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1. National Validation Requirements

Details of the National Information requirements for the validation of planning applications can be found on the Planning Practice Guidance website.

Essentially the minimum information required to validate a planning application includes the relevant application forms; the application fee; an ownership certificate which includes an agricultural land declaration; in some cases, a Design and Access Statement; a location plan; any other plans, drawings to describe the proposal and in some cases a Biodiversity Net Gain statement. Further details on each of these can be found on the PPG website at the above link but a brief description is given below.

2. Application Form

The correct Application Form for the type of application must be submitted with all relevant questions completed on the form. The Government encourages planning applications to be submitted electronically via the Planning Portal. However, forms can be downloaded for manual completion

3. The Fee

This must be provided in accordance with the statutory fee scale applicable at the time of making the application. An application cannot be validated without the appropriate fee. The fee can be calculated when submitted via the Planning Portal.

4. Ownership Certificates including Agricultural Holdings Certificate

These are certificates that provide certain details about the ownership of the application site and confirm that an appropriate notice has been served on any other owners and/or agricultural tenants. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000. There are four Certificates:

- i. Certificate A – Sole Ownership and no agricultural tenants. This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.
- ii. Certificate B – Shared Ownership - All other owners/agricultural tenants known. This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.
- iii. Certificate C – Shared Ownership - Some other owners/agricultural tenants known. This should be completed if the applicant does not own all the land to which the application relates and does not know the name and address of all the owners and/or agricultural tenants.
- iv. Certificate D – Shared Ownership - None of the other owners/agricultural tenants known. This should be completed if the applicant does not own all the land to which the application relates and does not know the names and

addresses of any of the owners and/or agricultural tenants.

5. A Design and Access Statement

This is a concise report accompanying certain types of applications for planning permission and listed building consent. They provide an opportunity for applicants/agents to explain how the proposed development is suitable for the site and its setting and demonstrates that it can be adequately accessed. D & A Statements can aid decision-making by enabling the local planning authorities and other parties to better understand the analysis that has underpinned the design of a development proposal. The level of detail in a D & A Statement should be proportionate to the complexity of the application. The type of applications that must be accompanied by a D & A Statement are:

- a) Applications for major development
- b) Applications for development in a designated area, where the proposed development consists of one or more dwellings or a building(s) with a floor space of 100 square metres or more.
- c) Applications for listed building consent or a heritage statement- must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of the special architectural or historic importance of the building; the particular physical features of the building that justify its designation as a listed building and the building's setting.

6. Plans and Drawings

A number of plans and drawings will be necessary to describe the proposed development for the majority of applications, as required by the legislation. The type of plans and drawings required include the following but as a minimum a location plan is required.

Note: the scale and size of paper to be printed on should be included on all plans. Should also not have the usual paragraph about 'the plan is not to be scaled off' which contradicts a scale shown. Plan can include a 'linear' scale but this is not 'compulsory'.

Main dimensions should be included i.e. width, length, height to eaves and height to ridge.

a) Location Plan

Should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A north point should be included. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development. For example, any 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.

b) Existing and Proposed Site Layout Plan

At a scale of 1:500 or 1:200 which includes the direction of North and must have a plan reference number. The site layout plan should demonstrate the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to boundaries and the following, unless these would not influence or be affected by the proposed development: - all the 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 that could influence or be affected by the development; the extent and type of any hard surfacing; boundary treatments including walls or fencing where these are proposed.

c) Existing and Proposed Floor Plans

At a scale of 1:50 or 1:100 must be submitted. Where existing buildings or walls are to be demolished these must be clearly shown. New buildings should also be shown in context with adjacent buildings, including property numbers where applicable. If the application is for a Change of Use, with no external changes to the building, floor plans should still be submitted. All plans must have a reference number and be dated. Any revision must be clearly marked and dated.

d) Existing and Proposed Elevations

At a scale of 1:50 or 1:100 must be submitted showing clearly the proposed works in relation to what is already there. All elevations 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. The elevations **MUST** correspond exactly with the plan drawings. Blank elevations must also be included, if only to show that this is in fact the case. Where a proposed elevation adjoins an existing building or is in close proximity to one, the drawings must clearly show the relationship between the buildings and detail the positions of the openings on each building. All plans must have a reference number and be dated. Any revision must be clearly marked and dated.

Note: In respect of householders where rooms are proposed in a roof space which involve windows/roof lights, the height from the floor level to the window cill level is shown.

e) Existing and Proposed site sections and finished floor and site levels plans

Drawn at a scale of 1:50 or 1:100 must be submitted and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished site and floor 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 to neighbouring development. The plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and 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. All plans must have a reference number and be dated. Any revision must be clearly marked and dated.

f) Roof plans

At a scale of 1:50 or 1:100 should be submitted. 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. The details such as the roofing material and vents and their locations are typically specified on the roof plan. All plans must have a reference number and be dated. Any revision must be clearly marked and dated.

7. Local Planning Validation

National & Local Policy Drivers	Types of application that requires this information	What information is required?
<p>BNG</p> <p>Mandatory for Major and Minor Development.</p> <p>From November 2025 (exact date tbc) – BNG becomes mandatory for Nationally Significant Infrastructure Projects (NSIPs)</p>	<p>For full applications, the mandatory BNG requirement will apply for minor and major planning applications. Please see https://www.gov.uk/guidance/biodiversity-net-gain</p>	<p>The approach for outline applications is:</p> <ul style="list-style-type: none"> • Outline applications submitted and granted before BNG takes effect – reserved matters do not need to consider BNG. • Outline applications submitted but not granted before BNG takes effect – reserved matters must consider BNG. • Outline applications submitted after BNG takes effect – outline application and reserved matters must consider BNG. <p>(A table outlining which development types will be exempt from BNG based on current understanding can be found in Appendix 8 of the document)</p> <p>A BNG statement, completed statutory biodiversity metric spreadsheet and draft biodiversity gain plan are to be submitted with any application which is required to achieve BNG. The mandatory net gain that is required to be demonstrate is at least a 10% uplift on the pre-development biodiversity value of the site (i.e. the development is to provide 110% of the pre-development biodiversity value of the site).</p>

National & Local Policy Drivers	Types of application that requires this information	What information is required?
		<p>BNG statements shall include:</p> <ul style="list-style-type: none"> • baseline habitat survey report and map following UKHab methodology; • all condition assessment sheets used to support metric calculations; • steps taken to minimise adverse biodiversity impacts following the mitigation hierarchy; • the proposed approach to enhancing biodiversity on-site; • any proposed off-site biodiversity enhancements (including the use of credits) that have been planned or arranged for the development; • if credits are to be used, a strong justification as to why on-site/off-site units cannot be delivered; and • how rules of the statutory biodiversity metric have been complied with. <p>A completed statutory biodiversity metric spreadsheet that covers all on-site/off-site baseline and post development conditions shall be provided and must:</p> <ul style="list-style-type: none"> • be supplied as an Excel spreadsheet, screenshots or PDF versions will not be acceptable; • be supplied with all start page details filled out; • be supplied with no input error/rules and principles not met flags (ie red boxes) unless the application is an outline application or relies on statutory credit purchase and the reasons for the red boxes in the metric are clearly stated in the BNG statement. <p>A draft biodiversity gain plan shall demonstrate in more detail how proposals meet the statutory regulations. More information on the requirements of draft biodiversity gain plans can be found in Appendix 8 of this document.</p>

Please provide BNG provide shape files of the site and the finalised planned post development habitats which are to be retained and/or created.

National & Local Policy Drivers	Types of application that requires this information	What information is required?
		<p><i>A charge may be made to cover the ongoing cost of BNG monitoring Completed Self or Custom Build Proforma – where appropriate</i></p>
Community Infrastructure Levy (CIL)	<p>Development involving new or additional gross internal area for residential and non-residential buildings, including extensions, annexes and new dwellings.</p> <p>Applicants for full planning permission, reserved matters following an outline planning permission, PIP Stage 2 Technical Details and applicants for lawful development certificates.</p> <p>Householder applications involving new floorspace over 100 sqm will be subject to a CIL liability. We understand many householder applications will not be applicable to CIL, therefore, to aid the validation process CIL Form 1 is not required for householder applications at the validation stage. Any applications for extensions over 100sqm will instead need to be managed between the applicant, case officer and CIL officer during the application process.</p>	<p>All applications for a development that will be or may be liable for CIL must submit Form 1: CIL Additional Information.</p> <p>This form will enable the Council to determine if your application is liable and calculate the CIL chargeable amount.</p> <p>It is important the information provided on Form 1, particularly the floor space on sections 6 and 7, is accurate as this will be the basis for calculating the CIL liability.</p> <p>In some instances, more information and further clarification may be required for large or complex applications. For applications that include phases we will request during the planning process a schedule detailing plot numbers, house types and floor areas.</p> <p>Several additional CIL forms may be required throughout the process and these are available online. These include forms for assuming liability as well as forms to apply for exemptions and relief. These are not validation requirements as they can be submitted throughout the process, although it is advisable that they are submitted as early in the process as possible.</p> <p>If your application is CIL liable it is important that you ensure the requirements of CIL Regulations are followed to ensure you avoid any unnecessary surcharges and that any relevant relief or exemption is applied.</p> <p>Team email address cil@southribble.gov.uk</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Affordable Housing Statement	<p>National Planning Policy Framework</p> <p>Planning Practice Guidance Housing and Economic Development Needs assessment section.</p> <p>Development Policy: Core Strategy Policy 7: Affordable and Special Needs Housing;</p>	<p>For residential developments of 15 dwellings or more in urban areas where a 30% affordable provision is required, and residential developments of 10 dwellings or more in rural areas where a 35% affordable provision is required.</p> <p>On 'Exception' sites or those in the Green Belt, a 100% provision is required.</p>	<p>This is required to demonstrate how a residential development meets the Council's requirements for affordable housing.</p> <p>The statement should include the number and mix of units and floor space of habitable areas of residential units. Plans showing the location, type, floor space of units and number of bedrooms should also be submitted. Any variation from policy should be well justified.</p> <p>If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained and details of any Registered Social Landlords acting as partners in the development.</p> <p>Where Vacant Building Credit is being claimed, details of period vacancy and the last known date of the use of the building should be included within the application.</p> <p>Where a contribution is proposed for off-site affordable housing, the statement should include a financial viability report of the site.</p>
Construction Management Plan	<p>Core Strategy</p> <p>Policy 17: Design of New Buildings;</p> <p>Core Strategy Policy 27: Sustainable Resources and</p>	Full and Reserved Matters Major applications within residential areas	<p>The statement should include details of the following as a minimum: parking of vehicles of site operatives and visitors; loading and unloading of plant and materials; storage of plant and materials on site; details and the location of the site compound; details of wheel washing facilities and site run-off water; measures to control the emission of dust and dirt during construction including mitigation measures; measures</p>

National & Local Policy Drivers	Types of application that requires this information	What information is required?
<p>New Developments; Local Plan Policy G17: Design Criteria for New Development; Design SPD and Residential Design SPD.</p>		<p>to control the emission of noise during construction; details of all external lighting to be used during the construction; a scheme outlining the recycling/disposing of waste resulting from demolition and construction works.</p> <p>This should aim 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 those materials and to demonstrate how off-site disposal of waste will be minimised and managed. The scheme should also demonstrate that consideration has been given to on site segregation and storage of construction and demolition waste; the use of recycled materials and the on-site re-use of construction and demolition waste. PLEASE NOTE THIS IS NOT A HEALTH AND SAFETY PLAN.</p> <p>Further details: Guidance of Information Required to Comply with the Construction Management Condition can be found at Appendix 1</p>
<p>Landscaping Details (Residential)</p>	<p>All new residential development</p>	<p>In plan form, and, where appropriate, statement form, to include a survey of existing site features of landscape, amenity or nature conservation interest to be retained and identifying that which is intended for removal as part of the proposals. The survey should include the location of any existing or proposed underground or overhead services which could affect existing or proposed planting.</p> <p>The proposed landscaping should include details of both 'hard' and 'soft' landscape proposals to include pathways and other surfacing such as hard standing areas for driveways or</p>

National & Local Policy Drivers	Types of application that requires this information	What information is required?
		turning areas; any mounding or earth contouring proposals and boundary treatments. Details are also required of the proposed planting scheme for the finished development and should include details of the size, species and location of trees, shrubs and other plants on a scale plan. For development which includes open space provision, details of a management and maintenance schedule will be required.
Planning Obligations/ Draft Heads of Terms	For developments of 10 or more dwellings in relation to public open space; for major developments of 10 or more dwellings in relation to affordable housing	<p>Planning Obligations/Draft Heads of Terms or Section 106 agreements are negotiated between the Council and persons with an interest in a piece of land, and are intended to mitigate the impact of the proposed development. Where guidance notes give details of likely Section 106 requirements, either a draft Section 106 obligation based on the Council's precedent or a detailed statement of the proposed Heads of Terms should be submitted with the application, together with confirmation that the Local Planning Authority's fees in dealing with the matter will be met. These agreements have previously been a major cause of delay in the delivery of planning permissions relating to major schemes. It is therefore essential that the need for such agreements is identified at an early stage in proceedings. The likely content of S106 agreements should be discussed and agreed prior to a planning application being submitted.</p> <p><i>A charge may be made to cover the ongoing cost of S106 monitoring.</i></p>
Rural Workers Dwelling Statement	For applications proposing new dwellings in the Green Belt that are to serve a rural worker	<p>Rural Workers Dwelling Statement which robustly justifies the essential need for the rural worker to live permanently at or near their place of work in the countryside.</p> <p>New permanent dwellings can only be allowed to support</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
	Planning Polices		<p>existing agricultural activities on well-established agricultural units.</p> <p>Therefore the Statement should include details of the clearly established existing functional need; details of the rural worker hours and nature of work; details of the unit and the agricultural activity with evidence that it has been established for at least three years, has been profitable for at least one of them, is currently financially sound, and has a clear prospect of remaining so; evidence that the functional need cannot be fulfilled by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the worker concerned; and any other planning requirements, for example, in relation to access, or impact on the Green Belt/countryside, are satisfied. Information from ADAS on what is required for this type of application can be found at Appendix 6</p>
Viability Statement	<p>National Planning Policy Framework</p> <p>Planning Practice Guidance: Housing and economic development needs assessment section</p> <p>South Ribble Planning Polices</p>	Commercial schemes; for residential schemes, viability will vary with housing type, including housing for sale or rent; Brownfield sites	<p>Viability Statement may be required where the deliverability of the development may be compromised by the scale of planning obligations and other costs. This should be informed by the particular circumstances of the site and proposed development in question. A site is considered viable if the value generated by its development exceeds the costs of developing it and also provides sufficient incentive for the land to come forward and the development to be undertaken.</p> <p>It is expected that applicants will cover the costs of independent reviews of viability assessments.</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Employment Assessment	South Ribble Planning Policies	For development or re-development on existing employment premises and sites last used for employment with additional details required for residential development.	<p>An Employment Assessment should indicate whether there would be a reduction on the type, quality, or quantity of employment land supply; the provision and need for the proposed use; the suitability of the site for employment and for the alternative use; the location of the site and its relationship to other uses; whether the ability to accommodate smaller scale requirements would be compromised and whether there would be a net improvement in amenity.</p> <p>Additionally, residential development proposals will also need to provide evidence of a lack of demand through a rigorous and active 12-month marketing period for employment re-use and redevelopment and an assessment of the viability of employment development including employment re-use and redevelopment. Additionally, evidence that the Council's Economic Development team have been notified of the site's availability must also be included.</p>
Noise Impact Assessment	National Planning Policy Framework Planning Practice Guidance Noise South Ribble Planning Policies Information: Contact	Change of use applications to Class EB, EC (ii and iii) ED, EF, EG (ii and iii) F2b, F2c and Sui Generis, depending on proximity to residential properties; New residential development adjacent to classified roads, railway or existing industrial uses; New residential premises near to licensed premises; New commercial development within use class B2 or B8 and other	<p>A Noise Impact Assessment must identify the potential impact of the development on the surrounding environment and the potential impact on the development from the present noise climate. The assessment should contain detailed mitigation measures to ensure the development is acceptable. The first principle is to consider the design of the development prior to the use of noise barriers.</p> <p>In addition a vibration assessment may be required if the development is located adjacent to a railway line or involves an industrial or commercial use containing equipment likely to result in excess vibration. A consideration of noise impacts should also be made for the construction phase of all</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
	Environmental Health for further information on 01772 625340.	noise sensitive uses such as schools, care homes etc adjacent to existing residential development, extension to existing premises, air conditioning units on dwellinhouses and on commercial premises in residential area and renewable energy schemes	developments.
Employment and Skills Statement	South Ribble Planning Polices Employment and Skills SPD	For all applications for residential development over 30 units. For all commercial floorspace applications over 1000sqm.	<p>The Employment and Skills statement should cover the following areas:</p> <ul style="list-style-type: none"> • Creation of apprenticeships/new entrants/graduates/traineeships • Recruitment through Job Hub and Job Centre plus and other local employment vehicles. • Work trials and interview guarantees • Vocational training (NVQ) • Work experience (14-16 years, 16-19 years and 19+ years) (5 working days minimum) • Links with school, colleges and university • Use of local supplies • Supervisor Training • Management and Leadership Training • In House training schemes • Construction Skills Certification Scheme (CSCS) cards • Support with transport, childcare and work equipment

National & Local Policy Drivers		Types of application that requires this information	What information is required?
			<ul style="list-style-type: none"> Community based projects. <p>The statement should be submitted with the planning application.</p>
Ventilation/ Extraction Statement	<p>National Planning Policy Framework</p> <p>Planning Practice Guidance – Noise, Design</p> <p>Contact Environmental Health for further information</p>	<p>For all applications for the change of use of premises for purposes within use Classes A3 Restaurants and Cafes, A4 Drinking Establishments and A5 Hot Food Takeaways, significant retail, business, industrial or leisure or other similar developments where ventilation or extraction equipment is proposed to be installed.</p>	<p>Ventilation and Extraction Statement details the position and design of any ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics. Details should include plans, elevation drawings and external materials will be required for all external flues and equipment.</p>
Regeneration and Economic Statement	<p>South Ribble Planning Polices</p>	<p>Applications for new employment development and employment generating uses, those involving the loss of land or buildings last used for employment purposes or for partial redevelopment of employment sites.</p>	<p>To provide an assessment of the existing provision of the proposed use and clearly identify a need, backed up by evidence, details of any new jobs that might be created or supported, the relative floorspace totals for each proposed use, an assessment of the location of the site and its relationship to other land uses, an assessment of any community benefits or improvements in amenity in the area and reference to any regeneration strategies that might lie behind or be supported by the proposal.</p> <p>For schemes proposing partial re-development or mixed use development, including live-work units, an assessment of the suitability of site for employment and for the alternative use, the site's ability to accommodate smaller scale employment, an assessment of the location of the site and its relationship</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Retail Impact Assessment	<p>National Planning Policy Framework</p> <p>Planning Practice Guidance</p> <p>Ensuring the Viability of Town Centres</p>	For planning applications for retail, leisure and office development outside of the centres, which are not in accordance with the development plan and are over the default threshold of 2,500 sq m.	<p>to other uses</p> <p>Retail Impact Assessment is an assessment of the likely impacts of additional retail floor space upon the vitality and viability of Leyland Town Centre, the District Centres of Penwortham, Bamber Bridge, Tardy Gate and Longton and the Local Centres of Kingsfold, Earnshaw Bridge, Farington, Gregson Lane, Higher Walton, New Longton, Seven Stars, Walmer Bridge and Walton le Dale. Applications for main town centre uses should be located firstly in town centres, then in edge of centre locations and only if suitable sites are not available should out of centre sites be considered. When considering edge of centre and out of centre proposals, preference should be given to accessible sites that are well connected to the town centre.</p> <p>Applicants and the local planning authority should demonstrate flexibility on issues such as format and scale. The assessment must demonstrate the need for additional floor space, the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.</p>
Sequential Assessment	<p>National Planning Policy Framework</p> <p>Planning Practice Guidance</p>	For retail, leisure and office development outside of town centres; those which are not in accordance with an up-to-date	Sequential Assessment for applications for main town centre uses proposed to be located in out of centre locations. Main town centre uses should first be in town centres, then in edge of centre locations and only if suitable sites are not available

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Ensuring the Viability of Town Centres South Ribble Planning Polices		Local Plan, if the development is over a proportionate, locally set floorspace threshold (the default threshold is 2,500 sq m)	<p>should out of centre sites be considered.</p> <p>When considering edge of centre and out of centre proposals, preference should be given to accessible sites that are well connected to the town centre. The sequential assessment should consider the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.</p>
Access Details Government publication Manual for Streets South Ribble Planning Polices		For any application involving new access arrangements to a site from the highway or changes to existing access. For major applications, written details should also be included in the Design and Access Statement.	<p>Access details should be in plan form to demonstrate the access arrangements to the development site from the highway. The access provided should ensure that works to accommodate the development include all necessary information to support the proposed design of the access. This may include micro-modelling analysis and a Stage 2 Road Safety Audit where access is served via a traffic signalised junction, a roundabout or a priority junction with a dedicated right turn facility. Where access only involves a simple priority junction or a dropped crossing, details of the existing and proposed visibility splays are required together with details of speed surveys where relaxations to normal visibility requirements are being sought.</p>
Parking, Servicing and Manoeuvring National Planning Policy Framework:		For applications involving new parking provision or changes to existing parking provision.	This must demonstrate appropriate levels of car parking, servicing and manoeuvring areas, to be shown on a site layout plan. The plan should provide details of existing and

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Scheme	South Ribble Planning Policies Government Publication Manual for Streets	Developments would typically include new residential developments, householder extensions, new commercial development, change of use of existing premises, car park developments. Applications for extensions to buildings or for changes of use where no changes to existing parking or access arrangements are proposed should provide details of existing parking provision arrangements.	proposed parking provision, manoeuvring areas demonstrated by swept path analysis and servicing arrangements. The proposed parking details should provide information of the level of provision linked to the type of development proposed, provide for cycling facilities, motorbike parking and disabled parking. The details of the materials to be used for the car parking areas should also be included.
Transport Assessment	National Planning Policy Framework: Planning Practice Guidance Transport Assessments South Ribble Planning Policies – Core Strategy Policy 3	The thresholds for submission are set out in the table in Appendix 2 The proposed parking provision should be adequately justified and linked to the type of development. The level of information supporting the application should be commensurate with the scale of the development proposed.	A Transport Assessment should identify what measures will be taken to deal with the anticipated transport impacts of the scheme in relation to all forms of travel. It should also outline the improvement of accessibility and encouragement to use sustainable travel. These should take precedent over measures to increase traffic capacity and use of vehicles. Depending on the scale of the development, a Transport Scoping Study may also be required. Transport Assessments, and to a lesser extent Transport Statements, are required to identify the impact on the entire transport system in the vicinity of the development. This means trips by all modes of transport to and from the development not just vehicle trips on the local road network. Of particular importance is the impact on the Railway network. This requires a multi-model assessment which can involve the use of the TRICS database for different modes of

National & Local Policy Drivers		Types of application that requires this information	What information is required?
			travel. For example, where an extension to an existing use is proposed or new housing development in a residential area, it may be the case that a survey of the present levels of traffic generation or those of an adjacent site with a similar use is required.
Transport Statement	National Planning Policy Framework: Planning Practice Guidance Transport Statement	The thresholds for submission are set out in the table in Appendix 2	<p>Transport Statement is a simplified Transport Assessment and is required where transport issues arising from the proposed development may not require a full Transport Assessment. Transport Statements cover the smaller scale developments where the traffic impact is limited in both volume and area impact.</p> <p>The Transport Statement will generally include an audit and appraisal of the site's existing condition; baseline traffic data and the existing site use and means of access.</p> <p>It should then outline the proposed development and include details of the scale of development; means of access; person trip generation and distribution of trips by mode of transport; a qualitative and quantitative description of the proposed travel characteristics of the development; any proposed improvements to site accessibility by sustainable modes of travel; a parking and servicing strategy; vehicle trip impact; transport implications of construction traffic; and the net level of change in traffic flows that might arise from the development should be calculated and considered.</p>
Parking and Access Details	National Planning Policy Framework Department of	All residential applications	Householder applications will be required to provide details of existing and proposed off street parking provision and access arrangements. These details should be shown on a site

National & Local Policy Drivers		Types of application that requires this information	What information is required?
	Transport Publication Manual for Streets		layout plan. For householder developments which result in additional bedroom accommodation adequate parking should be provided within the curtilage of the site in accordance with the above requirements
Travel Plan	National Planning Policy Framework Planning Practice Guidance Travel Plans	All developments which generate significant amounts of movement.	To outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The Travel Plan should have a strategy for its implementation that is appropriate for the development proposal under 5 consideration. It should identify the Travel Plan Co-ordinator, the management arrangements for the plan e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.
Agricultural Buildings Statement	ADAS Requirements	For all new agricultural buildings	This should satisfy the requirements set out by ADAS relating to what information is required for these applications can be found at Appendix 7.
Contaminated Land Assessment	National Planning Policy Framework Planning Practice Guidance Land affected by	Where the proposed development is particularly sensitive to land contamination. For example residential,	A Contaminated Land Assessment should address the nature, degree and distribution of contamination and ground gases. Where contamination is known or suspected, or the proposed end use is particularly sensitive to contamination, the applicant/agent should provide such information with the application as is to determine whether the proposed

National & Local Policy Drivers		Types of application that requires this information	What information is required?
	<p>contamination</p> <p>South Ribble Planning Policies G14 and G15</p> <p>Additional information: Council's Environmental Protection Team, DEFRA and the Environment Agency</p> <p>DEFRA – Land Contamination: Technical Guidance</p>	<p>education, health facilities and children's play areas; and/or where the proposed development is located on top, or within 250 metres of a former landfill site.</p>	<p>development can proceed.</p> <p>This information must be sufficient to demonstrate that the site cannot be capable of being determined as contaminated land under Part 2A of the Environmental Protection Act 1990. This information may also include details of the measures incorporated into the proposed development that mitigate landfill gas risks.</p>
Ecological/ Geological Assessment and Survey	<p>Core Strategy Policy 22: Biodiversity and Geodiversity, Local Plan Policy G16: Biodiversity and Nature Conservation, Biodiversity and Nature Conservation SPD.</p>	<p>Where a development is likely to have an impact on an internationally or nationally designated area, for example a Site of Special Scientific Interest or Special Protection Area (SPA), or a priority habitat; on Greenfield sites or sites where natural features exists; on locally designated Biological Heritage Sites and Local Nature Reserves</p>	<p>An Ecological/ Geological Assessment and Survey should be undertaken and prepared by a suitably qualified person and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines. The survey may be informed by the results of a search for ecological or geological data from a local environmental records centre.</p> <p>The survey must be to an appropriate level of scope and detail and must record which habitats and features are present on and around the development site, must identify</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Environmental Impact Assessment	Additional Information	– see Priority Habitat Trigger List in Appendix 3	the extent/area/length present and map their distribution on site and/or in the surrounding area shown on an appropriate scale plan. Following the Survey, the Assessment should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features or geological features and include direct and indirect effects both during construction and afterwards.
	Natural England		
	South Ribble Planning Policies		Where harm is likely, evidence must be submitted to show how alternatives designs or locations have been considered, how adverse effects will be avoided wherever possible, how unavoidable impacts will be mitigated or reduced and how impacts that cannot be avoided or mitigated will be compensated. In addition, proposals that enhance, restore or add to designated sites priority habitats, other biodiversity features or geological features will be encouraged.
	Planning Practice Guidance:		The Assessment should give an indication of likely change in the area, in hectares, of priority habitat on the site after development, for example whether there will be a net loss or gain. An ecological/geological survey and assessment may form part of a wider Environmental Impact Assessment.
Environmental Impact Assessment	South Ribble Planning Policies Core Strategy Policy 17 Local Plan Policy G17	Major applications, residential developments, commercial development.	An Environmental Impact Assessment must enable the Council to give proper consideration to the likely environmental effects of a proposed development. Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. An applicant may request a 'screening opinion' to determine whether and EIA is required and a 'scoping opinion' to determine the scope and content of the EIA, from the Council prior to submitting an application.

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Landscaping Details	National Planning Policy Framework National Planning Practice Guidance South Ribble Planning Policies	Major applications, residential developments, commercial development.	<p>Scaled plans must show hard and soft landscaping details, details of levels, paving treatment and materials, plant species, position, number and/or densities per square metre with the area given, and the size and specification of the plant material.</p> <p>The scheme should demonstrate how it relates to the wider ecological network. The details should also include proposals for long term maintenance and landscape management including the configuration of the planting pits, method of staking or guying, the position of existing and proposed underground services, drainage, overhead services, tree/shrub protection/mulching and a five year planting and maintenance schedule including watering.</p> <p>Existing trees and other features of ecological importance such as ponds and hedges should be retained and protected during construction of the development. For sites that are particularly sensitive, in landscape or visual terms a Landscape and Visual Impact Assessment (LVIA) should be undertaken by a qualified landscape professional.</p> <p>It is expected that applicants will cover the costs of independent reviews of landscape visual impact assessments.</p>
Heritage Statement	National Planning Policy Framework Planning Practice Guidance Conserving and Enhancing the	For all works affecting a Listed Building or structure; all works affecting unlisted buildings identified as heritage assets, all development with a Conservation Area; works affecting a Scheduled Monument; works affecting a	<p>A Heritage Statement must assess the significance of heritage assets which may be affected by a proposed development, including their setting. Significance is defined as the value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic.</p> <p>The statement should also include an assessment of the</p>

National & Local Policy Drivers	Types of application that requires this information	What information is required?
<p>Historic Environment South Ribble Planning Polices</p> <p>Historic England Lancashire Historic Environment Record</p>	Registered Park or Garden of Special Historic Interest, all development affecting an archaeological site.	<p>likely impact of the proposed development on the heritage assets or their setting and a mitigation strategy outlining details to address any impacts of the proposed development on the significance of the historic asset. This might include modification of methods, materials or design and/or archaeological or architectural investigation and recording.</p> <p>Details to consider when compiling the Heritage Statement are the schedule of works proposed to a listed building; an analysis of the character and appearance of the building/structure; an analysis of the significance of archaeology, history and character of the building/structure; the principles of and justification for the proposed development and their impact on the special character of the Listed Building, the structure or special character of the area; its setting and the setting of adjacent Listed Buildings; a structural survey.</p> <p>The Heritage Statement may also include plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments</p>
Open Space Assessment	Open space and playing pitch provision or a financial contribution will only be required on residential developments resulting in a net gain of ten or more dwellings. New residential	<p>This needs to be of existing or proposed open space within or adjoining the application site should be submitted, accompanied by plans showing the extent of the area.</p> <p>For existing open space and/or buildings, in the absence of a robust and up-to-date assessment by the Council, an</p>

National & Local Policy Drivers	Types of application that requires this information	What information is required?
<p>sports and recreation facilities, public rights of way and local greenspace</p> <p>South Ribble Planning Polices</p> <p>Sport England Planning for Sport</p> <p>Central Lancashire Supplementary Planning Document, Open Space and Playing Pitches 2013</p>	<p>development will be required to contribute towards open space and playing pitch provision with the exception of the following:</p> <ul style="list-style-type: none"> • Nursing/rest homes (including retirement/care homes) • <p>Sheltered accommodation</p> <ul style="list-style-type: none"> • Replacement dwellings • <p>Developments made up of 100% affordable housing</p>	<p>applicant may seek to demonstrate through an independent assessment that the land and/or buildings are surplus to local requirements and any such evidence should accompany the planning application. It should be noted however planning permission will rarely be granted for applications involving the loss of such area.</p> <p>Protection to existing open space, sports and recreational buildings and land, including playing fields, which would cover school sites with such facilities. If there is to be a loss of accessible natural greenspace, that loss must be justified, and any proposed mitigation or compensation measures should be included.</p>
<p>Public Rights of Way Statement</p> <p>National Planning Practice Guidance</p> <p>South Ribble Planning Polices</p>	<p>Where development affects a PROW or affects the setting of a PROW</p>	<p>A PROW is a route over which the public has the right to pass and repass at any time for the purposes of enjoyment and recreation. The impact of a proposal on a public right of way is a material consideration when a planning application is being decided. If a development is likely to affect a PROW, it is strongly recommended that Lancashire County Council's Countryside team is contacted at an early design stage for informal advice. This could help to avoid any objections and delays.</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Protected Species Assessment and Survey	<p>National Planning Policy Framework</p> <p>Planning Practice Guidance Natural Environment section</p> <p>South Ribble Planning Polices</p> <p>Information: Natural England provide information on Protected Species in relation to the Planning System and provide useful standing advice through the Gov.uk website</p> <p>The Bat Conservation Trust has a wealth of</p>	Applications for development proposals which may affect protected species or their habitats	<p>Protected Species Assessment and Survey should be undertaken and prepared by a suitably qualified person and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines.</p> <p>The survey may be informed by the results of a search for ecological data from the Lancashire Environmental Records Network (LERN) or other information source. The survey must be to an appropriate level of scope and detail and must record which species are present and identify their numbers and map their distribution and use of the area (including impacts on any ecological networks), site, structure or feature, for example feeding, shelter, breeding.</p> <p>Following on from the Survey, the Assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey, including direct and indirect effects both during construction and afterwards. Where harm is likely, evidence must be submitted to show how alternatives designs or locations have been considered, how adverse effects will be avoided, how unavoidable impacts will be mitigated or reduced and how impacts that cannot be avoided or mitigated will be compensated for. In addition, proposals that enhance, restore or add to features or habitats used by protected species will be encouraged.</p> <p>The Assessment should also give an indication of how</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
	information in relation to bats on their website, at the following link		species numbers are likely to change after development, for example whether there will be a net loss or gain. The information provided in response to the above requirements are consistent with those required for an application to Natural England for a European Protected Species Licence, pursuant to Regulation 55 of the Conservation of Habitats and Species Regulations 2017. A protected species survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.
Tree Survey and Arboricultural Implications Assessment	<p>National Planning Policy Framework</p> <p>South Ribble Planning Policies</p> <p>Information: The Town and Country Planning (Tree Preservation) (England) Regulations 2012,</p> <p>Arboricultural Association</p>	<p>Where there are trees within the application site, trees on adjacent land within 15 metres of the boundary, and street trees between the site and the highway and/or carriageway Policy: Local Plan Policy G13: Trees, Woodlands and Development</p> <p>Information: Local Plan</p>	<p>Tree Survey and Arboricultural Implications Assessment must be undertaken by a suitably qualified Arboriculturist in accordance with British Standard BS 5837 2012 - Trees in Relation to Design, Demolition and Construction - Recommendations.</p> <p>The Survey will provide a categorisation of the trees and will define which trees should be retained or removed. It will also quantify the volume of the Root Protection Areas of the retained trees and the means of protecting them during construction works. The information gathered from the survey on the trees that are being retained should then be used to create a Tree Protection Plan as part of the Arboricultural Impact Assessment (Section 5.4 BS 5837:2012).</p> <p>This Tree Protection Plan (Section 5.5 BS5837:2012) will consist of a scaled drawing, informed by descriptive text</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
	www.trees.org.uk ;		where necessary, based upon the finalized proposals, showing trees for retention and illustrating the tree and landscape protection measures. Full guidance on the Survey information, Protection Plan and Arboricultural Impact Assessment that should be provided with an application is set out in the current BS5837 2012 'Trees in relation to design, demolition and construction - Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.
Community Involvement Statement	<p>Policy: South Ribble Borough Council Statement of Community Involvement</p> <p>Information: The Council's latest Statement of Community Involvement can be found online</p>	Major applications, those with wider implications, community facilities.	This needs to set out the nature and extent of pre-application consultation with the local community, statutory consultees and the Council. The statement should demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals, that initial concerns of statutory bodies have been addressed and details of any discussions with the Council. It is expected that applicants work closely with those directly affected by their proposals to evolve designs that take account of the views of the community.
Crime and Community Safety	South Ribble Planning Polices	Development in high crime or problematic areas; licensed premises; change of use	This outlines how the applicant has worked with the police, community safety partnerships or other agencies in developing the detailed design of the development. The

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Statement	Information: Secured by Design	applications for non-residential; commercial, education or medical premises; those likely to attract large groups of people; development where the end user may store high value goods, large amounts of cash or store drugs; ATMs	statement should outline the inclusion of Secured by Design principles incorporated into the proposed development, particularly when developing in high crime areas. (See also Crime Impact Assessment).
Noise/Odour Assessment	Environmental Health	For all applications relating to A3 uses, including changes of use to A3 uses.	<p>Odour Assessment should be undertaken in line with the current EMAQ 'Control of Odour and Noise from Commercial Kitchen Exhaust Systems (2018)'</p> <p>Noise Assessments should be undertaken in line with BS4142: 2014+A1:2019</p>
Secure by Design	South Ribble Planning Polices Information: Secure by Design	Major Residential development of 10 units or more; new Education facilities; Industrial/Retail development; recreation and sport facilities; public houses; restaurants/takeaways; HMOs/Student accommodation.	Secure by Design is the official UK Police flagship initiative supporting the principles of 'designing out crime'. It focuses on crime prevention of homes and commercial premises and promotes the use of security standards for a wide range of applications and products. The principles have been proven to achieve a reduction of crime risk by up to 75%, by combining minimum standards of physical security and well-tested principles of natural surveillance and defensible space. The Police's objective is to reduce burglary and crime in the UK by designing out crime through physical security and processes

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Air Quality Assessment	National Planning Policy Framework – Planning Practice Guidance – Air Quality Section Environmental Health Planning Advisory Note	<ul style="list-style-type: none"> Where the development is inside or adjacent to an Air Quality Management Area (AQMA) or where the development could result in the designation of an AQMA; Where a development will lead to an increase of 5% <ul style="list-style-type: none"> more in traffic within an AQMA 10% elsewhere; Where the Average Annual Daily Traffic (AADT) would exceed 10,000 vehicles (or 5,000 if narrow and congested); Where a development would increase the number of heavy goods vehicles by 200 or more per day; Where there would be an increase in car parking of 50 parking spaces within an AQMA and 100 parking spaces elsewhere; 	An Air Quality Assessment must demonstrate that full consideration has been given to both of the impact of the proposal on the air quality of the area where the proposed development is located, and the impact of the air quality in the area on any future site users. The assessment should assess the existing and proposed air quality with and without the development and also identify any mitigation measures or controls to avoid significant adverse impacts on air quality or mitigate any unavoidable impacts. It should include all permitted development within the area.

National & Local Policy Drivers		Types of application that requires this information	What information is required?
		<ul style="list-style-type: none"> For development in excess of 10 dwellings/1,000m2 floorspace within an AQMA; For development exceeding 75 dwellings or 10,000m2 floorspace; Where the development includes a or combined heat and power plant; Proposals for industrial processes where there are direct emissions to the air. 	
Sustainable Drainage	National Planning Policy Framework		<p>This must consider how the development will relate to existing foul and surface water drainage systems in the area. Consideration should be given with regards to any previous history of any type of flooding to the area. For foul water drainage discharging into a public sewer, the statement should include a load/flow assessment by a suitably qualified professional to demonstrate the impact of the development on the public sewer infrastructure.</p> <p>Sustainable Drainage System (SuDS) must be proposed unless demonstrated, through accepted evidence, to be inappropriate through the SuDS pro-forma.</p> <p>For surface water drainage the strategy is required to demonstrate a satisfactory standard, in line with the Technical Standards for SuDS and The SuDS Manual C753, of surface water drainage design and construction, and clear</p>
Sustainable Drainage Systems (SUDS) Strategy and Profroma	Planning Practice Guidance Water Supply, Waste Water and Water Quality and Flood Risk and Coastal Change. Technical Standards for Sustainable Drainage Systems		

National & Local Policy Drivers	Types of application that requires this information	What information is required?
<p>South Ribble Planning Polices Information: Building regulations Approved Document H – Drainage and Waste Disposal Sustainable drainage systems: non-statutory technical standards - GOV.UK (www.gov.uk)</p>		<p>maintenance arrangements should be outlined for the proposed drainage system to minimise the risk of surface water flooding.</p> <p>If any part of the sustainable drainage system will be offered to United Utilities for adoption, you must design and construct all parts of the SuDS in line with the Sewerage Sector Guidance-approved documents Water UK.</p> <p>For non-mains drainage systems, in order to demonstrate that the development can be effectively served by a non-mains drainage system without inadvertently affecting the environment, amenity or public health, a foul drainage assessment should be carried out by a drainage specialist or surveyor. If a non-mains drainage system is proposed its position and any associated soak away must be shown within the application site on a 1:1250 and 1:2500 scale site location plan. The use of a soak away will require satisfactory percolation tests to have been undertaken to demonstrate compliance with current British Standards.</p> <p>A SuDS Strategy and SuDS Pro-forma are both a requirement for any application for major development. As a minimum, the SuDS Strategy must include your overall approach to SuDS and is where you will evidence your approach to surface water management. E.g. plans, drawings, calculations etc. It must set out the details of your drainage design, construction phases, management of SuDS during and after development, maintenance schedule for SuDS components and any adoption arrangements. The</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
			<p>SuDS Strategy take account of any requirements identified in the Site-Specific Flood Risk Assessment.</p> <p>The SuDS Proforma for South Ribble has been adapted for use from a regionally endorsed template which is used throughout the Northwest. This endorsement is from the Environment Agency, Lancashire County Council as Lead Local Flood Authority and Highway Authority, and United Utilities.</p> <p>The SuDS Proforma supports applicants in summarising and confirming how surface water from a development will be managed sustainably under current and future conditions and evidencing their approach. A copy of South Ribble's SuDS Pro-forma and supporting guidance to help you complete this is available on South Ribble Borough Council's website.</p> <p>United Utilities have implemented the sewerage sector guidance, the Design and Construction Guidance (DCG), as a requirement of Ofwat's Adoption Code in April 2020. A major change in the new guidance is that, for the first time, guidance on the type of SuDS that will be adoptable by United Utilities is provided.</p> <p>It should be noted in most circumstances surface water will not be permitted to be connected to public foul sewers. Should the developer adopt this as the means of surface water drainage, written confirmation is required from United Utilities confirming their agreement to this means of drainage. The SuDS Strategy and Pro-forma should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Flood Risk Assessment	<p>National Planning Policy Framework Planning Practice Guidance Flood Risk and Coastal Change section. South Ribble Planning Polices Information: The Environment Agency's Flood Risk and Standing Advice</p>	<p>To be provided for all development in Flood Zones 2 and 3. In Flood Zone 1, an FRA should accompany all proposals involving:</p> <ul style="list-style-type: none"> • sites of 1 hectare or more; • land which has been identified by the Environment Agency as having critical drainage problems; • land identified in a strategic 	<p>This must identify and assess the risks of all forms of flooding to and from the proposed development. The FRA should demonstrate how these flood risks will be managed, taking climate change into account.</p> <p>The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding. Where flood risk is related to sewer flooding and reservoir inundation it is advisable that early contact is made with United Utilities.</p> <p>For all major developments over 1 hectare in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should be prepared by a developer in consultation with the Council. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.</p> <p>Central Lancashire Strategic Flood Risk Assessment <i>Lancashire County Council, as Lead Local Flood Authority, offer a pre-application service (at cost) on local flood risk (surface water, ground water and flood risk from ordinary watercourses) and land drainage:</i></p>

National & Local Policy Drivers	Types of application that requires this information	What information is required?
	<p>flood risk assessment as being at increased flood risk in future, or;</p> <ul style="list-style-type: none"> land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use. 	<p><i>Where flood risk is related to sewer flooding and reservoir inundation it is advisable that early contact is made with United Utilities</i></p>
<p>Renewable Energy Statement</p>	<p>For development of renewable and low carbon energy schemes, stand-alone renewable energy schemes, Solar panels and a Solar farms, Wind Turbines, hydro-power, ground source heat pumps, biomass</p>	<p>Renewable Energy Statement should include details specific to the proposed development. For example, an application for a wind turbine should include a line of sight survey, correspondence and/or evidence preapplication discussion with the Ministry of Defence (MOD), National Air Traffic Service (NATS) and Blackpool Airport; an assessment of environmental impacts and how they can be minimised/mitigated, particularly in relation to wildlife, bats, birds, nesting birds, migratory routes, Great Crested Newts (GCN);</p> <ul style="list-style-type: none"> a landscape assessment taking into account visual impacts; a noise report to demonstrate no harmful effects, odour assessment report to demonstrate no harmful effects;

National & Local Policy Drivers	Types of application that requires this information	What information is required?
		<ul style="list-style-type: none"> • a shadow flicker assessment; an assessment including details of traffic/transportation of the components to the site; • an assessment of the social and economic benefits; details of the colour and finish of turbine; decommissioning proposals. <p>Required for major non residential development as this needs to achieve the minimum energy efficiency standards equivalent to 'very good' of BREEAM. Planning Applications therefore need to be accompanied by a pre-assessment estimator showing the likely BREEAM rating to be achieved under a formal assessment. The Sustainability Statement should demonstrate compliance with these ratings, or, if not viable, demonstrate what level it can achieve and why.</p>
Sustainability Statement	All residential development and all major non-residential development.	<p>A Sustainability Statement demonstrates how the development will connect to existing utility services, including electricity and gas supplies, telecommunications and water supply (a separate drainage statement is required, as outlined above). New development generally creates two planning issues.</p> <p>Firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains. The statement should demonstrate that:</p> <p>following consultation with the service provider, the</p>

National & Local Policy Drivers	Types of application that requires this information	What information is required?
		<p>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;</p> <p>proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures including proposals for the provision of new utility connections and/or the upgrading of existing utility services in the highway network where development fronts a traffic sensitive route;</p> <p>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 provider.</p> <p>Consider regulation of the flow during peak times.</p> <p>All new buildings need separate connections to foul and storm water sewers and the statement should include a description of the type, quantities and means of disposal of any trade waste or effluent.</p> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer a more detailed foul drainage assessment will be required outlining the methods of storage, treatment and disposal.</p> <p>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 mains sewer is not practical then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot be</p>

National & Local Policy Drivers	Types of application that requires this information	What information is required?
<p>Utilities Statement</p>	<p>Major development involving connection to existing utilities.</p>	<p>connected to the public mains sewer system and that the alternative means of disposal is satisfactory.</p> <p>Utilities Statement is required to demonstrate how the development will connect to existing utility services, including electricity and gas supplies, telecommunications and water supply (a separate drainage statement is required, as outlined above). New development generally creates two planning issues.</p> <p>Firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains. The statement should demonstrate that:</p> <p>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;</p> <p>proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures including proposals for the provision of new utility connections and/or the upgrading of existing utility services in the highway network where development fronts a traffic sensitive route;</p> <p>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,</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
			<p>the provisions for relocating or protecting that infrastructure have been agreed with the provider.</p> <p>Consider regulation of the flow during peak times.</p> <p>All new buildings need separate connections to foul and storm water sewers and the statement should include a description of the type, quantities and means of disposal of any trade waste or effluent.</p> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer a more detailed foul drainage assessment will be required outlining the methods of storage, treatment and disposal.</p> <p>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 mains sewer is not practical then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot be connected to the public mains sewer system and that the alternative means of disposal is satisfactory.</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Waste Management Statement	South Ribble Planning Polices	For all construction projects with an estimated cost greater than £300,000; for development of residential apartments, retail, commercial and industrial developments; the storage of any hazardous, clinical waste, irrelevant of the size of the development.	<p>A Waste Management Statement should include the number, design and location of bin stores and recycling facilities within the finished development and the capacity of the bins and recycling facilities provided and how this has been calculated.</p> <p>A recycling strategy should also be included together with details of how refuse vehicles and staff will access and service the site. Waste management plans will also be required for developments involving the homing of animals, either permanently or temporarily, and must contain details of odour abatement.</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Miscellaneous			
Lawful Development Certificate	Further information can be found on the Planning Portal	Where certainty is required that the existing use of a building is lawful or that proposed development does not require planning permission from the Local Authority and is Permitted Development.	<p>Can be for either an existing use of land, or some operational development or some activity in breach of a planning condition is lawful or a proposed use of buildings or other land, or some operations proposed to be carried out in, on, over or under land, would be lawful.</p> <p>Such applications must specify in reasonably precise terms what the use, operational development, or other activity is, or is proposed to be. The issue of a certificate depends entirely on factual evidence about the history and planning status of the building or other land and the interpretation of any relevant Planning law or judicial authority. The information must explain why a Lawful Development Certificate should be granted and include any evidence necessary to prove entitlement to such a certificate. This will depend on what type of certificate is being applied for, but the emphasis is on the applicant to convince the local authority that a certificate should be issued. Therefore, the evidence submitted should be clear and convincing. Where some questions of fact are involved, the local authority will require statements from persons who have a direct knowledge of those facts, usually in the form of a sworn 'state declaration' or affidavits.</p> <p>Advice from a Solicitor or Planning Agent may be required. In some cases letters or unsworn statements may be acceptable (for instance if there is some additional documentary evidence backing the statement). Letters may be acceptable if they back a sworn statement, but statements from owners or applicants which give crucial evidence should</p>

National & Local Policy Drivers		Types of application that requires this information	What information is required?
			always be sworn in the proper form. Any other further evidence that can be provided will assist the application such as photographs, invoices or documentation indicating the length of time the development or use has been there.
Lighting Assessment	National Planning Policy Framework Planning Practice Guidance Light Pollution South Ribble Planning Polices	Where external lighting would be provided or made necessary by the development; development for the provision of new lighting; publicly accessible developments; those in the vicinity of residential properties; a Listed Building or Conservation Area; within the open countryside where it is likely to affect wildlife, such as bats.	<p>The assessment should be accompanied by details of the location and height of the lighting columns; the details of the light fittings; the colour of the lights; details of louvers on the light fittings; levels of luminance/ the lux levels and the proposed hours when the lighting would be in use. Information relating to the types of lighting, eg light overspill, horizontal glare, upward light ratio etc. The assessment should also include details of potential impact on wildlife, particularly bats, and measures to avoid or mitigate against those impacts.</p> <p>The principles of relevant guidance should be followed, such as The Bat Conservation Trust and Institution of Lighting Professionals guidance – Bats and Artificial Lighting in the UK (08/18).</p>
Structural Survey	National Planning Policy Framework	For applications for building conversion to residential such as barn, stable, piggery, outhouse, garage particularly those that are within the Green Belt; development involving heritage assets; re-use of buildings in Conservation Areas.	Structural Survey required demonstrating that a building is capable of being converted into a dwelling or other use without demolition, re-building or any major structural alteration. The structural survey must be carried out by a qualified person and should include photographs as appropriate.

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Supporting Statement	Government Policy or Guidance: Section 38 (6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permissions be determined in accordance with the Development Plan unless other material considerations indicate otherwise.	Generally for development proposals that do not require a Design and Access Statement (See National List).	Identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It should also include details of consultation with the Local Planning Authority and wider community and/or statutory consultees undertaken prior to submission. The purpose is to speed up the planning process by helping to get the applicant's concept across to the planning officer and public, ie what the applicant is trying to deliver, how they envisage the proposed works, the end product, the benefits to the borough/locality and how it relates to policy. In other words, it is the applicant's chance to sell the development to the Council and the general public.
Telecommunications Development Supplementary Information		Planning applications for mast and antenna development by mobile phone network operators	Telecommunications Development Supplementary Information should include a range of information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the

National & Local Policy Drivers		Types of application that requires this information	What information is required?
Daylight/ Sunlight Assessment	<p>Core Strategy Policy 17 – Design of New Buildings</p> <p>Local Plan Policy G17: Design Criteria for New Development</p> <p>South Ribble Planning Policies</p>	In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining/adjacent properties or buildings, including associated gardens or amenity space	<p>International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p> <p>Daylight/ Sunlight Assessment should include a range of information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p>
Fee Calculation Summary		Major applications and applications of a complicated nature such as mixed use applications in the interests of providing an audit trail.	Details how the application fee has been calculated by the applicant/agent
Lifetime Homes Statement	South Ribble Planning Policies	For new residential development, both new build and conversion.	<p>Outlines the measures which are adaptable and flexible to changing circumstances of the owner/occupier. This should cover aspects of design, space standards and mobility impairment. The 16 criteria set by the Lifetime Homes Standards are: Parking (width or widening capability, approach to dwelling from parking (distance, gradients and width); approach to all entrances, entrances; communal stairs and lifts; internal doorways and hallways; circulation space; entrance level living space; potential for entrance level</p>

National & Local Policy Drivers	Types of application that requires this information	What information is required?
		bedspace; entrance level WC and shower drainage; WC and bathroom walls; stairs and potential through floor lift in dwelling; potential for fitting of hoists in bedroom/bathroom; bathrooms; glazing and window handle heights; location of service controls.
Photographs and Photomontages	Major development; development involving the demolition of an existing building; development of infill plots; development affecting a conservation area or a listed building	Photographs and Photomontages provide useful background information and can help to show how a development can be satisfactorily integrated within the street scene. Photographs can also demonstrate points made in other supporting statements, for example the Design and Access Statement. It should be noted that any vehicles shown on a photograph should have their number plate obscured.

8. Householder application for planning permission for works or extension to a dwelling

Required Information	Check	Dwg/Doc Ref
Completed application form	<input type="checkbox"/>	<input type="text"/>
A signed and completed Ownership Certificate A, B, C or D as applicable	<input type="checkbox"/>	<input type="text"/>
A signed and completed Agricultural Holdings Certificate as applicable	<input type="checkbox"/>	<input type="text"/>
Location Plan Up to date copy of a location plan to a 1:1250/1:2500 scale with the property boundary edged in red. The location plan should identify the names of two roads where possible and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear together with the scale and a north point identified thereon.	<input type="checkbox"/>	<input type="text"/>
A Site Plan to a 1:100/1:200 scale to show the relationship of the proposal to adjacent boundaries. The required off road parking spaces should also be detailed on this plan.	<input type="checkbox"/>	<input type="text"/>
Existing and proposed elevations at a scale of 1:50 or 1:100	<input type="checkbox"/>	<input type="text"/>
Existing and proposed floor plans at a scale of 1:50 or 1:100	<input type="checkbox"/>	<input type="text"/>
Existing and proposed site sections and finished floor and site levels at a scale of 1:50 or 1:100	<input type="checkbox"/>	<input type="text"/>
Roof plans at a scale of 1:50 or 1:100	<input type="checkbox"/>	<input type="text"/>

The appropriate fee

☐

Parking Provision if 'Yes' to Question 8 of application form

☐

Tree survey/Arboricultural implications if 'Yes' to Question 7 of application form

☐

Planning Statement

☐

Daylight/Sunlight assessment

☐

Heritage Statement (if within a Conservation Area)

☐

Appendix 1: Guidance on information required to comply with the Construction Management Plan condition

General Guidance

- i. Prior to commencing any development, it is recommended that a letter drop is carried out to all neighbouring properties and those along the access road informing them of the timescale of the development and including the developer contact details. A notice should also be installed to the construction site entrance/frontage with contact details. Both should inform residents if any unusual construction methods are to be used during the development, for example, the use of piling machines, along with timescales for this work. Communication to local residents is key to preventing complaints and preventing any issues escalating.

The Condition

- ii. No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to, and approved in writing by, the Local Planning Authority. The approved plan shall be adhered to throughout the construction period. The Plan shall provide for:
 - The proposed times construction works will take place
 - The parking of vehicles of site operatives and visitors
 - Loading and unloading of plant and materials
 - Storage of plant and materials used in constructing the development
 - The location of the site compound
 - Suitable wheel washing/road sweeping measures
 - Appropriate measures to control the emission of dust and dirt during construction
 - Appropriate measures to control the emission of noise during construction.
 - Details of all external lighting to be used during construction

A scheme for recycling/disposing of waste resulting from demolition and construction works

- iii. The submission to, and agreement of the Construction Management Plan by the Local Planning Authority is required prior to any development taking place, including demolition or site clearance works. It is essential for the CMP to be accurate as, once agreed, non-compliance with it may result in formal action being taken by the LPA. You are therefore advised to make the measures realistic.

Proposed times construction work will take place

- iv. Details should be provided on the timing of all construction work. Standard timings are 08:00 to 18:00 Monday to Friday, 09:00 to 13:00 on Saturdays with no construction work on Sundays, Bank holidays or other recognised national holidays. However noisy activities such as piling or some demolition activities should be undertaken during more restricted times. If any work is proposed outside of these normal hours then this needs to be detailed within the CMS. When unplanned work outside of these hours is necessary, the timing should first be discussed with the Environmental Health Team at SRBC. When working outside the standard times residents should be informed prior to activities commencing and given contact details for a named person in control of operations on site and an understanding of the duration of the activities.

The parking of vehicles of site operatives and visitors

- v. Parking arrangements for site operatives should ensure that no adverse impact is caused to surrounding properties. Details of the proposed parking arrangements should be detailed within any CMS and include details of the surfacing. Details of its size and location should be demonstrated on a site layout plan.

Loading and unloading of plant and materials

- vi. Deliveries of plant and materials have the potential to cause disruption to neighbouring residents, particularly during peak travel times and weekends. Preferably deliveries should not be received before 09:00 or after 17:00 on weekdays and no deliveries should be made at weekends or on Bank holidays. Further, delivery firms must be instructed not to wait outside or close to the site until the appropriate delivery time. Further restrictions may be required for some developments, for example, those near to schools.

Storage of Plant and Materials

- vii. Details of the location of the plant and material storage compound must be in plan form. To be acceptable these areas should be positioned away from neighbouring properties for the least impact. Any lighting to the storage area should be designed and installed to prevent overspill or nuisance to adjoining properties.

Wheel washing/road sweeping measures

- viii. Full details of the proposed wheel washing and/or road sweeping measures that are to be employed for the duration of the development. Wheel washing measures must include the type of wheel wash and its location, and how the water run-off will be dealt with. Road sweeping must include details on whether the road sweeper be used on set days; details of who will decide when to call in a road sweeper and what criteria will be used to determine whether the road sweeper is required. Details of monitoring of the road sweeping effectiveness should also be recorded and available for viewing by the LPA as and when necessary.

Measures to control the emission of dust and dirt during construction

- ix. A detailed and site specific assessment of the potential for the emissions of dust and dirt should be made in accordance to the following documents:
 - IAQM 'Guidance on the assessment of dust from demolition and construction' 2014
 - London Councils 'The control of dust and emissions from construction and demolition Best Practice guidance' 2006
 - ODPM 'Minerals Policy Statement 2: Controlling and Mitigating the Environmental Effects of Minerals Extraction in England – Annex 1: Dust' 2005
- x. The assessment should identify the likelihood of any problems arising, the mitigation measures to be incorporated and the monitoring and control measures to be undertaken. Details of who will have responsibility for monitoring and implementing the control measures, including a deputy should also be included. Use and control of emissions from silo's should also be considered in this section.

- xi. Measures to control the emission of noise during construction
 - A detailed and site specific assessment of the noise emissions from site and the likely impacts on neighbouring properties must be made. This should be based around the following documents:
 - BS 5228-1: 2009 'Code of Practice for noise and vibration control on construction and open sites'
 - BS4142: 2014 'Method for Rating industrial noise affecting mixed residential and industrial areas'
 - BS 7385-2:1993 'Evaluation and measurement for vibration in Buildings – Part 2: Guide to damage levels from ground-borne vibration'
 - BS6472-1:2008 'Guide to evaluation of human exposure to vibration in buildings Part1: Vibration sources other than blasting'
 - BS8233:2014 'Guidance on sound insulation and noise reduction for buildings'
 - World Health Organisation 'Guidelines for Community Noise'
 - DEFRA 'Noise Policy Statement for England', 2010
- xii. The assessment should identify the likelihood of any adverse noise emissions from construction and demolition activities and the mitigation/control measures to be implemented. It should also detail who will be responsible for carrying out mitigation measures, the monitoring checks and controls in place and the training of the responsible person. It is further recommended that noise, and where necessary vibration (piling activities), monitoring is carried out for noisy activities.
- xiii. Details of all external lighting to be used during the construction
- xiv. A detailed and site specific plan of all external lighting to be used during the development, including security lighting. Details should include the amount of overspill lighting, upwardly directed lighting and the effect of glare on nearby properties. Further, if deemed necessary (subject to the surrounding environment and location of sensitive receptors) a full lighting design may be required. Guidance documents which will help design any external lighting scheme include:
 - Institute of Lighting Engineers 'Guidance Notes for the Reduction of Obtrusive Light'
 - Institute of Lighting Professionals 'Lighting Against Crime – A guide for crime reduction professionals'
- xv. A Scheme for recycling/disposing of waste resulting from demolition and construction works
- xvi. Details of how waste is to be treated, stored, transported and disposed of are required. This will include details of how any material is to be re-used on site. Please note, no burning is permitted on site.

Local Requirements for Designated Sites and Priority Habitats Criteria

Trigger List for when a Survey and Assessment are required

DESIGNATED SITES

Internationally designated sites

Special Protection Area (SPA)

Special Area of Conservation (SAC)

Ramsar Site

Nationally designated sites

Site of Special Scientific Interest (SSSI)

National Nature Reserve (NNR)

Regionally and locally designated sites

Local Sites (e.g. Site of Nature Conservation Importance) Local Nature Reserve (LNR)

PRIORITY HABITATS (Habitats of Principal Importance for Biodiversity under S.41NERC Act 2006)

Ancient and/or species-rich hedgerows

Coastal saltmarsh, sand dunes, vegetated shingle and inshore sands, muds and gravels, saline lagoons

Floodplain grazing marsh

Fen, marsh, swamp and reedbeds

Purple moor grass and rush pastures

Lowland beech and yew woodland

Lowland calcareous grassland (e.g. species-rich chalk and limestone grasslands)

Lowland heathland and/or dry acid grassland

Lowland meadows (e.g. species-rich flower meadows)

Lowland mixed deciduous woodland (ancient woodland)

Lowland raised bog or Upland blanket bog

Lowland wood-pasture and parkland

Maritime cliffs and slopes and littoral and sub-littoral rock outcrops

Native pine woodlands or Upland woodlands (e.g. mixed ashwoods, oakwoods, and birchwoods)

Rivers and streams (e.g. chalk streams)

Standing open water and canals (e.g. lakes, reservoirs, ponds, aquifer fed fluctuating water bodies)

Upland calcareous grassland and upland hay meadows

Upland heathland

Wet woodland

OTHER BIODIVERSITY FEATURES (as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005)

Secondary Woodland and Mature/Veteran Trees

Caves and disused tunnels and mines (e.g. roosts for bats)

Trees and scrub used for nesting by breeding birds

Previously developed land with biodiversity interest

Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments)

Other habitats and features identified in the Local Biodiversity Action Plan (to be specified by LPA)

Exceptions When a Full Survey and Assessment May Not Be Required

International and National Sites:

A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

Regional and Local Sites and Priority Habitats:

A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

Appendix 2: Ecological Geological Assessment

Local Requirements for Designated Sites and Priority Habitats Criteria Trigger List for when a Survey and Assessment are required

DESIGNATED SITES

Internationally designated sites	Special Protection Area (SPA) Special Area of Conservation (SAC) Ramsar Site
Nationally designated sites	Site of Special Scientific Interest (SSSI) National Nature Reserve (NNR)
Regionally and locally designated sites	Local Sites (e.g. Site of Nature Conservation Importance) Local Nature Reserve (LNR)

PRIORITY HABITATS (Habitats of Principal Importance for Biodiversity under S.41NERC Act 2006)

- Ancient and/or species-rich hedgerows
- Coastal saltmarsh, sand dunes, vegetated shingle and inshore sands, muds and gravels, saline lagoons
- Floodplain grazing marsh
- Fen, marsh, swamp and reedbeds
- Purple moor grass and rush pastures
- Lowland beech and yew woodland
- Lowland calcareous grassland (e.g. species-rich chalk and limestone grasslands)
- Lowland heathland and/or dry acid grassland
- Lowland meadows (e.g. species-rich flower meadows)
- Lowland mixed deciduous woodland (ancient woodland)
- Lowland raised bog or Upland blanket bog
- Lowland wood-pasture and parkland
- Maritime cliffs and slopes and littoral and sub-littoral rock outcrops
- Native pine woodlands or Upland woodlands (e.g. mixed ashwoods, oakwoods, and birchwoods)
- Rivers and streams (e.g. chalk streams)
- Standing open water and canals (e.g. lakes, reservoirs, ponds, aquifer fed fluctuating water bodies)
- Upland calcareous grassland and upland hay meadows
- Upland heathland
- Wet woodland

OTHER BIODIVERSITY FEATURES (as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005)

- Secondary Woodland and Mature/Veteran Trees
- Caves and disused tunnels and mines (e.g. roosts for bats)
- Trees and scrub used for nesting by breeding birds
- Previously developed land with biodiversity interest
- Urban green space (e.g. parks, allotments, flower-rich road verges and railway embankments)
- Other habitats and features identified in the Local Biodiversity Action Plan (to be specified by LPA)

Exceptions When a Full Survey and Assessment May Not Be Required

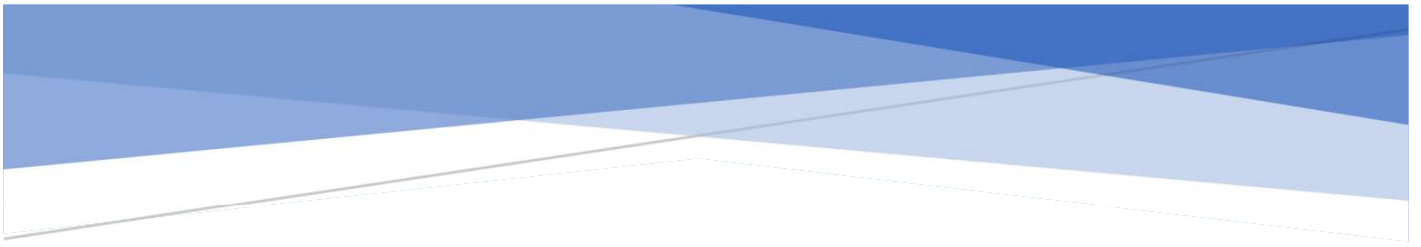
International and National Sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

Regional and Local Sites and Priority Habitats: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with the Local Planning Authority's ecologist (where employed), or ecological advisor and/or the local Wildlife Trust that they are satisfied that the proposed development will not affect any regional or local sites designated for their local nature conservation importance or any other priority habitats or listed features.

TABLE 1
Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required

Column 1 Proposals for Development That Will Trigger a Protected Species Survey	Species Likely To Be Affected And For Which A Survey Will Be Required														
	Bats	Barn Owls	Breeding Birds	St. Crested Newts	Otters	Domouse	Red Squirrel	Water Vole	Badger	Reptiles	Amphibians	Plants	Other species ?	Other species ?	Other species ?
Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following: <ul style="list-style-type: none">all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water;pre-1960 detached buildings and structures within 200m of woodland and/or water;pre-1914 buildings within 400m of woodland and/or water;pre-1914 buildings with gable ends or slate roofs, regardless of location;all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;all bridge structures, aqueducts and viaducts (especially over water and wet ground).	•	•	•												
Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.	•	•	•												
Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.	•		•			•	•		•			•			
Proposed tree work (felling or lopping) and/or development affecting: <ul style="list-style-type: none">old and veteran trees that are older than 100 years;trees with obvious holes, cracks or cavities,trees with a girth greater than 1m at chest height;	•		•												
Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets.	•		•							•					

Appendix 3: Travel Plan, Transport Assessment and Transport Statement



[Document title]

[Document subtitle]

Abstract

[Draw your reader in with an engaging abstract. It is typically a short summary of the document.]

When you're ready to add your content, just click here and start typing.]

[Email address]

North West SuDS Pro-forma

Guidance for completing your pro-forma

Endorsed by the Lead Local Flood Authority, Highways Authority, United Utilities and Environment Agency.



WHAT DO I NEED TO SUBMIT WITH MY PLANNING APPLICATION?

It is important that your application can demonstrate the site can be sustainably drained; this is a principle of development. This should be demonstrated at the earliest opportunity.

If your development proposal is for major development¹, or in a Critical Drainage Area, regardless of your type of planning application, you must submit the following with your application for planning permission:

1. **Site Specific Flood Risk Assessment (FRA)** - Where one is required under the [National Planning Policy Framework](#) and applicable Local Plan policies. In some cases, these also require you to submit a Sequential Test and/or Exception Test.
2. **Sustainable Drainage Strategy** – This will include your overall approach and is where you will evidence your approach to surface water management. E.g. plans, drawings, calculations etc. It will also take account of any requirements identified in the FRA.
3. **Sustainable Drainage Strategy: Pro-forma** – The pro-forma summarises and confirms the details contained within your Sustainable Drainage Strategy and Site Specific Flood Risk Assessment. It is intended to ensure all aspects of sustainable drainage have been considered. The information supplied should be appropriate and proportionate to the planning stage, further information can be gained from contacting your Local Planning Authority or Lead Local Flood Authority.

This document may form part of the Local Planning Authority's 'Planning Validation Checklist.' Planning applications for major development and for sites in Critical Drainage Areas that are not submitted with the above information will not be regarded as a 'valid' application.

This document contains information and guidance about what you need to submit in support of your major planning application.

¹ Major development is defined in Section 2 of [Statutory Instrument 2015 No. 595](#).

COMPLETING YOUR SUSTAINABLE DRAINAGE STRATEGY AND SUDS PRO-FORMA

What is a Sustainable Drainage Strategy?

The purpose of a Sustainable Drainage Strategy is to set out how surface water from a development site will be managed sustainably under both current and future conditions, and to support your proposed approach with appropriate evidence, such as drainage calculations and relevant plans and drawings.

The Sustainable Drainage Strategy must also set out how all sustainable drainage components are intended to be managed and maintained over the lifetime of the development to ensure that the sustainable drainage system will continue to perform throughout its design life.

How is a Sustainable Drainage Strategy different to a Site-Specific Flood Risk Assessment (FRA)?

A Site-Specific FRA assesses all sources of flood risk to and from the site and elsewhere, as a result of the development.

A Sustainable Drainage Strategy demonstrates how surface water from the development will be managed in line with national and local requirements for sustainable drainage systems and should incorporate the findings and address risks identified in the site specific FRA.

What is the purpose of the Pro-forma?

The pro-forma will support your planning application by ensuring that your sustainable drainage design, contained within your Sustainable Drainage Strategy, has considered and appropriately evidenced everything it needs to, reducing the risk of delays or refusal of your application as a result of a lack of information about sustainable drainage proposals.

What if I don't submit the pro-forma with my application?

The pro-forma may be a requirement of the planning validation checklist in the Local Planning Authority area your development proposal is in. This means if you do not submit a completed pro-forma your application will not be 'valid' and therefore will not be processed by the Local Planning Authority until a completed SuDS pro-forma has been received.

Where this pro-forma is not a requirement of the planning validation checklist it is strongly advised that a completed pro-forma is submitted as this will help to ensure that the minimum required information regarding your drainage proposals has been provided.

How do I complete the pro-forma?

You must fill in all white boxes in the pro-forma for the document to be accepted as complete. This guidance note will support you in completing the pro-forma.

FURTHER HELP AND ADVICE

It is advised that you employ an appropriately qualified drainage engineer to design all aspects of your site drainage, including taking account of in perpetuity maintenance of the system.

We would also encourage your drainage engineer to work with the landscape architect for the site.

Online tools and information

The [UK SuDS](#) and [Susdrain](#) websites are helpful in answering common questions on sustainable drainage design and also provide a range of tools, guidance and examples.

[UK Sustainable Drainage Guidance & Tools website](#), supported by HR Wallingford Ltd, provides a comprehensive list of frequently asked questions (FAQs).

The pro-forma can be completed using freely available tools such as [Tools for Sustainable Drainage Systems](#) or appropriate Industry Standard surface water management design software.

Pre-application service

Many Local Authorities offer a 'pre-application' service which enables applicants to obtain guidance and feedback from planning and other specialist officers before submitting their planning application, including from the Lead Local Flood Authority.

This service provides an opportunity for applicants to identify and discuss potential issues before submitting planning applications reducing the risk of applications being refused or delayed. There may be a charge for this service.

SECTION 1. APPLICATION AND DEVELOPMENT DETAILS

What is meant by ‘Drained Area’ of Development’?

Any area that may contribute to flows within the proposed drainage system. They may be either from permeable or impermeable areas and can also include areas from outside the proposed development area.

Do I need to submit a Site-Specific Flood Risk Assessment (FRA)?

Under **Footnote 50 of Paragraph 163 of the [National Planning Policy Framework](#)** a Site-Specific FRA is required if your development is:

- *in Flood Zones 2 and 3 (this applies to all development types)*
- *in Flood Zone 1, for proposals involving: sites of 1 hectare or more*
- *on land which has been identified by the Environment Agency as having critical drainage problems*
- *on land identified in a strategic flood risk assessment as being at increased flood risk in future*
- *on land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use*

If your development proposal meets any of these criteria, there are no exemptions to a Site-Specific FRA and you must submit one in order for your planning application to be validated by the Local Planning Authority.

What information does my Flood Risk Assessment need to include?

The information your Site-Specific FRA needs to include is contained within **[‘Flood risk assessment for planning applications’](#)** and the **[Planning Practice Guidance](#)**.

Reference should also be made to the Local Planning Authority's Strategic Flood Risk Assessment for locally specific guidance and information.

The detail and technical complexity of any Site-Specific FRA will reflect the scale, nature and location of your development proposal.

What if I am unable to complete a Site-Specific Flood Risk Assessment?

It is recommended that someone appropriately qualified is employed to undertake an FRA. If you meet the requirements for a Site-Specific FRA and you must submit one for your planning application to be validated by the Local Planning Authority.

How do I work out the expected lifetime of the development?

The [Planning Practice Guidance](#) states all residential developments have an expected minimum lifetime of 100 years, unless there is specific justification for considering a shorter period.

For non-residential development, you need to specify how long you expect the development to last taking account of the advice given in the [Planning Practice Guidance](#).

Development Type - What is classified as 'Greenfield' and 'Previously Developed'?

It is important that you are clear on the difference between 'Greenfield' and 'Previously Developed' sites in the context of drainage – not planning – and therefore the surface water drainage design standard expected for your development site.

a) **Previously Developed / Brownfield**

b) If you are proposing to use an existing drainage system for surface water management on your development site, your drainage system can be designed to 'previously developed' standards. For sites covered by buildings or impermeable hard surfaces this may require a reduction to existing rates to be applied in order to satisfy local planning policies – please check with your Local Planning Authority (LPA).

c)
d) For the avoidance of doubt, 'use of an existing drainage system' means utilising the **entirety** of the existing drainage system on site and does not refer to simply the point of discharge.

e)
• **Example:** If you are proposing to demolish an existing building and replace it with a new building but will use the existing means of surface water removal in entirety, this would be classified as 'previously developed.'

f)

g)

h) **Greenfield**

i) If you are proposing to install a new drainage system for surface water management on your development site then your drainage system must be designed to 'greenfield' standards, even if the land has been previously developed. It may be worth checking your Local Planning Authority's Local Plan for a local policy position.

j)

• **Example 1:** If you are proposing to construct buildings on land which has been previously developed (i.e. brownfield) but are installing a new surface water drainage system connecting to the existing outfall, this would be classified as 'greenfield.'

k)

• **Example 2:** If you are proposing to construct buildings on unbuilt 'green' land and will be installing a new surface water drainage system

connecting to a new or existing outfall, this would be classified as 'greenfield.'

SECTION 2: IMPERMEABLE AREA AND EXISTING DRAINAGE

How do I work out the impermeable area?

Anything that has, or will have, impermeable surfaces within the curtilage of your development site must be included here. This includes impermeable roads, footpaths and buildings.

What should be considered as existing flow routes and flood risks?

Any flows that will enter and cross the development site. The catchment area above the site should also be considered and details of how these existing flow routes will be managed through the site so that flooding is not increased either within or outside the site.

Do I need to consider flows coming onto the site?

Yes, any flows that are likely to flow onto the site need to be considered as part of the planning submission. Details on how the flows enter the site and how they will be managed once the development is complete should be included.

For example, surface water from adjacent land may run overland across the development site. You must assess how best to deal with this runoff and ensure you do not block its path with the new development. You may need to mitigate against this potential flood risk by creating a flow path through the site or diverting the flow around the site

What areas should be considered for the contributing areas in hydraulic models?

Any areas flowing into the drainage system should be considered as part of the contributing areas. These can be either permeable or impermeable areas. You should consider how you will achieve this if your software package only assumes runoff from impermeable areas.

SECTION 3: PEAK RUNOFF RATES

Why is this information required?

[Defra's Technical Standards for Sustainable Drainage Systems](#) require peak runoff rates from development sites to be restricted in line with Technical Standards S2, S3 and S6, unless S1 applies.

What is the 'peak runoff rate'?

This is the maximum flow rate at which surface water runoff leaves the site during the critical storm event.

How do I calculate Existing Runoff Rates from Previously Developed / Brownfield sites?

The available methods of calculating runoff rates from previously developed sites are outline in **Chapter 24.5 of [The SuDS Manual \(C753\)](#)**. Discuss with the LLFA if you are unsure.

How do I calculate Greenfield Runoff Rates?

The available methods of calculating Greenfield runoff rates are outline in **Chapter 24.3 of [The SuDS Manual \(C753\)](#)**. Discuss with the LLFA if you are unsure.

What about watercourses discharging to estuarial waters that are tidally affected?

Where the drainage system discharges to a surface water body that can accommodate uncontrolled surface water discharges without any impact on flood risk from that surface water body (e.g. the sea or a large estuary) the peak flow control standards and volume control technical standards need not apply.

Confirm with your LLFA prior to planning application submission.

Which methodologies should be used to calculate discharge rates?

Methodologies listed in **Chapter 24 of [The SuDS Manual \(C753\)](#)** are considered appropriate.

What values do I use for Q_{bar} ?

Q_{bar} is the peak rate of flow from a catchment for the mean annual flood, a return period of approximately 1:2.3 years. $Q_{bar_{rural}}$ should be used for this value.

What must I limit proposed post-development surface water discharge rates to?

That depends on the approach you take to limiting the amount of surface water discharged from the site.

Approach 1 (Long Term Storage) controls discharge rate and discharge volume by providing long-term storage, allowing an attenuated volume equivalent to the 1:100 year 6 hour greenfield event to be discharged at the greenfield 1:100 year rate for the 1 in 100 year 6 hour event (plus an allowance for climate change). Additional post-development runoff volume should be infiltrated into the ground or released at a rate no greater than 2 l/s/ha.

Therefore, in accordance with Standard S2 and S3 of [Defra's Technical Standards for Sustainable Drainage Systems](#) the following discharge rates from the development to any highway drain, sewer or surface water body must be achieved:

Greenfield Site: For greenfield developments, the peak runoff rate from the development to any highway drain, sewer or surface water body for the 1 in 1 year rainfall event and the 1 in 100 year rainfall event should never exceed the peak greenfield runoff rate for the same event.

Previously Developed Site:

For developments which were previously developed, the peak runoff rate from the development to any drain, sewer or surface water body for the 1 in 1 year rainfall event and the 1 in 100 year rainfall event must be as close as reasonably practicable to the greenfield runoff rate from the development for the same rainfall event, but should never exceed the rate of discharge from the development prior to redevelopment for that event.

Approach 1 is the preferred approach but is only appropriate when the volume of surface water discharged from the site for the 1 in 100 (plus climate change) 6 hour event is limited to the greenfield equivalent. This is achieved through the use of long-term storage (if the actual greenfield volume cannot be achieved) which will either be infiltrated into the ground or released at a rate no greater than 2 l/s/ha.

Approach 2 (Attenuation Only) provides an alternative where the greenfield runoff volume cannot be achieved/it can be demonstrated that long term storage is unachievable. In accordance with S6 of [Defra's Technical Standards for Sustainable Drainage Systems](#), which requires runoff volume to be discharged at a rate that does not adversely affect flood risk, rainfall events up to and including the 1:100 year (plus climate change) event should be attenuated and released at the greenfield Q_{bar} rate.

For more information you can refer to the following:

- **Chapter 3.3 of [The SuDS Manual \(C753\)](#)**
- **[Rainfall runoff management for developments](#)** (Environment Agency)
- **[Assessing attenuation storage volumes for SuDS](#)** (CIRIA)

To mitigate for climate change the proposed 1 in 100 year (plus climate change allowance) rainfall event must be no greater than the existing 1 in 100 year rainfall event runoff rate. If this cannot be achieved, surface water flood risk increases under climate change.

To avoid delays or refusal it is advisable to confirm with your LLFA that your proposed discharge rate is acceptable prior to submission if the rate of discharge is higher than the greenfield equivalent. The proposed rate must be justified and appropriately evidenced as there is a presumption that greenfield rates are achievable for the majority of sites.

What volumetric and routing coefficients should I use?

You should not assume software package default values will be acceptable – you must be able to justify the parameters you have used. Refer to **Chapter 24 of [The SuDS Manual \(C753\)](#)** for more information

How can I restrict flow rates?

It is recommended that you refer to [The SuDS Manual \(C753\)](#) for options of how to restrict your flow rate(s), essentially the options available are:

- vortex control systems
- inlets, outlets and flow control systems

SECTION 4: DISCHARGE VOLUME

What is 'discharge volume' and why must I consider it?

Discharge volume is the total volume of water leaving the development site for a particular rainfall event.

Introducing new impermeable surfaces increases surface water runoff and therefore can increase flood risk within and outside the development. By understanding the increase in surface water runoff volume measures can be taken to attenuate flows and mitigate any potential flood risk outside of the development.

[Defra's Technical Standards for Sustainable Drainage Systems](#) require runoff volume from development sites to be restricted in line with Technical Standards S4, S5 and/or S6, unless S1 applies.

What must proposed post-development surface water discharge volume be limited to?

In line with Standard S4 and S5 of [Defra's Technical Standards for Sustainable Drainage Systems](#) the following discharge volumes from the development to any highway drain, sewer or surface water body must be achieved:

Greenfield Site: For greenfield development, the runoff volume from the development to any highway drain, sewer or surface water body in the 1 in 100 year, 6 hour rainfall event should never exceed the greenfield runoff volume for the same event.

Previously Developed Site: For developments which have been previously developed, the runoff volume from the development to any highway drain, sewer or surface water body in the 1 in 100 year, 6 hour rainfall event must be constrained to a value as close as is reasonably practicable to the greenfield runoff volume for the same event, but should never exceed the runoff volume from the development site prior to redevelopment for that event.

Where it is not reasonably practicable to constrain the volume of runoff to any drain, sewer or surface water body in accordance with the above, the runoff volume must be discharged at a rate that does not adversely affect flood risk (usually Q_{bar}). Discuss with your LLFA pre-application if this is not achievable.

Why do I need to calculate the runoff volume for the 100 year 6 hour storm event?

This is a simple method of calculating the volume of surface water discharging from a development site to determine whether there will be an increase in runoff volume discharging to the downstream catchment and subsequently whether there will be an increase in flood risk

By using a single specific storm event such as the 100 year 6 hour storm event, we are able to compare the volumetric runoff response from the existing site and the developed site.

The greenfield runoff volume generated by the 100 year 6 hour storm is the maximum volume that can be attenuated and discharged at the 1:100 year greenfield discharge rate. Additional volume generated as a result of development for the 1:100 (plus climate change event) 6 hour storm should utilise long-term storage and either infiltrate into the ground or discharge at a rate of 2 l/s/ha.

For more information, refer to the FAQ section on uksuds.com.

How can I demonstrate that the proposed post-development surface water discharge volume has taken account of climate change?

To mitigate for climate change, the volume discharge from site during the 1:100 year + climate change event should be no greater than the greenfield_1 in 100 year event.

The appropriate climate change allowance must be applied. **See guidance under Section 5** for what climate change allowance you need to apply.

SECTION 5: STORAGE

Why is this information required?

[Defra's Technical Standards for SuDS](#) requires flood risk within the development to be considered and the sustainable drainage system designed to ensure flooding doesn't occur on-site or elsewhere during certain rainfall events in line with Technical Standards S7, S8 and S9.

How can I provide storage for surface water?

To slowly release surface water at a restricted (attenuated) rate you will need to provide storage where excess flows can be held.

Paragraph 165 of the [National Planning Policy Framework](#) encourages multifunctional benefits of sustainable drainage systems and opportunities to achieve this are encouraged, for example through the use of detention basins, ponds, wetlands and swales.

It can be more cost effective to store volumes of water across a site in sub-catchments as part of the SuDS management train rather than storing at one location prior to discharge ([Assessing attenuation storage volumes for SuDS, CIRIA fact sheet](#)).

Please note that regardless of the approach used, it is important to run a range of duration events to ensure the worst case condition is found for each drainage element on the site.

What climate change allowance do I need to provide?

The capacity of SuDS must provide effective drainage for the development, taking account of the likely impacts of climate change and the likely changes in impermeable area within the site over the lifetime of the development.

To establish the correct climate change allowance to apply to your sustainable drainage design, you must start by confirming the expected [lifetime of your development](#).

Taking this into account, most Lead Local Flood Authorities require you to apply the 'Upper End' allowance of 40% set out in Table 1 below. **Discuss with the Lead Local Flood Authority if unsure.**

Table 1: Climate change allowance to be applied

Maximum lifetime of the development	'2020s' (2015 to 2039)	'2050s' (2040 to 2069)	'2080s' (2070 to 2115)
Climate change allowance to be applied	10%	20%	40%

Source: Table 2 of ['Flood risk assessments: climate change allowances'](#).

What rates should I use for Urban Creep?

Urban creep is the conversion of permeable surfaces to impermeable over time e.g. surfacing of front gardens to provide additional parking spaces, extensions to existing buildings, creation of large patio areas.

The appropriate allowance for urban creep should be included in the design of the drainage system over the lifetime of the proposed development.

In accordance with Section 24.7.2 of [The SuDS Manual \(C753\)](#) and Section 8.3 of [BS 8582:2013 Code of practice for surface water management for development sites](#), to allow for future urban expansion within the development an increase in paved surface area of 10% is to be applied if there is no specified value stipulated by the Lead Local Flood Authority or Local Planning Authority.

SECTION 6: WATER QUALITY PROTECTION

Why do I need to consider water quality in my proposal?

All surface water runoff is, to some degree, contaminated. You are asked to identify the pollution hazard level associated with the proposed development. This is the first stage in identifying an appropriate surface water SuDS treatment train as part of your drainage design to consider the risks of pollution to controlled waters.

This information is required to satisfy **Paragraph 170 of the [National Planning Policy Framework](#)** and is therefore necessary to consider before a surface water drainage strategy can be agreed.

Why do I need to consider if the ground is contaminated?

The previous use of the site will also influence the type of sustainable drainage system proposed. For example, if the ground is contaminated the use of infiltration would not be appropriate.

This is acknowledged within Section 7b of the pro-forma as a reason why infiltration has been discounted '*Evidence to confirm that infiltration to ground would result in a risk of deterioration to ground water quality*'.

How can I demonstrate that I have considered water quality?

You can take measures to reduce contamination and therefore negative impacts on the water quality of receiving water bodies by including an appropriate treatment train as part of your sustainable drainage system in accordance with [The SuDS Manual \(C753\)](#).

The level of treatment required in the surface water drainage system will be dependent on the nature and scale of the proposed development. This is called the 'pollution hazard level' and once this is known [The SuDS Manual \(C753\)](#) provides detailed technical guidance on how to quantify which SuDS features will provide an appropriate level of treatment for a given land use.

What if my development poses a medium or high pollution hazard level?

For all high pollution hazard level developments, a more detailed assessment of the pollution risks from surface waters will be required as an appropriate surface water SuDS treatment train cannot be established without it. This information will be required before a surface water drainage strategy can be agreed.

For some medium pollution hazard level developments, further detailed assessment will be required to consider the risks of pollution to controlled waters and determine what SuDS features would be most appropriate. This information will be required before a surface water drainage strategy can be agreed.

Developments with a High and / or Medium pollution hazard potential may also require an [Environmental Permit from the Environment Agency](#). For proposals of this nature, it is advisable to undertake pre-application discussions with the Environment Agency. The Environment Agency charge for providing detailed planning guidance through their discretionary advice service. More information is available [here](#).

On contaminated sites, sufficient information should be submitted to demonstrate that the SuDS components proposed will not increase the risk of pollution to controlled waters through the mobilisation of contaminants and/or the creation of new pollution pathways.

What if my development poses a low pollution hazard level?

For low pollution hazard level developments, you should incorporate an appropriate surface water SuDS treatment train into the design of your sustainable drainage system. [The SuDS Manual \(C753\)](#) provides detailed technical guidance on how to quantify which SuDS features will provide an appropriate level of treatment for your given land use.

SECTION 7: DETAILS OF YOUR SUSTAINABLE DRAINAGE SYSTEM

Functions of your Sustainable Drainage System

Development often alters natural drainage by replacing free draining and/or vegetated ground with impermeable surfaces, gullies, pipes and channels. These changes result in an increase in the total volume and flow of runoff from a site.

For this reason, it is encouraged for applicants to consider how they can first utilise rainwater as a resource within their proposals, and to promote source control (managing rainfall close to where it falls) which promotes natural losses through soakage, infiltration and evapotranspiration.

This will help to reduce discharges of surface water from site in the smaller rainfall events, helping to retain it onsite similar to the pre-developed condition.

What is the SuDS Hierarchy?

The hierarchy of drainage options is outlined in the [Planning Practice Guidance](#).

Generally, the aim should be to discharge surface run off as high up the following hierarchy of drainage options as reasonably practicable.

This is outlined as follows, in order of priority:

- 1. into the ground (infiltration);**
- 2. to a surface waterbody;**
- 3. to a surface water sewer or highway drain;**
- 4. to a combined sewer.**

Applicants must submit robust justification and appropriate evidence, to demonstrate how each level has been discounted. The evidence required at each stage of the hierarchy is specified in the 'Evidence Required' column of the pro-forma.

When can infiltration be used in drainage design?

Infiltration allows surface water runoff to infiltrate into the ground and should be used wherever possible. Infiltration is encouraged to be used alongside and in addition to other SuDS techniques, for example, to deliver interception for the upstream hardstanding areas, and can help reduce the amount of attenuation required for a site and replicate greenfield conditions for frequent rainfall events. Where ground conditions allow, discharge to ground via infiltration can be used as the effective outfall for surface water disposal (as per the above hierarchy).

Maximising infiltration, for example through source control measures, reduces the volume of runoff and can therefore reduce the volume of attenuation you need to provide as part of your sustainable drainage system.

Infiltration can also:

- be effective at pollutant removal via filtering through the soils
- be simple and cost-effective to construct and maintain

Why do I need to submit a 'Plan B' sustainable drainage design?

For proposals, particularly outline applications, where the effective outfall is to ground (via infiltration) the applicant should consider an alternative 'Plan B' sustainable drainage design utilising an alternative discharge method, for the event that infiltration proposals are not feasible upon site specific ground investigation.

What minimum evidence do I need to provide in this section for an outline application?

For both your Plan A and Plan B SuDS designs, the minimum information you should provide is a desktop study of the ground conditions on your development site.

If you have also undertaken ground investigations e.g. a geotechnical survey and/or infiltration testing you should also submit these in support of your application, in accordance with the 'evidence checklist'.

Where can I find information on indicative ground conditions?

British Geological Survey offers a 'SuDS Infiltration Map' service which will provide a comprehensive indication on whether infiltration will be feasible on your development site. This information can be submitted in support of your application and will support you in designing your sustainable drainage system:

<https://www.bgs.ac.uk/products/hydrogeology/infiltrationSuds.html>

Your Local Planning Authority may also have more local information on ground conditions in the area.

What level of detail do I need to provide in my Plan B SuDS design?

As this is an alternative SuDS design, the design should be based on assumptions that key variables (e.g. ground conditions) of your 'Plan A' design are unfeasible and provide:

- a description of how and where you intend to store and discharge surface water.
- a map showing where you intend to store and discharge surface water.

NOTE: The volume of storage and rate of surface water discharge for your Plan B design will remain unchanged.

What is a Watercourse Survey Report?

This survey and report details the condition of the watercourse to which the site drains including cross-sections of any adjacent watercourses for appropriate distance upstream and downstream of the discharge point (as agreed with the Lead Local Flood Authority and/or Environment Agency).

In cases of culverted watercourses a CCTV survey may be required to demonstrate its structural condition.

Under what circumstances will I need watercourse permission?

If your development proposals are within 8 metres of the top of the banks of a watercourse (16 metres of a main river if it involves quarrying or excavation or if it is a tidal main river) or make changes to a watercourse, you may need a Consent or Permit **in addition to** planning permission.

The requirement for a Consent or Permit is **separate to and independent of** any planning permission given by the Local Planning Authority. This means that the grant of planning permission does not guarantee that Consent or a Permit will be given.

What type of watercourse permission do I need and how do I apply?

Watercourses have two classifications – ‘ordinary’ and ‘main river’ – and this determines what type of permission you require.

- **Main Rivers** are watercourses which **have** been designated as a ‘Main River’ on the Environment Agency's ‘Main River’ map. Works near to or on these watercourses may require a [Permit](#) from the Environment Agency.
- **Ordinary Watercourses** are watercourses which **have not** been designated as a ‘Main River’ on the Environment Agency's ‘Main River’ map. Works to these watercourses require consent from the LLFA.

You can identify whether a watercourse is classified as a ‘main river’ or ‘ordinary watercourse’, by viewing the Environment Agency's [‘Main River Map’](#).

When do I need to apply for watercourse permission?

It is strongly advised that you obtain any required Consent or Permit **before or concurrently** as you apply for planning permission to avoid delays. This is supported by **Paragraph 42 of the [National Planning Policy Framework](#)** which encourages parallel processing of other required consents.

You **must** obtain your Consent or Permit before undertaking any work on site. You are breaking the law if you carry out activity without one and may be subject to enforcement action if you do not obtain the necessary permission.

How can I obtain agreement to discharge to the sewer from the Water and Sewerage Company?

You must have written approval from the Water and Sewerage Company before you can connect to a public sewer.

United Utilities will advise a maximum rate of discharge. However, the final discharge rate is to be agreed with the Lead Local Flood Authority and is unlikely to be greater than greenfield runoff rates. Any discharge to the public sewer is on the condition that the other options, as outlined within the surface water hierarchy of discharge options (in order of priority) have been discounted.

Proposed SuDS component types

In this section, the applicant should identify the SuDS components proposed as part of their sustainable drainage system design that are:

- Within the property boundary
- Within the development site boundary
- Not within the boundary of the proposed development (off site).

[Susdrain website](#) provides a useful overview of different SuDS components.

What if part of the proposed SuDS is outside the curtilage of the development site?

If any part of your proposed sustainable drainage system is outside of the curtilage of the development site **AND** the applicant owns the land, you must submit a plan showing the amended curtilage of the development site to the Local Planning Authority.

If your point of discharge for your sustainable drainage system is through/via land that is **NOT** owned by the applicant, you must secure an appropriate legal agreement with the land owner for construction works, access, ownership and in perpetuity maintenance of the asset. Evidence of this must be supplied to the LLFA.

When would I need a Third Party Landowner Agreement?

If you are constructing any part of your sustainable drainage system on land that is **NOT** owned by the applicant i.e. 'off site' as indicated in Section 7c of the pro-forma.

You must secure an appropriate agreement with the landowner for construction works, access, ownership and in perpetuity maintenance of the asset. Evidence that this has been secured must be provided **before** the approval of your final confirmed sustainable drainage design.

What are the 'types' of pervious pavements?

You can find details of this in **Chapter 20 of [The SuDS Manual C753](#)**.

Where can I find guidance on designing for exceedance?

[CIRIA Designing for exceedance in urban drainage - good practice \(C635\)](#).

SECTION 8: OPERATION AND MAINTENANCE

Why do I need to consider operation and maintenance of the sustainable drainage system?

Operation and maintenance of the SuDS system should be considered at an early stage. The Designer has an obligation to design for maintenance under The Construction (Design and Management) Regulations 2015.

Paragraph 165 of the [National Planning Policy Framework](#) requires maintenance arrangements to be put in place to ensure an acceptable standard of operation for the lifetime of the development.

[Sustainable Drainage Systems: Written Statement - HCWS161](#) states that ‘in considering planning applications, local planning authorities should consult the relevant lead local flood authority on the management of surface water; satisfy themselves that the proposed minimum standards of operation are appropriate and ensure through the use of planning conditions or planning obligations that there are clear arrangements in place for ongoing maintenance over the lifetime of the development’.

[Defra's Technical Standards for Sustainable Drainage Systems](#) state:

***S10** Components must be designed to ensure structural integrity of the drainage system and any adjacent structures or infrastructure under anticipated loading conditions over the design life of the development taking into account the requirement for reasonable levels of maintenance.*

***S11** The materials, including products, components, fittings or naturally occurring materials, which are specified by the designer must be of a suitable nature and quality for their intended use.*

What do I need to provide to demonstrate maintenance arrangements are or can be put in place?

Applicants must provide the information listed within the ‘Evidence Required’ columns of the pro-forma to demonstrate to the Local Planning Authority (LPA) that clear arrangements will be in place for on-going management and maintenance over the lifetime of the development.

What are the maintenance options for sustainable drainage systems?

There are a range of viable maintenance options for the ownership and adoption of sustainable drainage systems, therefore the applicant should clearly state their proposed maintenance and management arrangements.

The applicant should identify any of the adopting bodies that you will be offering your sustainable drainage components for adoption.

What about SuDS components that are within a property boundary (e.g. roof garden)?

The applicant may be required to enter into a Section 106 agreement prior to the grant of planning permission, requiring that any sustainable drainage components on private property

(e.g. individual houses) are maintained in perpetuity by the landowner enforced by a Deed of Grant and applied to the freehold title.

For any SuDS components proposed within the curtilage of a private property (e.g. individual houses) the developer should clearly set out any maintenance responsibilities for those SuDS components and potential implications of non-maintenance, and ensure this is communicated to the purchaser of such properties.

Developers are encouraged to provide details of SuDS components on the development site, both communal and private (property level), for inclusion within the Home Information Pack.

GLOSSARY

Combined Sewer	A sewer that drains both rainwater and foul water.
Curtilage	Land area within property boundaries
Culvert	A covered structure under a road, embankment etc, to direct the flow of water.
Evapotranspiration	The process by which the Earth's surface or soil loses moisture by evaporation of water and by uptake and then transpiration from plants.
Exceedance design	Designing a system to manage effectively events that exceed (i.e. are bigger and rarer than) the drainage system's required level of service.
Exceedance event	A rainfall or flow event that exceeds (i.e. is bigger and rarer than) the design event, not to be confused with an extreme event.
Exceedance flows	Flows in excess of those for which a system is designed
Four pillars of SuDS	The types of benefits that can be achieved by SuDS will be dependent on the site, but fit broadly into four categories: water quantity, water quality, amenity and biodiversity. These are also referred to as the four pillars of SuDS design.
Flood routing	Design and consideration of above-ground areas that act as pathways permitting water to run safely overland to minimise the adverse effect of flooding. This is required when the design capacity of the drainage system has been exceeded
Geohazard	A geologic hazard. In the case SuDS, this is particularly relevant for infiltration. See Chapter 25.2.3 of The SuDS Manual (C753) for more information.
Greenfield runoff	The surface water runoff regime from a site before development.
Home-zone	As a residential street where people and vehicles share the whole of the street space safely, and on equal terms, where

	quality of life takes precedence over the ease of traffic movement.
Infiltration	The passage of surface water through the surface of the ground / the entry of groundwater to a sewer.
Interception	The capture and retention on site of the first 5mm (or other specified depth) of the majority of all rainfall events
Management train	The sequence of drainage components that collect, convey, store and treat runoff as it drains through the site.
Modified flow routes	Flow routes that have been modified as a result of the development.
Ordinary Watercourse	Any watercourse that does not form part of a main river and is not classified as a main river.
Peak flow	The point at which the flow of water from a given event is at its highest.
Riparian landowner	A riparian landowner is the owner of land that is next to a watercourse or has a watercourse running through or beneath it. Riparian landowners have discrete legal rights and responsibilities in relation to the watercourse and its banks.
Source control	The control of runoff at or near its source, so that it does not enter the drainage system or is delayed and attenuated before it enters the drainage system.
SuDS component	An individual element of the drainage system that conveys, stores and/or treats surface water runoff. Susdrain website provides an overview of different SuDS components.
Treatment	Improving the quality of water by physical, chemical or biological means
Treatment train	Improving the quality of water by physical, chemical or biological means via a sequence of drainage components (see management train).
Urban creep	The increasing density of development, due to extensions, paving over of gardens and other permeable areas, and the addition or extension of roads or buildings, which increases the impermeability of developed areas and causes rates and volumes of runoff to rise.

Appendix 5: North west SuDS pro-forma

NORTH WEST SuDS PRO-FORMA

This pro-forma is a requirement for any planning application for major development².

It supports applicants in summarising and confirming how surface water from a development will be managed sustainably under current and future conditions.

Your sustainable drainage system should be designed in accordance with [CIRIA The SuDS Manual C753](#) and any necessary adoption standards.

HOW TO COMPLETE

Blue Box	Instruction/ Question
Orange Box	Evidence Required
White Box	To be completed by Developer / Consultant

1. Complete ALL white boxes
2. Submit this pro-forma to the Local Planning Authority, along with:
 - Sustainable Drainage Strategy
 - Site Specific Flood Risk Assessment (if required)
 - Minimum supporting evidence, as indicated in orange boxes of this pro-forma.

² as defined in Section 2 of [Statutory Instrument 2015 No. 595](#) or on sites in Critical Drainage Areas.

GUIDANCE TO SUPPORT YOU

The pro-forma should be completed in conjunction with 'Completing your SuDS Pro Forma Guide.'

The pro-forma can be completed using freely available tools such as [Tools for Sustainable Drainage Systems](#) or appropriate industry standard surface water management design software.

SECTION 1. APPLICATION & DEVELOPMENT DETAILS

Planning Application Reference <i>(if available)</i>		
State type of planning application <i>i.e. Pre-application, Outline, Full, Hybrid, Reserved Matters*</i> <i>*Information only required if drainage is to be considered as part of reserved matters application</i>		
Developer(s) Name:		
Consultant(s) Name:		
Development Address <i>(including postcode)</i>		
Development Grid Reference <i>(Eastings/Northings)</i>		
Total Development Site Area (Ha)		
Drained Area (Ha)* of Development		
Please indicate the flood zone that your development is in. Tick all that apply. <i>Based on the Environment Agency Flood Map for Planning and the relevant Local Authority Strategic Flood Risk Assessment (to identify Flood Zones 3a/3b).</i>	Flood Zone 1 <input type="checkbox"/> Flood Zone 2 <input type="checkbox"/> Flood Zone 3a <input type="checkbox"/> Flood Zone 3b <input type="checkbox"/>	
What is the surface water risk of the site? Tick all that apply. <i>Based on the Environment Agency Surface Water Flood Map.</i>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	
Have you submitted a Site Specific Flood Risk Assessment (FRA)? <i>See separate guidance notes for clarification on when a FRA is required</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you submitted a Sustainable Drainage Strategy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your drainage proposal provide multi-functional benefits via SuDS?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Expected Lifetime of Development (years) <i>Refer to Planning Practice Guidance "Flood Risk and Coastal Change" Paragraph 026</i>		
Development Type:	State Proposed Number of Units	

Greenfield Site <ul style="list-style-type: none"> Site is wholly undeveloped, and a new drainage system will be installed 	<input type="checkbox"/>	
Previously Developed/ Brownfield Site <ul style="list-style-type: none"> Site is already developed, and the <u>entirety</u> of the existing surface water drainage system will be used to serve the new development (evidence must be provided to prove existing surface water drainage system is reusable); OR Where records of the previously developed system are not available so that the hydraulic characteristics of the system cannot be determined or where the drainage system is not in reasonable working order i.e. broken, blocked or no longer operational for other reasons. 	<input type="checkbox"/>	
Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 1.		

SECTION 2: IMPERMEABLE AREA AND EXISTING DRAINAGE

	Existing (E)	Proposed (P)	Change (P – E)
State Impermeable Area (Ha)			
Evidence Required: Plans showing development layout of site with existing and proposed impermeable areas.			<input type="checkbox"/>

Are there existing sewers, watercourses, water bodies, highway drains, soakaways or filter drains on the site?	Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>
Evidence Required: Plan(s) showing existing layout to include all: <ul style="list-style-type: none"> Watercourses, open and culverted Water bodies – ponds, swales etc. Sewers, including manholes Highway drains, include manholes, gullies etc. Infiltration features - soakaways, filter drains etc. 	<input type="checkbox"/>

Drainage Design <u>Outline planning applications</u> should be able to demonstrate that a suitable drainage system is achievable. <u>All other type of planning application</u> should provide full details or reference to previous planning application where drainage details have been submitted or approved.	
Select which design approach you are taking to manage water quantity (refer to Section 3.3 SuDS Manual)	

<p>Approach 1 – Volume control / Long Term Storage (Technical Standards S2/3, S4/5)</p> <ul style="list-style-type: none"> <i>The attenuated runoff volume for the 1 in 100 year 6 hour event (plus climate change allowance) is limited to the greenfield runoff volume for the 1 in 100 year 6 hour event, with any additional runoff volume utilising long term storage and either infiltrated or released at 2 l/s/ha</i> <i>The discharge rate for the critical duration 1 in 1 year event is restricted to the 1 in 1 year greenfield runoff rate</i> <i>The discharge rate for the critical duration 1 in 100 year event (plus climate change allowance) is restricted to the 1 in 100 year greenfield runoff rate</i> 	<input type="checkbox"/>
<p>Approach 2 – Qbar (Technical Standards S6)</p> <ul style="list-style-type: none"> <i>Justification has been provided that the provision of volume control/long term storage is not appropriate and an attenuation only approach is proposed. All events up to the critical duration 1 in 100 year event (plus climate change allowance) are limited to Qbar (1 in 2 year greenfield rate) or 2 l/s/ha, whichever is greater.</i> 	<input type="checkbox"/>
<p>Evidence Required:</p> <p>Plans showing:</p> <ul style="list-style-type: none"> Existing flow routes and flood risks Modified flow routes Contributing and impermeable areas Current (if any) and proposed 'source control' and 'management train' locations of sustainable drainage components (C753 Chapter 7) Details of drainage ownership Details of exceedance routes (Technical Standards S9) Topographic survey Locations and number of existing and proposed discharge points <p><i>Note consideration should be given to manage surface water from both impermeable and permeable surfaces (including gardens and verges) likely to enter the drainage system.</i></p>	<input type="checkbox"/>

<p>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 2.</p>	
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SECTION 3: PEAK RUNOFF RATES – TECHNICAL STANDARDS S2, S3 AND S6 (UNLESS S1 APPLIES)

Rainfall Event	Existing Rate (l/s)	Greenfield Rate (l/s)	Proposed Rate (l/s) <i>Previously developed sites - In line with S3 should be equivalent to Greenfield runoff rates – discuss with LLFA if this is not achievable pre-application</i>
Qbar (Approach 2)			

1 in 1 Year Event (Approach 1)			
1 in 30 Year Event			
1 in 100 Year Event* (Approach 1)			
<p><i>* Total discharge at the 1 in 100 year rate should be restricted to the greenfield runoff volume for the 1 in 100 Year 6 hour event with additional volumes (long-term storage volume) released at a rate no greater than 2 l/s/ha where infiltration is not possible.</i></p> <p><i>The climate change allowance should only be applied to the proposed rate and not the existing or greenfield rate.</i></p>			
Evidence Required: Methodology used to calculate peak runoff rate clearly stated and justified. Impermeable areas plan, supported by topographical survey confirming positive drainage. Hydraulic calculations and details of software used.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
State the hydraulic method used in your calculations (Refer to Table 24.1 of The SuDS Manual)			
Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 3.			

SECTION 4: DISCHARGE VOLUME – TECHNICAL STANDARDS S4, S5 AND S6 (UNLESS S1 APPLIES)

Rainfall Event	Existing Volume (m ³)	Greenfield Volume (m ³)	Proposed Volume (m ³)
1 in 100 Year 6 Hour Event <i>(Approach 1)</i>			
Does the below statement apply to your development proposal? Long term storage is not achievable on this site and, in accordance with S6 of the Non Statutory Technical Standards for SuDS, the surface water discharge rates for events up to and including the 1 in 100 year critical event are limited to Qbar (Approach 2)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Approach to managing the quantity of surface water leaving the site clearly stated and justified Methodology used to calculate discharge volume clearly stated and justified. Hydraulic calculations and details of software used.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 4.			

SECTION 5: STORAGE – TECHNICAL STANDARDS S7 AND S8

State climate change allowance used (%)	
State housing density (houses per ha)	
State urban creep allowance used (%)	
Evidence Required: State / used in appropriate industry standard surface water management design software.	<input type="checkbox"/>

State storage volume required (m³) <i>(excluding non-void spaces)</i> <i>Must include an allowance for climate change and urban creep</i>	
Have you incorporated interception into your design? <i>(Refer to Chapter 24 of The SuDS Manual C753)</i> <i>Where possible, infiltration or other techniques are to be used to try and achieve zero discharge to receiving waters for rainfall depths up to 5mm.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Drainage plans showing location of attenuation and all flow control devices and supporting calculations.	<input type="checkbox"/>

Summarise how storage will be provided for 1 in 30 year event on site. <i>Storage must be designed to ensure that at no flooding occurs onsite in a 1 in 30 year event except in designed areas and no flooding occurs offsite in a 1 in 100 year (plus climate change allowance) event.</i>	
Summarise how storage will be provided for 1 in 100 year (plus climate change) event on site. <i>Where storage above the 1 in 30 year rainfall event is provided in designated areas designed to accommodate excess surface water volumes, plans showing storage locations and surface water depths and supported by calculations used in appropriate industry standard surface water management design software. It is important to run a range of duration events to ensure the worst case condition is found for each drainage element on the site</i>	

Evidence Required:

Plans showing size and location of storage and supporting calculations. Where there is controlled flooding, extents and depths must be indicated.



Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 5.

SECTION 6: WATER QUALITY PROTECTION

Contaminated surface water run-off can have negative impacts on the quality of receiving water bodies. The potential level of contamination will influence final the design of an appropriate treatment train as part of your sustainable drainage system.

Is the proposal site known to be or potentially contaminated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> If the site is contaminated, it should be demonstrated that the sustainable drainage system will not increase the risk of pollution to controlled waters through the mobilisation of contaminants and/or creation of new pollution pathways. 	

Confirm the *Pollution Hazard Level* of the proposed development - Tick ALL that apply

Refer to Pollution Hazard Indices for different Land Use Classifications in Table 26.2 of The SuDS Manual C753 for further guidance.

Pollution Hazard Level <i>Tick <u>ALL</u> that apply</i>	Surface water run-off from the proposed development will drain from:
VERY LOW <input type="checkbox"/>	<ul style="list-style-type: none"> Residential roofs
LOW <input type="checkbox"/>	<ul style="list-style-type: none"> Other roofs (typically commercial/industrial roofs) Individual property driveways, residential car parks, low traffic roads (e.g. cul de sacs, home-zones and general access roads) Non-residential car parking with infrequent change (e.g. schools, offices) i.e. < 300 traffic movements/day
MEDIUM <input type="checkbox"/>	<ul style="list-style-type: none"> Commercial yard and delivery areas Non-residential car parking with frequent change (e.g. hospitals, retail) All roads except low traffic roads and trunk roads/motorways³
HIGH <input type="checkbox"/>	<ul style="list-style-type: none"> Sites with heavy pollution (e.g. haulage yards, lorry parks, highly frequented lorry approaches to industrial estates, waste sites) Sites where chemicals and fuels (other than domestic fuel oil) are to be delivered, handled, stored, used or manufactured Industrial sites Trunk roads and motorways¹

If the development's Pollution Hazard Level is 'Very Low' or 'Low', has the sustainable drainage design been risk assessed and appropriate mitigation measures included?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> If the proposed development has a very low or low polluting potential, you should design your sustainable drainage system to include an appropriate treatment train in accordance with The SuDS Manual (C753). 	

³ Motorways and trunk roads should follow the guidance and risk assessment process set out in Highways Agency (2009).

If the development's Pollution Hazard Level is 'Medium' or 'High', is the application supported by a detailed water quality risk assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> If the proposed development has a high polluting potential, a detailed risk assessment <u>will</u> be required to identify an appropriate SuDS treatment train and ensure compliance with Paragraph 170 of the National Planning Policy Framework. If the proposed development has a medium polluting potential, a detailed risk assessment <u>may</u> be required depending on the nature, scale and location of the development. 	

Has pre-application advice on water quality been obtained from the Environment Agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, provide details:	

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 6.	
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SECTION 7: DETAILS OF YOUR SUSTAINABLE DRAINAGE SYSTEM

a) Function of your Sustainable Drainage System

Do your proposals store rainwater for later use (as a resource)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Please provide a brief sentence in the adjacent white box to describe how this function has been achieved.	

Do your proposals promote source control to manage rainfall close to where it falls? (e.g. promoting natural losses through soakage, infiltration and evapotranspiration)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Please provide a brief sentence in the adjacent white box to describe how this function has been achieved.	

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7a.	
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b) Hierarchy of Drainage Options – Planning Practice Guidance

The proposed method of discharge are set out within order of priority. Generally, the aim should be to discharge surface run off as high up the following hierarchy of drainage options as reasonably practicable.

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 1: Into the ground (via infiltration)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES - Evidence Required		If NO – Evidence Required Tick ALL that apply	
<input type="checkbox"/>	A. Completed Infiltration Checklist from The SuDS Manual (C753) Appendix B <i>An editable version of this form is available on SusDrain website.</i>	<input type="checkbox"/>	A. Site investigation to demonstrate that the ground is not free draining. Test results to be provided in accordance with: <ul style="list-style-type: none"> The methodology within BRE 365 (2016), OR Falling head permeability tests BS EN ISO 22282-2: 2012
<input type="checkbox"/>	B. British Geological Survey (BGS) Infiltration SuDS Map	<input type="checkbox"/>	B. NOTE: where an applicant is unable to access a site to undertake testing, e.g. where unable to access a site for an outline application, they can submit a SuDS GeoReport or similar.
<input type="checkbox"/>	C. Infiltration testing to BRE 365 (2016) or falling head permeability tests to BS EN ISO 22282-2: 2012 (optional for outline)	<input type="checkbox"/>	C. Evidence to confirm that infiltration to ground would result in a risk of deterioration to ground water quality.
<input type="checkbox"/>	'Plan B' sustainable drainage plan and statement of approach with an alternative discharge method, in case infiltration proposals are proven not feasible upon further site specific ground investigation e.g. to consider seasonal variations to groundwater.	<input type="checkbox"/>	D. Geotechnical advice from a competent person* which determines that infiltration of water to ground would pose an unacceptable risk of geohazards to the site and/or local area. <i>*Note: Competent person may include a Chartered Engineer, Chartered Geologists, Registered Ground Engineering Professionals (RoGEP).</i>

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 2: To a surface water body (select type)		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
NOTE: Consent from LLFA or Permit from Environment Agency may be required – refer to guidance		<input type="checkbox"/> Main river <input type="checkbox"/> Canal <input type="checkbox"/> Ordinary watercourse <input type="checkbox"/> Other water body	
If YES - Evidence Required		If NO – Evidence Required Tick ALL that apply	
<input type="checkbox"/>	Surface water body / watercourse survey and report	<input type="checkbox"/>	Plan showing nearby watercourses and waterbodies AND <input type="checkbox"/> Statement providing justification in your Sustainable Drainage Strategy <i>Note: Where discharge of any element in the hierarchy is discounted, an applicant should provide justification. If the reasoning for discounting a discharge of surface water to watercourse relates to issues associated with third party land or the securing of any other required consent, it may be necessary for the applicant to provide evidence to the local planning authority to support their proposed approach.</i>

Proposed method of surface water discharge	Is this proposed?
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Hierarchy Level 3: To a surface water sewer or highway drain (<i>select type</i>)		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		<input type="checkbox"/> Surface water sewer drain	<input type="checkbox"/> Highway drain
If YES - Evidence Required		If NO – Evidence Required Tick ALL that apply	
<input type="checkbox"/>	Written correspondence from Water and Sewerage Company/ Highway Authority regarding proposed connection.	<input type="checkbox"/>	Plan showing nearby sewers and highway drains AND <input type="checkbox"/> Statement providing justification in your Sustainable Drainage Strategy

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 4: To combined sewer		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
If YES - Evidence Required		If NO – Evidence Required	
<input type="checkbox"/>	Written correspondence from Water and Sewerage Company	N/A	

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7b.	
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c) Proposed SuDS Component Types

Tick ALL that apply					
Within property boundary	<input type="checkbox"/> Rainwater harvesting	<input type="checkbox"/> Green/ blue roofs	<input type="checkbox"/> Pervious pavements [Type: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	<input type="checkbox"/> Soakaway	<input type="checkbox"/> Bio retention systems

Tick ALL that apply					
Within development site boundary (not property)	<input type="checkbox"/> Infiltration system [Type: <input type="checkbox"/> Surface level <input type="checkbox"/> Below ground]		<input type="checkbox"/> Filter strips	<input type="checkbox"/> Filter drains	<input type="checkbox"/> Swales
	<input type="checkbox"/> Bio retention system	<input type="checkbox"/> Detention basins	<input type="checkbox"/> Ponds and wetlands	<input type="checkbox"/> Attenuation tanks/ Oversized pipes	<input type="checkbox"/> Other (state below)
	If 'Other' please state:				

Off site (not within the boundary of the proposed development)	Please state:
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I confirm that the above selected components have been designed in accordance with The SuDS Manual (C753).	I confirm <input type="checkbox"/>
I confirm that the management of flows resulting from rainfall in excess of a 1 in 100 year plus climate change rainfall event, and their exceedance route(s), has been fully considered in order to minimise the risks to people, property (new and existing) and infrastructure.	I confirm <input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7c.	
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SECTION 8: OPERATION AND MAINTENANCE – TECHNICAL STANDARD S12 AND NATIONAL PLANNING POLICY FRAMEWORK

The applicant is responsible to ensure that ALL components selected in Section 7 can be maintained for the design life of the development. This information is required so the Local Planning Authority can ensure the maintenance and management of the sustainable drainage system. The Local Planning Authority will discuss how this will be secured (e.g. via planning condition or planning obligation).

	Information Provided?
Management Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Evidence Required:</p> <p>Plan/ drawing provided to show the position of the different SuDS components with:</p> <ul style="list-style-type: none"> • Key included to identify any of the adopting bodies that you will be offering your sustainable drainage components for adoption (<i>relates to maintenance and management arrangements below</i>). • Plan/ drawing to identify any areas where certain activities are prohibited, detailing reasons why. <p>Action plan for accidental pollutant spillages.</p>	<div style="text-align: center;"><input type="checkbox"/></div> <div style="text-align: center;"><input type="checkbox"/></div>

	Information Provided?
Maintenance Schedule	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: A copy of the maintenance schedule including: <ol style="list-style-type: none"> Proactive and preventative maintenance <ol style="list-style-type: none"> m) Detailing regular, occasional and remedial maintenance activities including recommendations for inspection and monitoring. This should include recommended frequencies, advice on plant/ machinery required and an explanation of the objectives for the maintenance proposed and potential implications of not meeting them. Reactive and corrective maintenance (e.g. product repair and replacement). <ol style="list-style-type: none"> n) Including advice on excavations, or similar works, in locations that could affect the SuDS components/ adjacent structures. 	<input type="checkbox"/>

	Information Provided?
Maintenance and Management Arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Evidence Required:</p> <p>Evidence of formal agreement with the party responsible for undertaking maintenance.</p> <p>Please select any of the adopting bodies that you will be offering your sustainable drainage components for adoption. Tick all that apply.</p> <p><input type="checkbox"/> Water and Sewerage Company <i>Section 104 agreement (Water Industry Act 1991)</i></p> <p><input type="checkbox"/> Highway Authority <i>Section 278/38 agreement (Highways Act 1980)</i></p> <p><input type="checkbox"/> Local Authority Public Open Space <i>[Refer to Local Authority Policy]</i></p> <p>Please select the arrangement(s) for all non-adopted sustainable drainage components. Tick all that apply.</p> <p><input type="checkbox"/> Management Company</p> <p><input type="checkbox"/> Property Owner <i>(for SuDS components within property boundary only)</i></p> <p><input type="checkbox"/> Other (please state)</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/>
<p>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 8.</p>	

DECLARATION AND SUBMISSION

This pro-forma has been completed using evidence from information which has been submitted with the planning application.

The information submitted in the Sustainable Drainage Strategy and site-specific Flood Risk Assessment (FRA), where submitted, is proportionate to the site conditions, flood risks and magnitude of development and I agree that this information can be used as evidence to this sustainable drainage approach.

Submitter Details			
<u>Complete d by</u>		Email Address	
		Telephone Number(s)	
<u>Signed off by</u>		Accreditation(s) and/or Qualification(s) of Signatory	
Date (dd/mm/yy yy)		Company	

Client Details			
Name		Company	

Appendix 6 – ADAS Requirements for Agricultural Workers Dwellings

ADAS Recommended Requirements for Information Submitted as Part of an Agricultural Workers Dwelling Application

Please note that ADAS is an independent body that provides guidelines that aim to enable applicants, their agents and councils to assess the need for an agricultural worker's dwelling using a common framework. The below criteria are considered by ADAS to be necessary in order to sufficiently evaluate the need for a proposed agricultural workers dwelling:

- I. Details of the applicants land holding and holding number(s). Information should be given regarding the tenure of any land utilised, including a schedule of land owned and rented on an O.S. Map. Further to this, a distinction should be made between short term rental agreements (1 year or less) and long term tenancies. Whenever possible, RPA Rural Land Register Maps for the current year should be provided.
- II. A full description of the agricultural/rural activities carried out on site, including the scale of each activity (Information should include numbers and types of livestock kept, and also the types and areas of cropping). Where the proposal relates to a new activity, a description of the nature and scale of the proposed agricultural activity should be provided.
- III. When a planning application relates to an existing farm, a schedule should be provided with an accompanying numbered plan of the existing buildings that also clearly demonstrates their use.
- IV. Details of the workers employed by the business, with information specifying whether they are full or part time, as well as their main work responsibilities.
- V. Details of existing dwellings on the site where the agricultural workers dwelling is proposed, in addition to demonstrating whether or not this dwelling is in the applicant's ownership/occupation.
- VI. Details of any dwellings owned or sold by the applicant within the past 5 years which are located off the proposed site but within a 5 mile radius of the land holding.
- VII. The location and nature of occupation of any dwellings occupied by workers employed by the business.
- VIII. Financial details of the business for which the proposed dwelling is required. Please note that for existing enterprises this will require the submission of the most recent three years' accounts (audited where possible). If the application relates to a new enterprise, or the expansion of an existing enterprise, a whole farm budget (consisting of projected profit and loss accounts) covering each of the years that this temporary period is proposed should be provided.
- IX. A clear justification/reason for the provision of a new dwelling. This should include information regarding the essential need for the dwelling, as well as clear justification and reasoning for the design, siting and scale of the proposed dwelling.
- X. Additionally, if the application for an agricultural workers dwelling is outline only, a justification as to why the applicant chose to apply for outline permission rather than for full planning permission would also be helpful.

Further to this, we would request that the above criteria, when applicable to a planning proposal, are clearly answered and referenced as part of the supporting information included within a planning application. It is recommended that an applicant, when making reference to these above points, respond concisely and directly to each of the criteria, rather than simply responding with, for example: *'this is addressed throughout the report'*.

This information would be kept confidential, and can be expected to be readily available from a rural business which has considered investing in a new building. Additionally, we would recommend that each applicant ensures that they reference the current edition of the NPPF (2019), in addition to the current applicable local policy, to ensure that the case presented for the proposed dwelling is as strong as possible.

Appendix 7 – ADAS Requirements for Agricultural Buildings

ADAS Recommended Requirements for Information Submitted as Part of an Agricultural Building Application

Please note that ADAS is an independent body that provides guidelines that aim to enable applicants, their agents and councils to assess the need for an agricultural worker's dwelling using a common framework. The below criteria are considered by ADAS to be necessary in order to sufficiently evaluate the need for a proposed agricultural building:

- I. Details of the applicants land holding and holding number(s). Information should be given regarding the tenure of any land utilised, including a schedule of land owned and rented on an O.S. Map. Further to this, a distinction should be made between short term rental agreements (1 year or less) and long term tenancies. Whenever possible, RPA Rural Land Register Maps for the current year should be provided.
- II. A full description of the agricultural/rural activities carried out on site, including the scale of each activity (information should include numbers and types of livestock kept, and also the types and areas of cropping). Where the proposal relates to a new activity, a description of the nature and scale should be provided.
- III. When a planning application relates to an existing farm, a schedule should be provided with an accompanying numbered plan of the existing buildings that also clearly demonstrates their use. This should include derelict/disused buildings, and where applicable, reasoning as to why these buildings would not be suitable for the purposes outlined for the proposed agricultural building.
- IV. When possible, details of the workers employed by the farm enterprise, specifying where full or part time, as well as providing information regarding their main work responsibilities.
- V. Justification/reasons for the provision of a new building, providing information regarding need, design and siting. Further to this, where relevant, details of how the feed, bedding, rain water, dirty water, slurry and/or FYM will be managed, including storage facilities, disposal of waste etc.
- VI. When relevant, details regarding where sick animals would be isolated, and the management of dead-stock on/off the site.
- VII. Where the application relates to a new enterprise, or the expansion of an existing enterprise, a partial budget (projected profit and loss accounts) covering the enterprise for the first three years of operation should be provided.
- VIII. Information regarding the position of dwellings in or around the area of the proposed agricultural building, whether or not these dwelling are under the ownership/occupied by the applicant.

Further to this, we would request that the above criteria, when applicable to a planning proposal, are clearly answered and referenced as part of the supporting information included within a planning application. It is recommended that an applicant, when making reference to these above points, respond concisely and directly to each of the criteria, rather than simply responding with, for example: *'this is addressed throughout the report'*.

This information would be kept confidential, and can be expected to be readily available from a rural business which has considered investing in a new building. Additionally, we would recommend that each applicant ensures that they reference the current edition of the NPPF (2019), in addition to the current applicable local policy, to ensure that the case presented for the proposed dwelling is as strong as possible.

Appendix 8 – Biodiversity Net Gain (BNG)

What is BNG?

The Environment Act 2021 introduces a series of amendments to the Town and Country Planning Act 1990 which legally require certain types of development to deliver Biodiversity Net Gain (BNG).

BNG is an approach to development and/or land management that leaves biodiversity in a measurably better state than before the development took place. Mandatory net gain is achieved when a project can demonstrate at least a 10% uplift on the pre-development biodiversity value of the site or, to put it another way, when the development provides 110% of the pre-development biodiversity value of the site.

How is BNG calculated?

The Statutory Biodiversity Metric is used to calculate the value of all habitats within the development site (usually the red line boundary) for two scenarios; before and after development. The values of the habitats are measured in 'biodiversity units'. The pre-development number of biodiversity units is compared to the post-development number of biodiversity units to assess if net gain is achieved.

Where can BNG be delivered?

BNG can be delivered:

- On site – by creating or enhancing habitats to generate additional biodiversity units within the red line boundary of the development site.
- Off site – by creating or enhancing habitats to generate additional biodiversity units outside the red line boundary of the development site.
- Via Statutory biodiversity credits – by paying to purchase biodiversity credits from the UK Government's credit sales service. Two credits will be required for every one unit to be compensated for.
- Via a combination of the above.

How is BNG secured?

BNG delivered on site will likely be secured through planning conditions where possible. Offsite BNG will be secured through either a Section 106 agreement or a Conservation Covenant. Conservation Covenants are a new type of legal agreement between a landowner and a designated "responsible body" such as a public body, conservation charity or for-profit body which conserves (protects, restores or enhances) the natural or heritage features of the land. It is a private, voluntary agreement made for the public good, which is tied to the land and remains effective even if ownership of the land changes.

In all instances, the enhanced and/or created habitats will need to be secured for a minimum 30-year term. The term may need to be longer depending on the complexity of the compensatory habitat.

Spatial priority for compensation

Compensatory enhancement and/or creation of habitats should be delivered on site as the first priority. Delivery of compensation off-site may be considered first priority in certain circumstances; this will be assessed on a case-by-case basis.

Spatial Risk

All proposals must have regard to the spatial risk scores set out within the latest version of the Biodiversity Metric user guide which can be found on Natural England's Access to Evidence website.

Strategic significance

All proposals must have regard to the strategic significance scores set out within the Statutory Biodiversity Metric user guide. Sufficient evidence will need to be provided to support decision making in relation to attributing the strategic significance category within the metric.

Draft biodiversity gain plans

The UK Government produced a draft template for the gain plan and accompanying guidance for developers and local authorities on 26 October 2023 (<https://defra.landuse.blog.gov.uk/2023/10/26/the-biodiversity-gain-plan-draft-template-and-guidance/>). These documents detail the information that must be provided in the gain plan. We require the latest version of the published gain plan template to be used.

The following information should be submitted in addition to completion of the template:

- Completed metric calculation tool.
- Pre-development and post-development plans, showing the location of onsite habitat and drawn to an identified scale and showing the direction of North.
- Approved compensation plan (if irreplaceable habitats are impacted).
- Reference number(s) from the national gain sites register (if applicable).
- Statutory biodiversity credits eligibility evidence in the form of correspondence from habitat providers (if applicable)
- Statutory biodiversity credits proof of purchase (if applicable).
- Habitat Management and Monitoring Plan (HMMP) for all on site and off site compensation.

What other key principles and rules should be followed

You should have regard to the rules and principles set out in the current version of the biodiversity metric user guide as these will be used to assess biodiversity statements and gain plans. It is recommended that where evidence is required to demonstrate compliance with the metric rules and principles (eg evidence of competency) this is provided within the biodiversity statement and/or gain plan.

Your attention is drawn to the principles set out in the current version of the biodiversity metric user guide. In particular to Principle 1:

“This metric does not change existing biodiversity protections, statutory obligations, or policy requirements. The use of this metric does not override the ecological mitigation hierarchy and other requirements (such as consenting or licensing processes, for example woodlands).”

The mitigation hierarchy is set out below:

Priority	Stage	Guidance
1	Avoid	Avoid harm to biodiversity features. This could be assessing a range of sites and selecting the one with lower value features. Within a site this could be redesigning a proposal so that it avoids impacts on the most ecologically valuable features eg habitats of high distinctiveness or supporting protected species.
2	Minimise	If it is not possible to avoid all adverse effects, action should be taken to minimise effects for example by reducing habitat loss as far as practicably possible, carrying out works under a protective plan such as a Construction Environmental Method Statement (CEMP) or carrying out works when species are not present or during less sensitive periods (with due respect to their ecology and/or protective legislation).
3	Compensate	Only as a last resort, and in agreement with external stakeholders where possible, compensate for losses that cannot be avoided. If compensating for losses within the development footprint is not possible or does not generate the most benefits for nature conservation, then offset biodiversity losses by gains elsewhere.

Statutory obligations in relation to biodiversity include compliance with legislation relating to the protection of site, protection of species and preventing the spread of invasive non-native species including. The main legislation being:

- The Conservation of Habitats and Species Regulations 2017 (as amended); and
- Wildlife and Countryside Act 1981 (as amended).

How can I obtain biodiversity units to offset my development?

Biodiversity units can be obtained from a range of sources including:

- Your own off-site land.
- Third party land owners.
- Commercial habitat banks and bespoke habitat providers.

It is up to you as the developer to source your own units to offset the effects of your development. Please note that the spatial location of off-site units determines their value; your attention is drawn to the spatial risk scores set out within the latest version of the Biodiversity Metric user guide.

All sites providing off-site habitat units must be registered on the national Biodiversity Gain Sites Register which will become available in January 2024, once BNG becomes mandatory.

How will sites delivering BNG be monitored?

Sites delivering BNG will need regular field monitoring to assess whether enhanced or created habitats are on target to meet the objectives of the corresponding biodiversity gain plan. Reports detailing the outcomes of field monitoring will be required to be reported back to the planning authority following the schedule set out in the approved HMMP.

Planning application types and conditions for exemption from BNG

Development Category	Development Type	Qualifying Notes	Exempt from BNG?	Conditions for Exemption
Permitted Development	All permitted development	The General Permitted Development Order gives permissions to carry out certain works without the need to apply from planning permission	Potentially	Exempt unless permitted development rights have been removed due to location (i.e. within a conservation area)
Prior Approval	Telecommunications	-	Potentially	The site contains less than 25sqm of any non-priority habitat or less than 5m of watercourse or hedgerow
	Agricultural	-	Potentially	The site contains less than 25sqm of any non-priority habitat or less than 5m of watercourse or hedgerow
	Household extensions	-	All applications	Always exempt
Planning Application Required	Householder	-	All applications	Always exempt
	Small scale self-build and custom house building	-	All applications	Always exempt
	Biodiversity gain sites	-	All applications	Always exempt
	Change of use	-	Potentially	The site contains less than 25sqm of any non-priority habitat or less than 5m of watercourse or hedgerow

Development Category	Development Type	Qualifying Notes	Exempt from BNG?	Conditions of Exemption
	Minor Planning Application	Residential site less than 1ha and/or development of between one and nine dwellings	Potentially	<p>Application submitted before April 2024</p> <p>The site contains less than 25sqm of any non-priority habitat or less than 5m of watercourse or hedgerow</p>
		Residential sites less than 0.5ha – development where number of units is unknown		
		Non-residential sites where floorspace to be created is less than 1,000 sqm		
		Non-residential sites less than one hectare		
		Changes of use less than 1,000 sqm		
		Gypsy and traveller sites – up to nine pitches		
	Major Planning Application	Residential development of between 10 or more dwellings	Potentially	<p>Application submitted before January 2024</p> <p>The site contains less than 25sqm of any non-priority habitat or less than 5m of watercourse or hedgerow</p>
		Residential development on a site area of 0.5 ha or more and the number of dwellings in unknown		
		Development of floorspace of 1,000 sqm or more		
		Development on sites over 1 ha or more		
		Change of use over 1,000 sqm or more		
		Waste development		

