

**TRAFFORD COUNCIL**  
PLANNING AND DEVELOPMENT SERVICE

Application Validation Checklist  
Adopted January 2025



**TRAFFORD**  
**COUNCIL**

# **CONTENTS**

INTRODUCTION

APPLICATION CHECKLISTS

NATIONAL INFORMATION REQUIREMENTS

LOCAL INFORMATION REQUIREMENTS

Appendix 1 – Design Code Compliance Statement Template

Appendix 2 – Guidance for the Production of a Viability Appraisal

Appendix 3 – North-west SuDS Pro Forma

Appendix 4 – North-west SuDS Pro Forma Guidance

Appendix 5 – Sport England Checklist

## INTRODUCTION

Trafford Council has produced this Application Validation Checklist in accordance with Planning Practice Guidance (PPG) and paragraph 45 of the National Planning Policy Framework (NPPF). Paragraph 45 of the NPPF states that local planning authorities should publish a list of their information requirements for applications, which should be kept to the minimum needed to make decisions and should be reviewed at least every two years. Paragraph 45 states that local planning authorities should only request supporting information that is relevant, necessary and material to the application in question. Planning Practice Guidance states that, in addition to being specified on an up-to-date local list published on the local planning authority's website, information requested with a particular planning application must be:

- reasonable having regard, in particular, to the nature and scale of the proposed development; and,
- about a matter which it is reasonable to think will be a material consideration in the determination of the application.

Once adopted, if the information which is required by the checklist is not included with an application and is considered by the Local Planning Authority to be reasonable and necessary in order to properly assess the application, the authority will be entitled to declare the application invalid. Conversely applications which are validated are likely to contain sufficient information for a decision to be made and this should enable the Council to achieve a greater percentage of decisions within government timescales. However, it must be recognised that there may still be situations arising where a validated application will not contain all the information required for a decision to be made and the Council may seek additional information post-validation under the existing statutory provisions set out within the Town and Country Planning (Application) Regulations 1998.

In circumstances where applicants do not agree with the Council's request for information or plans set out within this list, they may wish to challenge the decision not to validate an application. In such cases, applicants may have the right of appeal for non-validation under Section 78 of the Town and Country Planning Act 1990. The relevant grounds for the appeal would be non-determination within the 8- or 13-week determination period (depending upon whether the application is minor or major). Similarly, the right to complain to the Local Government Ombudsman on the grounds of maladministration also remains.

This document provides a number of checklists outlining requirements for each application type followed by guidance setting out the type and specific requirements of documents which may need to be submitted in support of any application to the planning authority. Additionally, appendices provide further information. The requirements are listed as Essential or Criteria Based. Essential requirements must accompany all applications of that type while Criteria Based requirements are subject to site specific constraints (criteria details are italicised beside the requirement).

All documents submitted to accompany an application must be proportionate to the scale of development that permission/consent is being sought for.

Where an application site is located within an area covered by a Masterplan, Development Framework or Area Action Plan, applicants will also be required to comply with the information requirements set out in the relevant document.

The Council encourages applicants to seek pre-application advice. This is particularly useful for larger and more complex schemes. If the Council declares an application invalid, it will normally set out its reasons in writing to the applicant or agent within 5-10 working days. If all the information required has been received the application will be considered as valid from the date of its receipt.

**General Points:**

1. Plans and Elevations will be checked for consistency. Any significant discrepancies will result in the application being invalid;
2. Plans must be marked with a recognisable standard metric scale and a scale bar;
3. Plans must be clearly drawn, numbered, dated and identify the address to which they relate;
4. Plans that are marked "do not scale" or with similar disclaimers will not be accepted and will result in the application being invalid;
5. If an apparently valid application is later found to be invalid following registration, the original start date for processing the application will be disregarded and the time from application to decision will start again.

## **APPLICATION CHECKLISTS**

The lists below set out the essential and criteria-based document requirements for each development type. These checklists ensure that the Council has the right level of information submitted with planning applications at the start of the process, which will aid the speed of decision making.

For ‘Prior Approval’ applications, please refer to the accompanying guidance notes (available on [Planning Portal](#)) for each application type and the [Local Information Requirement](#) section of this document for further guidance.

<a href="#">Householder application for planning permission for works or extension to a dwelling</a>
<a href="#">Application for planning permission (full)</a>
<a href="#">Application for outline planning permission</a>
<a href="#">Application for approval of reserved matters following outline approval</a>
<a href="#">Application for approval of details reserved by condition</a>
<a href="#">Application for removal or variation of a condition following grant of planning permission</a>
<a href="#">Application for non-material amendment following grant of planning permission</a>
<a href="#">Application for listed building consent</a>
<a href="#">Application for consent to display an advertisement(s)</a>
<a href="#">Lawful development certificates (existing and proposed)</a>
<a href="#">Application for tree works</a>
<a href="#">Application for hedgerow removal notice</a>

## HOUSEHOLDER PLANNING APPLICATION

HOUSEHOLDER PLANNING APPLICATION	<b>Essential Requirements</b>
	<u><a href="#">Application Forms</a></u>
	<u><a href="#">Completed applicable certificate of ownership</a></u> (including any relevant press notice)
	<u><a href="#">Notice to owner</a></u>
	<u><a href="#">Fee</a></u> – all development unless exempt
	<u><a href="#">Site Location Plan</a></u>
	<u><a href="#">Site Layout Plan</a></u>
	<u><a href="#">Elevations</a></u> – Existing and Proposed
	<u><a href="#">Floor Plans</a></u> – Existing and Proposed
	<b>Criteria Based Plans</b>
	<u><a href="#">Roof Plans</a></u> – Existing and Proposed - where development alters the existing roof or proposes a new roof
	<u><a href="#">Site Sections, Floor and Site Levels</a></u> – Existing and Proposed - where a proposal involves a change in ground levels
	<u><a href="#">Streetscene Elevations</a></u> – where an extension alters the streetscene
<b>Criteria Based Documents</b>	
	<u><a href="#">Design and Access Statement</a></u> – within a conservation area where the floorspace to be created exceeds 100 square metres
	<u><a href="#">Ecological and Biodiversity Survey</a></u> (including Protected Species Survey) - see <u><a href="#">guidance notes</a></u> .
	<u><a href="#">Flood Risk Assessment</a></u> – Where a site measures 0.5ha or more within Critical Drainage Areas as identified in the Council's Strategic Flood Risk Assessment
	<u><a href="#">Green Belt Impact Statement</a></u> – Where a site is within the green belt
	<u><a href="#">Heritage Assessment</a></u> – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.
	<u><a href="#">Tree Survey</a></u> – Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).

## FULL PLANNING APPLICATION

<b>FULL PLANNING APPLICATION</b>	<b><u>Essential Requirements</u></b>
	<b><u>Application Forms</u></b>
	<a href="#">Completed applicable certificate of ownership</a> (including any relevant press notice)
	<b><u>Notice to owner</u></b>
	<a href="#">Fee</a> – all development unless exempt
	<b><u>Site Location Plan</u></b>
	<b><u>Criteria Based Plans</u></b>
	<a href="#">Site Plan</a> – where a development involves the development of ground floor floorspace
	<a href="#">Elevations</a> – Existing and Proposed – where a development involves new build development
	<a href="#">Floor Plans</a> – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building
	<a href="#">Roof Plans</a> – Existing and Proposed - where development impacts on the roof
	<a href="#">Site Sections, Floor and Site Levels</a> – Existing and Proposed - where a proposal involves a change in ground levels
	<a href="#">Streetscene Elevations</a> – where a development alters the streetscene
	<b><u>Criteria Based Documents</u></b>
	<a href="#">Accommodation Schedule</a> – required for all applications for residential development.
	<a href="#">Accurate Visual Representations</a> – required where a proposal is likely to have a significant effect on designated and non-designated heritage assets; and/or the surrounding townscape.
	<a href="#">Affordable Housing Statement</a> – required for residential development:
	<ul style="list-style-type: none"> <li>• In “moderate” and “hot” market locations where 10 or more residential units are proposed or where the site has an area of 0.5 hectares or more; or,</li> <li>• In “cold” market locations where 15 or more residential units are proposed.</li> </ul>
	<a href="#">Air Quality Assessment</a> – see <a href="#">guidance notes</a> .
	<a href="#">Biodiversity Net Gain Statement/Plan</a> – required for all applications unless exempt.
	<a href="#">Community Infrastructure Levy (CIL) Question Form</a> – required for the following applications:
	<ul style="list-style-type: none"> <li>• Development in excess of 100 square metres (GIA); or,</li> <li>• Householder application for works or extension to a house; or,</li> <li>• The creation of a new dwelling (also applies to development with less than 100 square metres (GIA); or,</li> <li>• The conversion of a building.</li> </ul>
	<a href="#">Contaminated Land Assessment</a> – required where:
	<ul style="list-style-type: none"> <li>• The proposed end use of the development is considered sensitive to contamination (for example, allotments, residential use, schools, some commercial premises); or,</li> </ul>

<b>FULL PLANNING APPLICATION</b>	<ul style="list-style-type: none"> <li>• The land is known or suspected of being contaminated; or,</li> <li>• There is no evidence to show the land is free of contamination; or,</li> <li>• Proposals may create new pollution linkages.</li> </ul> <p><b><u>Context Character Appraisal</u></b> – all applications for new residential and non-residential development (excluding applications for change of use where there are no alterations to the appearance of the site or external appearance of a building).</p> <p><b><u>Crime Impact Assessment</u></b> – required for:</p> <ul style="list-style-type: none"> <li>• Residential developments (Classes C1, C2, and C3 and C4 where 10 or more units are created (to include new development and changes of use);</li> <li>• Development falling within Classes E, B2 and B8 and sui generis uses, where 1000m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 1000m<sup>2</sup> or more and changes of use);</li> <li>• Licensed food and beverage developments (within Class E or sui generis) where 200m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 200m<sup>2</sup> or more, and changes of use);</li> <li>• Casinos and amusement arcades (to include new development, extensions of 500m<sup>2</sup> or more, and changes of use);</li> <li>• Car parks where 50 or more parking spaces are created.</li> </ul> <p><b><u>Daylight and Sunlight Assessment</u></b> – required for all planning applications where the proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses and future occupiers of the proposed scheme.</p> <p><b><u>Design and Access Statement</u></b> – required for:</p> <ul style="list-style-type: none"> <li>• All major planning applications;</li> <li>• Where any part of the development is within a conservation area and comprises the provision of one or more dwellings;</li> <li>• A building(s) where the floorspace created by the development is 100 square metres or more.</li> </ul> <p><b><u>Design Code Compliance Statement</u></b> – all applications for new residential and non-residential development (excluding applications for change of use where there are no alterations to the appearance of the site or external appearance of a building).</p> <p><b><u>Digital Connectivity Statement</u></b> – required for:</p> <ul style="list-style-type: none"> <li>• All new buildings (minor and major developments, residential and non-residential); and,</li> <li>• All applications for the change of use a building.</li> </ul> <p><b><u>Drainage Strategy / Statement</u></b> – required for:</p> <ul style="list-style-type: none"> <li>• Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known;</li> <li>• Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m<sup>2</sup> or more or, where the floor area is not yet known, a site area of 1 hectare or more.</li> </ul> <p><b><u>Ecological and Biodiversity Survey</u></b> (including Protected Species Survey) - see guidance notes.</p>
----------------------------------	---

<b>FULL PLANNING APPLICATION</b>	<p><u><a href="#">Employment Land Assessment</a></u> – required where a proposal would result in the loss of a site/building currently in employment uses (or where vacant, last used or non-retail employment uses).</p> <ul style="list-style-type: none"> <li>• Unallocated employment sites;</li> <li>• Outside of strategic locations and;</li> <li>• Employment places identified in Policy W1.3 of the Trafford Core Strategy.</li> </ul>
	<p><u><a href="#">Energy Statement</a></u> – required for all full planning applications that comprise:</p> <ul style="list-style-type: none"> <li>• Two or more dwellings;</li> <li>• The provision of more than 100 m<sup>2</sup> (GIA) of non-residential floorspace.</li> </ul>
	<p><u><a href="#">Environmental Impact Assessment</a></u> – required where a proposal is:</p> <ul style="list-style-type: none"> <li>• Development listed in Schedule 1 of EIA Regulations;</li> <li>• Development listed in Schedule 2 of EIA Regulations where it is considered likely to give rise to significant environmental effects.</li> </ul>
	<p><u><a href="#">Equalities Statement</a></u> – required for all publicly accessible buildings, facilities which provide an element of care and all major development.</p>
	<p><u><a href="#">Façade Design Analysis</a></u> – Required for all proposals for new buildings (excluding Use Classes B2 and B8).</p>
	<p><u><a href="#">Fire Statement</a></u> – required for all applications for full planning permission which involve:</p> <ul style="list-style-type: none"> <li>• Provision of one or more relevant buildings, or</li> <li>• Development of an existing relevant building or</li> <li>• Development within the curtilage of a relevant building.</li> </ul>
	<p><u><a href="#">Flood Risk Assessment</a></u> – required for</p> <ul style="list-style-type: none"> <li>• Development Proposals in High Probability (Flood Zone 3) Development Proposals in Medium Probability (Flood Zone 2)</li> <li>• Development Proposals on sites of 1ha. or above within Low Probability (Flood Zone 1)</li> <li>• Development Proposals on sites of 0.5ha. or above within Critical Drainage Areas as identified in the Council's Strategic Flood Risk Assessment</li> <li>• Development Proposals within Canal Hazard Zones or where flood risk from canals is otherwise considered to be an issue as identified in the Council's Strategic Flood Risk Assessment</li> </ul>
	<p><u><a href="#">Green Belt Impact Statement</a></u> – required for:</p> <ul style="list-style-type: none"> <li>• The demolition, extension or replacement of dwellings in the green belt;</li> <li>• Inappropriate development in the green belt.</li> </ul>
	<p><u><a href="#">Green Infrastructure Statement</a></u> – where required by <u><a href="#">SPD1</a></u>.</p>
	<p><u><a href="#">Habitat Regulation Assessment</a></u> – required where the project is likely to have a harmful impact on the special nature conservation interest of European designated sites (Special Protection Areas, Special Areas of Conservation and Ramsar sites).</p>
	<p><u><a href="#">Health Impact Assessment</a></u> – required for:</p> <ul style="list-style-type: none"> <li>• All full planning applications for residential development comprising over 150 units;</li> <li>• All applications accompanied by an Environmental Statement or require to be screened for an Environmental Impact Assessment;</li> </ul>

<b>FULL PLANNING APPLICATION</b>	<ul style="list-style-type: none"> <li>• Other proposals which, due to their location, nature or proximity to sensitive receptors, are likely to have a notable impact on health and wellbeing.</li> </ul> <p><u><a href="#">Heat and Energy Network Assessment</a></u> – required for residential developments that comprise 10 dwellings or more or other developments over 1,000m<sup>2</sup> floorspace, which are located within the Heat and Energy Network Opportunity Areas.</p> <p><u><a href="#">Heritage Assessment</a></u> – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas) and non-designated heritage assets.</p> <p><u><a href="#">Housing Needs Statement</a></u> – required for residential development consisting of 10 dwellings or more.</p> <p><u><a href="#">Landscape/Townscape Visual Appraisal</a></u> - required where buildings would be significantly higher than their neighbours' or make a recognisable impact on the skyline or where sites are considered to be particularly sensitive, in landscape/townscape or visual terms.</p> <p><u><a href="#">Landscape/Townscape Visual Impact Assessment</a></u> – required for all EIA development where the proposal would likely have significant environmental effects on the landscape/townscape.</p> <p><u><a href="#">Local Labour and Training Agreements</a></u> – required for:</p> <ul style="list-style-type: none"> <li>• Residential development consisting of 10 dwellings;</li> <li>• Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000m<sup>2</sup> or more;</li> <li>• Mixed use development where the thresholds above would be exceeded cumulatively.</li> </ul> <p><u><a href="#">Materials Schedule</a></u> – required for all planning applications that comprise:</p> <ul style="list-style-type: none"> <li>• The development of new buildings and/or extensions; and/or</li> <li>• The introduction of new materials on existing buildings.</li> </ul> <p><u><a href="#">M4(2) / M4(3) Compliance Statement</a></u> – required for all planning applications for residential development.</p> <p><u><a href="#">Noise Assessment</a></u> – required where development generates high levels of noise or vibration, or involves the development noise sensitive uses. See <u><a href="#">guidance notes</a></u> for further information.</p> <p><u><a href="#">Open Space Assessment</a></u> – required where development affects land allocated as Protected Open Space or any other recreational (formal and informal) open space and buildings.</p> <p><u><a href="#">Planning Obligations Draft Heads of Terms</a></u> – required where a legal agreement is required to secure infrastructure or affordable housing.</p> <p><u><a href="#">Site Wide Landscape Strategy</a></u> – required for all applications that include built development.</p> <p><u><a href="#">Statement of Community Involvement</a></u> – required for all major developments.</p> <p><u><a href="#">Telecommunications Supporting Information</a></u> – for all applications for mast and antenna development.</p> <p><u><a href="#">Town Centre Statement</a></u> –</p> <ul style="list-style-type: none"> <li>• Sequential Assessment required for all main town centre development (retail, office, leisure and hotel) in an edge of centre or out of centre location where it is not in accordance with an up-to-date development plan document;</li> </ul>
----------------------------------	--

<b>FULL PLANNING APPLICATION</b>	<ul style="list-style-type: none"> <li>Impact Assessment required for all retail and leisure developments above 2,500 m<sup>2</sup> gross floorspace in an edge of centre or out of centre location where it is not in accordance with an up to date development plan policy.</li> </ul> <p><a href="#">Transport Assessment/Transport Statement/Travel Plan</a> – see <a href="#">guidance notes</a></p> <p><a href="#">Tree Survey</a> – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).</p> <p><a href="#">Viability Assessment</a> – required where a developer considers that, on viability grounds, a reduced level of planning obligations should be provided in respect of a development.</p> <p><a href="#">Waste Management Strategy</a> – required for:</p> <ul style="list-style-type: none"> <li>All residential and non-residential development proposals, including new build development and changes of use, regardless of the size of the proposal.</li> </ul> <p><a href="#">Wind Impact Assessment</a> – required for:</p> <ul style="list-style-type: none"> <li>Applications that include tall buildings (30 m or more in height);</li> <li>Any free-standing buildings significantly exceed the prevailing building heights in the immediate area;</li> <li>For any other proposals where the development is likely to have an adverse effect upon the wind microclimate.</li> </ul>
----------------------------------	---

## OUTLINE PLANNING APPLICATION

<b>OUTLINE PLANNING APPLICATION</b>	<b>Essential Requirements</b>
	<u><a href="#">Application Forms</a></u>
	<u><a href="#">Completed applicable certificate of ownership and agricultural land declaration</a></u> (including any relevant press notice)
	<u><a href="#">Notice to owner</a></u>
	<u><a href="#">Fee</a></u> – all development unless exempt
	<u><a href="#">Site Location Plan</a></u>
	<u><a href="#">Parameters Plans</a></u>
	<b>Criteria Based Plans</b>
	<u><a href="#">Site Plan</a></u> – Existing and Proposed – where a development involves the development of ground floor floorspace and approval is sought for access/landscaping/layout as part of the outline planning application
	<u><a href="#">Elevations</a></u> – Existing and Proposed – where a development involves new build development and approval is sought for appearance as part of the outline planning application
	<u><a href="#">Floor Plans</a></u> – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building and approval is sought for layout as part of the outline planning application
	<u><a href="#">Roof Plans</a></u> – Existing and Proposed – where development impacts on the roof of an existing building or involves new build development and approval is sought for appearance/layout/scale as part of the outline planning application
	<u><a href="#">Site Sections, Floor and Site Levels</a></u> – Existing and Proposed - where approval is sought for layout/scale/appearance as part of the outline planning application
	<u><a href="#">Streetscene Elevations</a></u> – where a development alters the streetscene and approval is sought for appearance/layout/scale as part of the outline planning application
	<b>Criteria Based Documents</b>
	<u><a href="#">Accommodation Schedule</a></u> – required for all applications for residential development where unit numbers are known.
	<u><a href="#">Accurate Visual Representations</a></u> – required where a proposal is likely to have a significant effect on designated and non-designated heritage assets; and/or the surrounding townscape and approval is sought for appearance / scale as part of the outline planning application.
	<u><a href="#">Affordable Housing Statement</a></u> – required for residential development: <ul style="list-style-type: none"> <li>• In “moderate” and “hot” market locations where 10 or more residential units are proposed or where the site has an area of 0.5 hectares or more; or,</li> <li>• In “cold” market locations where 15 or more residential units are proposed.</li> </ul>
	<u><a href="#">Air Quality Assessment</a></u> – see <u><a href="#">guidance notes</a></u> .
	<u><a href="#">Biodiversity Net Gain Statement/Plan</a></u> – required for all applications unless exempt.

## OUTLINE PLANNING APPLICATION

<p><u><a href="#">Community Infrastructure Levy (CIL) Question Form</a></u> – required for the following applications:</p> <ul style="list-style-type: none"><li>• Development in excess of 100 square metres (GIA); or,</li><li>• Householder application for works or extension to a house; or,</li><li>• The creation of a new dwelling (also applies to development with less than 100 square metres (GIA); or,</li><li>• The conversion of a building.</li></ul>
<p><u><a href="#">Contaminated Land Assessment</a></u> – required where:</p> <ul style="list-style-type: none"><li>• The proposed end use of the development is considered sensitive to contamination (for example, allotments, residential use, schools, some commercial premises); or,</li><li>• The land is known or suspected of being contaminated; or,</li><li>• There is no evidence to show the land is free of contamination; or,</li><li>• Proposals may create new pollution linkages.</li></ul>
<p><u><a href="#">Context Character Appraisal</a></u> – all applications (where approval for appearance, layout and scale is sought) for new residential and non-residential development.</p>
<p><u><a href="#">Crime Impact Assessment</a></u> – required for:</p> <ul style="list-style-type: none"><li>• Residential developments (Classes C1, C2, and C3 and C4 where 10 or more units are created (to include new development and changes of use), or the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether 10 houses or more will be developed.</li><li>• Development falling within Classes E, B2 and B8 and sui generis uses, where 1000m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 1000m<sup>2</sup> or more and changes of use);</li><li>• Licensed food and beverage developments (within Class E or sui generis) where 200m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 200m<sup>2</sup> or more, and changes of use);</li><li>• Casinos and amusement arcades (to include new development, extensions of 500m<sup>2</sup> or more, and changes of use);</li><li>• Development carried out on a site having an area of 1 hectare or more where the nature and amount of floorspace to be developed is not known.</li><li>• Car parks where 50 or more parking spaces are created.</li></ul>
<p><u><a href="#">Daylight and Sunlight Assessment</a></u> – required for all outline planning applications where the proposal is likely to have an adverse effect upon levels of light to:</p> <ul style="list-style-type: none"><li>• adjoining sensitive land uses where approval is sought for scale and layout as part of the outline planning application; and,</li><li>• future occupiers of the proposed scheme where approval is sought for appearance, scale and layout as part of the outline planning application.</li></ul>
<p><u><a href="#">Design and Access Statement</a></u> – required for:</p> <ul style="list-style-type: none"><li>• All major planning applications;</li><li>• Where any part of the development is within a conservation area and comprises the provision of one or more dwellings;</li></ul>

<b>OUTLINE PLANNING APPLICATION</b>	<ul style="list-style-type: none"> <li>• A building(s) where the floorspace created by the development is 100 square metres or more.</li> </ul>
	<p><a href="#">Design Code Compliance Statement</a> – all applications (where approval for appearance, layout and scale is sought) for new residential and non-residential development.</p>
	<p><a href="#">Digital Connectivity Statement</a> – required for:</p> <ul style="list-style-type: none"> <li>• All new buildings (minor and major developments, residential and non-residential); and,</li> <li>• All applications for the change of use a building.</li> </ul>
	<p><a href="#">Drainage Strategy / Statement</a> – required for:</p> <ul style="list-style-type: none"> <li>• Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known;</li> <li>• Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m<sup>2</sup> or more or, where the floor area is not yet known, a site area of 1 hectare or more.</li> </ul>
	<p><a href="#">Ecological and Biodiversity Survey</a> (including Protected Species Survey) - see <a href="#">guidance notes</a>.</p>
	<p><a href="#">Employment Land Assessment</a> – required where a proposal would result in the loss of a site/building currently in employment uses (or where vacant, last used or non-retail employment uses).</p> <ul style="list-style-type: none"> <li>• Unallocated employment sites;</li> <li>• Outside of strategic locations and;</li> <li>• Employment places identified in Policy W1.3 of the Trafford Core Strategy</li> </ul>
	<p><a href="#">Energy Statement</a> – required for all outline planning applications for two or more dwellings and where the development comprises the delivery of more than 100m<sup>2</sup> (GIA) non-residential floorspace.</p>
	<p><a href="#">Environmental Impact Assessment</a> – required where a proposal is:</p> <ul style="list-style-type: none"> <li>• Development listed in Schedule 1 of EIA Regulations;</li> <li>• Development listed in Schedule 2 of EIA Regulations where it is considered likely to give rise to significant environmental effects.</li> </ul>
	<p><a href="#">Equalities Statement</a> – required for all publicly accessible buildings, facilities which provide an element of care and all major development.</p>
	<p><a href="#">Façade Design Analysis</a> – Required for all proposals for new buildings (excluding Use Classes B2 and B8), where approval for appearance, layout and scale is sought.</p>
	<p><a href="#">Fire Statement</a> – required for all applications for outline planning permission which involve the:</p> <ul style="list-style-type: none"> <li>• Provision of one or more relevant buildings; or</li> <li>• Development of an existing relevant building; or</li> <li>• Development within the curtilage of a relevant building; and,</li> <li>• Seek approval for layout and scale.</li> </ul>
	<p><a href="#">Flood Risk Assessment</a> – required for</p> <ul style="list-style-type: none"> <li>• Development Proposals in High Probability (Flood Zone 3)</li> <li>• Development Proposals in Medium Probability (Flood Zone 2)</li> <li>• Development Proposals on sites of 1ha. or above within Low Probability (Flood Zone 1)</li> </ul>

## OUTLINE PLANNING APPLICATION

	<ul style="list-style-type: none"> <li>• Development Proposals on sites of 0.5ha. or above within Critical Drainage Areas as identified in the Council's Strategic Flood Risk Assessment</li> <li>• Development Proposals within Canal Hazard Zones or where flood risk from canals is otherwise considered to be an issue as identified in the Council's Strategic Flood Risk Assessment</li> </ul>
	<p><u><a href="#">Green Belt Impact Statement</a></u> – required for:</p> <ul style="list-style-type: none"> <li>• The demolition, extension or replacement of dwellings in the green belt;</li> <li>• Inappropriate development in the green belt.</li> </ul>
	<p><u><a href="#">Green Infrastructure Statement</a></u> – where required by <u><a href="#">SPD1</a></u>.</p>
	<p><u><a href="#">Habitat Regulation Assessment</a></u> – required where the project is likely to have a harmful impact on the special nature conservation interest of European designated sites (Special Protection Areas, Special Areas of Conservation and Ramsar sites).</p>
	<p><u><a href="#">Health Impact Assessment</a></u> – required for:</p> <ul style="list-style-type: none"> <li>• All full planning applications for residential development comprising over 150 units;</li> <li>• All applications accompanied by an Environmental Statement or require to be screened for an Environmental Impact Assessment;</li> <li>• Other proposals which, due to their location, nature or proximity to sensitive receptors, are likely to have a notable impact on health and wellbeing.</li> </ul>
	<p><u><a href="#">Heat and Energy Network Assessment</a></u> – required for residential developments that comprise 10 dwellings or more or other developments over 1,000m<sup>2</sup> floorspace, which are located within the Heat and Energy Network Opportunity Areas.</p>
	<p><u><a href="#">Heritage Assessment</a></u> – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas) and non-designated heritage assets.</p>
	<p><u><a href="#">Housing Needs Statement</a></u> – required for residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known.</p>
	<p><u><a href="#">Landscape/Townscape Visual Appraisal</a></u> – required where buildings would be significantly higher than their neighbours' or make a recognisable impact on the skyline or where sites are considered to be particularly sensitive, in landscape/townscape or visual terms.</p>
	<p><u><a href="#">Landscape/Townscape Visual Impact Assessment</a></u> – required for all EIA development where the proposal would likely have significant environmental effects on the landscape/townscape.</p>
	<p><u><a href="#">Local Labour and Training Agreements</a></u> – required for:</p> <ul style="list-style-type: none"> <li>• Residential development consisting of 10 dwellings;</li> <li>• Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m<sup>2</sup> or more;</li> <li>• Mixed use development where the thresholds above would be exceeded cumulatively.</li> </ul>
	<p><u><a href="#">Materials Schedule</a></u> – required for all planning applications that comprise:</p> <ul style="list-style-type: none"> <li>• The development of new buildings and/or extensions; and/or</li> <li>• The introduction of new materials on existing buildings; and,</li> </ul>

<b>OUTLINE PLANNING APPLICATION</b>	<ul style="list-style-type: none"> <li>• Approval is sought for appearance as part of the outline planning application.</li> </ul> <p><a href="#"><u>M4(2) / M4(3) Compliance Statement</u></a> – required for all planning applications for residential development.</p> <p><a href="#"><u>Noise Assessment</u></a> – required where development generates high levels of noise or vibration, or involves the development noise sensitive uses. See <a href="#"><u>guidance notes</u></a> for further information.</p> <p><a href="#"><u>Open Space Assessment</u></a> – required where development affects land allocated as Protected Open Space or any other recreational (formal and informal) open space and buildings.</p> <p><a href="#"><u>Planning Obligations Draft Heads of Terms</u></a> – required where a legal agreement is required to secure infrastructure or affordable housing.</p> <p><a href="#"><u>Site Wide Landscape Strategy</u></a> – required for all applications that include built development.</p> <p><a href="#"><u>Statement of Community Involvement</u></a> – required for all major developments.</p> <p><a href="#"><u>Town Centre Statement</u></a> –</p> <ul style="list-style-type: none"> <li>• Sequential Assessment required for all main town centre development (retail, office, leisure and hotel) in an edge of centre or out of centre location where it is not in accordance with an up-to-date development plan document;</li> <li>• Impact Assessment required for all retail and leisure developments above 2,500 m<sup>2</sup> gross floorspace in an edge of centre or out of centre location where it is not in accordance with an up to date development plan policy.</li> </ul> <p><a href="#"><u>Transport Assessment/Transport Statement/Travel Plan</u></a> – see <a href="#"><u>guidance notes</u></a></p> <p><a href="#"><u>Tree Survey</u></a> – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).</p> <p><a href="#"><u>Viability Assessment</u></a> – required where a developer considers that, on viability grounds, a reduced level of planning obligations should be provided in respect of a development.</p> <p><a href="#"><u>Wind Impact Assessment</u></a> – required for:</p> <ul style="list-style-type: none"> <li>• Applications that include tall buildings (30 m or more in height);</li> <li>• Any free-standing buildings significantly exceed the prevailing building heights in the immediate area;</li> <li>• For any other proposals where the development is likely to have an adverse effect upon the wind microclimate; and,</li> <li>• Approval is sought for layout and scale as part of the outline planning application</li> </ul>
-------------------------------------	--

## RESERVED MATTERS CONSENT

<b>RESERVED MATTERS CONSENT</b>	<b>Essential Requirements</b>
	<a href="#"><u>Application Forms</u></a>
	<a href="#"><u>Completed applicable certificate of ownership and agricultural land declaration</u></a> (including any relevant press notice)
	<a href="#"><u>Notice to owner</u></a>
	<a href="#"><u>Fee</u></a> – all development unless exempt
	<a href="#"><u>Site Location Plan</u></a>
	<b>Criteria Based Plans</b>
	<a href="#"><u>Site Plan</u></a> – Existing and Proposed – where a development involves the development of ground floor floorspace and approval is sought for access/landscaping/layout as part of the application for reserved matters consent application
	<a href="#"><u>Elevations</u></a> – Existing and Proposed – where a development involves new build development and approval is sought for appearance as part of the application for reserved matters consent application
	<a href="#"><u>Floor Plans</u></a> – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building and approval is sought for layout as part of the application for reserved matters consent application
	<a href="#"><u>Roof Plans</u></a> – Existing and Proposed – where development impacts on the roof of an existing building or involves new build development and approval is sought for appearance/layout/scale as part of the application for reserved matters consent application
	<a href="#"><u>Site Sections, Floor and Site Levels</u></a> – Existing and Proposed - where a proposal involves a change in ground levels and approval is sought for any reserved matter as part of the application for reserved matters consent application
	<a href="#"><u>Streetscene Elevations</u></a> – where a development alters the streetscene and approval is sought for appearance/layout/scale as part of the application for reserved matters consent application
	<b>Criteria Based Documents</b>
	<a href="#"><u>Accommodation Schedule</u></a> – required for all applications for residential development where reserved matters consent for quantum is sought.
	<a href="#"><u>Accurate Visual Representations</u></a> – required where a proposal is likely to have a significant effect on designated and non-designated heritage assets; and/or the surrounding townscape and approval is sought for appearance/scale as part of reserved matters consent.
	<a href="#"><u>Biodiversity Net Gain Statement/Plan</u></a> – required for all applications unless exempt.
	<a href="#"><u>Crime Impact Assessment</u></a> – required for: <ul style="list-style-type: none"> <li>• Residential developments (Classes C1, C2, and C3 and C4 where 10 or more units are created (to include new development and changes of use), or the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether 10 houses or more will be developed.</li> </ul>

<b>RESERVED MATTERS CONSENT</b>	<ul style="list-style-type: none"> <li>• Development falling within Classes E, B2 and B8 and sui generis uses, where 1000m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 1000m<sup>2</sup> or more and changes of use);</li> <li>• Licensed food and beverage developments (within Class E or sui generis) where 200m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 200m<sup>2</sup> or more, and changes of use);</li> <li>• Casinos and amusement arcades (to include new development, extensions of 500m<sup>2</sup> or more, and changes of use);</li> <li>• Development carried out on a site having an area of 1 hectare or more where the nature and amount of floorspace to be developed is not known.</li> <li>• Car parks where 50 or more parking spaces are created.</li> </ul> <p><u><a href="#">Context Character Appraisal</a></u> – all applications (where approval for appearance, layout and scale is sought) for new residential and non-residential development.</p> <p><u><a href="#">Daylight and Sunlight Assessment</a></u> – required for all applications for reserved matters consent where the proposal is likely to have adverse effect upon levels of light to:</p> <ul style="list-style-type: none"> <li>• adjoining sensitive land uses where approval is sought for scale and layout as part of the application for reserved matters consent; and,</li> <li>• future occupiers of the proposed scheme where approval is sought for appearance, scale and layout as part of the application for reserved matters consent.</li> </ul> <p><u><a href="#">Design and Access Statement</a></u> – required for:</p> <ul style="list-style-type: none"> <li>• All major planning applications;</li> <li>• Where any part of the development is within a conservation area and comprises the provision of one or more dwellings;</li> <li>• A building(s) where the floorspace created by the development is 100 square metres or more.</li> </ul> <p><u><a href="#">Design Code Compliance Statement</a></u> – all applications (where approval for appearance, layout and scale is sought) for new residential and non-residential development.</p> <p><u><a href="#">Drainage Strategy / Statement</a></u> – required for:</p> <ul style="list-style-type: none"> <li>• Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known;</li> <li>• Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m<sup>2</sup> or more or, where the floor area is not yet known, a site area of 1 hectare or more.</li> </ul> <p><u><a href="#">Environmental Impact Assessment</a></u> – required where a proposal is:</p> <ul style="list-style-type: none"> <li>• Development listed in Schedule 1 of EIA Regulations;</li> <li>• Development listed in Schedule 2 of EIA Regulations where it is considered likely to give rise to significant environmental effects.</li> </ul> <p><u><a href="#">Equalities Statement</a></u> – required for all publicly accessible buildings, facilities which provide an element of care and all major development.</p> <p><u><a href="#">Façade Design Analysis</a></u> – Required for all proposals for new buildings (excluding Use Classes B2 and B8), where approval for appearance, layout and scale is sought.</p>
---------------------------------	---

**RESERVED MATTERS CONSENT**

<p><u><a href="#">Fire Statement</a></u> – required for all applications for outline planning permission which involve the:</p> <ul style="list-style-type: none"><li>• Provision of one or more relevant buildings; or</li><li>• Development of an existing relevant building; or</li><li>• Development within the curtilage of a relevant building; and,</li><li>• Seek approval for layout and scale.</li></ul>
<p><u><a href="#">Health Impact Assessment</a></u> – required for:</p> <ul style="list-style-type: none"><li>• All full planning applications for residential development comprising over 150 units;</li><li>• All applications accompanied by an Environmental Statement or require to be screened for an Environmental Impact Assessment;</li><li>• Other proposals which, due to their location, nature or proximity to sensitive receptors, are likely to have a notable impact on health and wellbeing.</li></ul>
<p><u><a href="#">Heat and Energy Network Assessment</a></u> – required for residential developments that comprise 10 dwellings or more or other developments over 1,000m<sup>2</sup> floorspace, which are located within the Heat and Energy Network Opportunity Areas.</p>
<p><u><a href="#">Heritage Assessment</a></u> – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks &amp; Gardens, sites within Conservation Areas) and non-designated heritage assets.</p>
<p><u><a href="#">Housing Needs Statement</a></u> – required for residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known.</p>
<p><u><a href="#">Landscape/Townscape Visual Impact Assessment</a></u> – required where buildings would be significantly higher than their neighbours' or make a recognisable impact on the skyline or where sites are considered to be particularly sensitive, in landscape/townscape or visual terms.</p>
<p><u><a href="#">Materials Schedule</a></u> – required for all planning applications that comprise:</p> <ul style="list-style-type: none"><li>• The development of new buildings and/or extensions; and/or</li><li>• The introduction of new materials on existing buildings; and,</li><li>• Approval is sought for appearance as part of the reserved matters consent.</li></ul>
<p><u><a href="#">M4(2) / M4(3) Compliance Statement</a></u> – required for all planning applications for residential development.</p>
<p><u><a href="#">Site Wide Landscape Strategy</a></u> – required for all applications that include built development.</p>
<p><u><a href="#">Statement of Community Involvement</a></u> – required for all major developments.</p>
<p><u><a href="#">Town Centre Statement</a></u> –</p> <ul style="list-style-type: none"><li>• Sequential Assessment required for all main town centre development (retail, office, leisure and hotel) in an edge of centre or out of centre location where it is not in accordance with an up-to-date development plan document;</li><li>• Impact Assessment required for all retail and leisure developments above 2,500 m<sup>2</sup> gross floorspace in an edge of centre or out of centre location where it is not in accordance with an up to date development plan policy.</li></ul>

**RESERVED MATTERS CONSENT**

[Tree Survey](#) – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).

[Waste Management Strategy](#) – required where approval is sought for layout for all residential and non-residential development proposals, including new build development and changes of use, regardless of the size of the proposal.

[Wind Impact Assessment](#) – required for:

- Applications that include tall buildings (30 m or more in height);
- Any free-standing buildings significantly exceed the prevailing building heights in the immediate area;
- For any other proposals where the development is likely to have an adverse effect upon the wind microclimate; and,
- Approval is sought for layout and scale as part of the application for reserved matters consent.

## DISCHARGE OF CONDITION / VARIATION/REMOVAL OF CONDITION (S73)

DOC/S73	<b><u>Essential Requirements</u></b>
	<a href="#"><u>Application Forms</u></a>
	<u>Fee</u> – all development unless exempt
	<b><u>Criteria Based Plans and documents – as required by the relevant condition</u></b>

## NON-MATERIAL AMENDMENT

NMA	<b><u>Essential Requirements</u></b>
	<a href="#"><u>Application Forms</u></a>
	<a href="#"><u>Fee</u> – all development unless exempt</a>
	<b><u>Criteria Based Plans – as required to demonstrate the amendment</u></b>
	<a href="#"><u>Site Plan</u></a>
	<a href="#"><u>Elevations</u></a>
	<a href="#"><u>Floor Plans</u></a>
	<a href="#"><u>Roof Plans</u></a>
	<a href="#"><u>Site Sections, Floor and Site Levels</u></a>
	<a href="#"><u>Streetscene Elevations</u></a>
	<a href="#"><u>Accommodation Schedule</u></a>
	<b><u>Criteria Based Documents – as required to demonstrate the amendment</u></b>
	<a href="#"><u>Accurate Visual Representations</u></a>
	<a href="#"><u>Daylight and Sunlight Assessment</u></a>
	<a href="#"><u>Equalities Statement</u></a>
	<a href="#"><u>Façade Design Analysis</u></a>

## LISTED BUILDING CONSENT

LISTED BUILDING CONSENT	<b><u>Essential Requirements</u></b>
	<a href="#">Application Forms</a>
	<a href="#">Completed applicable certificate of ownership</a> (including any relevant press notice)
	<a href="#">Notice to owner</a> if required
	<a href="#">Site Location Plan</a>
	<b><u>Criteria Based Plans</u></b>
	<a href="#">Site Plan</a> – where a development involves the development of ground floor floorspace
	<a href="#">Elevations</a> – Existing and Proposed – where a development involves new build development
	<a href="#">Floor Plans</a> – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building
	<a href="#">Roof Plans</a> – Existing and Proposed - where development impacts on the roof
	<a href="#">Site Sections, Floor and Site Levels</a> – Existing and Proposed - where a proposal involves a change in ground levels
	<a href="#">Streetscene Elevations</a> – where a development alters the streetscene
	<b><u>Criteria Based Documents</u></b>
	<a href="#">Heritage Assessment</a> – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.
	<a href="#">Tree Survey</a> – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).

## ADVERTISEMENT CONSENT

ADVERTISEMENTS	<b><u>Essential Requirements</u></b>
	<a href="#"><u>Application Forms</u></a>
	<a href="#"><u>Fee</u></a> – all development unless exempt
	<a href="#"><u>Site Location Plan</u></a>
	<a href="#"><u>Site Plan</u></a>
	<a href="#"><u>Elevations</u></a> – Existing and Proposed
	<b><u>Criteria Based Documents</u></b>
	<a href="#"><u>Heritage Assessment</u></a> – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.

## LAWFUL DEVELOPMENT CERTIFICATE – EXISTING AND PROPOSED

LAWFUL DEVELOPMENT CERTIFICATES	<b><u>Essential Requirements</u></b>
	<a href="#"><u>Application Forms</u></a>
	<a href="#"><u>Fee</u></a> – all development unless exempt
	<a href="#"><u>Site Location Plan</u></a>
	<b><u>Criteria Based Plans</u></b>
	<a href="#"><u>Site Plan</u></a> – where a development involves the development of ground floor floorspace
	<a href="#"><u>Elevations</u></a> – Existing and Proposed – where a development involves new build development
	<a href="#"><u>Floor Plans</u></a> – Existing and Proposed – where a development involves new build development or alters the existing floorplan of a building
	<a href="#"><u>Roof Plans</u></a> – Existing and Proposed - where development impacts on the roof
	<a href="#"><u>Site Sections, Floor and Site Levels</u></a> – Existing and Proposed - where a proposal involves a change in ground levels
	<a href="#"><u>Streetscene Elevations</u></a> – where a development alters the streetscene
	<b><u>Criteria Based Documents</u></b>
	When applying for a Lawful Development Certificate for existing development, evidence to demonstrate that the use is lawful will be required to be submitted. This could include, dependent on the case, photographic evidence, signed affidavits, financial records, council tax etc.

## **APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS**

<b>TREE WORKS</b>	<b><u>Essential Requirements</u></b>
	<a href="#"><u>Application Forms</u></a>
	Fee – all development unless exempt
	<a href="#"><u>Tree Location Plan</u></a>
	<a href="#"><u>Site Location Plan</u></a>
	<a href="#"><u>Transport Assessment/Transport Statement/Travel Plan</u></a> – see <a href="#"><u>guidance notes</u></a>
	<b><u>Criteria Based Plans</u></b>
	<a href="#"><u>Site Sections, Floor and Site Levels</u></a> – Existing and Proposed - where a proposal involves a change in ground levels
	<b><u>Criteria Based Documents</u></b>
	<a href="#"><u>Heritage Assessment</u></a> – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.

## APPLICATION FOR HEDGEROW REMOVAL NOTICE

<b>HEDGEROW REMOVAL NOTICE</b>	<b><u>Essential Requirements</u></b>
	<a href="#"><u>Application Forms</u></a> (Hedgerow Removal Notice (Form according to Schedule 4 of Hedgerows Regulations 1997))
	<a href="#"><u>Fee</u></a> – all development unless exempt
	<a href="#"><u>Hedgerow Location Plan</u></a>
	<a href="#"><u>Site Plan</u></a>
	<b><u>Criteria Based Plans</u></b>
	<a href="#"><u>Site Sections, Floor and Site Levels</u></a> – Existing and Proposed - where a proposal involves a change in ground levels
	<b><u>Criteria Based Documents</u></b>
	<a href="#"><u>Heritage Assessment</u></a> – required where a development may affect a heritage asset, including its setting (designated heritage assets include Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, sites within Conservation Areas) and non-designated heritage assets.
	<a href="#"><u>Transport Assessment/Transport Statement/Travel Plan</u></a> – see <a href="#"><u>guidance notes</u></a>
	<a href="#"><u>Tree Survey</u></a> – required where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).
	Important Hedgerow Assessment (Schedule 1 of Hedgerows Regulations 1997)

## **NATIONAL INFORMATION REQUIREMENTS**

### **APPLICATION FEE**

The correct fee, where one is necessary – see the [Council's fee schedule](#) and [national planning guidance](#).

### **APPLICATION FORMS**

**One copy of the completed Standard Application Form (1APP).** The forms are available electronically and can be submitted via the planning portal. If the applicant wishes to submit a paper application, these can be printed off from the Council's website ([Planning application forms \(trafford.gov.uk\)](#)) The electronic standard application form allows applicants to apply for multiple consents at the same time: for example, to apply for planning permission and listed building consent.

**A completed Ownership and Agricultural Holdings Certificate.** Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Articles 13 and 14 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO), the Local Planning Authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed.

All applications except those for approval of reserved matters, discharge or variation of conditions, tree preservation orders and express consent to display an advertisement must include the appropriate certificate of ownership. The certificate also requires confirmation of whether or not the site relates to an agricultural holding. If the site does relate to an agricultural holding, all agricultural tenants must be notified prior to the submission of the application.

**Certificate A** is applicable when the applicant is the sole owner and when none of the land to which the application relates is, or is part of, an agricultural holding;

**Certificate B** is applicable when the owner and /or agricultural tenant is known to the applicant; and,

**Certificates C and D** are applicable when none or only some of the owners and / or agricultural tenants of the site are known. For this purpose, an 'owner' is anyone with a freehold interest, or leasehold interest, the unexpired term of which is not less than 7 years.

#### **Notice to owner**

If Certificates B or C are relevant, the applicant must complete and serve notice of the proposals on the owners and /or agricultural tenants of the application site in accordance with Article 13 of the DMPO.

### **DESIGN AND ACCESS STATEMENT**

One copy of a Design and Access Statement must accompany all applications for both outline and full planning permission in accordance with Article 9 of the DMPO, as amended, in respect of the following categories of application:

- Development which is major development;

- Where any part of the development is in a “designated area”, development consisting of:
  - (i) the provision of one or more dwellinghouses; or
  - (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.

In this context, “designated area” means a World Heritage Site or a Conservation Area.

Design and Access Statements accompanying applications for listed building consent 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:

- a) the special architectural or historic importance of the building;
- b) the particular physical features of the building that justify its designation as a listed building; and,
- c) the building’s setting.

Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant’s approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant’s approach to access takes account of matters (a)-(c) above.

Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.

Further information on what a Design and Access Statement is can be found in [PPG](#).

The Trafford Design Code includes within it a number of references to compliance requirements which should be signposted within the Design and Access Statement if they are not contained in a standalone [Design Code Compliance Statement](#).

## **DRAWINGS AND PLANS**

One copy of other drawings (dependent on the type of application – refer to the relevant checklist for specific requirements) and may include:

### **Block Plan**

Plan of the site at a scale of 1:100 or 1:200, showing the proposed development; any site boundaries; the type and height of any boundary treatment (e.g. walls and fences etc.); the position of any building or structure on the other side of such boundaries and with any proposed extensions clearly identified to scale.

### **Elevations - Existing and Proposed**

Plans drawn to a scale of 1:50 or 1:100. These must show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown in full (not part) and these must indicate, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case. Where a proposed elevation adjoins another building or is in close proximity, the drawings must clearly show the relationship between the buildings, and detail the positions of the openings on each property.

### **Floor Plans - Existing and Proposed**

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

### **Roof Plans – Existing and Proposed**

Plans drawn to a scale of 1:50 or 1:100. A roof plan is used to show the shape of the roof. Details such as the roofing material and their location must be specified on the roof plan.

### **Site Sections and Finished Floor and Site Levels - Existing and Proposed**

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

Site level surveys (topographical surveys) are required to identify natural and artificial topographic features and ground levels and must be submitted to demonstrate how proposed buildings relate to existing site levels, features and neighbouring development. Such plans must also show the proposals in relation to the adjoining buildings.

Finished floor levels for existing and proposed development must be clearly identified on plans.

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

### **Site Location Plan**

One copy of a Site Location Plan, based on an up-to-date map at a scale of 1:1250 or 1:2500 and scaled to fit onto A4 or A3 size paper, showing the direction of north. Plans should wherever possible show at least two named roads and the

surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line. It must include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

### **Site Plan**

One copy of a Site Plan, drawn at a scale of at 1:500 or 1:200 accurately showing:

- a) The direction of north;
- b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) All the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) The species, position and spread of all trees within 12 metres of any proposed building works;
- e) The extent and type of any hard surfacing;
- f) Boundary treatment including walls or fencing where this is proposed.

### **Streetscene Elevations**

Plans drawn to a scale of 1:100 or 1:200. A streetscene elevation should be submitted in all cases where the proposal is for an infill development between existing buildings, for an increase in the height of an existing property within a row of other buildings and for all streets within major developments.

### **Tree Location Plan (relevant for Applications for Tree Works only)**

The plan should show boundaries and adjoining properties (including house numbers or names) and names of roads. It is not necessary to draw a scale plan, but the plans should show approximate distances between the tree(s) in question and other relevant features and include a north arrow.

### **Hedgerow Location Plan (relevant for Applications for Hedgerow Removal Notice only)**

A plan drawn to scale (ideally 1:2500) which clearly shows the location and length of the hedgerow(s) to be removed. The plan should include a north arrow.

**All drawings must have a scale bar and be clearly referenced with a drawing title, north point, reference number and details of any revisions.**

## **GATEWAY ONE FIRE STATEMENT**

A Planning Gateway One Fire Statement is required to be submitted as a result of the [Town and Country Planning \(Development Management Procedure and Section 62A Applications\) \(England\) \(Amendment\) Order 2021](#) ("the 2021 Order").

A Planning Gateway One Fire Statement must be included for all applications for full planning permission which involve the:

- provision of one or more relevant buildings, or
- development of an existing relevant building or
- development within the curtilage of a relevant building.

Relevant buildings are those which contain two or more dwellings or educational accommodation and meet the height condition (18m or more in height, or 7 or more storeys whichever is reached first).

Fire Statements must be submitted on the [standard form on GOV.UK](#) (or a form to similar effect). [Guidance on the completion of a fire statement is available on GOV.UK](#).

Applications for planning permission will be exempt from the requirement to submit a fire statement where:

- the application is for a material change in use of a relevant building and the material change of use would result in the building no longer being a relevant building
- the application is for a material change in use of land or buildings within the curtilage of a relevant building and the material change of use would not result in the provision of one or more relevant buildings
- the application is for outline planning permission
- the application is for permission to develop land without compliance with conditions under section 73 of the Town and Country Planning Act 1990

Where applications for outline planning permission seek approval for layout and scale and involve the provision of one or more relevant buildings, or the development of an existing relevant building or the development within the curtilage of a relevant building a fire statement will be required to be submitted.

Further guidance on the requirements of Planning Gateway One is provided in the relevant section of the [NPPG](#).

## **LOCAL INFORMATION REQUIREMENTS**

### **ACCOMMODATION SCHEDULE**

**Threshold – Requirement for Full or Outline planning applications for residential development**

Required by Policy JP-H3 of Places for Everyone and the NPPF

The accommodation schedule should set out the size of the proposed residential units. A comparison should also be made to the Nationally Described Space Standards.

### **ACCURATE VISUAL REPRESENTATIONS (AVR)**

**Threshold - AVRs will be required where a proposal is likely to have a significant effect on designated and non-designated heritage assets; and/or the surrounding townscape/landscape.**

Required by Policy JP-P1 of Places for Everyone and the NPPF

An Accurate Visual Representation (AVR) is a form of computer visualisation that can assist in the assessment of the visual effects of specific proposals on designated views. AVR images are very realistic and should be accurate with respect to height, form, size and location and should be created to a high level of verifiable accuracy using collected survey data, precise photography and a strict recorded methodology.

Early pre-application discussions are encouraged to determine whether AVR images are required to support a proposal and, where necessary, which views are required and the extent to which they should be rendered.

AVR's should be completed in accordance with the latest relevant Landscape Institute guidance '[Visual Representation of development proposals](#)'.

### **AFFORDABLE HOUSING STATEMENT**

**Threshold – Requirement for Full or Outline planning applications for housing developments proposing 10 or more residential units or where the site has an area of 0.5 hectares or more in “hot” market locations (Altrincham and open countryside) and “moderate” market locations (Sale, Urmston and Stretford) and 15 or more residential units in “cold” market locations (Partington, Carrington and Old Trafford).**

Required by Policy L2 of the Trafford Core Strategy, Policy JPA 3.2 and JPA-30 of Places for Everyone and the NPPF

This statement must include the following elements: -

- The number of affordable residential units;
- The mix of affordable units in terms of type, (intermediate / social rented) and size (number of bedrooms and gross floorspace);
- Plans showing the location of affordable housing units;
- How the affordable housing units are to be managed and, where this involves an RSL, their details.

Where the developer proposes a lower proportion of affordable housing or a different mix to that outlined within Policy L2 of the Trafford Core Strategy, then detailed justification should be provided to support the proposal within this statement.

For outline applications where it is not possible to specify the affordable housing provision in detail, a statement of intent should be submitted outlining how affordable housing is intended to be provided and whether the site will comply with the provisions set out.

Further details can be found within the Council's [SPD1: Planning Obligations](#)

## AIR QUALITY ASSESSMENT

**Threshold – Requirement for Full or Outline planning applications for the following:**

- **Developments affecting waste handling facilities (including sewerage treatment works or poultry farms);**
- **Any industrial activity which is regulated by the Local Authority or Environment Agency;**
- **Developments that introduce new exposure close to existing sources of air pollutants, including road traffic, industrial operations, agricultural operations etc.**

**In addition to the above, an Air Quality Assessment will be required if any of the criteria in A below apply together with any of the criteria in B and any of the criteria in C:**

**A.**

**10 or more residential units or a site area of more than 0.5ha  
more than 1,000 m<sup>2</sup> of floor space for all other uses or a site area greater than 1ha**

**B.**

**the development has more than 10 parking spaces  
the development will have a centralised energy facility or other centralised combustion process**

**C. Where the proposed development will:**

- 1. Cause a significant change in Light Duty Vehicle (LDV) traffic flows on local roads with relevant receptors (LDV = cars and small vans <3.5t gross vehicle weight). A change of LDV flows of:**  
more than 100 AADT (annual average daily traffic) within or adjacent to an AQMA  
more than 500 AADT elsewhere
- 2. Cause a significant change in Heavy Duty Vehicle (HDV) flows on local roads with relevant receptors. (HDV = goods vehicles + buses >3.5t gross vehicle weight)**  
A change of HDV flows of  
more than 25 AADT within or adjacent to an AQMA  
more than 100 AADT elsewhere
- 3. Realign roads, i.e. changing the proximity of receptors to traffic lanes.**  
Where the change is 5m or more and the road is within an AQMA
- 4. Introduce a new junction or remove an existing junction near to relevant receptors. Applies to junctions that cause traffic to significantly change vehicle accelerate/decelerate, e.g. traffic lights, or roundabouts.**
- 5. Introduce or change a bus station. Where bus flows will change by: --**  
more than 25 AADT within or adjacent to an AQMA -- more than 100 AADT elsewhere
- 6. Have an underground car park with extraction system where the ventilation extract for the car park will be within 20 m of a relevant receptor coupled with the car park having more than 100 movements per day (total in and out)**
- 7. Have one or more substantial combustion processes where there is a risk of impacts at relevant receptors**

Required by Policy L5 of Trafford Core Strategy, JP-S5 of Places for Everyone and the NPPF

The Air Quality Assessment must demonstrate how a development would affect pollution concentrations in relation to health based statutory and proposed air quality standards and objectives. This would normally involve screening and where appropriate dispersion modelling to:

- Assess the existing air quality in the study area (existing baseline);
- Predict the future air quality without the development in place (future baseline which may or may not include the contribution of committed development);

- Predict the future air quality with the development in place (with development);
- The cumulative impact of developments should be considered. It may be necessary to model another future scenario, with committed development excluded, to allow the cumulative impact of all such future developments with planning permission to be assessed as one combined impact at sensitive receptors. In most circumstances, it is more likely that committed development would be included in the future baseline where the information exists to facilitate this.

Applicants must be aware of the GM Clean Air Plan when undertaking any air quality assessment.

Further details can be found in the NPPF, NPPG, the Institute of Air Quality Management guidance document: Planning for Air Quality (2017) and the Greater Manchester Air Quality Action Plan. For further guidance or advice please contact the Council's Public Protection Department on 0161 9121377 or [environmental.protection@trafford.gov.uk](mailto:environmental.protection@trafford.gov.uk).

## Air Quality Assessment – Ecology

### **Threshold – all development that may affect a Nationally, European or Internationally designated site**

Required by Policy L5 of Trafford Core Strategy, JP-S5 of Places for Everyone and the NPPF

When there is potential for air quality issues to affect a European/Internationally or Nationally designated site, an Air Quality Assessment will be required.

To determine whether an Air Quality Assessment is required, applicants should refer to the SSSI Impact Risk Zones tool - [SSSI Impact Risk Zones \(England\)](#) | [Natural England Open Data Geoportal](#). The results of screening should inform the need for any further, more detailed assessment which may be required to fully assess the impacts of the proposal.

If utilising the Simple Calculation of Atmospheric Impact Limits ([SCAIL](#)) model, ensure the final input file (PDF format), the outputs for the model and the results (CSV format), with the details of the application are attached. This is particularly of significance for applications involving slurry stores, manure stores, pig, cattle, poultry units and combustion related proposals.

If road traffic emissions will result in air quality impacts on designated sites, applicants should refer to Natural England's approach to advising competent authorities on the assessment of road traffic emissions under the Habitats Regulations ([NEA001](#)).

## BIODIVERSITY NET GAIN STATEMENT/PLAN

### Threshold – all development unless exempt

Required by Policy JP-G8 of Places for Everyone and the NPPF

The exemptions are set out in [paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990](#) and the [Biodiversity Gain Requirements \(Exemptions\) Regulations 2024](#).

Where an applicant considers that they meet the self-build exemption, confirmation must be provided that the development would comply with the definition of “self-build and custom housebuilding” taken from the [Self-build and Custom Housebuilding Act 2015 \(section 1\(A1\)\)](#).

Applicants are advised to review the [Biodiversity Net Gain Guidance](#) for Planners and Applicants produced by Greater Manchester Combined Authority (GMCA) when preparing their Biodiversity Net Gain Statement/Plan.

The report must include:

- a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity net gain condition;
- the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date and justification why the earlier date is being used)
- the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have:
  - a statement to the effect that these activities have been carried out;
  - the date immediately before these activities were carried out;
  - the pre-development biodiversity value of the onsite habitat on this date;
  - the completed metric calculation tool showing the calculations, and
  - any available supporting evidence of this;
- a description of any irreplaceable habitat (as set out in [column 1 of the Schedule to the Biodiversity Gain Requirements \(Irreplaceable Habitat\) Regulations 2024](#)) on the land to which the application relates, that exists on the date of application, (or an earlier date);
- a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat;
- a completed biodiversity metric indicating the level of biodiversity net gain or loss is likely to be achieved by the scheme;
- a written Biodiversity Net Gain Statement or draft Biodiversity Gain Plan;

- raw baseline habitat data in UKHab survey format, with condition assessment data; and,
- pre- and post-development habitat maps showing areas of habitat retention and loss etc.

## Biodiversity Net Gain - Discharge of Condition

### Threshold – Requirement to discharge conditions, where applicable.

The information listed below will be required to support any application to discharge the biodiversity net gain condition.

- Ecological survey with raw baseline habitat data
- Completed baseline and post development habitat maps
- A finalised Biodiversity Gain Plan
- Completed and finalised Statutory Biodiversity Metric
- For offsite units or statutory credits - proof of purchase
- A completed Habitat Management and Monitoring Plan for all significant on-site gains

When a management and monitoring plan is submitted, the following criteria should be checked before submitting to LPA ecologists or GMEU for further review.

- Does it cover 30 years of management and monitoring?
- Has it been made clear who is responsible for the management? For example, is the responsibility being taken on by a management company who is clearly identified?
- Does the plan demonstrate when the monitoring will occur? Occurrence of monitoring visits will depend on the size of the site, but DEFRA has advised that a "medium sized habitat creation project might result in reports for years 2, 5, 10, 20 and 30".

## COMMUNITY INFRASTRUCTURE LEVY (CIL) – QUESTION FORM

### Threshold - All planning applications that comprise any of the following:

- **Development in excess of 100 square metres (GIA); or,**
- **Householder application for works or extension to a house; or,**
- **The creation of a new dwelling (also applies to development with less than 100 square metres (GIA); or.**
- **The conversion of a building.**

CIL Charging Schedule approved by full council 26 March 2014

The Community Infrastructure Levy (CIL) allows Local Authorities in England and

Wales to set a financial levy on developments to provide essential infrastructure to support planned growth. Trafford's [CIL Community Infrastructure Levy Charging Schedule](#) was approved by Council on 26 March 2014 and became effective on 07 July 2014.

All submissions that are for the above types of application must be accompanied by a completed CIL Question Form in order for the CIL Charging Authority to determine if an application is chargeable or not.

Further guidance on CIL can be found in the Council's document [CIL Charging Schedule - Short Guide for Applicant's](#).

**Note: If an applicant's email address is not provided on the Planning Application Form, the Council will issue all CIL related correspondence (including the CIL liability notice) to the agent (if applicable) via email.**

## CONTAMINATED LAND ASSESSMENT

**Threshold – Required if any of the following apply:**

- The proposed end use of the development is considered sensitive to contamination (for example, allotments, residential use, schools, some commercial premises)
- The land is known or suspected of being contaminated
- There is no evidence to show the land is free of contamination
- Proposals may create new pollution linkages

Required by Policy JP-S1 of Places for Everyone and the NPPF

The National Planning Policy Framework (NPPF) seeks to prevent unacceptable risks from pollution and land instability. Where a site is affected by contamination or land stability issues, responsibility for securing safe development rests with the developer and/or landowner.

On a precautionary basis, the possibility of contamination should be assumed when considering individual planning applications in relation to all land subject to or adjacent to previous industrial use and also where uses are being considered that are particularly sensitive to contamination – e.g. housing, schools, hospitals, children's play areas.

The preliminary risk assessment (PRA) must be undertaken and prepared by a suitably qualified and experienced person and undertaken in accordance with relevant [Land Contamination and Risk Management \(LCRM\) guidance](#) and procedures. Details of authors and reviewers and their relevant competencies should be identified within the report.

If the site poses a potentially significant risk to the proposed use or wider environment, then a full site investigation is required to be submitted with any application.

The need for a PRA for householder applications, or applications for change of use which do not include operational development will be determined on a case-by-case basis.

Further details can be found in the NPPF and [LCRM online guidance](#).

For further guidance or advice please contact the Council's Regulatory Services, [environmental.protection@trafford.gov.uk](mailto:environmental.protection@trafford.gov.uk).

## CONTEXT CHARACTER APPRAISAL

**Threshold – all applications for new residential and non-residential development, except for householder applications, and applications for a change of use where there are no alterations to the appearance of the site or external appearance of a building).**

Required by Policy L7 of the Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

It is important that applicants complete an appropriate Context Character Appraisal to establish the appropriate baseline for a building's design. A Context Character Appraisal should include consideration of:

- Scale, density, height and massing;
- Urban grain, layout and spaciousness;
- Topography;
- Streetscape;
- Impact on nearby heritage assets;
- Elevational treatment and local architectural style;
- Materials;
- Hard and soft landscaping, including boundary treatments;
- Landmark buildings;
- Skyline;
- Constraints and opportunities.

Where appropriate this appraisal can form part of a Design and Access Statement or form a standalone document. The Context Character Appraisal must be clearly identified in the application submission.

Context Character Appraisals should be proportionate to the scale of the scheme.

## CRIME IMPACT STATEMENT

**Threshold – Requirement for Full, Outline and Reserved Matters applications for the following:**

- Residential developments (Classes C1, C2, and C3 and C4 where 10 or more units are created (to include new development and changes of use)), or the development is to be carried out on a site having an

- area of 0.5 hectares or more and it is not known whether 10 houses or more will be developed;**
- **Development falling within Classes E, B2 and B8 and sui generis uses, where 1000m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 1000m<sup>2</sup> or more and changes of use);**
  - **Licensed food and beverage developments (within Class E or sui generis) where 200m<sup>2</sup> gross or more of floorspace is proposed (to include new development, extensions of 200m<sup>2</sup> or more, and changes of use);**
  - **Casinos and amusement arcades (to include new development, extensions of 500m<sup>2</sup> or more, and changes of use);**
  - **Development carried out on a site having an area of 1 hectare or more where the nature and amount of floorspace to be developed is not known;**
  - **Car parks where 50 or more parking spaces are created.**

Required by Policy JP-P1 of Places for Everyone and the NPPF

Having considered the principles of Crime Prevention through Environmental Design (CPTED), and having referenced Police approved security products and standards, the Crime Impact Statement should demonstrate that a development has been designed to minimise the risk of crime and disorder affecting both the development and its immediate surroundings. Developers are strongly advised to discuss the proposals with Greater Manchester Police Design for Security.

The Crime Impact Statement should:

- Be prepared by a suitably qualified and experienced professional that is able to offer impartial and objective crime prevention advice.
- Highlight all relevant crime and disorder issues currently experienced in the neighbourhood in which the development site is located, and any crime and disorder issues that the proposed development may generate or attract.
- Consider the crime and disorder issues, and include a review of how these issues might affect future both users of the development and the local community, and identify design solutions that will reduce the developments and the local community's vulnerability to crime and disorder, and promote a safe and secure development.

Where appropriate this statement can form part of a Design and Access Statement.

A statement detailing how the applicant has incorporated and taken on board the recommendations of the CIS should be provided. This can form part of the Design and Access Statement.

## **DAYLIGHT / SUNLIGHT ASSESSMENT**

**Threshold – Required for all planning applications where the proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses and future occupiers of the proposed scheme.**

Required by Policy L7 of the Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

Sunlight and daylight studies should assess the impact of a proposed scheme on the sunlight and daylight received by future occupiers of the proposed scheme and adjoining/neighbouring residential properties and buildings.

The Council will expect the impact of the development to be assessed following the methodology set out in the most recent edition of Building Research Establishment's (BRE) "Site layout planning for daylight and sunlight: A guide to good practice".

The applicant is also required to provide a summary table for sunlight, and for daylight, which includes the following:

- the receptor (i.e. each building);
- the number of rooms in the receptor tested;
- the number of rooms which meet the BRE criteria;
- the number of rooms which do not meet the BRE criteria, split by minor, moderate and major significance, as per the criteria outlined above;
- the number of dwellings affected; and,
- commentary on minor, moderate and major sunlight and daylight losses.

Where amenity space is proposed as part of a development, a sun path study must also be undertaken to demonstrate that at least half of a development's amenity space receives at least two hours of sunlight on 21<sup>st</sup> March.

## **DESIGN CODE COMPLIANCE STATEMENT**

**Threshold – all applications for new residential and non-residential development, except for householder applications.**

Required by Policy L7 of the Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

Trafford Design Code clearly sets out the design requirements for new residential and non-residential development in the Borough. Each sub-section of the Code contains clear information on how applicants should seek to demonstrate to officers their project complies (or justify why not) with that design code section. This need not necessarily require the submission of a lengthy compliance document. Applicants may be able to demonstrate how they have complied with relevant codes within the Design and Access Statement, Façade Design Analysis or their own compliance statement. This will ensure the officer has all the relevant information and visual documentation to make the necessary decisions.

Where appropriate this statement can form part of a Design and Access Statement or form a standalone document and should be clearly identified in the submission.

Applicants may wish to use the Design Code Compliance Statement template at Appendix 1 to set out where particular code requirements are addressed within the application submission.

## DIGITAL CONNECTIVITY STATEMENT

**Threshold – Requirement for full and outline planning applications for the following:**

- All new buildings (minor and major developments); and,
- All applications for the change of use a building.

Required by Policy JP-C2 of Places for Everyone.

A Digital Connectivity Statement should be submitted to explain how the proposal will provide full fibre connections, and if not, why it is technically infeasible and/or unviable. Schemes should incorporate multiple ducting compliant with telecoms standards, to facilitate future-proof gigabit capable network connections. It is expected that internet connections will be operational and immediately accessible to network providers when occupiers move into new properties.

## DRAINAGE STRATEGY / STATEMENT

**Threshold – Requirement for full and outline applications for the following:**

- Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known.
- Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m<sup>2</sup> or more or, where the floor area is not yet known, a site area of 1 hectare or more.

Required by Policy L5 of the Trafford Core Strategy, Policy JP-S4 of Places for Everyone and the National Planning Policy Framework

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

Full and Outline Planning applications for major development should be accompanied by a site-specific drainage strategy or statement that demonstrates that the drainage scheme proposed is in compliance with both the NPPF / NPPG and the Non-Statutory Technical Standards.

Full and Outline Planning applications for major development must also be accompanied by a completed copy of the **Northwest SuDS Strategy: Pro-forma**. The pro-forma summarises and confirms the details that should be contained within the Sustainable Drainage Strategy and Site-Specific Flood Risk Assessment. It is intended to ensure that all aspects of sustainable drainage have been considered. The Pro-forma and associated guidance note can be found at Appendices 3 and 4 of this checklist.

Please note that in relation to surface water discharge, Trafford will not accept surface water drainage to a highway drain.

**A Drainage Statement** must make reference to the surface water / SUDS hierarchy:

- i. Discharge to a surface water body
- ii. Infiltration
- iii. Discharge to a surface water sewer
- iv. Discharge to a combined sewer

A Drainage Statement must incorporate the following:

- Topography of the development site, showing existing surface water flow routes, drains, sewers and watercourses
- Geological and soil types
- Initial scoping of flood risk issues to inform where applicable the flood risk assessment which may include any of the following:
  - Flood risk from main river
  - Surface water
  - Groundwater flood risk

**A Site-Specific Drainage Strategy** must include:

- Preliminary sustainable drainage proposals
- Outfall locations
- Discharge rates
- On-site storage requirements

In respect of full or reserved matters applications, the following information is also required:

#### Site and Drainage Layout

Proposed site plan showing exceedance flow routes and identification of catchment areas.

Drainage Layout Plan including:

- Sustainable drainage system
- Sewers
- Drains
- Watercourses

Site Investigation Report including the results for each sustainable drainage system feature of:

1. Boreholes or trial pits
2. Infiltration (Permeability) Testing
3. Factual Ground Investigation Report (GIR)
4. Geotechnical Design Report (GDR)

Sustainable drainage system flow calculations (PDF files showing the input and output data for flow calculations) and storm simulation plan for:

1. 1 in 1 year;
2. 1 in 2 year;
3. 1 in 30 year, and;
4. 1 in 100 year + 45% climate change

Information on the production of [Flood Risk Assessments](#) can be found in the [relevant section of this checklist](#).

Drainage Strategies / Statements should consider the potential impacts of water level and quality changes on any wetland or water sensitive designated sites where relevant. This should include assessment of ground and surface water pathways to the designated site to ensure protected habitat and the species which depend upon it, are maintained and not adversely affected.

## **ECOLOGICAL AND BIODIVERSITY SURVEY (INCLUDING PROTECTED SPECIES SURVEYS)**

**Threshold – Requirement for Full and Outline or Householder planning applications for the following:**

- **Development (including householder) within, adjacent to, or likely to affect a designated site (European Site, Site of Special Scientific Interest, Site of Biological Importance)**
- **Non-householder developments within or adjacent to Sites of Geological and Geomorphological Importance, Local Nature Conservation Sites, Local Nature Reserves, and Wildlife Corridors**
- **All applications (including householder) involving:**
  - Works within the roofspace of an existing building
  - The demolition of a building
  - The conversion of a building (e.g. barn or mill conversion)
  - Alterations or works to cellars, bridges, culverts, large stone walls, caves or mines
- **Where developments are:**
  - On sites that contain suitable habitat on the site to support protected species
  - It's likely that protected species are present and may be affected by the proposed development
  - Protected species are present but it isn't clear if they will be affected by the proposed development
- **Developments relating to derelict land**
- **Non-householder development adjacent to a river, stream, canal, brook, pond, reservoir, or other water body**
- **Development affecting woodland (particularly Ancient woodland), hedgerows and hedgerow trees and trees including street trees and**

#### **ancient trees**

- **Development within all areas of strategic importance as identified in The Greater Manchester Ecological Framework**
- **Development within all Historic Parks and Gardens and historic landscapes including Dunham Massey**
- **Development within Habitats identified in the Greater Manchester Biodiversity Action Plan (BAP)**

Required by Policy R2 of the Trafford Core Strategy, Policies JP-G2 and JP-G8 of Places for Everyone and the NPPF

The detail in the statement must be relative to the size of development and its proximity to natural assets. It must clearly demonstrate the impacts of the proposed development on any wildlife or biodiversity interests, and explain how existing natural assets will be protected in the construction phase. It must identify how it will enhance biodiversity and identify any required mitigation/compensation measures and any proposals for long-term maintenance and management. Where appropriate accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 or the Protection of Badgers Act 1992.

Where development would be sited on agricultural land, the submission should include the submission of sufficient detailed Agricultural Land Classification (ALC) information in order to apply NPPF policies.

Where development is proposed on peatland, a peat survey should form part of the Ecological and Biodiversity Survey (or be submitted as a standalone document). Peat surveys should be completed in accordance with the following methodology Field Protocol\_ v2\_clean.pdf ([iucn-uk-peatlandprogramme.org](http://iucn-uk-peatlandprogramme.org)).

Further advice on when protected species surveys are required can be found here – [Protected species and development: advice for local planning authorities - GOV.UK](https://www.gov.uk/government/publications/protected-species-and-development-advice-for-local-planning-authorities)

Information on Natural England's SSSI Impact Risk Zones can be found here - [SSSI Impact Risk Zones \(England\) | Natural England Open Data Geoportal](https://www.gov.uk/government/publications/sssi-impact-risk-zones-england)

Information on Ancient Woodland can be found here - [Ancient Woodland \(England\) | Natural England Open Data Geoportal](https://www.gov.uk/government/publications/ancient-woodland-england)

## **EMPLOYMENT LAND ASSESSMENT**

**Threshold – Requirement for Full or Outline Planning applications for:**

**Development/Change of use which would result in the loss of a site/building currently in employment use (or where vacant, last used for non-retail employment uses).**

- **Unallocated employment sites;**

- **Outside of strategic locations and;**
- **Employment places identified in Policy W1.3 of the Trafford Core Strategy**

Required by Policy W1 of the Trafford Core Strategy and Policy JP-J2 of Places for Everyone

The Employment Land Assessment must be able to demonstrate that:

- There is no need for the site to be retained for employment purposes and it is therefore redundant
- There are no suitable alternative sites, within the locality, to meet the identified need for the proposed development
- The proposed redevelopment would not compromise the primary function of the locality or the operations of neighbouring users and
- The proposed redevelopment is in accordance with other policies in the Development Plan

The assessment should include:

- The length of time over which the site and buildings have been marketed, ideally this should be for a minimum of 12 months
- Where and how the site and buildings have been marketed for sale or rent
- Details of all expressions of interest or offers received, including rental interest, and an explanation as to why any offers received were not accepted; and
- Confirmation that land/premises have been registered on the Evolutive land/property database for a minimum continuous period of 12 months. Registration is via Trafford Council's Inclusive Economy and Communities Section or Manchester's Inward Investment agency, MIDAS (<https://www.investinmanchester.com/midas/>)

In circumstances where employment premises are currently occupied, the statement should also indicate clearly why the occupier is looking to vacate the premises and demonstrate that reasonable lease negotiations have taken place.

An 'employment use' may be defined as uses falling within Use Classes E (g), B2 and B8, as well as Sui Generis uses of a similar nature which may normally be found within employment areas.

## **ENERGY STATEMENT**

**Threshold - Requirement for full and outline planning applications comprise:**

- **Two or more dwellings;**
- **The provision of more than 100m<sup>2</sup> (GIA) of non-residential floorspace**

Required by Policy L5 of the Trafford Core Strategy, Policy JP-S2 of Places for Everyone, Policy CQ4 of the Civic Quarter Area Action Plan and the NPPF

PfE aims to deliver a carbon neutral Greater Manchester no later than 2038 and there is an expectation that new development will, unless it can be demonstrated

that it is not practicable or financially viable, be net zero carbon<sup>1</sup> either:

- from adoption – to regulated operational carbon emissions;
- from 2028 - to all emissions ‘in construction’.

From 2025 development should also calculate and minimise carbon emissions from unregulated emissions alongside regulated emissions.

Development proposals should set out how this has been achieved in an energy statement in accordance with the energy hierarchy, which in order of importance seeks to:

- Minimise energy demand;
- Maximise energy efficiency;
- Use renewable energy;
- Use low carbon energy; and
- Utilise other energy sources.

From 2025 any residual carbon emissions that cannot be fully mitigated on-site should be offset, in agreement with the relevant local planning authority through a financial contribution to a carbon offset fund.

As an interim measure, development should be consistent with the 2022 Part L Building Regulations unless superseded by changes to building regulations and/or national or local planning policies.

Further information regarding Carbon and Energy requirements can be found in the PfE Sustainable and Resilient Places chapter.

All applications for major developments within the Civic Quarter must also be accompanied by a zero-carbon plan. See the [Civic Quarter Area Action Plan](#) for more information.

Energy Statements should be proportionate to the scale of the scheme.

## ENVIRONMENTAL IMPACT ASSESSMENT

**Threshold – Requirement for Full, Outline and Reserved Matters applications for the following:**

- **Development listed in Schedule 1 of EIA Regulations**
- **Development listed in Schedule 2 of EIA Regulations where it is considered likely to give rise to significant environmental effects**

Required by the Town and Country Planning (Environmental Impact Assessment) Regulations (2017)

Where an EIA is required, an Environmental Statement in the form set out in [Schedule 4](#) to the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 must be provided. Further guidance is provided in National Planning Practice Guidance.

<sup>1</sup> Target trajectory is expected to be in line with 2025 Future Homes Standard; net zero carbon is defined in the UK GBC Framework <https://ukgbc.org/resources/net-zero-carbon-buildings-framework>

Screening Opinion - If you suspect a proposal may need an EIA you can submit a request to the Local Planning Authority for a 'Screening Opinion'. You will need to include information as set out in [Article 6](#) of the EIA Regulations 2017 with your request.

On receipt of a request for a screening opinion, Trafford Council will consult the relevant internal departments and external organisations and respond to the request in writing within a period of three weeks unless a longer time period has been agreed in writing with the person making the request.

In addition to the above, Trafford Council will undertake a screening opinion on all relevant applications when submitted. It may be at this time that an EIA is requested. Where an applicant disagrees with the Council's decision they may appeal to the Secretary of State for a screening opinion.

Scoping Opinion - If you are clear that an EIA is required (by virtue of either [Schedule 1](#) or [Schedule 2](#)) or this has been confirmed by way of a formal screening opinion then a request for a 'Scoping Opinion' can be submitted to the Local Planning Authority to determine the range of information which should be included in the Environmental Statement. A scoping opinion should include information as set out in [Article 15](#) of the EIA Regulations 2017. The Local Planning Authority will consult the relevant organisations and respond to requests within five weeks unless a longer time period has been agreed in writing with the person making the request.

All Environmental Statements (ES) should be prepared by a competent expert and be supported by a non-technical summary. Technical appendices should also be included where relevant.

## EQUALITIES STATEMENT

**Threshold – All publicly accessible buildings, facilities which provide an element of care, all major developments and all apartment developments**

Required by Policy JP-P1 of Places for Everyone and the NPPF

Under the provisions of the [Equality Act 2010](#), specifically [Section 149](#) Public Sector Equality Duty (PSED), all public bodies are required in exercising their functions to eliminate discrimination, advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations. The PSED applies to Local Planning Authorities in exercising their decision-making duties in relation to planning applications.

All applicants submitting applications meeting the above threshold must submit an Equalities Statement. The Equalities Statement must outline how the proposed development would advance equality of opportunity between persons who share a relevant protected characteristic. The relevant protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

An Equalities Impact Assessment may be requested during the course of an application should any equalities issues be raised within representations on a planning application.

## FAÇADE DESIGN ANALYSIS

**Threshold – Requirement on all proposals for new buildings (excluding Use Classes B2 and B8) including Full Planning applications, Reserved Matters Planning applications and Outline Planning applications where ‘appearance’ is not a reserved matter.**

Required by Policy JP-P1 of Places for Everyone and the NPPF

The Façade Design Analysis should demonstrate the design principles of the proposed scheme. The Façade Design Analysis can form part of the Design and Access Statement and should include the following:

- I. **Concept Design** – this should provide an annotated illustrative assessment of the proposed building(s) height, proportions, access points, windows and material palette in the context of the surrounding area. As a minimum the following information is required:
  - a. Streetscape analysis
  - b. Conceptual elevations within the streetscape (sketch to scale)
- II. **Developed Design** – this should provide further detail covering the main architectural features of the proposed building(s), such as: window and entrance details (including reveals, dimensions, position, and proportions) and brick detailing. As a minimum the following information is required:
  - a. Method of construction, e.g. traditional masonry or other construction system
  - b. Elevations including a streetscene with neighbouring buildings including all dimensions and heights (1:100)
  - c. Elevations indicating wall to window proportions HEP 5 – for all new development highlight area of window
  - d. Strip section of all details including window and door reveals, balconies, brick detailing, parapet and roof design (1:10 - 1:20)
  - e. Precedent images accurately reflecting the proposed level of design intent
- III. **Detailed Design** - this should provide details of rainwater goods, soil pipes, flues, plant and utility provision (including substations, water tanks, lift overruns, meter boxes), location and description/specification of movement joints and masonry details. As a minimum the following information is required:
  - a. Elevational details (1:5-1:20)
  - b. Sections of interfacing materials (1:5-1:20)
  - c. Materials specification

## FLOOD RISK ASSESSMENT

### Threshold – All Development

**Formal Flood Risk Assessment (FRA) is a specific requirement for Full and Outline Planning applications for the following:**

**Development Proposals in High Probability (Flood Zone 3) Development  
Proposals in Medium Probability (Flood Zone 2)**

**Development Proposals on sites of 1ha. or above within Low Probability  
(Flood Zone 1)**

**Development Proposals on sites of 0.5ha. or above within Critical Drainage  
Areas as identified in the Council's Strategic Flood Risk Assessment**

**Development Proposals within Canal Hazard Zones or where flood risk from  
canals is otherwise considered to be an issue as identified in the Council's  
Strategic Flood Risk Assessment**

Required by Policy L5 of the Trafford Core Strategy, Policy JP-S4 of Places for Everyone and the NPPF

Details of Flood Zones can be found on the Environment Agency's [website](#)

The Council's Strategic Flood Risk Assessment (SFRA) is available [via this link](#).

All developers should provide information to demonstrate that:

- (i) account has been taken of flood risk from all sources (including rivers, canals, sewers, surface water run-off and groundwater), as identified in the Strategic Flood Risk Assessment;
- (ii) the proposed development incorporates flood mitigation and management measures appropriate to the use and location;
- (iii) water efficiency will be improved and surface water run-off reduced through the use of appropriate measures such as rain water harvesting, water recycling and other Sustainable Drainage Systems (SUDS) appropriate to the location, as mapped in the Strategic Flood Risk Assessment.

The Council has produced a checklist and guidance note to assist applicants further in submitting the required flood risk information alongside planning applications. These can be found at Appendices 3 and 4 of this checklist. Where formal Flood Risk Assessments (FRAs) are required, it is acknowledged that they will vary in their detail and technical complexity to reflect the scale, nature and location of the proposed development. Whilst FRAs will need to cover the same general matters applicable to all development proposals, they will normally be expected to contain a much greater degree of information – including supporting survey and modelling data, incorporating allowances for climate change - and to have been undertaken under the supervision of an experienced flood risk management specialist. The Environment Agency has prepared

[Standing Advice](#) to assist developers with the specific information that should be included in formal FRAs submitted to local planning authorities.

The attention of all applicants is drawn to the requirements of the National Planning Policy Framework (paragraphs 167 – 173) relating to the need for a flood risk Sequential Test and Exception Test to be undertaken, where necessary, for development proposals.

Information on the production of [Drainage Strategies/Statements](#) can be found in the [relevant section of this checklist](#).

## **GREEN BELT IMPACT STATEMENT**

**Threshold – Requirement for Full, Outline and Householder applications for the following:**

- **Development involving the demolition or the extension of dwellings located within the green belt**
- **Development involving the demolition and replacement of dwellings located within the green belt**
- **All inappropriate development located within the Green Belt**

Required by Policy R4 of the Trafford Core Strategy, Policy JP-G9 of Places for Everyone and the NPPF

Only limited types of development are considered to be ‘appropriate’ in the Green Belt (See paragraphs 154 - 156 of the NPPF) for definitions of ‘appropriate’ development).

If your proposal is not one of the purposes listed as ‘appropriate’ development in the NPPF, it will be considered ‘inappropriate’. If this is the case and the application site falls within the designated Green Belt then you must include in your application a statement of the ‘very special circumstances’ that you consider justify the development. The LPA will not treat an application for ‘inappropriate development’ in the Green Belt as valid unless accompanied by a Green Belt Impact Statement which outlines the ‘very special circumstances’. Further advice is provided within the NPPF.

For the avoidance of doubt, ‘grey belt’ land is considered to be land in the Green Belt.

## **GREEN INFRASTRUCTURE STATEMENT**

**Threshold – Requirement for Full or Outline planning applications for all developments where required by the Revised Supplementary Planning Document 1, Planning Obligations.**

Required by Policies R3, R5 and L8 of the Trafford Core Strategy, Policies JP-D1 and JP-D2 of Places for Everyone and the NPPF

A Supporting Statement is required detailing any green infrastructure proposed. This will be used to assess any further contribution to green infrastructure required by a development in accordance with Policies R3, R5 and L8 of the Trafford Core Strategy, Policies JP-D1 and JP-D2 of PfE and Revised SPD1. Revised SPD1: Planning Obligations can be accessed via this [link](#).

Where appropriate this statement can form part of a Design and Access Statement or form a standalone document. The Green Infrastructure Statement must be clearly identified in the application submission.

## HABITAT REGULATION ASSESSMENT (HRA)

**Threshold – Requirement for Full or Outline planning applications where it is considered that the project is likely to have a harmful impact on the special nature conservation interest of European designated sites (Special Protection Areas, Special Areas of Conservation and Ramsar sites).**

Required by Policy R2 of the Trafford Core Strategy and the NPPF

European designated sites within 5km of Trafford include the Manchester Mosses SAC and Rixton Claypits SAC.

Information on Special Areas of Conservation can be accessed here - [Special Areas of Conservation \(England\) | Natural England Open Data Geoportal](#)

Information on SSSI Impact zones can be accessed here - [SSSI Impact Risk Zones \(England\) | Natural England Open Data Geoportal](#)

Details of these sites and advice concerning the types of development that may affect them can also be found at <http://jncc.defra.gov.uk/>

## HEALTH IMPACT ASSESSMENT

**Threshold - Requirement for:**

- All full or outline planning applications for residential development comprising over 150 units
- All applications accompanied by an Environmental Statement or require to be screened for an Environmental Impact Assessment

**Other proposals which, due to their location, nature or proximity to sensitive receptors, are likely to have a notable impact on health and wellbeing.**

Required by Policy JP-P6 of Places for Everyone

The submission of Health Impact Assessments for development proposals will help ensure that the effects of development on both health and wellbeing are considered and responded to during the planning process. Health Impact Assessments should aim to enhance the potential positive aspects of a proposal while avoiding or minimising any negative impacts, with particular emphasis on disadvantaged sections of communities that may be affected.

A statement that identifies the impacts of the development proposal on health (including obesity, mental health and wellbeing); identifies opportunities to reduce health inequalities as a result of the development including in their design, construction and management; and details necessary mitigation.

Where a proposal is accompanied by an Environmental Statement, the details may be provided within the document as part of a socio-economic chapter.

## HEAT AND ENERGY NETWORK ASSESSMENTS

**Threshold – Requirement for full or outline planning applications for new residential developments that are 10 dwellings or more or other developments over 1,000m<sup>2</sup> floorspace, which are located within the Heat and Energy Network Opportunity Areas, as shown on Figure 5.1 of Places for Everyone.**

Required by Policy JP-S3 of Places for Everyone and the NPPF.

A Heat and Energy Network Assessment will be required as part of an energy statement to support planning applications for new developments within the identified “Heat and Energy Network Opportunity Areas”. These “Heat and Energy Network Opportunity Areas” are identified on the Places for Everyone map - [Places for Everyone | MappingGM](#) and image 5.1 from Places for Everyone (shown below).

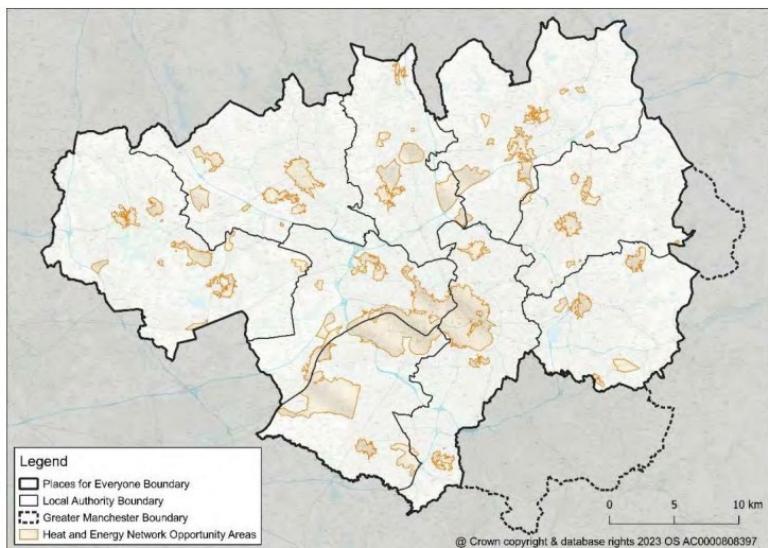
Decentralised heat/energy network assessments are required to demonstrate consideration and analysis of:

- a. Identification of existing and proposed heat/energy loads;
- b. Identification of heat/energy supply sources;
- c. Identification of opportunities to utilise renewable and low carbon energy sources;
- d. Identification of opportunities to utilise waste and secondary heat sources;
- e. Impact of proposals and technology choices on local air quality;
- f. Design according to national best practice in relation to efficient heat network design (e.g. CIBSE CP1 Heat Networks: Code of Practice for the UK<sup>1</sup>, or equivalent); and
- g. Adopting appropriate consumer protection standards (e.g. Heat Trust<sup>2</sup> or equivalent).

<sup>1</sup> <https://www.cibse.org/knowledge-research/knowledge-portal/cp1-heat-networks-code-of-practice-for-the-uk-2020-pdf>

<sup>2</sup> <https://www.heattrust.org/>

Figure 5.1 Heat and Energy Network Opportunity Areas



## HERITAGE ASSESSMENT

**Threshold – Requirement for Full, Outline, Householder and Listed Building Consent applications for the following:**

- **Development which involves alterations to or demolition of a Listed Building**
- **Development affecting the setting of a Listed Building**
- **Development within or affecting the setting of a Conservation Area**
- **Development that involves the alteration or demolition of a non-designated heritage asset**
- **Development affecting the setting of a non-designated heritage asset**
- **Development within historic parks or gardens and setting**
- **Development on sites that are of archaeological interest**
- **Development of any other site which includes any buildings/structures considered to be a Heritage Asset.**

Required by Policy R1 of the Trafford Core Strategy, Policy JP-P2 of Places for Everyone and the NPPF

The Heritage Assessment must include a two-stage process; an assessment of the significance of the affected heritage asset(s) and the impact of the proposed development on that significance including any measures to mitigate potential harm and/or better reveal significance.

### Assessment of Significance

The level of detail should be proportionate to the importance of the heritage asset and applications should not be validated unless the extent of impact on significance is clear from the information available. As a minimum, the relevant historic environment record held by the [Greater Manchester Archaeological](#)

Advisory Service should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which a development is proposed includes or has the potential to include heritage assets with archaeological interest, applicants will be required to submit a desk-based assessment and, where necessary, a field evaluation.

The applicant may also find it helpful to consult Chapter 16 of the NPPF and Historic England's [Historic Environment Good Practice Advice](#) notes should also be consulted when undertaking a Heritage Assessment to accompany an application.

### Impact of the Proposed Development - General Requirements

The second stage of the Heritage Assessment must clearly set out the proposed development and the impact of the proposed development on the significance of the affected heritage assets(s). It should include the details of the design principles and concepts that have been applied to the works including consideration of the scale, massing, height, siting, layout, appearance, character, materiality and any potential new use. The impact assessment should demonstrate how the proposals have taken account of the historic, archaeological, architectural or artistic significance of the designated or non-designated heritage asset, including setting, and indicate clearly how the proposal will positively contribute to local character and distinctiveness.

The assessment should include the following where relevant:

- Schedule of works, method statement and materials to be used for the proposals;
- Demolition floor plans and elevations as well as a structural survey clearly demonstrating how any retained building or structure will be supported during the course of the works;
- A structural survey will be required in support of an application if the proposal involves demolition or development which may affect the structural stability of buildings/structures identified as Heritage Assets (i.e. Listed Buildings or historic buildings in Conservation Areas);
- Any relevant professional assessments (accredited) of the property that will assist the proposal e.g. Structural Report, Fire Strategy, Heat and Ventilation Report;
- Any information provided by contractors/companies supplying materials;
- Labelled photographic record if relevant;
- Historic phasing plans;
- A copy of the listing description. Listing descriptions can be obtained from the National Heritage List for England on the following website: [Search the List - Find listed buildings, monuments, battlefields and more | Historic England](#)

Heritage Assessments are also required to describe the purpose and need for the proposed alterations, justifying why this option has been adopted as opposed to possible alternatives in order to minimise the potential harm to the heritage asset(s). The Heritage Assessment should demonstrate how the proposals are designed to minimise the impacts on the layout and architectural detailing and

complement the external and/or internal features of the historic original building. Opportunities to better reveal or enhance significance of heritage assets should also be explored.

Development which involves alterations to a Listed Building or a Non-designated Heritage Asset

A statement of significance should demonstrate how the proposals are designed to minimise the impacts on the layout and architectural detailing and complement the external and/or internal features of the historic original building. Any proposals affecting the special architectural or historic interest of the interior of a listed building will require an application for listed building consent. Where consent is sought for a number of proposals a detailed schedule of works, method statement and list of materials in addition to the relevant measured drawings, should be submitted with the application.

Where the demolition or rebuilding of a listed building or non-designated heritage asset is proposed, the application should be accompanied by relevant professional assessments (CARE or conservation accredited) i.e. a detailed survey of the building or structure affected, a full structural assessment, any relevant timber and damp surveys with accompanying recommendations and a specification of works. Floor plans and elevations indicating the level of alteration or demolition will also be required as well as a structural survey clearly demonstrating how any remaining building or structure will be supported during the course of the works.

Proposed works to specific elements of a building or structure such as windows, doors, eaves details, shop fronts, or for example, internal decorative plasterwork, joinery, fireplaces, floor coverings, boundary treatments or building construction methods especially where they are unusual in some way, will require detailed measured drawings. Depending on the feature being illustrated, the scale should be at 1:5, 1:10 or 1:20.

Development within the curtilage of or affecting the setting of Listed Buildings, Scheduled Ancient Monuments or Historic Parks and Gardens

Assessments for developments which are proposed within the curtilage of or affect the setting of a Listed Building, scheduled Ancient monument, Historic Parks and Gardens (within or affecting the setting of) must include a statement of any impacts. The assessment must include design principles and concepts that have been applied including consideration of the impact, scale, massing, siting, layout, appearance, character, materials and any potential new use. As above, the application must include a statement of significance, which demonstrates an understanding of the historical, archaeological, architectural and artistic interest of the affected buildings or site and demonstrate how the proposals preserve and enhance the character. In addition to the measured drawings required, streetscene plans may also be required, where new development is proposed, to clearly illustrate the local context, the potential impact of the development on the skyline, roofscape views and vistas as well as proposed boundary treatments. Applications which will impact on more significant assets, multiple heritage

assets, or changes considered likely to have a major effect on significance will require a more detailed analysis of views and setting and may require a “Zone of Theoretical Visibility” or the scope of potential viewpoints agreed with the local planning authority.

#### *Applications for development within or affecting the setting of a Conservation Area*

Assessments for development affecting (within or adjacent to) Conservation Areas should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves its character or appearance with reference to the relevant Conservation Area Appraisal (CAA) and Conservation Area Management Plan (CAMP) (SPD5). In addition to the measured drawings required, streetscene plans may also be required where new development is proposed to clearly illustrate the local context, the potential impact of the development on the skyline, roofscape views and vistas as well as proposed boundary treatments.

A structural survey will be required in support of the demolition of any buildings in Conservation Areas and, where relevant, a viability appraisal, which should include an analysis of the current value, an analysis of the detailed costs of repair, alteration and extension and the likely end value of the building. A financial comparison should be provided between this option and the option for redevelopment including demolition. The application should include demolition floor plans and elevations as well as a structural survey clearly demonstrating how the remaining building will be supported during the course of the works. Where an applicant is seeking to justify the demolition of a building on the basis that a replacement building will contribute more positively to the area than the building being removed, the statement must include a justification of how the design of the new building is equal to or more successful than the building being replaced.

#### **Applications for development on sites with an archaeological interest**

Where a development site includes or has the potential to include heritage assets with archaeological interest, applicants will be required to submit an archaeological desk-based assessment and, where necessary, a field evaluation. As a minimum, the Historic Environment Record held by the [Greater Manchester Archaeological Advisory Service](#) should have been consulted and the archaeological interest assessed using appropriate expertise.

A desk-based assessment will determine, as far as is reasonably possible from existing records, the nature, extent and significance of the archaeological interest within the proposed development site. It will aim to establish the impact of the proposed development on that significance, and will enable reasoned decisions to be made on whether to mitigate, offset or accept that impact without further intervention. In certain circumstances the desk-based work may identify a need for further evaluation, such as fieldwalking, geophysical survey, metal-detecting surveys or intrusive investigation, to determine the potential impact of development on the archaeological resource, and the results submitted as part of

the application.

Desk-based assessments shall be undertaken in accordance with the '[Standard and guidance for historic environment desk-based assessment guidance](#)' set out by the Chartered Institute for Archaeologists (ClfA), and in consultation with the local authority's historic environment advisers in advance of research to seek to agree the aims and methodology to ensure that unnecessary work is avoided and that the results are able to inform the planning process.

## HOUSING NEEDS STATEMENT

**Threshold – Requirement for Full and Outline planning applications for the following:**

- **Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known.**

Required by Policy L2 of the Trafford Core Strategy and the NPPF

The statement should outline how the proposed development will:

- Make a contribution to the creation of mixed and sustainable local communities;
- Be adaptable to the needs of its residents over time;
- Contribute to meeting the target split between small and large accommodation;
- Increase the provision of family homes.

## LANDSCAPE / TOWNSCAPE VISUAL APPRAISAL

**Threshold - Requirement for all buildings that would be significantly higher than their neighbours or make a recognisable impact on the skyline or where sites are considered to be particularly sensitive, in landscape/townscape or visual terms.**

Required by Policy JP-P1 of Places for Everyone and the NPPF

A Landscape/Townscape and Visual Appraisal should follow the methodology set out in the [Guidelines on Landscape and Visual Impact Assessment](#). A LVA typically follows the format of an LVIA but, by definition, does not consider significance, with no requirement to give a judgement on the significance of effects.

Further guidance can be found in the Landscape Institute's Guidelines for Landscape and Visual Impact Assessment 3rd Edition – May 2013 and [Technical Guidance Note 1/20](#)

Any development that is likely to trigger the requirement for a L/TVA should be

discussed through pre-application discussions with the LPA. Applicants should ensure that the location of viewpoints and visualisation type to be provided has been agreed with the LPA.

## Landscape / Townscape Visual Impact Assessment

**Threshold - Requirement for all EIA development where the proposal would likely have significant environmental effects on the landscape/townscape.**

Required by Policy JP-P1 of Places for Everyone and the NPPF

The Landscape / Townscape Visual Impact Assessment should follow the methodology set out in the [Guidelines on Landscape and Visual Impact Assessment](#) and identify the effects of the development on landscape and townscape as a resource in its own right and on specific views and general visual amenity experienced by people, including the cumulative effects of the proposed development in conjunction with other developments.

Further guidance can be found in the Landscape Institute's Guidelines for Landscape and Visual Impact Assessment 3rd Edition – May 2013 and [Technical Guidance Note 1/20](#)

See [Environmental Impact Assessment](#) for further information on EIA screening/scoping and Environmental Statements.

Any development that is likely to trigger the requirement for a L/TVIA should be discussed through pre-application discussions with the LPA. Applicants should ensure that the location of viewpoints and visualisation type to be provided has been agreed with the LPA.

## Local Labour and Training Agreements

**Threshold – Requirement for full and outline applications for the following:**

- **Residential development consisting of 10 dwellings or more or with a site area of 0.5 hectares or more where the number of dwellings is not yet known;**
- **Non-residential development with provision of a building or buildings where the total floorspace to be created is 1000 m<sup>2</sup> or more or, where the floor area is not yet known, a site area of 1 hectare or more;**
- **Mixed use development where the thresholds above would be exceeded cumulatively.**

Required by Policy JP-J1 of Places for Everyone.

If the development falls within the criteria above, a Local Labour Agreement will

be required. It should set out the intended approach to the following matters, for the construction phase and – for commercial development – also for the operational phase:

- Creation of apprenticeships/new entrants/graduates/traineeships;
- Recruitment through The Trafford Job Club, Jobcentre 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), T-Levels and supported internships;
- Links with schools, colleges and university;
- Use of local suppliers;
- Supervisor training;
- Management and leadership training;
- In-house training schemes;
- Construction Skills Certification Scheme (CSCS) Cards;
- Support with transport, childcare and work equipment; and
- Community based projects

Applicants are encouraged to contact Trafford Council's Skills and Employment team ([employment@trafford.gov.uk](mailto:employment@trafford.gov.uk)) prior to submission for advice on how to tailor their Local Labour Agreement to their specific development proposal.

## MATERIALS SCHEDULE

**Threshold – Requirement on all planning applications that comprise:**

- The development of new buildings and/or extensions; and/or
- The introduction of new materials on existing buildings.

Required by Policy JP-P1 of Places for Everyone and the NPPF

A detailed materials schedule must provide details of all materials to be used on external facades (including mortar colour), roofs and rainwater goods. The specification must include details of the manufacturer, type, texture, surface finish and colour of the materials. Where stone is proposed, quarry details should be included. The schedule must also clearly indicate where each material is proposed to be used.

## M4(2) / M4(3) COMPLIANCE STATEMENT

**Threshold – Requirement for Full or Outline planning applications for residential development**

Required by Policy JP-H3 of Places for Everyone

All applications for residential development are required to demonstrate that all dwellings will be built to the 'accessible and adaptable' standard in Part M4(2) of

the Building Regulations unless specific site conditions make this impracticable.

Where a development does not comply with M4(2) / M4(3) standards as required, applicants must provide detailed justification explaining why these standards cannot be met, including, details of which specific criteria of M4(2) the development cannot comply with, and the reasons why not. Where appropriate, this statement can be included in a Design and Access Statement.

## NOISE ASSESSMENT

**Threshold – Requirement for Full and Outline planning applications for the following:**

- **Development that generates significant levels of noise or vibration, such as industrial or commercial developments using noisy machinery (e.g. joinery workshops, refrigeration and extraction plant and equipment), noisy sports, bars and nightclubs etc.**
- **Development of noise sensitive uses (e.g. housing) adjacent to potentially significant sources of noise such as roads, railways, entertainment venues, commercial and industrial premises**

Required by Policy L5 of Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

For further technical advice regarding the scope and content of a noise assessment, please contact the Council's Public Protection Department on 0161 912 1377 or [environmental.protection@trafford.gov.uk](mailto:environmental.protection@trafford.gov.uk).

## OPEN SPACE ASSESSMENT

**Threshold – Requirement for Full and Outline Planning applications for the following:**

- **Development affecting land allocated as Protected Open Space or any other recreational (formal and informal) open space and buildings**

Required by Policy R5 of the Trafford Core Strategy, Policies JP-G6 and JP-P7 of Places for Everyone and the NPPF

Open space, sports and recreational buildings and land should not be built on unless an assessment has been undertaken which clearly shows the land/buildings to be surplus to requirements. For open space, 'surplus to requirements' should include consideration of all the functions that open space can perform. In the unlikely circumstance that a specific sport or recreation facility or provision has not been assessed in the Council's [Green and Open Space: Assessment of Need \(June 2009\)](#), the applicant must provide an independent assessment which should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Applicants will need to agree the scope of any such assessment with the council, and consult the local community to demonstrate that their proposals are widely

supported by them. Reference should be made to the Council's Green and Open Spaces - An Assessment of Need dated June 2009.

Further guidance is available within the NPPF.

Where playing fields are affected Sport England are a consultee and require certain information to be submitted. Sport England recommends that planning applications affecting playing fields should provide specific information in line with the requirements of Appendix 5. This indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England's [Playing Fields Policy](#).

## PARAMETER PLANS

### Threshold – Requirement for Outline planning applications

Required by Policy L7 of the Trafford Core Strategy, Policy JP-P1 of Places for Everyone and the NPPF

The plans should indicate where buildings, roads and open space may be located on the site, the distribution of uses across the site and maximum heights (Above Ordnance Datum) and maximum footprints (length and width) of each development plot.

## PLANNING OBLIGATION DRAFT HEADS OF TERMS

### Threshold – Requirement for Full and Outline planning applications for the following:

- **Implementation of any off-site mitigation measures as identified within a Transport Assessment**
- **Delivery mechanism for affordable housing as identified within an Affordable Housing Assessment**
- **Any other developments where it is deemed necessary for a legal agreement to be used to secure infrastructure or services**

Required by Core Strategy Policy L8, Policies JP-D1 and JP-D2 of Places for Everyone and the NPPF

Planning obligations (or section 106 agreements) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or developers), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Where a legal agreement is needed to secure infrastructure or affordable housing in line with revised [SPD1 Planning Obligations 2014](#), a planning obligation draft heads of terms should be submitted with the planning application. The applicant must provide their solicitor's full contact details, proof of title and identification of other ownership interests with their submission.

A payment will be required to cover the administrative costs of the Council's Legal Team.

## PLANNING STATEMENT

### Threshold – Requirement for Full and Outline planning applications

A statement which identifies the context for a proposed development providing information and evidence to show how the proposed development accords with relevant Development Plan policies, Supplementary Planning Documents and Guidance, the NPPF and PPG. It should also:

- List all supporting documents;
- Describe the site and surroundings;
- Describe and explain the proposed development;
- Show how it accords with the relevant national and local policy, standards, guidelines and supplementary guidance;
- Describe consultations that have taken place with the local planning authority, the wider community and statutory consultees at the pre-application stage and what account has been taken of the outcome of such consultations;
- Include any other information that is materially relevant to the proposed development but is not included in other submission document or in a Design and Access; and,
- Where special circumstances form part of the justification for a development, these should be clearly set out and accompanied by relevant, verifiable evidence. The length and complexity of the Statement should be tailored to the scale and type of proposed development.

Planning Statements should be proportionate to the scale of development.

## SITE WIDE LANDSCAPE STRATEGY

### Threshold – Required for all Full, Outline and Reserved Matters applications that comprise new build development.

Required by Policy JP-P1 of Places for Everyone and the NPPF

Applicants are required to demonstrate how their scheme meets the principle of landscape-led development.

Landscape-led schemes should:

- Appraise and consider the context of the development site to retain and enhance landscape across the site.
- Provide clear and direct links to nearby existing amenities and green infrastructure (off site), creating green corridors to form a network of open spaces, and place the buildings around these corridors.
- Consider Biodiversity Net Gain.
- Include defined and useable open space within the development.

- Design SuDS to be an integral part of the development's green open space-network.
- Incorporate existing green infrastructure (on site) and natural habitats within proposals and create new ones where not.
- Specify site appropriate plant species in the design of open space and consider the long-term maintenance and delivery of trees and planting.
- Understand and describe how green infrastructure and landscape design will be delivered and phased.

Whilst a Site Wide Landscape Strategy is required for all developments, they should be proportionate to the scale of the scheme.

A Site Wide Landscape Strategy is made up of a number of documents and should include those listed below as a minimum.

Whilst it is expected that all applications for outline planning permission will be accompanied by a full Site Wide Landscape Strategy, it is acknowledged that the level of information that can be provided will depend on which matters approval is sought for. If an outline planning application seeks permission for 'Landscaping' a full Site Wide Landscape Strategy should be submitted. It is expected that all outline applications will as a minimum be accompanied by an assessment of the existing landscape character, site/topography plan, sun path study, and where there are existing utilities, a utilities plan.

### **Landscape Masterplan**

Plan showing the layout, character, structure and types of proposed planting, indicative planting list, details of all existing and proposed boundary treatments, details of all existing and proposed hard landscape including hard standing / parking areas. The plan should also illustrate how SuDS provision has informed the Masterplan.

A landscape appraisal must inform the landscape masterplan, this is particularly important for sites where there are existing landscape and topographical features.

### **Site / Topography Plan**

For sites where there is variance in site levels and there are existing landscape features, a Site/Topographical Plan should be provided identifying site levels and features at a scale of 1:500.

For proposals that require earth grading and moving, including bunds or SuDS features, the following existing and proposed plans will be required:

Site sections (at scale 1:100/1:200/1:500)  
 Contour plan (at scale 1:100/1:200/1:500)  
 Profile (soil/spoil) drawing (at scale 1:50/1:100/1:200)

### **Hard and Soft Landscape Plan**

Full details of the hard and soft landscape works must be provided, and include but not necessarily limited to:

- Details of existing and proposed levels for all external earthworks associated with the landscape proposals (including SuDS). Such details to include cross sections where necessary and their relationship to adjoining surfaces
- A general arrangement plan to include existing trees and hedgerows to be removed, those to be retained and details of proposed new trees and hedgerows
- All planting and seeding should be illustrated on plan accompanied by schedules specifying species, planting size, densities and plant numbers. Species selection should be informed by a soil analysis
- Planting bed dimensions must be annotated on the drawings
- Planting method statement
- Sections to illustrate the interface of hard surfaced areas with planting beds, including gradings and retaining features
- Tree pit (including soil volume), and staking / underground guying details
- Hard surfacing materials - layout, colour, size, texture, coursing, levels
- Walls, steps, fencing, gates, railings or other supporting structures - location, type, heights and materials
- A Site Features Protection Plan
- Location and details of all street furniture
- Details of play equipment, including layout surface and boundary treatment
- Details of public art, if proposed
- Hostile Vehicle Mitigation measures, if necessary

### **Sun path study**

Where amenity space is proposed as part of a development, a sun path study must also be undertaken to demonstrate that at least half of the development's amenity space receives at least two hours of sunlight on March 21st.

### **Utilities Plan**

A Landscape Plan showing the co-ordination between existing and proposed planting in relation to utilities and underground services.

### **Landscape Management and Maintenance Plan**

Effective management of all manner of landscape infrastructure is essential to ensure long-term success. A Landscape Management and Maintenance Plan sets out how a development will maintain the retained landscape and existing ecology of the site. It should include plans to ensure the designed landscape fulfils its roles, including providing habitats and recreational space.

The report should detail in one concise document the aims and objectives of the various landscape components and the mechanisms that will be put in place to ensure its delivery. It should also include hard landscape features which contribute to the framework around which the soft landscape is based. Paving, lighting and fencing also need maintenance so that they remain safe, attractive and fit for purpose. Maintenance details of all of these will be required.

The detail and complexity of the document should reflect the scheme to which it refers. A large scheme which includes specialist habitat creation aimed at sustaining particular species will require a lot more detail than a plan which deals

solely with a public open space with trees and shrubs.

### **What to include in your plan**

The report should include management details, maintenance details and accompanying plans.

### **Management details**

The following information must be provided in relation to the site and proposed development.

- Overall vision for the designed landscape
- Management responsibilities
- Identification and description of landscape components, including existing and proposed vegetation
- Aims and objectives for each of the key components with details of the expected outcome – e.g. habitat creation, foraging hedgerow, woodland copse, wildflower meadow, chalk grassland, shrubs, herbaceous and bulb borders
- Details of specialist operations required to deliver habitat creation and biodiversity
- Management operations of all functions stating the frequency and duration over the lifetime of the landscape, provided in chart format
- Making good damaged areas / units or subsidence to match original materials
- Cleaning operations including graffiti removal, fly tipping removal, pressure washing, reoiling, re-painting and upgrading
- Failed component re-design and installation liabilities, responsibilities and timings
- Play areas – installation, inspection, maintenance and operation must conform to the BS EN1176 standard for playground equipment. Any third-party maintenance contractors must provide their maintenance regime for inclusion in this document
- Procedures must be included for replacement for decommissioned, broken or failed equipment. This replacement equipment will be of similar play value
- Sustainable Drainage Systems (SuDs) details, including maintenance details and any specialist operations

### **Maintenance details**

Maintenance details are an essential part of the landscape management and maintenance plan. The following information about the planned maintenance of the site must be provided.

- Maintenance details of boundary walls, fencing, bollards, and any temporary protective fencing such as post and wire/chestnut palings and knee rails and timing of removal, where these fall outside of a residential curtilage for an individual plot
- Maintenance, cleaning and refurbishment operations for hard paved and loose surfaces such as gravel and pea shingle where these fall outside of a residential curtilage for an individual plot
- Maintenance of tree grilles and guards
- Details of specialist component maintenance such as artwork, water

features and signage

- Details of watering, including volume, frequency, method of application and contingencies for drought and hosepipe bans
- Methods and timings for the control of weeds, noxious weeds and alien invasive and notifiable species
- Inspection frequency for loss, damage and replacements
- Inspection frequency for wind-rock and associated operations, including tree tie re-fixing, stake replacement, re-firming around roots
- Timings for removal of tree guards, tubes and stakes
- Mulch maintenance
- Heights, timings and methods for tree, hedgerow and shrub pruning, re-shaping and thinning
- Tree maintenance: include safety checks and methods for arboricultural works, both routine and emergency
- Herbaceous and bulb maintenance
- Grassed areas: include cutting regime, methods, machinery, any specialist treatments for meadows – including naming and control methods of undesirable weeds, areas where bulbs have been planted, removal of arisings
- Re-seeding and re-planting of wildflower plugs – frequency of checks and timings for work
- Amenity lawn maintenance operations, thatch removal, moss treatment, spot treatment of weeds, relief of compaction, grass pitch maintenance, aeration methods and maintenance of field drainage
- Litter removal

### **Accompanying plans**

The following plans must accompany your report:

- approved landscape plans and specifications
- key landscape / habitat components cross referenced to the original specifications
- plan delineating areas of ownership and maintenance responsibility for all communal landscape areas
- plan for any phased maintenance operations relating to rotation of coppicing, meadow / grazing, scrub, thicket thinning etc.

## **STATEMENT OF COMMUNITY INVOLVEMENT**

**Threshold – Requirement for Full and Outline planning applications for the following:**

- **Development proposals for 10 residential units and above**
- **Development proposals for 1,000 m<sup>2</sup> and above of non residential floorspace**

Required by Council's Statement of Community Involvement (2015)

This statement should outline the process undertaken, any views which have been sought and how these have influenced the development proposals. Small

scale developments such as house extensions will not require community involvement but applicants are encouraged to discuss their proposals with neighbours and people who are affected. Further guidance on the type and nature of consultation required is outlined within the Council's [Statement of Community Involvement](#).

## TELECOMMUNICATIONS SUPPORTING INFORMATION

### Threshold – Requirement for all applications for mast and antenna development

Required by Code of Practice on Mobile Network Development (2002).

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Best Practice on Mobile Network Development in England (2016).

## TOWN CENTRE STATEMENT (Sequential Assessment, Impact Assessment)

### Threshold – Requirement for Full or Outline planning applications as follows:

- **Sequential Assessment for all main town centre development (retail, office, leisure and hotel) in an edge of centre or out of centre location where it is not in accordance with an up to date development plan document**
- **Impact Assessment for all retail and leisure developments above 2,500 m<sup>2</sup> gross floorspace in an edge of centre or out of centre location where it is not in accordance with an up to date development plan policy**

Required by Policy W2 of the Trafford Core Strategy and the NPPF.

Full details of what should be included are set out in paragraphs 91 – 95 of the NPPF.

## TRANSPORT ASSESSMENT (TA)/TRANSPORT STATEMENT (TS) /TRAVEL PLAN (TP)

### Threshold – Requirement for Full and Outline Planning Applications for the following:

Land use	Size	No assessment	TA/TS	TP
Food retail (E(a))	GFA	<250sq. m	>250sq.m = TS >800sq.m = TA	>800sq. m
Non-food retail (E(a))	GFA	<800sq.m	>800sq.m = TS >1500sq.m =TA	>1500sq.m
Financial and Professional Services (E(c))	GFA	<1000sq.m	>1000sq.m = TS >2500sq.m = TA	>2500sq.m
Restaurant and Café (E (b))	GFA	<300sq.m	>300sq.m =TS >2500sq.m = TA	>2500sq.m
Drinking Establishments (Sui Generis)	GFA	<300sq.m	>300sq.m =TS >600sq.m = TA	>600sq.m
Hot food Takeaway (Sui Generis)	GFA	<250sq.m	>250sq.m = TS >500sq.m = TA	>500sq.m
Business (E(g))	GFA	<1500sq.m	>1500sq.m = TS >2500sq.m = TA	>2500sq.m
General Industrial (B2)	GFA	<2500sq.m	>2500sq.m =TS >4000sq.m =TA	>4000sq.m
Storage or Distribution (B8)	GFA	<3000sq.m	>3000sq.m =TS >5000sq.m =TA	>5000sq.m
Hotels (C1)	Beds	<75 beds	>75beds =TS >100 beds =TA	>100 beds
Residential Institutions (C2) – Hospitals, nursing homes	Beds	<30 beds	>30 beds = TS >50 beds =TA	>50 beds
Residential Institutions (C2) – Education	Students	<50 students	>50 students =TS >150 students =TA	>150 students
Residential	Residents	<250	>250	>400

Institutions (C2) – Institutional hostels		residents	residents =TS >400 residents =TA	residents
Dwelling Houses (C3)	Dwelling Unit	<50 units	>50 units =TS >80 units =TA	>80 units
Non - residential Institutions (D1)	GFA	<500sq.m	>500sq.m =TS >1000sq.m =TA	>1000sq.m
Assembly and leisure (E (d))	GFA	<500sq.m	>500sq.m =TS >1500sq.m =TA	>1500sq.m
Others	To be discussed	Discuss with appropriate highway authority	Discuss with appropriate highway authority	Discuss with appropriate highway authority

Table based on DfT :Guidance on Transport Assessment GFA – Gross Floor Area

Required by Policy L4 of the Trafford Core Strategy, Policy JP-C8 of Places for Everyone and the NPPF

A TP is a package of measures produced by developers/employers to encourage staff to use alternatives to single-occupancy car-use whilst a TA is a comprehensive and systematic process that sets out any transport issues relating to the proposed development. This document should identify what measures will be taken to deal with the anticipated transport impacts of the scheme and to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport. In some cases, the transport issues arising out of development proposals may not require a full TA and in these instances, a simplified report in the form of a TS will be required. If a TA is required, this should consider the level of traffic to be generated and its potential impact on existing highways and identify any necessary mitigation measures. It should also demonstrate that the development has made adequate provision for access by walking and cycling and has considered links to public transport and any necessary public transport improvements.

If you would like to discuss the scope of a required TA, TS or TP, please contact the Council's Highway Department at [traffordtraffic@amey.co.uk](mailto:traffordtraffic@amey.co.uk).

Where a site is in close proximity to the strategic road network (SRN), developments which typically fall under the usual threshold for a TA/TS may, in certain circumstances require a TA/TS due to the potential for developments to severely impact the SRN. Where an applicant is required to assess the impact of their development on the SRN, they are advised to consult National Highways at [PlanningNW@nationalhighways.co.uk](mailto:PlanningNW@nationalhighways.co.uk) at pre-application stage to attain advice on

how they should proceed.

Further information on National Highways requirements can be found here:

- <https://nationalhighways.co.uk/our-roads/planning-and-the-strategic-road-network-in-england/>
- [DfT Circular 01/2022](#)
- [\*Planning for the Future: A Guide to Working with National Highways on Planning Matters\*](#)

**Threshold – Any development that falls below the thresholds set out in the box above but generates additional parking demand**

Relevant details (e.g. numbers of staff / pupils / bedrooms / amount of floorspace etc.) will be required to allow the proposals to be properly assessed against the Council's car, cycle and motorcycle parking standards. These are contained within [SPD3: Parking Standards and Design](#).

## TREE / ARBORICULTURAL SURVEY

**Threshold – Requirement for Full, Householder, Outline and Reserved Matters applications for the following:**

**Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).**

Required by Policy R2 of the Trafford Core Strategy and Policy JP-G7 of Places for Everyone

Information will be required on which trees are to be retained including a method statement outlining the means of how trees will be protected during construction. This information should be prepared by a suitably qualified and an experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with the application is set out in the current BS5837 'Trees in relation to construction'.

## Trees – Application for Tree Works

**Threshold - Applications for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in a Conservation Areas (CA)**

Required by Policy R2 of the Trafford Core Strategy, Policy JP-G7 of Places for Everyone and the NPPF

For works to trees subject to a Tree Preservation Order, the following must be provided:

- Completed and dated application form, with all [mandatory] questions answered;
- Sketch plan showing the location of all tree(s);
- A full and clear specification of the works to be carried out
- Statement of reasons for the proposed work; and
- Evidence in support of statement of reasons, where required by the standard application form.

For notification of works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. The following must be provided:

- Sketch plan showing the location of all tree(s); and
- A full and clear specification of the works to be carried out.

You may wish to include these details on the Standard application form.

Where the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- Report by a tree professional (arboriculturist) or other (surveyor or engineer for alleged subsidence).
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form

## **VIABILITY ASSESSMENTS**

**All planning applications where a developer considers that, on viability grounds, a reduced level of planning obligations should be provided in respect of a development.**

Required by Policy L8 of the Trafford Core Strategy, Policies JP-D1 and JP-D2 of Places for Everyone and the NPPF

In accordance with guidance in NPPF and NPPG and to improve accountability, the Local Planning Authority will make the viability assessment publicly available by publishing it in full on its website alongside other documents that form part of the planning submission. Planning applications will not be validated without a viability assessment, where one is required.

Viability information should be presented in accordance with the guidance in Appendix 2. Where additional clarity is required, during the application process, applicants should expect to provide evidenced justification for specific inputs and outputs underpinning the viability assessment.

Where an exemption from publication is sought for specific inputs, this information should be aggregated in the main viability assessment for publication and a breakdown provided under separate cover with a supporting document providing full justification for the exemption. Whether an exemption is granted will be at the discretion of the Local Planning Authority.

A payment of £6,250 (exclusive of VAT) will be required to cover the Council's

costs in assessing the viability information, including the Council's retained viability consultant to analyse and interrogate the contents of the viability assessment and any supporting documentation. Details of the entity to be invoiced and an email address to direct the invoice to should therefore accompany the submission of the planning application. Applicants will be invoiced on validation of the planning application. If the standard build and abnormal costs are deemed to be at a significant level when compared to standard benchmarks and one of the main reasons for a viability challenge for the subject site - the applicant will be required to pay an additional fee to enable the Council to undertake an independent cost plan review. If an unusual level of input is required into the assessment of viability, a further payment may need to be made. Where this is the case, the need for and amount of the payment would be discussed with the applicant in advance of an invoice being raised.

## WASTE MANAGEMENT STRATEGY

**Threshold – All applications for full planning permission / outline planning permission where approval for layout is sought / reserved matters consent where approval for layout is sought, for residential and non-residential development proposals, including new build development and changes of use, regardless of the size of the proposal.**

Required by Policy L7 of the Trafford Core Strategy and the NPPF

Applicants are advised to discuss proposals for new development within town and district centres with the Council's Town Centres Team.

Waste Management Strategies should be proportionate in length and detail to the development proposed must include the following details:

- Location of bin storage points (apartments and dwellinghouses)
- Access details for collection vehicle
- Access details for collection crews including:
  - Surface materials
  - Bin wheeling distance
  - Presentation points if necessary
- If in a secure store, details of how collection crews will access the store and store details including:
  - Size (must include manoeuvring space)
  - Lighting and ventilation

## WIND IMPACT ASSESSMENT

**Threshold – All applications that include tall buildings (30 m or more in height), where any free-standing buildings significantly exceed the prevailing building heights in the immediate area, and for any other proposals where the development is likely to have an adverse effect upon the wind microclimate.**

**Required by Policy L7 of the Trafford Core Strategy and the NPPF**

A Wind Impact Assessment should be prepared by a suitably qualified wind engineer, indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development.

A wind tunnel test will be required with results reported in accordance with Lawson Criteria.

## **APPENDIX 1**



## SPD7: Trafford Design Code Design Code Compliance Statement

### LANDSCAPE AND NATURE

#### Landscape-led development

#### Trees

#### Boundary Treatment – Hedge and Shrub Planting

#### Drainage and SuDS

#### Biodiversity

#### Residential Gardens, Small Spaces and Public Realm

#### Landscape and Residential Parking Layouts

#### Landscape and Industrial and Commercial Sheds

## Maintenance and Responsibilities

### STREETS AND PUBLIC REALM

#### Street Design

#### Public Realm

### NEW PLACES

#### Landscape Led Vision

#### Movement Framework

#### Urban Structure

#### Mix of Uses

## **RESIDENTIAL SITES**

### **Landscape-led Residential Layouts**

### **Visual Structure**

## **HOUSES**

### **Context, type, form and profile**

### **Plan and layout**

### **Accessibility**

### **Elevation and Proportion**

### **Materials and Detail**

## **Parking and Garages**

### **Threshold and Boundaries**

#### **APARTMENTS**

##### **Form and profile**

### **Plan and layout**

### **Accessibility**

### **Elevation and Proportion**

### **Balconies and Terraces**

## Materials and Detail

### Boundary Treatments

### Parking

#### TALL BUILDINGS

##### Location and Siting

##### Scale and Massing

##### Elevation treatment

#### COMMERCIAL BUILDINGS AND NON-RESIDENTIAL BUILDINGS

##### Context

## **Plan and Layout**

## **Scale and Form**

## **Boundary Treatments**

## **Elevation Treatment**

## **Materials**

## **Parking**

## **Plant and Infrastructure**

## INNOVATION

**Innovative Design**

**Passive Environmental Design**

**Roofs**

**Low and Zero Carbon (LAC) Technology**

**Modern Methods of Construction (MMC)**

**Building lifecycle**

**EV Charging**

## **APPENDIX 2**

## TRAFFORD COUNCIL APPLICATION VALIDATION CHECKLIST: JANUARY 2025

### APPENDIX 2

#### GUIDANCE FOR THE PRODUCTION OF A VIABILITY APPRAISAL

Validation Checklist - Approach to Viability in Planning	
<b>Viability Methodology</b>	<ul style="list-style-type: none"> <li>• If an Applicant cannot provide a policy compliant suite of developer contributions, a '<i>viability case</i>' should be made that will be assessed by the LPA.</li> <li>• The viability methodology must follow the requirements set out in adopted policy and guidance in the NPPF and NPPG on Viability.</li> <li>• The production of appraisals and evidence is wholly the Applicant's responsibility. It is not the LPA's consultant's role to produce evidence and their own appraisal, but to assess the evidence and appraisals produced by the Applicant and decide whether the information provided is robust and evidence based to be able to come to a conclusion on the financial viability of the scheme.</li> <li>• The Applicant should provide a minimum of two appraisals. One which reflects their offer and one which reflects a fully policy compliant scheme.</li> <li>• The viability appraisals should be presented in an industry standard appraisal format summary page with supporting cash flow (Argus Developer Software preferred).</li> <li>• All inputs and assumptions used in the viability appraisal should be evidenced and justified. Stating that it is the industry norm is not a good enough justification.</li> </ul>
<b>Aspirational Return</b>	<p><b>Developer</b></p> <ul style="list-style-type: none"> <li>• NPPG ) states: <ul style="list-style-type: none"> <li>◦ <i>"Potential risk is accounted for in the assumed return for developers at the plan making stage. It is the role of developers, not plan makers or decision makers, to mitigate these risks. The cost of fully complying with policy requirements should be accounted for in benchmark land value. Under no circumstances will the price paid for land be relevant justification for failing to accord with relevant policies in the plan."</i> (para. 18).</li> </ul> </li> <li>• The aspirational developer return will be part of the developer's proposal. The developer will make their case for the appropriate return, which must reflect Benchmark Land Value and policy compliance.</li> <li>• Due to the reduced risk profile, affordable housing should be at a lower percentage return to the</li> </ul>

	<p>developer.</p> <ul style="list-style-type: none"> <li>The developer return applied to different residential tenures and non-residential planning uses will need separate justification.</li> </ul>
<b>Aspirational Land Value</b>	<ul style="list-style-type: none"> <li>NPPG is clear in how the Benchmark Land Value (BLV) should be estimated. The BLV needs to reflect all costs, including developer return and policy compliance. For clarity, NPPG does not recommend a methodology of comparison between BLV and Residual Land Value(RLV).</li> <li>The BLV should be estimated based on NPPG required approach: <ul style="list-style-type: none"> <li><i>"To define land value for any viability assessment, a benchmark land value should be established on the basis of the existing use value (EUV) of the land, plus a premium for the landowner. <u>The premium for the landowner should reflect the minimum return at which it is considered a reasonable landowner would be willing to sell their land. The premium should provide a reasonable incentive, in comparison with other options available, for the landowner to sell land for development while allowing a sufficient contribution to fully comply with policy requirements.</u>" (para. 13).</i></li> </ul> </li> <li>NPPG states that the new benchmark land value should: <ul style="list-style-type: none"> <li><i>"be based upon existing use value</i></li> <li><i>allow for a premium to landowners...</i></li> <li><i>reflect the implications of abnormal costs; site-specific infrastructure costs; and professional site fees</i></li> <li><i>...In decision making, the cost implications of all relevant policy requirements, including planning obligations and, where relevant, any Community Infrastructure Levy (CIL) charge should be taken into account."</i> (para. 14)</li> </ul> </li> <li>The first component of the BLV is the Existing Use Value. NPPG is clear that the: <ul style="list-style-type: none"> <li><i>"EUV is the value of the land in its existing use. Existing use value is not the price paid and should disregard hope value."</i> (para. 15).</li> </ul> </li> <li>A premium should not apply when the development site has already been purchased by a developer or land promoted from the landowner land is not subject to change of use.</li> <li>A premium should not apply when a development site has already been purchased by a developer or land promoter from the landowner. A land promoter is defined as any organisation that intends to dispose of plots of land to a third party to develop out, and will not develop the site themselves. Land promoters should pay a discounted amount for the land they purchase, typically between 15% and 20% discount to Open Market Value, and so do not require an additional incentive.</li> <li>NPPG is also clear that <i>"where viability assessment is used to inform decision making under no circumstances will the price paid for land be a relevant justification for failing to accord with relevant policies in the plan. Local authorities can request data on the price paid for"</i></li> </ul>

	<p><i>land (or the price expected to be paid through an option agreement)." (para. 14).</i></p> <ul style="list-style-type: none"> <li>The Applicant should provide the land acquisition price or price expected to be paid through an option as well as purchaser costs including legal fees and agent fees. This should all be evidenced.</li> <li>Alternative Use Value (AUV) can only be used if it complies with adopted planning policy, there is a strong justification for why the Applicant is not pursuing the alternative use and the alternative use is capable of implementation. NPPG states that no premium should be applied to the AUV.</li> </ul>
<b>GDV – Build to Rent schemes (BTR)</b>	<ul style="list-style-type: none"> <li>Detailed comparable evidence should be provided with justification for the predicted rents and yields</li> <li>The transactional data should be comparable with the development in terms of location, quality and age (New-builds).</li> <li>If there are a lack of new-build comparables, second-hand comparables can be used, though it should be noted that there is a premium in rents and yields with new-builds.</li> <li>Comparables should include the annual rental value per square foot and date of investment sale.</li> <li>All assumptions made when valuing the investment should be listed and justified with evidence.</li> <li>A Purchaser's cost would usually be expected as a deduction to account for stamp duty (SDLT), Agent Fees and Legal Fees</li> </ul>
<b>GDV – Sales Values</b>	<ul style="list-style-type: none"> <li>Detailed comparable evidence should be provided with justification for the predicted sales values.</li> <li>The transactional data should be comparable with the development in terms of type, location, quality and age.</li> <li>If there are a lack of new-build comparables, second-hand comparables can be used, though it should be noted that there is a premium in sale values with new-builds.</li> <li>Comparables should include the price per square foot and date of sale/asking price.</li> <li>A schedule of unit sizes and estimated sale values should accompany the viability case.</li> <li>Estate agent estimations are not independent and will not be accepted as evidence, unless they are supported with detailed comparable evidence with a narrative.</li> </ul>
<b>GDV – Ground Rent</b>	We await Government's confirmation on how ground rents will be treated.

<b>GDV – Commercial Investment Value</b>	<ul style="list-style-type: none"> <li>Detailed comparable evidence should be provided with justification for the predicted rents and yields</li> <li>The transactional data should be comparable with the development in terms of location, quality and age (New-builds).</li> <li>If there are a lack of new-build comparables, second-hand comparables can be used, though it should be noted that there is a premium in rents and yields with new-builds.</li> <li>Comparables should include the annual rental value per square foot and date of investment sale or rent review.</li> <li>All assumptions made when valuing the investment should be listed and justified with evidence.</li> <li>A Purchaser's cost would usually be expected as a deduction to account for stamp duty (SDLT), Agent Fees and Legal Fees.</li> </ul>
<b>Affordable Houses</b>	<ul style="list-style-type: none"> <li>Affordable houses are sold to Registered Providers (RPs) at a discount on Open Market Value (OMV).</li> <li>Intermediate product should be valued at around 70% OMV.</li> <li>Affordable Rent should be valued at around 50% OMV.</li> <li>Social Rent should be valued at around 45% OMV.</li> <li>Affordable houses typically are transferred to an RP at the point of completion of the dwelling through a golden brick/land and build contract, this should be reflected in the cash flow. We would usually see the affordable houses cash flowed with an upfront land payment (usually around 25% of the affordable housing value) and funding throughout the build contract for the remaining affordable housing value.</li> <li>As stated in the aspirational return section, the return on the affordable element should be lower than the market element due to these units being pre-sold which results in reducing the risk associated with the product. A return of 6% for affordable housing product has been upheld in a number of recent Inspectors' decisions such as B&amp;Q, Trafford (APP/Q5245/W/20/3258552) Warburton Lane, Trafford (APP/Q4245/W/19/3243720)</li> </ul>

<b>Standard Build Costs</b>	<ul style="list-style-type: none"> <li>A detailed cost plan should be produced by the Applicant to support their viability case including preliminary costs and overheads and profit referenced as percentages.</li> <li>Build cost rates should be evidenced and benchmarked by comparable schemes and widely recognised databases such as BCIS. BCIS data needs to be adjusted to reflect the specific circumstances of the project and Applicant.</li> <li>If the build cost rate is at the upper end of the comparable schemes, detailed justification is required to explain why.</li> </ul>
<b>Abnormals</b>	<ul style="list-style-type: none"> <li>Abnormal costs are those that the developer perceives to be in addition to 'normal' cost that would be expected to be incurred in the delivery of development. The Abnormal element will be a treatment over and above standard, primarily to deal with difficult ground conditions.</li> <li>Detailed evidence and justification should be provided as to why the identified abnormal costs are needed including any site investigation reports and detailed cost plans.</li> <li>NPPG is clear how abnormal costs and site-specific infrastructure costs should be treated when estimating BLVs: <i>"reflect the implications of abnormal costs; site-specific infrastructure costs; and professional site fees"</i> (para. 14).</li> </ul>
<b>Cost Plan Review</b>	<ul style="list-style-type: none"> <li>If the standard build and abnormal costs are deemed to be at a significant level when compared to standard benchmarks and one of the main reasons for a viability challenge for the subject site, the Applicant is required to pay an additional fee to enable the Council to undertake an independent cost plan review.</li> </ul>
<b>Finance Cost</b>	<ul style="list-style-type: none"> <li>A cash flow that was used to substantiate the finance costs, showing spend and revenue received, should be submitted by the Applicant. The Applicant should also state and justify the build period and sale period for the scheme, including the estimated percentage of pre-sales (mainly for apartment schemes).</li> <li>The Applicant is required to evidence and justify the finance rate used.</li> </ul>

<b>Professional fees</b>	<ul style="list-style-type: none"> <li>A detailed list of appointments and fees is required, with supporting evidence.</li> <li>Professional fees should also be stated as a percentage of total build cost.</li> </ul>
<b>Sales &amp; Marketing &amp; Legal Fees</b>	<ul style="list-style-type: none"> <li>Sales, marketing and legal fees should only be applied to the market housing of the scheme.</li> <li>A breakdown of sales, marketing and legal fees per property should be produced.</li> <li>Within Trafford we would expect legal fees at around £650 to £750 per property, depending on the size of the development.</li> </ul>
<b>Projection Model/Overage Agreements</b>	<ul style="list-style-type: none"> <li>If a development cannot fund its planning obligations due to viability, then the LPA will enter into an overage with the developer based on a Projection Model.</li> <li>NPPG provided guidance on overage agreements: <ul style="list-style-type: none"> <li><i>"Where contributions are reduced below the requirements set out in policies to provide flexibility in the early stages of a development, there should be a clear agreement of how policy compliance can be achieved over time. As the potential risk to developers is already accounted for in the assumptions for developer return in viability assessment, realisation of risk does not in itself necessitate further viability assessment or trigger a review mechanism. Review mechanisms are not a tool to protect a return to the developer, but to strengthen local authorities' ability to seek compliance with relevant policies over the lifetime of the project."</i> (para. 9).</li> </ul> </li> <li>A Projection Model will be used to capture the 'super profit'<sup>1</sup>.</li> </ul>
<b>Approach to Negotiations</b>	<ul style="list-style-type: none"> <li>NPPG states: <ul style="list-style-type: none"> <li><i>"In plan making and decision making viability helps to strike a balance between the aspirations of developers and landowners, in terms of returns against risk, and the aims of the planning system to secure maximum benefits in the public interest through the granting of planning permission."</i> (para. 10).</li> </ul> </li> <li>The above is the basis on which all negotiations will be undertaken.</li> </ul>

<sup>1</sup>'Super profit' is any additional value from the sale of houses that generate an outturn that is greater than the predicted Sales Values in the Applicant's viability assessment.

## **APPENDIX 3**

# NORTH WEST SuDS PRO-FORMA TEMPLATE

Document Change Log		
Version	Date Agreed	Changes made
Version 1	April 2020	Initial version issued
Version 2	July 2020	<ul style="list-style-type: none"> <li>Page 1 – ‘Guidance to support you’ section – word ‘approved’ changed to ‘appropriate’</li> <li>Section 5 – Box 4 ‘Evidence Required’ - word ‘approved’ changed to ‘appropriate’</li> <li>Section 5 – Box 9 ‘Summarise how storage will be provided for 1 in 100 year (plus climate change) event on site’ - word ‘approved’ changed to ‘appropriate’</li> </ul>
Version 3	August 2020	<ul style="list-style-type: none"> <li>Front sheet and Document Change Log added</li> <li>Page 1 – Para 1 Footnote – words ‘of 0.5 hectares’ removed</li> </ul>
Version 4	July 2021	<ul style="list-style-type: none"> <li>Front page amended and branding removed.</li> <li>Section 1 - Previously Developed/ Brownfield Site – words <i>‘then one of the approaches outlined in Section 24.5 of The SuDS Manual (C753) should be adopted’</i> removed.</li> <li>Section 7b – Hierarchy Level 2 – Note wording amended from <i>‘Where third party land is cited as a barrier, you should provide visibility of discussions held to date with the riparian landowner of the waterbody’</i> to <i>‘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></li> </ul>
Version 5	May 2022	<ul style="list-style-type: none"> <li>Pro-forma guidance updated to take account of the new climate change allowances published on 10 May 2022. There is no change to the pro-forma itself.</li> </ul>

Website: [The Flood Hub](#)

This website is an online resource which has been funded by the North West Regional Flood and Coastal Committee as a one stop shop for flood advice and information across the North West.

© North West Regional Flood & Coast Committee 2020

All rights reserved. This document may be reproduced with prior permission.



TRAFFORD  
COUNCIL

---

# TRAFFORD COUNCIL

## SuDS PRO-FORMA

---

This Pro-forma is endorsed by the North West Regional Flood and Coastal Committee, including representatives from Lead Local Flood Authorities, Highway Authorities, United Utilities and the Environment Agency

# NORTH WEST SuDS PRO-FORMA

---

This pro-forma is a requirement for any planning application for major development<sup>1</sup>.

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.

---

## 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.

---

<sup>1</sup> as defined in Section 2 of [Statutory Instrument 2015 No. 595](#) or on sites in Critical Drainage Areas.

## SECTION 1. APPLICATION & DEVELOPMENT DETAILS

<b>Planning Application Reference (if available)</b>			
<b>State type of planning application i.e. Pre-application, Outline, Full, Hybrid, Reserved Matters*</b> <small>*Information only required if drainage is to be considered as part of reserved matters application</small>			
<b>Developer(s) Name:</b>			
<b>Consultant(s) Name:</b>			
<b>Development Address (including postcode)</b>			
<b>Development Grid Reference (Eastings/Northings)</b>			
<b>Total Development Site Area (Ha)</b>			
<b>Drained Area (Ha)* of Development</b>			
<b>Please indicate the flood zone that your development is in. Tick all that apply.</b> <small>Based on the Environment Agency Flood Map for Planning and the relevant Local Authority Strategic Flood Risk Assessment (to identify Flood Zones 3a/3b).</small>	<input type="checkbox"/> Flood Zone 1 <input type="checkbox"/> Flood Zone 2 <input type="checkbox"/> Flood Zone 3a <input type="checkbox"/> Flood Zone 3b		
<b>What is the surface water risk of the site? Tick all that apply.</b> <small>Based on the Environment Agency Surface Water Flood Map.</small>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
<b>Have you submitted a Site Specific Flood Risk Assessment (FRA)?</b> <small>See separate guidance notes for clarification on when a FRA is required</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Have you submitted a Sustainable Drainage Strategy?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Does your drainage proposal provide multi-functional benefits via SuDS?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Expected Lifetime of Development (years)</b> <small>Refer to Planning Practice Guidance "Flood Risk and Coastal Change" Paragraph 026</small>			
<b>Development Type:</b>			<b>State Proposed Number of Units</b>
<b>Greenfield Site</b>	<ul style="list-style-type: none"> <li>• Site is wholly undeveloped, and a new drainage system will be installed</li> </ul>		<input type="checkbox"/>
<b>Previously Developed/ Brownfield Site</b>	<ul style="list-style-type: none"> <li>• 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); <b>OR</b></li> <li>• 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.</li> </ul>		<input checked="" type="checkbox"/>
<b>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 1.</b>			

## SECTION 2: IMPERMEABLE AREA AND EXISTING DRAINAGE

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

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

<b>Drainage Design</b> <i>Outline planning applications should be able to demonstrate that a suitable drainage system is achievable.</i> <i>All other type of planning application should provide full details or reference to previous planning application where drainage details have been submitted or approved.</i>	
<b>Select which design approach you are taking to manage water quantity (refer to Section 3.3 SuDS Manual)</b>	
<b>Approach 1 – Volume control / Long Term Storage (Technical Standards S2/3, S4/5)</b> <ul style="list-style-type: none"><li>• 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</li><li>• The discharge rate for the critical duration 1 in 1 year event is restricted to the 1 in 1 year greenfield runoff rate</li><li>• 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</li></ul>	<input type="checkbox"/>
<b>Approach 2 – Qbar (Technical Standards S6)</b> <ul style="list-style-type: none"><li>• 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.</li></ul>	<input type="checkbox"/>
<b>Evidence Required:</b> Plans showing: <ul style="list-style-type: none"><li>• Existing flow routes and flood risks</li><li>• Modified flow routes</li><li>• Contributing and impermeable areas</li><li>• Current (if any) and proposed 'source control' and 'management train' locations of sustainable drainage components (C753 Chapter 7)</li><li>• Details of drainage ownership</li><li>• Details of exceedance routes (Technical Standards S9)</li><li>• Topographic survey</li><li>• Locations and number of existing and proposed discharge points</li></ul> <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>	<input type="checkbox"/>

<b>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 2.</b>	
--	--

## 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>
<b>Qbar</b> (Approach 2)			
<b>1 in 1 Year Event</b> (Approach 1)			
<b>1 in 30 Year Event</b>			
<b>1 in 100 Year Event*</b> (Approach 1)			

\* 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. The climate change allowance should only be applied to the proposed rate and not the existing or greenfield rate.

<b>Evidence Required:</b> 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"/>
--	--

<b>State the hydraulic method used in your calculations</b> <i>(Refer to Table 24.1 of The SuDS Manual)</i>	
--	--

<b>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 3.</b>	
--	--

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

Rainfall Event	Existing Volume (m <sup>3</sup> )	Greenfield Volume (m <sup>3</sup> )	Proposed Volume (m <sup>3</sup> )
<b>1 in 100 Year 6 Hour Event (Approach 1)</b>			
<b>Does the below statement apply to your development proposal?</b> 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"/>
<b>Evidence Required:</b> 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"/>
<b>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 4.</b>			

## SECTION 5: STORAGE – TECHNICAL STANDARDS S7 AND S8

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

<b>State storage volume required (m<sup>3</sup>) (excluding non-void spaces)</b> <i>Must include an allowance for climate change and urban creep</i>	
<b>Have you incorporated interception into your design?</b> <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"/>
<b>Evidence Required:</b> Drainage plans showing location of attenuation and all flow control devices and supporting calculations.	<input type="checkbox"/>

<b>Summarise how storage will be provided for 1 in 30 year event on site.</b> <i>Storage must be designed to ensure that at no flooding occurs onsite in a 1 in 30 year event except in designed areas <u>and</u> no flooding occurs offsite in a 1 in 100 year (plus climate change allowance) event.</i>	
<b>Summarise how storage will be provided for 1 in 100 year (plus climate change) event on site.</b> <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>	
<b>Evidence Required:</b> Plans showing size and location of storage and supporting calculations. Where there is controlled flooding, extents and depths must be indicated.	<input type="checkbox"/>

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

## 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"> <li>If the site is contaminated, it should be demonstrated that the sustainable drainage system will not increase the risk of pollution to controlled waters though the mobilisation of contaminants and/or creation of new pollution pathways.</li> </ul>		

### 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 Tick <u>ALL</u> that apply		Surface water run-off from the proposed development will drain from:
VERY LOW	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Residential roofs</li> </ul>
LOW	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Other roofs (typically commercial/industrial roofs)</li> <li>Individual property driveways, residential car parks, low traffic roads (e.g. cul de sacs, home-zones and general access roads)</li> <li>Non-residential car parking with infrequent change (e.g. schools, offices) i.e. &lt; 300 traffic movements/day</li> </ul>
MEDIUM	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Commercial yard and delivery areas</li> <li>Non-residential car parking with frequent change (e.g. hospitals, retail)</li> <li>All roads except low traffic roads and trunk roads/motorways<sup>2</sup></li> </ul>
HIGH	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Sites with heavy pollution (e.g. haulage yards, lorry parks, highly frequented lorry approaches to industrial estates, waste sites)</li> <li>Sites where chemicals and fuels (other than domestic fuel oil) are to be delivered, handled, stored, used or manufactured</li> <li>Industrial sites</li> <li>Trunk roads and motorways<sup>1</sup></li> </ul>

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"> <li>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).</li> </ul>		

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"> <li>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.</li> <li>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.</li> </ul>		

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.	
---	--

<sup>2</sup> Motorways and trunk roads should follow the guidance and risk assessment process set out in Highways Agency (2009).

## SECTION 7: DETAILS OF YOUR SUSTAINABLE DRAINAGE SYSTEM

### a) Function of your Sustainable Drainage System

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

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

<b>Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7a.</b>	
---	--

### 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.

<b>Proposed method of surface water discharge</b>		<b>Is this proposed?</b>	
<b>Hierarchy Level 1: Into the ground (via infiltration)</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If YES - Evidence Required</b>		<b>If NO – Evidence Required</b> <i>Tick ALL that apply</i>	
<input type="checkbox"/>	A. Completed Infiltration Checklist from The SuDS Manual (C753) Appendix B <i>An editable version of this form is available on <a href="#">SusDrain website</a>.</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"><li>• The methodology within BRE 365 (2016), <b>OR</b></li><li>• Falling head permeability tests BS EN ISO 22282-2: 2012</li></ul>
<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 <a href="#">SuDS GeoReport or similar</a> .
<input type="checkbox"/>	C. Infiltration testing to BRE 365 (2016) or falling head permeability tests to BS EN ISO 22282-2: 2012 ( <b>optional for outline</b> )	<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?	
<b>Hierarchy Level 2:</b> To a surface water body (select type)		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>NOTE:</b> 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 <u>ALL</u> that apply	
<input type="checkbox"/>	Surface water body / watercourse survey and report	<input type="checkbox"/> <input type="checkbox"/>	Plan showing nearby watercourses and waterbodies <b>AND</b> Statement providing justification in your Sustainable Drainage Strategy  <b>Note:</b> 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.

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

Proposed method of surface water discharge		Is this proposed?	
<b>Hierarchy Level 4:</b> 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.		
--	--	--

### 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 checked="" 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)	<b>Please state:</b>
---	----------------------

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.	
--	--

## **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"/>
<b>Evidence Required:</b> <b>Plan/ drawing provided to show the position of the different SuDS components with:</b>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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>).</li> <li>• Plan/ drawing to identify any areas where certain activities are prohibited, detailing reasons why.</li> </ul>	
<b>Action plan for accidental pollutant spillages.</b>	<input type="checkbox"/>

Maintenance Schedule	Information Provided?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Evidence Required:</b>            A copy of the maintenance schedule including:</p> <ol style="list-style-type: none"> <li>1. <b>Proactive and preventative maintenance</b>  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.</li> <li>2. <b>Reactive and corrective maintenance</b> (e.g. product repair and replacement).  Including advice on excavations, or similar works, in locations that could affect the SuDS components/ adjacent structures.</li> </ol>	<input type="checkbox"/>

Information Provided?	
Maintenance and Management Arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><b>Evidence Required:</b> 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"/> <b>Water and Sewerage Company Section 104 agreement (Water Industry Act 1991)</b></p> <p><input type="checkbox"/> <b>Highway Authority Section 278/38 agreement (Highways Act 1980)</b></p> <p><input type="checkbox"/> <b>Local Authority Public Open Space [Refer to Local Authority Policy]</b></p> <p>Please select the arrangement(s) for all non-adopted sustainable drainage components. Tick all that apply.</p> <p><input type="checkbox"/> <b>Management Company</b></p> <p><input type="checkbox"/> <b>Property Owner (for SuDS components within property boundary only)</b></p> <p><input type="checkbox"/> <b>Other (please state)</b></p>	<input type="checkbox"/>

**Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 8.**

## 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.*

<b>Submitter Details</b>			
<b>Completed by</b>		<b>Email Address</b>	
		<b>Telephone Number(s)</b>	
<b>Signed off by</b>		<b>Accreditation(s) and/or Qualification(s) of Signatory</b>	
<b>Date</b> (dd/mm/yyyy)		<b>Company</b>	

<b>Client Details</b>			
<b>Name</b>		<b>Company</b>	

## **APPENDIX 4**

# North West

# SuDS Pro-forma

## Template for Supporting Guidance

Document Authors
Kevin Baker (Sefton Council)
Philip Carter (Environment Agency)
Francis Comyn (Rochdale Council)
Laura Makeating (Merseyside FCERM Partnership) – Technical Lead
Graham Perry (United Utilities)
Helen Renyard (Cumbria County Council)
Adam Sugden (Fylde Council)
Dianne Taylor (Lancashire County Council)
Sophie Tucker (United Utilities) - Technical Lead
Sally Whiting (North West RFCC)

Document Change Log		
Version	Date Agreed	Changes made
Version 1	April 2020	Initial version issued
Version 2	July 2020	<ul style="list-style-type: none"> <li>Page 3 – ‘Online tools and information’ section – Para 3 – word ‘approved’ changed to ‘appropriate’</li> </ul>
Version 3	August 2020	<ul style="list-style-type: none"> <li>Document Change Log added</li> <li>Page 1 - Para 3 - words ‘of 0.5 hectares’ removed</li> </ul>
Version 4	July 2021	Cover page amended and branding removed. No changes to template content.
Version 5	May 2022	Pro-forma guidance updated to take account of the new climate change allowances published on 10 May 2022.

### Website: [The Flood Hub](#)

*This website is an online resource which has been funded by the North West Regional Flood and Coastal Committee as a one stop shop for flood advice and information across the North West.*

© North West Regional Flood & Coast Committee 2020

All rights reserved. This document may be reproduced with prior permission.

# North West SuDS Pro-forma

**Guidance for completing your pro-forma**



**TRAFFORD  
COUNCIL**

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

# CONTENTS

---

<b>What do I need to submit with my Planning Application?</b>	1
<b>Completing your Sustainable Drainage Strategy and SuDS Pro-forma</b>	2
<b>Further Help and Advice</b>	3
<b>Section 1. Application and Development Details</b>	4
<b>Section 2: Impermeable Area and Existing Drainage</b>	6
<b>Section 3: Peak Runoff Rates</b>	7
<b>Section 4: Discharge Volume</b>	10
<b>Section 5: Storage</b>	12
<b>Section 6: Water Quality Protection</b>	14
<b>Section 7: Details of your Sustainable Drainage System</b>	16
<b>Section 8: Operation and Maintenance</b>	20
<b>Glossary</b>	22

## 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 development<sup>1</sup>, 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.

---

<sup>1</sup> 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.

### Previously Developed / Brownfield

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).

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.

- **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.'

### Greenfield

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.

- **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.'
- **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 Qbar?

Qbar is the peak rate of flow from a catchment for the mean annual flood, a return period of approximately 1:2.3 years. Qbar<sub>rural</sub> 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 Qbar 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 Qbar). 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](http://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.

New [climate change allowances](#) were published on 10 May 2022. You will need to ensure you incorporate the new allowances into your flood risk assessment and sustainable drainage design.

When determining what climate change allowance to apply, two variables must be considered:

#### 1. Location and size of the drainage catchment

- **Urban/Small (flashy) Catchments:** Use the [peak rainfall allowances map](#) for small catchments (less than 5 sq km), or urbanised drainage catchments. A drainage catchment is urban if the land use is a town or city.
- **Rural/Large Catchments:** For large rural drainage catchments use the [peak river flow allowances](#).

#### 2. [Lifetime of the development](#)

- For all residential development, the development lifetime is 100 years.

- For all other development types, a 100-year lifetime is to be applied unless the development has a time limited planning condition OR a shorter development lifetime is agreed in writing with the Local Planning Authority.

For flood risk assessments and strategic flood risk assessments the upper end allowance must be assessed for **both** the 1% and 3.3% annual exceedance probability events for the 2070s epoch (2061 to 2125).

**Discuss with the Lead Local Flood Authority if you are unsure what climate change allowance to apply.**

## 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

---

<b>Combined Sewer</b>	A sewer that drains both rainwater and foul water.
<b>Curtilage</b>	Land area within property boundaries
<b>Culvert</b>	A covered structure under a road, embankment etc, to direct the flow of water.
<b>Evapotranspiration</b>	The process by which the Earth's surface or soil loses moisture by evaporation of water and by uptake and then transpiration from plants.
<b>Exceedance design</b>	Designing a system to manage effectively events that exceed (i.e. are bigger and rarer than) the drainage system's required level of service.
<b>Exceedance event</b>	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.
<b>Exceedance flows</b>	Flows in excess of those for which a system is designed
<b>Four pillars of SuDS</b>	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.
<b>Flood routing</b>	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
<b>Geohazard</b>	A geologic hazard. In the case SuDS, this is particularly relevant for infiltration. See <a href="#">Chapter 25.2.3 of The SuDS Manual (C753)</a> for more information.
<b>Greenfield runoff</b>	The surface water runoff regime from a site before development.
<b>Home-zone</b>	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.
<b>Infiltration</b>	The passage of surface water through the surface of the ground / the entry of groundwater to a sewer.
<b>Interception</b>	The capture and retention on site of the first 5mm (or other specified depth) of the majority of all rainfall events
<b>Management train</b>	The sequence of drainage components that collect, convey, store and treat runoff as it drains through the site.

<b>Modified flow routes</b>	Flow routes that have been modified as a result of the development.
<b>Ordinary Watercourse</b>	Any watercourse that does not form part of a main river and is not classified as a main river.
<b>Peak flow</b>	The point at which the flow of water from a given event is at its highest.
<b>Riparian landowner</b>	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.
<b>Source control</b>	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.
<b>SuDS component</b>	An individual element of the drainage system that conveys, stores and/or treats surface water runoff. <a href="#">Susdrain website</a> provides an overview of different SuDS components.
<b>Treatment</b>	Improving the quality of water by physical, chemical or biological means
<b>Treatment train</b>	Improving the quality of water by physical, chemical or biological means via a sequence of drainage components (see management train).
<b>Urban creep</b>	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**

## Checklist of Recommended Information Requirements

In addition to the national validation requirements set out within the Government's [Planning Practice Guidance](#), Sport England recommends that planning applications affecting playing field land should provide sport specific information in line with the below checklist. This information will enable Sport England to provide a substantive response to applications on which it is consulted. It will also aid the LPA to assess an application in light of [P.103 of the NPPF](#) and relevant Local Plan policies.

The checklist presents the recommended requirements for all applications. It also indicates the information that Sport England recommends should be submitted where an applicant feels their development may meet with one of the exceptions to Sport England's [Playing Fields Policy](#).

Document	Presenting details on.....	
<b>Required for all applications</b>		
<b>Consultation Notice</b>	1. The development proposed (description), timescales, case officer contact details and how information can be viewed.	
<b>Existing site plan</b>	2. Extent of the playing field as defined by <a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a>	
	3. Location and nature of existing buildings.	
	4. Location and nature of existing sports facilities (including the layout of summer and winter playing pitches).	
	5. Significant features (e.g. trees, slopes, paths, fences, sewers) <sup>1</sup> .	
	6. Existing levels across the site <sup>1</sup> .	
	7. Location and nature of the proposed development.	
<b>Proposed site plan</b>	8. Extent of playing field area to be lost (including the area covered by the proposed development and any associated works e.g. landscaping).	
	9. Location and nature of all existing sports facilities (clearly showing any revised locations from the existing plan).	
	10. Any changes to existing features and levels <sup>1</sup> .	
	11. Extent of playing field area to be lost (area in hectares and see point 8 above).	
<b>Supporting Statements</b>	12. Reason for the chosen location and alternatives considered.	
	13. Any proposed changes in the provision of indoor and outdoor sports facilities on the site (including ancillary facilities).	
	<b>Required in relation to specific policy exceptions</b>	<b>Exceptions</b>
<b>Drawings</b>	14. Internal layouts and elevations for proposed new, extended or enhanced sports facilities (including relevant ancillary facilities) <sup>1</sup> .	2, 4 & 5
<b>Supporting Statements</b>	15. Current and recent users of the playing field and the nature and extent of their use.	1, 4 & 5
	16. How the development fits with the findings of any relevant assessment of need and/or sports related strategy (a copy of, or a web link to, the assessment or strategy should be provided) <sup>1, 2</sup> .	1, 4 & 5
	17. How the development will be of benefit to sport (including benefit to existing and potential users) <sup>2</sup> .	2, 4 & 5
	18. The specification of any ancillary facilities e.g. floodlights <sup>1</sup> .	2, 4 & 5
	19. The specification of any Artificial Grass Pitch and reason for the chosen surface type <sup>2</sup> .	4 & 5
	20. How any replacement area of playing field and ancillary facilities will be delivered (including to what timescale).	4
	21. How, for any replacement area of playing field, equivalent or better quality will be achieved and maintained, including <sup>3</sup> :	4
	a. An assessment of the performance of the existing area;	
	b. The programme of works (including pitch construction) for the creation of the proposed replacement area;	
	c. A management and monitoring plan for the replacement area.	

1. Level of detail to be proportionate to the nature of the development and its impact on the playing field.
2. Relevant for Exception 4 where the loss of an area of playing field with a natural grass surface is proposed to be replaced elsewhere by a new area of playing field with an artificial surface.
3. All details should be undertaken and developed by a suitably qualified and experienced sports turf consultant, satisfy appropriate Sport England and NGB design guidance, and have regard to Sport England's 'Equivalent Quality Assessment of Natural Turf Playing Fields' briefing note.

**Note:** As set out within the Government's Planning Practice Guidance any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.