waste will be minimized and managed.

Thresholds

- All construction projects costing over £300,000 (excluding VAT)

Further Advice

Further guidance on SWMPs and Regulations is available on the:

- [legislation.gov.uk website](http://legislation.gov.uk)
- [defra website](http://defra.gov.uk)

[◀ Summary list of additional local requirements](#)

[◀ Local information requirements for different application types](#)

44. Utilities and foul sewage statement

Details of local requirement

All new buildings need separate connections to foul and storm water sewers. The statement should include how an application connects to existing utility infrastructure systems and will be particularly applicable to sites where infrastructure may be absent or capacity is inadequate. If an application proposes to connect a development to the existing drainage system, then details of the existing system should be shown on the application drawing(s).

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

If the proposed development results in any changes / replacement to the existing system, or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will need a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required.

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

The applicant should demonstrate that:

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

Thresholds

- All new buildings

Relevant UDP policy

- D1.1 General Design Criteria

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

45. Photographs and photomontages

Details of local requirement

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

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

46. Other supporting information and plans

Details of local requirement

Other plans or information not specified above which may have been agreed with the local planning authority at the pre-application stage.

[← Summary list of additional local requirements](#)

[← Local information requirements for different application types](#)

[← Contents page](#)

Part 3: List of different application types

The following checklists are by type of application, and combine both the local and national requirements referred to in Parts 1 and 2. This individual checklist only includes the main types of application, as listed below. The summary list is followed by full details of information requirements, both national and local, for each individual type of application.

- A** [Householder Application for Planning Permission for works or extension to a dwelling](#)
(includes garages, outbuildings, dormer windows, garden walls or new/altered access to the residence)
- B** [Application for Full Planning Permission \(general\)](#)
(includes change of use and conversion – excludes householder developments)
- C** [Application for Outline Planning Permission with some or all matters reserved](#)
- D** [Application for Advertisement Consent](#)
- E** [Application for Conservation Area Consent](#)
(demolition in a conservation area – excludes listed buildings)
- F** [Application for Listed Building Consent for alterations to, extensions or demolition of a Listed Building](#)
- G** [Application for a Lawful Development Certificate for:](#)
 - (i) an existing use or operation or activity including those in breach of planning condition
 - (ii) a proposed use or development
- H** [Application for Prior Notification of Proposed Agricultural Development](#)
- I** [Application for Prior Notification of Proposed Development in respect of Permitted Development by Electronic Communications Code System Operators \(Telecommunications Development\)](#)
- J** [Application for Prior Notification of Demolition](#)
- K** [Application for Approval of Reserved Matters following Outline Approval](#)
- L** [Application for the Removal or Variation of a Condition following the Grant of Planning Permission or for a Minor Material Amendment \(Section 73 TCPA 1990\)](#)
- M** [Application for Tree Works:](#)
 - (i) work to trees subject to a Tree Preservation Order (TPO) and/or
 - (ii) notification of proposed works to trees in a Conservation Area
- N** [Approval of details reserved by condition](#)
- O** [Extending the time limits of existing planning permissions](#)
- P** [Application for non-material amendments following planning permission](#)

Checklist A

Validation requirements – Householder Application for Planning Permission for works or extension to a dwelling

National requirements

Tick

1 Application Form (completed original and three copies unless submitted electronically)

- [Householder application form](#)

2 Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application)

Location Plan at a scale of 1:1250 or 1:2500 to show:

- The direction of North
- Application site edged red/other land owned by the applicant edged blue
- Wherever possible, at least 2 named roads and surrounding buildings

Block Plan/Site Plan at a scale of 1:100 or 1:200 to show:

- The direction of North
- The development in relation to site boundaries and existing buildings on the site with written dimensions
- All buildings, roads and footpaths on land adjoining the site, including access arrangements
- All public rights of way crossing or adjoining the site
- The position of all trees on the site and those on adjacent land which could be affected by the development
- The extent of any hard surfacing
- Boundary treatment where proposed
- New buildings in context with adjacent buildings

Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:

- The works in relation to what is already there
- All sides of the proposal (blank elevations should also be included)
- The proposed building materials and the style, materials and finish of the windows and doors

Existing and Proposed Floor Plans to a scale of 1:50 or 1:100 to show:

- Existing walls or buildings to be demolished. These should be clearly shown
- Details of the existing building(s) as well as the proposed development

Existing and proposed site sections and finished floor and site levels

to a scale of 1:50 or 1:100:

- Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves
- For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development
- In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified

Roof plans to a scale of 1:50 or 1:100

- Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location

3 Certificates

Ownership Certificate completed and signed

- Correct certificate – A, B, C or D as required.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the *Town and Country Planning (Development Management Procedure) (England) Order 2010* must be given and/or published in accordance with this Article

Agricultural Holdings Certificate completed and signed

- Required whether or not the site includes an agricultural holding

4 Design and Access Statement

- Required where any part of a dwelling house or its curtilage falls within a conservation area or site of special scientific interest

5 Fee

- [Appropriate fee](#)

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

	Tick		Tick
4 Biodiversity survey and report.....	<input type="checkbox"/>	25 Planning statement	<input type="checkbox"/>
7 Design and access statement	<input type="checkbox"/>	37 Sunlight/daylight assessment	<input type="checkbox"/>
13 Flood risk assessment.....	<input type="checkbox"/>	41 Tree survey	<input type="checkbox"/>
15 Heritage statement	<input type="checkbox"/>	45 Photographs and photomontages.....	<input type="checkbox"/>
24 Parking provision.....	<input type="checkbox"/>	46 Other supporting information and plans.....	<input type="checkbox"/>

[← Local information requirements for different application types](#)

[← Contents page](#)

Checklists B and C

Validation requirements – Full Planning Permission and Outline Planning Permission with some or all matters reserved

National requirements

- | | Tick |
|--|--------------------------|
| 1 Application Form (completed original and three copies unless submitted electronically) | |
| • Full Planning Permission application form | <input type="checkbox"/> |
| • Outline Planning Permission (some matters reserved) application form | <input type="checkbox"/> |
| • Outline Planning Permission (all matters reserved) application form | <input type="checkbox"/> |
| 2 Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application) | |
| Location Plan at a scale of 1:1250 or 1:2500 to show: | <input type="checkbox"/> |
| • The direction of North | |
| • Application site edged red/other land owned by the applicant edged blue | |
| • Wherever possible, at least 2 named roads and surrounding buildings | |
| Block Plan/Site Plan at a scale of 1:100 or 1:200 to show: | <input type="checkbox"/> |
| • The direction of North | |
| • The development in relation to site boundaries and existing buildings on the site with written dimensions | |
| • All buildings, roads and footpaths on land adjoining the site, including access arrangements | |
| • All public rights of way crossing or adjoining the site | |
| • The position of all trees on the site and those on adjacent land which could be affected by the development | |
| • The extent of any hard surfacing | |
| • Boundary treatment where proposed | |
| • New buildings in context with adjacent buildings | |
| Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show: | <input type="checkbox"/> |
| • The works in relation to what is already there | |
| • All sides of the proposal (blank elevations should also be included) | |
| • The proposed building materials and the style, materials and finish of the windows and doors | |
| Existing and Proposed Floor Plans to a scale of 1:50 or 1:100 to show: | <input type="checkbox"/> |
| • Existing walls or buildings to be demolished. These should be clearly shown | |
| • Details of the existing building(s) as well as the proposed development | |
| Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100: | <input type="checkbox"/> |
| • Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves | |
| • For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development | |
| • In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified | |

- Roof plans** to a scale of 1:50 or 1:100
- Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location

3 Certificates

Ownership Certificate completed and signed

- Correct certificate – A, B, C or D as required.
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the *Town and Country Planning (Development Management Procedure) (England) Order 2010* must be given and/or published in accordance with this Article

Agricultural Holdings Certificate completed and signed

- Required whether or not the site includes an agricultural holding

4 Design and Access Statement

- Required for all full and outline applications unless they are included in the list of exemptions in paragraph 6 of [Part 1](#)

5 Fee

- [Appropriate fee](#)

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

	Tick		Tick
1 Access statement	<input type="checkbox"/>	23 Open space in residential developments	<input type="checkbox"/>
2 Affordable housing statement.....	<input type="checkbox"/>	24 Planning statement	<input type="checkbox"/>
3 Air quality assessment	<input type="checkbox"/>	25 Planning statement	<input type="checkbox"/>
4 Biodiversity survey and report.....	<input type="checkbox"/>	26 Planning obligations	<input type="checkbox"/>
5 Crime impact statement.....	<input type="checkbox"/>	27 Playing fields assessment.....	<input type="checkbox"/>
6 Cycling provision	<input type="checkbox"/>	28 Prominent development sites assessment for land adjoining main transport corridors and in gateway locations.....	<input type="checkbox"/>
7 Design and access statement	<input type="checkbox"/>	29 Public rights of way	<input type="checkbox"/>
8 Economic statement and development	<input type="checkbox"/>	30 Refuse disposal scheme.....	<input type="checkbox"/>
9 Education statement on change of use.....	<input type="checkbox"/>	31 Regeneration statement.....	<input type="checkbox"/>
10 Education statement on contributions to	<input type="checkbox"/>	32 Residential development and tall buildings in Oldham town centre	<input type="checkbox"/>
11 Energy statement	<input type="checkbox"/>	33 Retail and leisure impact assessment.....	<input type="checkbox"/>
12 Environmental impact assessment.....	<input type="checkbox"/>	34 Site levels.....	<input type="checkbox"/>
13 Flood risk assessment.....	<input type="checkbox"/>	35 Statement of community involvement	<input type="checkbox"/>
14 Ground contamination/landfill gas Investigation	<input type="checkbox"/>	36 Structural survey	<input type="checkbox"/>
15 Heritage statement	<input type="checkbox"/>	37 Sunlight/daylight assessment	<input type="checkbox"/>
16 Indoor sport and recreation facilities assessment	<input type="checkbox"/>	38 Sustainability statement	<input type="checkbox"/>
17 Landscaping scheme	<input type="checkbox"/>	39 Telecommunications assessment and certificate of compliance (ICNIRP).....	<input type="checkbox"/>
18 Land stability and coal mining risk assessment	<input type="checkbox"/>	40 Transport assessment, transport statement and travel plan	<input type="checkbox"/>
19 Lighting assessment.....	<input type="checkbox"/>	41 Tree survey	<input type="checkbox"/>
20 Minerals developments statement.....	<input type="checkbox"/>	42 Ventilation and extraction equipment.....	<input type="checkbox"/>
21 Noise impact assessment.....	<input type="checkbox"/>	43 Waste management plan	<input type="checkbox"/>
22 Open space assessment	<input type="checkbox"/>	44 Utilities and foul sewage statement	<input type="checkbox"/>
		45 Photographs and photomontages.....	<input type="checkbox"/>
		46 Other supporting information and plans	<input type="checkbox"/>

Checklist D

Validation Requirements – Applications for consent to display an advertisement(s)

National Requirements

- | | | |
|----------|---|--------------------------|
| | | Tick |
| 1 | Application Form (completed original and three copies unless submitted electronically) | |
| | • Advertisement Consent application form | <input type="checkbox"/> |
| 2 | Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application) | |
| | Location Plan at a scale of 1:1250 or 1:2500 to show: | <input type="checkbox"/> |
| | • The direction of North | |
| | • Application site edged red/other land owned by the applicant edged blue | |
| | • Wherever possible, at least 2 named roads and surrounding buildings | |
| | Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show: | <input type="checkbox"/> |
| | • The works in relation to what is already there | |
| | • All sides of the proposal (blank elevations should also be included) | |
| | Advertisement Drawings at a scale of 1:50 or 1:100 to show: | <input type="checkbox"/> |
| | • The advertisement size | |
| | • Siting | |
| | • Materials and colours to be used | |
| | • Height above the ground | |
| | • Extent of projection | |
| | • Details of the method and colour(s) of illumination (if applicable) | |
| 3 | Fee | |
| | • Appropriate fee | <input type="checkbox"/> |

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

		Tick			Tick
4	Biodiversity survey and report.....	<input type="checkbox"/>	19	Lighting assessment	<input type="checkbox"/>
14	Ground contamination/landfill gas investigation.....	<input type="checkbox"/>	25	Planning statement	<input type="checkbox"/>
15	Heritage statement	<input type="checkbox"/>	45	Photographs and photomontages	<input type="checkbox"/>
			46	Other supporting information and plans.....	<input type="checkbox"/>

[← Local information requirements for different application types](#)

[← Contents page](#)

Checklist E

Validation requirements – Applications for Conservation Area Consent

National requirements

- | | | |
|----------|--|--------------------------|
| | | Tick |
| 1 | Application Form (completed original and three copies unless submitted electronically)
<ul style="list-style-type: none"> • Conservation Area Consent application form | <input type="checkbox"/> |
| 2 | Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application)

Location Plan at a scale of 1:1250 or 1:2500 to show: <ul style="list-style-type: none"> • The direction of North • Application site edged red/other land owned by the applicant edged blue • Wherever possible, at least 2 named roads and surrounding buildings Site Plan at a scale of 1:100 or 1:200 to show: <ul style="list-style-type: none"> • Any site boundaries • The position of any building or structure on the other side of such boundaries • The type and height of any boundary treatment Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show: <ul style="list-style-type: none"> • The works in relation to what is already there, including full extent of demolition works, any making good • All sides of the proposal (blank elevations should also be included) • The proposed building materials and the style, materials and finish of the windows and doors, where remediation works are proposed | <input type="checkbox"/> |
| 3 | Certificates
Ownership Certificate completed and signed <ul style="list-style-type: none"> • Correct certificate – A, B, C or D as required by Article 6 of the <i>Planning (Listed Buildings and Conservation Areas) Regulations 1990</i> | <input type="checkbox"/> |

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

		Tick			Tick
4	Biodiversity survey and report.....	<input type="checkbox"/>	36	Structural survey	<input type="checkbox"/>
14	Ground contamination/landfill gas investigation.....	<input type="checkbox"/>	41	Tree survey	<input type="checkbox"/>
15	Heritage statement	<input type="checkbox"/>	43	Waste management plan	<input type="checkbox"/>
25	Planning statement.....	<input type="checkbox"/>	45	Photographs and photomontages	<input type="checkbox"/>
			46	Other supporting information and plans	<input type="checkbox"/>

[Local information requirements for different application types](#)

[Contents page](#)

Checklist F

Validation Requirements – Listed Building Consent to Alter or Demolish

National Requirements

- | | Tick |
|---|--------------------------|
| 1 Application Form (completed original and three copies unless submitted electronically) <ul style="list-style-type: none">• Listed building Consent application form | <input type="checkbox"/> |
| 2 Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application) | |
| Location Plan at a scale of 1:1250 or 1:2500 to show: | <input type="checkbox"/> |
| <ul style="list-style-type: none">• The direction of North• Application site edged red/other land owned by the applicant edged blue• Wherever possible, at least 2 named roads and surrounding buildings | |
| Block Plan/Site Plan at a scale of 1:100 or 1:200 to show: | <input type="checkbox"/> |
| <ul style="list-style-type: none">• The direction of North• The development in relation to site boundaries and existing buildings on the site with written dimensions• All buildings, roads and footpaths on land adjoining the site, including access arrangements• All public rights of way crossing or adjoining the site• The position of all trees on the site and those on adjacent land which could be affected by the development• The extent of any hard surfacing• Boundary treatment where proposed• New buildings in context with adjacent buildings | |
| Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show: | <input type="checkbox"/> |
| <ul style="list-style-type: none">• The works in relation to what is already there• All sides of the proposal (blank elevations should also be included)• The proposed building materials and the style, materials and finish of the windows and doors | |
| Existing and Proposed Floor Plans to a scale of 1:50 or 1:100 to show: | <input type="checkbox"/> |
| <ul style="list-style-type: none">• Existing walls or buildings to be demolished. These should be clearly shown• Details of the existing building(s) as well as the proposed development | |
| Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100: | <input type="checkbox"/> |
| <ul style="list-style-type: none">• Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves• For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development• In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified | |
| Plans to a scale of not less than 1:20 to show all new: | <input type="checkbox"/> |
| <ul style="list-style-type: none">• Doors• Windows• Shop-fronts | |

- Panelling
- Fireplaces
- Plaster moulding
- Other decorative details

Roof plans to a scale of 1:50 or 1:100

- Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location

3 Certificates

Ownership Certificate completed and signed

- Correct certificate – Ownership Certificate (A, B, C or D – as applicable) as required by Article 6 of the *Planning (Listed Buildings and Conservation Areas) Regulations 1990*
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the *Town and Country Planning (Development Management Procedure) (England) Order 2010* must be given and/or published in accordance with this Article

Agricultural Holdings Certificate completed and signed

- Required whether or not the site includes an agricultural holding

4 Design and access statement

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

	Tick		Tick
4 Biodiversity survey and report.....	<input type="checkbox"/>	34 Site levels.....	<input type="checkbox"/>
7 Design and access statement	<input type="checkbox"/>	36 Structural survey	<input type="checkbox"/>
14 Ground contamination/landfill gas investigation.....	<input type="checkbox"/>	41 Tree survey	<input type="checkbox"/>
15 Heritage statement	<input type="checkbox"/>	43 Waste management plan	<input type="checkbox"/>
25 Planning statement.....	<input type="checkbox"/>	45 Photographs and photomontages	<input type="checkbox"/>
		46 Other supporting information and plans.....	<input type="checkbox"/>

[←Local information requirements for different application types](#)

[←Contents page](#)

Checklist G

Validation Requirements – Lawful Development Certificate for:

- (i) An Existing Use, Operation or Activity Including Those in Breach of Planning Conditions
- (ii) A Proposed Use or Development

National Requirements

- | | | |
|----------|---|--|
| | | Tick |
| 1 | Application Form (completed original and three copies unless submitted electronically) | |
| | (i) Lawful Development Certificate (Existing Use/Operation/Activity) application form | <input type="checkbox"/> |
| | (ii) Lawful Development Certificate (Proposed Use/Development) application form | <input type="checkbox"/> |
| 2 | Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application) | |
| | Location Plan at a scale of 1:1250 or 1:2500 to show: | <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • The direction of North • Application site edged red/other land owned by the applicant edged blue • Wherever possible, at least 2 named roads and surrounding buildings | |
| 3 | Other Information | |
| | <ul style="list-style-type: none"> • Such evidence verifying the information included in the application as can be provided • Such other information as is considered to be relevant to the application • The burden of proof in a lawful development certificate is firmly with the applicant and, therefore, sufficient and precise information should be provided | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
| 4 | Fee | |
| | <ul style="list-style-type: none"> • Appropriate fee | <input type="checkbox"/> |

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

- | | | | | |
|----|--|--------------------------|---|--------------------------|
| | | Tick | | Tick |
| 25 | Planning statement | <input type="checkbox"/> | existing use or development) of evidence records to corroborate continuous use over the previous ten years | |
| 45 | Photographs and photomontages | <input type="checkbox"/> | | |
| 46 | Other supporting information and plans necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) | | | <input type="checkbox"/> |
| | Plans (e.g. at a scale of 1:50 or 1:100) of: | | | |
| | a) existing elevations | <input type="checkbox"/> | | |
| | b) existing floor plans | <input type="checkbox"/> | | |
| | c) existing site survey plan | <input type="checkbox"/> | | |
| | d) proposed elevations | <input type="checkbox"/> | | |
| | e) proposed floor plans | <input type="checkbox"/> | | |
| | f) proposed site survey plan | <input type="checkbox"/> | | |

For an existing use, operation or activity:
 Lawful development certificate supporting information e.g. sworn affidavit(s) (from people with personal knowledge of the

Checklist H

Validation Requirements – Prior Notification of Proposed Agricultural/Forestry Development National Requirements

Tick

1 Forms

- For applications for Prior Notification of Agricultural/Forestry Development the council encourages the use of the appropriate Standard Application Form. However, a written description of the proposed development and of the materials to be used is acceptable in accordance with A.2(2) of Part 6 of Schedule 2 to the *Town and Country Planning (General Permitted Development) Order 1995*

Correct Application Form (completed original and three copies unless submitted electronically)

- [Prior Notification \(Proposed Building\) application form](#)
- [Prior Notification \(Proposed Road\) application form](#)
- [Prior Notification \(Proposed Excavation/Waste Material\) application form](#)

2 Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application)

Location Plan at a scale of 1:1250 or 1:2500 to show:

- The direction of North
- Application site edged red/other land owned by the applicant edged blue
- Wherever possible, at least 2 named roads and surrounding buildings

3 Fee

- [Appropriate fee](#)

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:

- Where the application is for an existing or proposed development

Existing and Proposed Floor Plans to a scale of 1:50 or 1:100 to show:

- Where the application is for an existing or proposed development

	Tick		Tick
17	Landscaping scheme <input type="checkbox"/>	45	Photographs and photomontages <input type="checkbox"/>
25	Planning statement..... <input type="checkbox"/>	46	Other supporting information and plans..... <input type="checkbox"/>

[←Local information requirements for different application types](#)

[←Contents page](#)

Checklist I

Validation Requirements – Prior Notification of Proposed Development by Telecommunications Code System Operators

National Requirements

Tick

- 1 Forms** (completed original and three copies unless submitted electronically)
- For applications for Prior Notification of proposed development by telecommunications code system operators the Borough Council encourages the use of the appropriate Standard Application Form. However, a written description of the proposed development is acceptable in accordance with Part 24 of Schedule 2 to the *Town and Country Planning (General Permitted Development) Order 1995*.
- Application Form** (completed original and three copies unless submitted electronically)
- [Prior Notification of Proposed Telecommunications Development application form](#)
- 2 Plans** (Original and three copies of all plans and drawings necessary to describe the subject of the application)
- Location Plan** at a scale of 1:1250 or 1:2500 to show:
- The direction of North
 - Application site edged red/other land owned by the applicant edged blue
 - Wherever possible, at least 2 named roads and surrounding buildings
- 3 Other Information**
- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the *General Permitted Development Order 1995*
- 4 Fee**
- [Appropriate fee](#)

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

- | | Tick |
|--|--------------------------|
| 21 Noise impact assessment..... | <input type="checkbox"/> |
| 45 Photographs and photomontages | <input type="checkbox"/> |
| 46 Other supporting information and plans:
Any other relevant information, per the
supplementary information template,
as set out in Annex F of the Code of
Best Practice on Mobile Phone Network
Development | <input type="checkbox"/> |

[←Local information requirements for different application types](#)

[←Contents page](#)

Checklist J

Validation Requirements – Prior Notification of Proposed Demolition

National Requirements

Tick

1 **Application Form** (completed original and three copies unless submitted electronically)

- [Prior Notification of Proposed Demolition application form](#)

2 **Plans** (Original and three copies of all plans and drawings necessary to describe the subject of the application)

Location Plan at a scale of 1:1250 or 1:2500 to show:

- The direction of North
- Application site edged red/other land owned by the applicant edged blue
- Wherever possible, at least 2 named roads and surrounding buildings

Block Plan/Site Plan at a scale of 1:100 or 1:200 to show:

- The direction of North
- The development in relation to site boundaries and existing buildings on the site with written dimensions
- All buildings, roads and footpaths on land adjoining the site, including access arrangements
- All public rights of way crossing or adjoining the site
- The position of all trees on the site and those on adjacent land which could be affected by the development
- The extent of any hard surfacing
- Boundary treatment where proposed
- New buildings in context with adjacent buildings

Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:

- The works in relation to what is already there
- All sides of the proposal (blank elevations should also be included)
- The proposed building materials and the style, materials and finish of the windows and doors

Existing and Proposed Floor Plans to a scale of 1:50 or 1:100 to show:

- Existing walls or buildings to be demolished. These should be clearly shown
- Details of the existing building(s) as well as the proposed development

Existing and proposed site sections and finished floor and site levels

to a scale of 1:50 or 1:100:

- Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves
- For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development
- In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified

Roof plans to a scale of 1:50 or 1:100

- Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location

3 Fee

- [Appropriate fee](#)

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

	Tick		Tick
4 Biodiversity survey and report.....	<input type="checkbox"/>	36 Structural survey	<input type="checkbox"/>
15 Heritage statement	<input type="checkbox"/>	41 Tree survey	<input type="checkbox"/>
17 Landscaping scheme	<input type="checkbox"/>	45 Photographs and photomontages	<input type="checkbox"/>
25 Planning statement.....	<input type="checkbox"/>	46 Other supporting information and plans.....	<input type="checkbox"/>

[←Local information requirements for different application types](#)

[←Contents page](#)

Checklist K

Validation Requirements – for Reserved Matters Applications following Outline Approval

National Requirements

	Tick
1 Application Form (completed original and three copies unless submitted electronically)	
• Reserved Matters following Outline Approval application form	<input type="checkbox"/>
2 Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application)	
Location Plan at a scale of 1:1250 or 1:2500 to show:	<input type="checkbox"/>
• The direction of North	
• Application site edged red/other land owned by the applicant edged blue	
• Wherever possible, at least 2 named roads and surrounding buildings	
Block Plan/Site Plan at a scale of 1:100 or 1:200 to show:	<input type="checkbox"/>
• The direction of North	
• The development in relation to site boundaries and existing buildings on the site with written dimensions	
• All buildings, roads and footpaths on land adjoining the site, including access arrangements	
• All public rights of way crossing or adjoining the site	
• The position of all trees on the site and those on adjacent land which could be affected by the development	
• The extent of any hard surfacing	
• Boundary treatment where proposed	
• New buildings in context with adjacent buildings	
Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:	<input type="checkbox"/>
• The works in relation to what is already there	
• All sides of the proposal (blank elevations should also be included)	
• The proposed building materials and the style, materials and finish of the windows and doors	
Existing and Proposed Floor Plans to a scale of 1:50 or 1:100 to show:	<input type="checkbox"/>
• Existing walls or buildings to be demolished. These should be clearly shown	
• Details of the existing building(s) as well as the proposed development	
Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100:	<input type="checkbox"/>
• Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves	
• For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development	
• In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified	
Roof plans to a scale of 1:50 or 1:100	<input type="checkbox"/>
• Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location	

3 Other Information

- Such particulars as necessary to deal with the matters reserved in the outline permission

4 Fee

- [Appropriate fee](#)

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

	Tick		Tick
1 Access statement	<input type="checkbox"/>	26 Planning obligations	<input type="checkbox"/>
2 Affordable housing statement.....	<input type="checkbox"/>	27 Playing fields assessment.....	<input type="checkbox"/>
4 Biodiversity survey and report	<input type="checkbox"/>	28 Prominent development sites assessment	<input type="checkbox"/>
5 Crime impact statement.....	<input type="checkbox"/>	for land adjoining main transport corridors	
6 Cycling provision	<input type="checkbox"/>	and in gateway locations.....	<input type="checkbox"/>
8 Economic statement and development		29 Public rights of way	<input type="checkbox"/>
of employment land	<input type="checkbox"/>	30 Refuse disposal scheme	<input type="checkbox"/>
11 Energy statement	<input type="checkbox"/>	31 Regeneration statement.....	<input type="checkbox"/>
12 Environmental impact assessment.....	<input type="checkbox"/>	32 Residential development and tall buildings	
13 Flood risk assessment.....	<input type="checkbox"/>	in Oldham town centre	<input type="checkbox"/>
14 Ground contamination/landfill gas		34 Site levels	<input type="checkbox"/>
investigation.....	<input type="checkbox"/>	35 Statement of community involvement	<input type="checkbox"/>
15 Heritage statement	<input type="checkbox"/>	36 Structural survey	<input type="checkbox"/>
17 Landscaping scheme	<input type="checkbox"/>	37 Sunlight/daylight assessment	<input type="checkbox"/>
18 Land stability and coal mining risk.....		40 Transport assessment, transport statement	
assessment	<input type="checkbox"/>	and travel plan.....	<input type="checkbox"/>
19 Lighting assessment.....	<input type="checkbox"/>	41 Tree survey	<input type="checkbox"/>
20 Minerals developments statement.....	<input type="checkbox"/>	42 Ventilation and extraction equipment	<input type="checkbox"/>
21 Noise impact assessment.....	<input type="checkbox"/>	43 Waste management plan	<input type="checkbox"/>
22 Open space assessment.....	<input type="checkbox"/>	44 Utilities and foul sewage statement	<input type="checkbox"/>
23 Open space in residential developments	<input type="checkbox"/>	45 Photographs and photomontages	<input type="checkbox"/>
24 Parking provision	<input type="checkbox"/>	46 Other supporting information and plans.....	<input type="checkbox"/>
25 Planning statement.....	<input type="checkbox"/>		

[Local information requirements for different application types](#)

[Contents page](#)

Checklist L

Validation Requirements – Application for Removal or Variation of Condition Following the Grant of Planning Permission or for a Minor Material Amendment (Section 73 Town & Country Planning Act 1990)

National Requirements

Tick

1 Application Form (completed original and three copies unless submitted electronically)

- [Removal or Variation of Condition application form](#)

2 Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application)

Location Plan at a scale of 1:1250 or 1:2500 to show:

- The direction of North
- Application site edged red/other land owned by the applicant edged blue
- Wherever possible, at least 2 named roads and surrounding buildings

Block Plan/Site Plan at a scale of 1:100 or 1:200 to show:

- The direction of North
- The development in relation to site boundaries and existing buildings on the site with written dimensions
- All buildings, roads and footpaths on land adjoining the site, including access arrangements
- All public rights of way crossing or adjoining the site
- The position of all trees on the site and those on adjacent land which could be affected by the development
- The extent of any hard surfacing
- Boundary treatment where proposed
- New buildings in context with adjacent buildings

Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show:

- The works in relation to what is already there
- All sides of the proposal (blank elevations should also be included)
- The proposed building materials and the style, materials and finish of the windows and doors

Existing and Proposed Floor Plans to a scale of 1:50 or 1:100 to show:

- Existing walls or buildings to be demolished. These should be clearly shown
- Details of the existing building(s) as well as the proposed development

Existing and proposed site sections and finished floor and site levels

to a scale of 1:50 or 1:100:

- Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves
- For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development
- In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified

Roof plans to a scale of 1:50 or 1:100

- Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location

3 Certificates

Ownership Certificate completed and signed

- Correct certificate – A, B, C or D as required
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the *Town and Country Planning (Development Management Procedure) (England) Order 2010* must be given and/or published in accordance with this Article

Agricultural Holdings Certificate completed and signed

- Required whether or not the site includes an agricultural holding

4 Fee

- [Appropriate fee](#)

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

	Tick		Tick
1 Access statement	<input type="checkbox"/>	24 Parking provision.....	<input type="checkbox"/>
2 Affordable housing statement.....	<input type="checkbox"/>	25 Planning statement	<input type="checkbox"/>
3 Air quality assessment	<input type="checkbox"/>	26 Planning obligations	<input type="checkbox"/>
4 Biodiversity survey and report.....	<input type="checkbox"/>	27 Playing fields assessment.....	<input type="checkbox"/>
5 Crime impact statement.....	<input type="checkbox"/>	28 Prominent development sites assessment .	<input type="checkbox"/>
6 Cycling provision	<input type="checkbox"/>	for land adjoining main transport corridors	
8 Economic statement and development	<input type="checkbox"/>	and in gateway locations.....	<input type="checkbox"/>
of employment land	<input type="checkbox"/>	29 Public rights of way	<input type="checkbox"/>
9 Education statement on change of use		30 Refuse disposal scheme	<input type="checkbox"/>
from education and/or community facility....	<input type="checkbox"/>	31 Regeneration statement.....	<input type="checkbox"/>
and/or Community Facility	<input type="checkbox"/>	32 Residential development and tall buildings	
10 Education statement on contributions to		in Oldham town centre	<input type="checkbox"/>
new teaching facilities	<input type="checkbox"/>	33 Retail and leisure impact assessment.....	<input type="checkbox"/>
11 Energy statement	<input type="checkbox"/>	34 Site levels.....	<input type="checkbox"/>
12 Environmental impact assessment.....	<input type="checkbox"/>	35 Statement of community involvement	<input type="checkbox"/>
13 Flood risk assessment.....	<input type="checkbox"/>	36 Structural survey	<input type="checkbox"/>
14 Ground contamination/landfill gas		37 Sunlight/daylight assessment	<input type="checkbox"/>
investigation.....	<input type="checkbox"/>	38 Sustainability statement	<input type="checkbox"/>
15 Heritage statement	<input type="checkbox"/>	39 Telecommunications assessment and	
16 Indoor sport		certificate of compliance (ICNIRP).....	<input type="checkbox"/>
and recreation facilities assessment	<input type="checkbox"/>	40 Transport assessment, transport statement	
17 Landscaping scheme	<input type="checkbox"/>	and travel plan	<input type="checkbox"/>
18 Land stability and coal mining risk		41 Tree survey	<input type="checkbox"/>
assessment	<input type="checkbox"/>	42 Ventilation and extraction equipment.....	<input type="checkbox"/>
19 Lighting assessment.....	<input type="checkbox"/>	43 Waste management plan	<input type="checkbox"/>
20 Minerals developments statement.....	<input type="checkbox"/>	44 Utilities and foul sewage statement	<input type="checkbox"/>
21 Noise impact assessment.....	<input type="checkbox"/>	45 Photographs and photomontages.....	<input type="checkbox"/>
22 Open space assessment	<input type="checkbox"/>	46 Other supporting information and plans	<input type="checkbox"/>
23 Open space in residential developments	<input type="checkbox"/>		

[←Local information requirements for different application types](#)

[←Contents page](#)

Checklist M

Validation Requirements – Application for Tree Works:

- (i) Works to Trees Subject to a Tree Preservation Order and/or:
- (ii) Notification of Proposed Works to Trees in Conservation Areas

National Requirements

- | | Tick |
|--|--------------------------|
| 1 Application Form (only one copy is required) | |
| (i) Works to Trees subject to Tree Preservation Order application form | <input type="checkbox"/> |
| (ii) Notification of Proposed Works to Trees in a Conservation Area application form (Section 211) | <input type="checkbox"/> |
| 2 Plans (only one copy is required) | |
| Sketch Plan showing: | <input type="checkbox"/> |
| • The location of all trees | |

Additional information

- Clear identification of all trees concerned
- A full and clear specification of the works to be carried out
- Statement of reasons for the proposed work
- Evidence in support of statement of reasons, where required by the standard application form
- Photographs
- Report by a tree professional (arboriculturalist)
- Details of any assistance or advice sought from the local planning authority prior to submitting the form

[←Local information requirements for different application types](#)

[←Contents page](#)

Checklist N

Validation Requirements – Application for Approval of Details Reserved by Condition

National Requirements

There are no national requirements for applications for the approval of details reserved by conditions except that they should be made in writing. However, you may submit the following:

- | | Tick |
|---|--------------------------|
| 1 Application Form (completed original and three copies unless submitted electronically) | |
| • Approval of Details Reserved by Condition application form | <input type="checkbox"/> |
| 2 Location Plan at a scale of 1:1250 or 1:2500 to show: | <input type="checkbox"/> |
| • The direction of North | |
| • Application site edged red/other land owned by the applicant edged blue | |
| • Wherever possible, at least 2 named roads and surrounding buildings | |
| 3 Fee | |
| • Appropriate fee | <input type="checkbox"/> |

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

- | | Tick |
|---|--------------------------|
| 45 Photographs and photomontages | <input type="checkbox"/> |
| 46 Other supporting information and plans
(Detailed plans, elevations, sections and
other drawings, reports or materials
necessary to provide the information
required by the condition(s)) | <input type="checkbox"/> |

[←Local information requirements for different application types](#)

[←Contents page](#)

Checklist O

Validation requirements – Application for Extending the Time Limits of Existing Planning Permissions/Application for Extending the Time Limits for replacement of associated listed building and/or conservation area consents

National requirements

- | | Tick |
|---|--------------------------|
| 1 Application Form (completed original and three copies unless submitted electronically) | |
| • Extending the Time Limits of Existing Planning Permissions/or for Replacement of Associated listed building and/or conservation area consents application form | <input type="checkbox"/> |
| 2 Certificates | |
| Ownership Certificate completed and signed | <input type="checkbox"/> |
| • Correct certificate – A, B, C or D as required. | |
| • In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 11 of the <i>Town and Country Planning (Development Management Procedure) (England) Order 2010</i> must be given and/or published in accordance with this Article | |
| Agricultural Holdings Certificate completed and signed | <input type="checkbox"/> |
| • Required whether or not the site includes an agricultural holding | |
| 3 Fee | |
| • Appropriate fee | <input type="checkbox"/> |

For applications to replace listed building or conservation area consents only:

- | | |
|---|--------------------------|
| 4 Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application) | |
| Location Plan at a scale of 1:1250 or 1:2500 to show: | <input type="checkbox"/> |
| • The direction of North | |
| • Application site edged red/other land owned by the applicant edged blue | |
| • Wherever possible, at least 2 named roads and surrounding buildings | |
| Block Plan/Site Plan at a scale of 1:100 or 1:200 to show: | <input type="checkbox"/> |
| • The direction of North | |
| • The development in relation to site boundaries and existing buildings on the site with written dimensions | |
| • All buildings, roads and footpaths on land adjoining the site, including access arrangements | |
| • All public rights of way crossing or adjoining the site | |
| • The position of all trees on the site and those on adjacent land which could be affected by the development | |
| • The extent of any hard surfacing | |
| • Boundary treatment where proposed | |
| • New buildings in context with adjacent buildings | |
| Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show: | <input type="checkbox"/> |
| • The works in relation to what is already there | |
| • All sides of the proposal (blank elevations should also be included) | |
| • The proposed building materials and the style, materials and finish of the windows and doors | |

Existing and Proposed Floor Plans to a scale of 1:50 or 1:100 to show:

- Existing walls or buildings to be demolished. These should be clearly shown
- Details of the existing building(s) as well as the proposed development

Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100:

- Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves
- For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development
- In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified

Roof plans to a scale of 1:50 or 1:100

- Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location

5 Other Information

- Other plans and drawings or information necessary to describe the subject of the application

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

25 Planning statement **Tick**

[←Local information requirements for different application types](#)

[←Contents page](#)

Checklist P

Validation requirements – Application for Non-material Amendments following Planning Permission

National requirements

- | | Tick |
|---|--------------------------|
| 1 Application Form (completed original and three copies unless submitted electronically) <ul style="list-style-type: none">• Non-material Amendments application form | <input type="checkbox"/> |
| 2 Plans (Original and three copies of all plans and drawings necessary to describe the subject of the application) | |
| Location Plan at a scale of 1:1250 or 1:2500 to show: <ul style="list-style-type: none">• The direction of North• Application site edged red/other land owned by the applicant edged blue• Wherever possible, at least 2 named roads and surrounding buildings | <input type="checkbox"/> |
| Block Plan/Site Plan at a scale of 1:100 or 1:200 to show: <ul style="list-style-type: none">• The direction of North• The development in relation to site boundaries and existing buildings on the site with written dimensions• All buildings, roads and footpaths on land adjoining the site, including access arrangements• All public rights of way crossing or adjoining the site• The position of all trees on the site and those on adjacent land which could be affected by the development• The extent of any hard surfacing• Boundary treatment where proposed• New buildings in context with adjacent buildings | <input type="checkbox"/> |
| Existing and Proposed Elevations at a scale of 1:50 or 1:100 to show: <ul style="list-style-type: none">• The works in relation to what is already there• All sides of the proposal (blank elevations should also be included)• The proposed building materials and the style, materials and finish of the windows and doors | <input type="checkbox"/> |
| Existing and Proposed Floor Plans to a scale of 1:50 or 1:100 to show: <ul style="list-style-type: none">• Existing walls or buildings to be demolished. These should be clearly shown• Details of the existing building(s) as well as the proposed development | <input type="checkbox"/> |
| Existing and proposed site sections and finished floor and site levels to a scale of 1:50 or 1:100: <ul style="list-style-type: none">• Where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished floor levels to include details of foundations and eaves• For applications involving new buildings, information to demonstrate how proposed buildings relate to existing site levels and neighbouring development• In the case of a sloping site, show how proposals relate to existing ground levels or where ground levels outside the extension would be modified | <input type="checkbox"/> |
| Roof plans to a scale of 1:50 or 1:100 <ul style="list-style-type: none">• Where appropriate, simple line drawing of the ridges and slopes and showing details such as the roofing material and their location | <input type="checkbox"/> |

3 Other Information

- Other plans and drawings or information necessary to describe the subject of the application

4 Fee

- [Appropriate fee](#)

Local requirements

These may include some or all of the following (the number relates to the relevant section in [Part 2 of the Validation Checklist guidance](#)):

- 46 Other supporting information and plans **Tick**

[«Local information requirements for different application types](#)

[«Contents page](#)