# Guidance on the local validation requirements for planning applications submitted to the Knowsley Council

**Adopted**
**6 February 2019**

# Contents

# Section 1: Introduction and Background

**Introduction**

1.1     This guidance document sets out to provide users of Knowsley Council's Development Management Service with an overview of all supporting assessments and plans required at the time of submitting a planning application (made under the Town and Country Planning Acts) to make it valid.  If an application on receipt has the correct level of supporting information then it is considered to be ''valid'' and it can progress towards a decision.

1.2     The note aims to:

- assist in ensuring that your application is valid when submitted;
- ensure that all applications can be dealt with effectively and efficiently;
- respond positively to best practice advice issued by government; and,
- ensure that Knowsley Council complies with legislation in relation to planning applications.

1.3     The Validation Checklist included within this document is designed to help ensure that your application is valid when we receive it from you.  The checklist highlights the relevant local policies and provides links to where you can read and download these.

1.4     It is recommended that the content of technical documents supporting your application be informed by pre-application discussions with us and by reference to our planning policies and guidance, particularly Supplementary Planning Documents.

1.5     The content and detail of the supporting information we require should be proportionate to the scale of the development.  If you are in any doubt about this, please do talk to us further before preparing and submitting your application.  If the information required, as set-out in our Validation Checklist, is not submitted with your application then the application will not be valid and it will not start to be progressed towards a decision.

1.6     Please read this document carefully before completing your application form and submitting your application.  If you intend to submit an application for large-scale development or for a complex proposal, or if you are in any doubt about a specific issue, you should agree these matters with us during pre-application discussions.

1.7     Please remember also that planning permission, listed building and advertisement consents may not be the only permissions or consents you need from Knowsley Council.  Other consents include building regulations, licensing and food safety.  More information on these and other consents and services of the Council are available on our website www.knowsley.gov.uk/

**Data protection and the internet**

1.8 The information provided on your application form and in the supporting documents will, in nearly all cases, be made public because it will be viewable on our website. Given this, if you supply personal information belonging to a third party, please ensure you have their permission to do so. The General Data Protection Regulation was enforceable in the UK from the 25th May 2018. The Council's policy on data protection can be viewed [here](#)

**The validation process**

1.9 Only valid applications will be progressed toward a decision. "Valid" means that all the information specified by us, in order to determine your application is, from the outset, provided in full. If relevant information or the correct fee is missing, we will not be able to start determining your application and there will be a delay in deciding your application until the appropriate fee and required information is received.

1.10 There are different types of applications and some types require more detailed information than others. All information needs to be accurate and some information can be complex and technical. It is required so that all people with an interest in the outcome of your application can accurately assess what the impacts of your planned development will be. For example, neighbours to your site may be interested in the potential impact on them from noise or additional traffic.

1.11 You may need to appoint an architect, surveyor or specialist consultant to prepare information to support your application and in order to make it valid; for example, to undertake an ecology survey and prepare a report.

1.12 We want to make the planning process as clear as possible and the Checklist below confirms what information is required for different types of applications. You are required to use our Checklist to ensure that your application is complete when you send it to us.

1.13 Upon receipt of your application, we will crosscheck the information submitted against national planning application requirements, together with Knowsley Council's local requirements, as set out in this document. If all of the required information is included, your application will be classed as ''valid'' and it will then progress to a decision.

1.14 If when we receive your application we consider that it is lacking information, it will be held as 'invalid' and it will not start to progress towards a decision until the necessary information is received.

1.15 In the event that your application is invalid (because you have submitted insufficient information or an incorrect application fee), we will write to you to tell you what you need to do to make it valid. You must then submit the required information in a timely manner to ensure that your application can progress to a decision. If, within 28 days, you do not provide us with the information we require, we will not be able to deal with your application and it will be treated as Withdrawn. Thereafter, in the event that you wish to

progress with your plans you will need to submit your application to us again as we do not keep any documents relating to Withdrawn applications.

1.16    If you consider that exceptional circumstances are present such that, in your view, you do not need to comply fully with our Local Validation Checklist you should discuss this with us before you submit your application.  You should then tell us in writing in your application why you consider that specific information is not required. The Council will consider such requests on their merits in accordance with the relevant legislation.

1.17    One of the exceptional circumstances may be that you provide your written agreement to the use of pre-commencement conditions in lieu of providing the required documents/plans at submission stage.  This should form part of your Planning Statement.

**Can we require this level of information?**

1.18    The application fee and some of the information we require when an application is submitted are national requirements set by Government.  In addition, the government has empowered us to require applicants to provide additional information in the interests of good and efficient decision making and having regard to local circumstances.

1.19    Different types of applications require different levels of information and supporting documentation to be submitted.  The Government has published guidance recommending that we specify the scope of information necessary for different types of applications.  This is the purpose of this advice note and checklist.

1.20    Our Local Validation Checklist has been the subject of public and stakeholder consultation.

**Common reasons why applications are invalid**

| Reason | Remedy |
|---|---|
| An absence of the Supporting Documents necessary. | Check the national and local validation requirements within this document to see what supporting information is needed with your application. |
| Supporting Documents that omit information specified in the guidance notes accompanying the planning application form and/or set out in national guidance, the statutory development plan or supplementary planning documents | Within the local validation requirements set out in this document, there is a section called, 'what information is required'. This will provide you with useful references about the level of information required with reference to policy and guidance. |
| Drawings with insufficient detail as specified in the guidance notes or containing inconsistencies. | Refer to the local validation requirements below to make sure that the right level of information is submitted and cross-reference your drawings before submitting to ensure consistency in the submission. |
| One or more plans are missing. | If submitting plans through the Planning Portal you should be able to view a list of all plans/ documents you are about to submit. At this time, your list of plans can be checked against your records before you submit. If providing paper copies, you may find it useful to provide a covering letter with a schedule of plans to assist you in identifying any omissions prior to submission. |
| An incorrect description of the development. | Check that the description that you detail on the application form covers *all* elements of the proposal. |
| An incorrect Certificate of Ownership because plans show that building works will encroaching onto the neighbouring property. | If there is any encroachment outside of your site boundary then you should *not* sign Certificate 'A'. The applicable certificate will be dependent upon circumstances but alternatives will require you to either serve notice on the landowner that you are encroaching on, or advertise your proposal in the press if it is not possible to identify the landowner. This should occur prior to the submission of your application and confirmation provided that this has been undertaken. The application forms provide further details. |
| Inconsistencies between elevations and floor plans. | Ensure that you cross-reference elevations and floor plans before submission. Amended plans will be required if there are inconsistencies between elevations and floor plans because it needs to be clear what is being applied for so that the |

| | impacts can be properly assessed. |
|---|---|
| Incorrect fees enclosed | Fees for the processing of applications are set nationally.  You will find a link to them [here](here).

Applicants should be aware that when they are submitting an application for multiple uses (for example, use classes B1, B2 and B8), the fee shall be calculated in accordance with the 2012 Regulations (para 10, Part 1, Schedule 1) :

*(2) Calculations shall be made in accordance with this Schedule of the fee that would be payable in respect of an application for planning permission, or approval of reserved matters (as the case may be), if made in respect of each of the alternative proposals, and the fee payable in respect of the application shall be the sum of—*

*(a) an amount equal to the highest of the amounts calculated in respect of each of the alternative proposals; and*
*(b) an amount calculated by adding together the amounts appropriate to all of the alternative proposals, other than the amount referred to in sub-paragraph (a), and dividing that total by the figure of 2.* |

**Validation Dispute**

1.21    We want to avoid disputes with you about whether your application is, or is not, valid; this is why we have prepared the clear advice provided here.  National legislation provides us with the power to decide whether an application is valid.  We consider that the information and evidence we require satisfies legislation because it is:

- 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.

1.22    Nevertheless, if you disagree with what we are asking you to do (to make your application valid) you should always in the first instance talk to us.   If you are unable to achieve agreement with us you have the right to seek a resolution by following national procedures, which can be can be read here.  In these circumstances, you must send a notice to us which:-

(i)   specifies which particulars or evidence you consider do not meet the requirements;
(ii)  sets out the reasons why you hold that view; and,
(iii) requests that we waive the requirement to include those particulars in the application.

1.23    We will then send a validation notice or non-validation notice to you.

**Pre-application Discussions**

1.24    We strongly encourage you to discuss your plans with us before submitting a formal application.   This can save you both time and money and ensure that your application has the best chance of success because we can agree with you the issues relevant to the consideration of your application and that the information required to make it valid at the outset, thereby avoiding delays in a decision.   It is useful to include details of any pre application advice you have had with us within the application form within the relevant section.

1.25    Full details of our pre-planning application advice protocol (including charges) can be found here.

**Online and electronic submissions**

1.26    We would prefer to receive your application electronically via the Planning Portal (http://www.planningportal.gov.uk/ ).  The following notes should assist you when submitting your application in this way.  Following the guidelines will enable us to process your application and publish it more quickly.  Please structure your electronic submission in the following way:

- No individual file should be greater than 5MB;
- Large documents should be broken down into manageable files e.g. in chapters and sections;

- It is important that the naming structure explains the document and chapter (if applicable) in plain English;
- All major dimensions must be specified on drawings.  This is necessary for the assessment of drawings. Drawings should include a scale and calibration scale; and,
- Drawings should be orientated so they appear correctly when viewed on screen (i.e. North at the top of the screen).

**Householder Applications**

1.27    If you are submitting an application to extend a dwelling, the validation requirements are largely set out with the National Validation Requirements, contained immediately below, and within point (1) of the Local Validation Requirements, which follows (plans and elevations).  Exceptions to this are if your application relates to a property, which is:

- a nationally listed building;
- located in the green belt or in conservation area; or,
- it would involve works to trees.

In such instances, you should refer to the relevant documents within the Local Validation Requirements section and email us at dcsubmissions@knowsley.gov.uk if you have any queries and we would be pleased to help you.

## Section 2: Validation Criteria

**National Validation Requirements**

Applicants are encouraged to supply documentation which has been produced electronically in that format. This applies whether the application is made on-line or whether a paper application is made. This facilitates the transfer of information to consultees and for the public to view planning proposals on-line without the need to have to visit the Planning Office. It would be appreciated if the scale of the plans and paper size is no larger than is required to illustrate the proposals.

The national standards for on-line submission of electronic planning documents are as follows:

- Maximum single file size is 5 Mbytes;
- Maximum 25 Mbytes file size (the sum of all document file sizes). Where these maxima are exceeded the information should be submitted off-line using CDROM/DVD;
- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall specify the printing page size for which the scale applies;
- All drawings shall be correctly orientated for on-screen display
- All drawings shall include a scale bar and key dimensions;
- All documents and drawings shall be given a meaningful title and dated with drawings given a unique plan reference. For example: Block Plan drawing v1A.pdf or Design and access statement 28102013.pdf.
- Scanned documents must be a minimum of 200 dots per inch (dpi) resolution for black and white and 100 dpi for colour;
- All photographs in PDF file format and no larger than 15 cm x 10 cm.

In addition it would be helpful if:

- Drawings should avoid the use of large areas of unnecessary blocks of colour, for example the sky as this increases printing costs;
- Updated or revised versions of plans or documents should be clearly named to show a change so that the new documents can be easily identified when uploaded. For example Block Plan drawing v1B.pdf or Design and Access Statement 30102013.pdf.
- **Plans should not contain the phrase 'Do not scale'.**

Unless the application is made on-line through the Planning Portal, this authority only wishes to receive **one paper copy** of the following documents but reserves the right to request additional paper copies for consultation.  For larger proposals and EIA development one paper copy and two CDROM/DVD.

**i. Application form:**

The Council's relevant application form(s) are required and these must be signed and dated with all relevant sections completed.

**ii. Application Fee:**

Planning applications and other submissions cannot be processed without payment of the correct fee. The correct fee, as determined in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, where one is necessary. As fees are subject to change, the latest version of these regulations should be checked or the Planning Portal's fee calculator can be used. Payment of the application fee may be made by cheque or by arranging payment transfer/credit card payment with the Technical Support Team. Cheques should be made payable to 'Knowsley MBC'.  If the cheque is subsequently dishonoured or payment refused, the application becomes invalid until such time as the correct fee is received. (See validation process section above).

**iii. Ownership Certificates:**

A completed, signed and dated Ownership Certificate A, B, C or D shall be submitted as set out under Section 65(5) of the Town and Country Planning Act 1990, and Section 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The ownership certificate states the ownership of the whole of the application site, including land which gives access to the site from the public highway or where development abuts, crosses or simply overhangs the boundary with the adjoining land or property. For this purpose an owner is "*anyone with a freehold interest or leasehold interest, the unexpired term of which is not less than 7 years*".

**iv. Notices:**

Where the applicant is not the sole owner of the land, certificates B, C or D are completed and notice(s) need to be served on every owner of any part of the land to which the application site relates giving 21days notice of the application before it is submitted. The names and addresses on which notice has been served should be provided with the application. Where some or all of the owners of land to which the application relates are unknown, the applicant will need to specify the steps undertaken to find owners, such as Land Registry enquiries and the date of an advertisement in a newspaper published at least 14 days prior to the submission of the application.

**v. Agricultural Land Declaration:**

A completed, signed and dated **agricultural holdings certificate** shall be submitted whether or not the site includes an agricultural holding. All agricultural tenants must be notified **prior** to the submission of the application. The agricultural holding certificate is incorporated into the standard application form for all except applications for approval of reserved matters, renewal of temporary consent, discharge or variation of conditions, listed building consent and lawful development certificate.

**vi. Design and Access Statement:**

From June 2013, the government amended the DPO, reducing the types of development proposals that require a Design and Access Statement (DAS) to accompany an application to the following:

- Applications for major development, as defined in [article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015](#);
- Applications for development in a designated area (Conservation Area), where the proposed development consists of:

    o   one or more dwellings; or
    o   a building or buildings with a floor space of 100 square metres or more.

- Applications for listed building consent.

The statutory requirements for DAS are set out in Article 9 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

A DAS is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal and to explain the proposal in a structured way. The level of detail required in a DAS depends on the level of complexity of the application and the length of the statement should vary accordingly but need not be long. Further advice is contained in DCLG Guidance on information requirements and validation and also from the Design Council. If crime prevention measures for major development are not addressed in a DAS then these should be addressed in a separate document.

Applicants may be required to make provision for access, parking and sanitary conveniences for people with disabilities in applications concerning buildings accessible to the public. This is a notable requirement for County Council's own developments. Your attention is drawn to legislation to provide access for the disabled. Further guidance by the Commission for Architecture and the Built Environment (CABE) (2006) can be found on the Design Council's website: [http://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them](http://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them)

**vii. Location Plan:**

- It should be based on an up-to-date map.
- The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper.
- Plans should be clearly titled, given a unique reference number and dated
- The plans should wherever possible show at least two named roads and surrounding buildings and the properties shown should be numbered or named to ensure that the exact location of the application site is clear.
- The application site should be edged clearly with a solid **red** line.

- It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). The size of the application site can in some cases determine the fee payable for the application and should be carefully drawn.
- A blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

## vi. Site Plan:

The site plan should be submitted, at an appropriate scale of 1:500 or 1:200.

Plans will **not** be accepted unless the following is accurately show:

- The direction of North ;

- Scale bar on the plan;

- The scale and specified page size at which the original plan was produced (e.g. 1:1000 at A3).

And the following **unless these would not influence or be affected by the proposed development:**

- All the buildings, roads and footpaths on land adjoining the site including access arrangements.
- All public rights of way crossing or adjoining the site;
- The position of all trees on the site and those on adjacent land;
- The extent and type of any hard surfacing; and .
- Boundary treatment including walls or fencing where this is proposed.

## vii. Other Plans

In addition to the location plan and site plan, other plans should be submitted (dependent on the type of application and development proposed) to explain the proposal in detail.  The drawings submitted should show details of the existing building(s) as well as those for the proposed development.  Where existing buildings and or walls are to be demolished these should also be clearly shown.

**Existing and proposed elevations:**

All elevations should be submitted drawn to a scale of 1:50, or 1:100 and should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and orientations labeled. It will not be sufficient to state front, side and rear elevation.

Elevations should 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 should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

**Existing and proposed floor plans:**

These should be shown at a scale of 1:50 or 1:100 and be labeled to show the existing and proposed usage. Where buildings or walls are to be demolished these should be clearly shown. New buildings should be shown in relation to adjacent buildings.

**Existing and proposed site sections and finished floor and site levels:**

In cases where a proposal involves a change in ground levels or is on a sloping site, drawings at a 1:50, 1:100 or 1:200 scale should be submitted showing a cross section through the proposed building or site. Illustrative drawings should be submitted to show both existing and finished levels. The drawings may take the form of contours, spot levels or cross or long sections as appropriate.

**Roof Plan**

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

**Proposed Landscaping or Restoration Plans**

Where a development involves changes to land contours, soils, substrates, waterbodies, vegetation and/or landscape features then a proposed landscaping and restoration concept is expected to be depicted on one or more plans.

## Local Validation Requirements

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
|---|---|---|---|---|
| 1. | **Existing and Proposed Plans and Elevations** | The National Planning Policy Framework<br><br>Saved policies within the Knowsley Replacement Unitary Development Plan (UDP) (2006) and Knowsley Local Plan: Core Strategy (2016) | All applications | All plans or drawings must be drawn to an identified scale, with each drawing and document having a unique name and number. In the case of plans, must show the direction of north. The inclusion of a linear scale bar is also required.<br><br>Full details of the existing and proposed site layouts, block/floor plans and elevations.<br><br>The footprint of the proposed extension or new building etc. should be clearly identified (hatched or shaded).  It should be shown in relation to site boundaries and existing buildings on the site with written metric dimensions of the extension/ building and distances to all adjacent boundaries<br><br>As more members of the public (especially neighbours), councillors and other interested parties view the plans on line, we have had many comments that it is difficult to scale plans on line without some technical knowledge. We acknowledge that it is much easier for neighbours etc. to assess the impact of the proposal on their property if written metric measurements are included. |
| 2. | **Affordable Housing Statement** | Core Strategy (2016) polices:<br>CS2 & CS15 | Major applications for new market sector housing of 15 or more dwellings including specialist and supported | The number and mix of residential units to be provided on site which should equate to 25% of the total number of houses on Sustainable Urban Extensions and 10% within the current urban area. |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
|---|---|---|---|---|
| | | | housing. | The statement should include the number and mix of units and floor space of habitable areas of residential units. Plans showing the location, type, floor space of units and number of bedrooms should be submitted.<br><br>Commuted sums in lieu of onsite provision will only be accepted in exceptional circumstances.<br><br>If a commuted sum is proposed rather than on-site provision, a detailed justification of this would be required in addition to the proposed amount based on the calculation contained within the Developer Contributions SPD. |
| 3. | **Viability Assessment** | Core Strategy policies: CS15 & CS27<br><br>Developer Contributions Supplementary Planning Document | In instances where an applicant is proposing that they cannot provide the full range of policy requirements (including affordable housing), as meeting such requirements would render the proposal not economically viable. | Further details set out within the Council's Developer Contributions SPD and Viability Practice Guide. |
| 4. | **Air Quality Assessment** | Core Strategy Policies: CS2 & CS7 | An assessment will be required where there is the risk of significant air quality effects, either from a new development causing an air quality impact or | Further information can be found at:<br><br>EPUK & IAQM Land-Use Planning & Development Control: Planning For Air Quality (2017) |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
|---|---|---|---|---|
| | | | creating exposure to high concentrations of pollutants for new residents. | |
| 5. | **Archaeological Assessment** | Core Strategy (2016) policies: CS2 & CS20 | Applications for development known to be on or adjacent to a heritage asset of archaeological interest. | An appropriate desk-based assessment and, where appropriate, a suitable field evaluation to include the assessment of the character, condition and extent of any archaeological remains.<br><br>Where remains are identified and are considered to be of specific importance, it should be demonstrated how the development has been designed to enable the preservation in situ, or if appropriate arrange for excavation, recording, analysis and reporting of the remains. |
| 6. | **Coal Mining Risk Assessments** | The National Planning Policy Framework | Built development in High Risk Referral Areas as notified by the Coal Authority, excluding change of use and Reserved Matters applications.<br><br>Winning or working of minerals | The Coal Authority has produced guidance for developers in relation to risk assessments which can be found here. |
| 7. | **Ecological Assessment** | Core Strategy Policy: CS2 | Any development on or adjacent to designated nature conservation sites (including Local Wildlife Sites) or | Ecological survey reports should include a description of the proposal; desk study and field survey (extended Phase 1 habitat survey and detailed species surveys as necessary relating to the site and adjacent area likely to be affected by |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
|---|---|---|---|---|
| | | | developments which will result in the disturbance of wildlife habitats including semi-natural open space and buildings with bat roost potential. | the proposals.<br><br>Evaluation of features and assessment of the likely impacts of the proposal; discussion of mitigation, compensation and enhancement measures should be included with tin the report. The mitigation strategy should be proportionate to the perceived impacts and should include clear, site-specific prescriptions, rather than general or indicative possibilities, and they should be feasible and deliverable.<br><br>Surveys should be completed at an appropriate time of the year by suitably qualified and experienced ecological consultants and should comply with published guidance and best practice. |
| 8. | **Economic Statement** | Core Strategy Policy: CS4 | All Major applications which include a commercial element. | A supporting statement of any regeneration and economic benefits and costs from the proposed development including details of any new jobs that might be created or supported and any community benefits with reference to any regeneration strategies that might be supported by the proposal. |
| 9. | **Energy and Sustainability Assessment** | Core Strategy Policies: CS2 & CS23 | Major applications and all applications for renewable energy production. | In the case of all new, major developments, measures to reduce carbon emissions and adapt to the effects of climate change including contributing to the reduction in carbon dioxide emissions; ensuring and ability to adapt to future changes to national targets for carbon dioxide; and identifying and applying measures to mitigate and adapt to environmental, social and economic |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
|---|---|---|---|---|
| | | | | impacts of climate change.<br><br>In the case of all new renewable energy production facilities, information regarding how the local environment will be protected and how the site will be restored when production ends. |
| 10. | **Equality and Diversity Impact Assessment** | Saved Knowsley Replacement UDP policy (2006) T10<br><br>Core Strategy Policy: CS2 | All applications that relate to physical changes to places of employment including community facilities and public buildings where a Design and Access Statement is not required. | Evidence that there is adequate access for the less mobile or those with sensory impairment, and adequate adaptability to ensure inclusive design standards for all other buildings. |
| 11. | **Environmental Impact Assessment (EIA)** | National Planning Policy Framework<br><br>Environmental Impact Assessment) (England and Wales) Regulations 2017 | All applications over 0.5ha in size will be screened by the Local Planning Authority to determine whether an Environmental Statement is required. This screening can be requested prior to an application being submitted.<br><br>Developments that are likely to have a significant effect on the environment by virtue of their nature, size and | Prior to the submission of an application requiring an EIA, it is advised that you write to us to request a scoping opinion to identify the issues that the document will need to include.  The request should include as much information as possible, but as a minimum you should include ;<br><br>• A location plan sufficient to identify the land;<br>• a brief description of the nature and purpose of the development, including its location and technical capacity;<br>• an explanation of the likely significant effects of the development on the environment; and<br>• such other information you may wish to provide. |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
|---|---|---|---|---|
| | | | location and are listed under Schedule 1 of the EIA Regulations. Those included in Schedule 2 of the EIA Regulations may also require an EIA if the development exceeds the relevant thresholds and is considered to have significant effects on the environment. | |
| 12. | **Flood Risk - Sustainable Urban Drainage and Surface Water Management** | National Planning Policy Framework and Technical Guidance Planning Practice Guidance Flood Risk and Climate Change Core Strategy Policies: CS24 | All Major Developments Site Specific Flood Risk Assessment (FRA): In Flood Zone 1 when: - The site is 1 hectare or greater - The site is less than 1 hectare but has critical drainage problems - The site is less than 1 hectare and includes the change of use of development type to a more vulnerable class (for example commercial to residential); where | Site Specific Flood Risk Assessment (FRA) - Where one is required under the National Planning Policy Framework. 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. Sustainable Drainage Strategy: Pro-forma – The pro-forma summarises and confirms the details contained within your Sustainable Drainage Strategy. It is intended to ensure all aspects of sustainable drainage have been considered Assessment of the risk of flooding from all flooding mechanisms and the identification of flood mitigation.  Advice note is available to assist in completing the proforma. |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
|---|---|---|---|---|
| | | | they can be affected by sources of flooding other than rivers and sea (e.g. surface water, drains or reservoirs).<br><br>In Flood Zones 2 and 3 for all new development, including minor developments and change of use. | Flood Zone maps are available from the Environment Agency.<br><br>The National Planning Policy Framework , accompanying Technical Guidance and Planning Practice Guidance - Flood Risk and Climate Change provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development. Drainage calculations should allow for 1:30 and 1:100 year flood events with modelling included. |
| 13. | **Flues & Ventilation extraction details** | National Planning Policy Framework<br><br>Core Strategy Policies: CS19<br><br>Knowsley Replacement UDP policy S2 | All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required. | The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant. The technical specifications shall include:-<br><br>• A schematic of the proposed ducting showing the location of all components (fans, filters, silencers, etc.)<br>• The noise levels generated by the fan in decibels (dB) at a specified distance (i.e. 1.0m / 3,0m / etc.)<br>• Details of the means of mounting the ducting to the structure including details of all anti-vibration measures proposed<br>• Location, design and appearance of external flues<br>• An assessment of the potential for smoke, grease and odour from commercial kitchen extracts<br>• The location and specifications of any smoke, grease or odour abatement systems and a |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
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| | | | | schedule of maintenance for those abatement systems. |
| 14. | **S106 Heads of Terms Proposals** | Saved Knowsley Replacement UDP policy T5 & T7<br><br>Core Strategy Polices: CS7, CS15, CS17, CS19, CS21, CS22 & CS27 | • All major residential development<br>• Industrial/Commercial development over 1000m$^2$/Site area of 1ha or more | The Section 106 heads of terms template must include the following details:<br><br>•details of the proposal<br>•details of what the Agreement is for<br>•title deeds and Land Registry information<br>•names and addresses of the interested parties<br>•name and address and contact details of the instructed solicitor |
| 15. | **Health Impact Assessment (HIA)** | National Planning Policy Framework<br><br>National Planning Practice Guidance<br><br>Core Strategy Policy: CS2 | Major development proposals for:<br><br>• residential developments over 50 units;<br>• commercial/ industrial buildings over 1,000 sqm; and,<br>• all new major public buildings and community facilities.<br><br>(Note, a Health Impact Assessment (HIA) is not required if incorporated into an environmental impact assessment, sustainability statement or other form of | Details of a proposed development's effects on a healthy community through assessing its impacts (positive, negative and neutral) upon:<br>• Supporting active healthy lifestyles that are made easy through:<br>  o the pattern of development, good urban design, good access to local services and facilities;<br>  o green open space and safe places for active play and food growing, and<br>  o is accessible by walking and cycling and public transport.<br>• Supporting the creation of healthy living environments for people of all ages which supports social interaction. It meets the needs of children and young people to grow and develop, as well as being adaptable to the needs of an increasingly elderly population and those with dementia and other sensory or mobility impairments. |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
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| | | | assessment or impact statement. However, in such cases If the HIA is not freestanding then a statement needs to be provided explaining how the requirements for an HIA are being met) | Suggested Health Impact Statement report format:<br>• Introduction – description of proposed development<br>• Scope of the HIA – population and geographic area covered<br>• Health profile of the populations affected<br>• Identification of the health impacts<br>• Assessment of the health impacts<br>• Conclusions<br>• Recommendations<br>• Future monitoring and management arrangements |
| 16. | **Heritage Assessment** | National Planning Policy Framework<br><br>Core Strategy Policy CS20 | Development proposals on sites which include or are considered to have the potential to include Heritage Assets, or assets comprising archaeological interest. Relates to designated and non-designated Heritage Assets and their settings. | It should include a schedule of works to the heritage asset(s); an analysis of the significance of the archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the heritage asset, its setting and the setting of adjacent heritage assets may be required. The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.<br><br>To check the Historic Environment Record, contact the Merseyside Environmental Advisory Service. Other useful information can be sources at the Heritage Gateway.<br><br>If a Design and Access Statement is also required, the Heritage Assessment must be included within it. |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
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| 17. | **Levels survey information and cross sections** | Core Strategy Policy: CS19 | Where a proposal involves a change in ground levels or is on a sloping site | Details of existing and proposed site levels including those to adjacent neighbours for all new housing developments.<br><br>Information should include spot levels and cross sections. |
| 18. | **Materials** | Saved Knowsley Replacement UDP policies S9, G7 & DQ5 | Details required for:<br>• New/altered shop fronts<br>• Development within Conservation Areas or to Listed Buildings<br>• development within Green Belt. | Specifications including name and manufacturer (samples may subsequently be requested).<br><br>Materials should have regard to the existing/ surrounding character of the development site. |
| 19. | **Noise and Vibration Impact Assessment** | Saved Knowsley Replacement UDP policy ENV2 | Instances where the development would generate significant levels of noise or vibration, or it proposes a noise-sensitive use in proximity to a known noise source. | An assessment of the source and the impact together with any necessary mitigation measures to reduce disturbance due to noise or vibration to acceptable levels. |
| 20. | **Operations Statement and Restoration and Aftercare Plan** | Saved Knowsley Replacement UDP policy MW2 | All applications for the exploration, appraisal, winning and working, processing and handling of minerals, including the provision of aggregate depots. | The Operations Statement should set out how the impacts of the development will be minimised (wither reference to table 12.1 contained within the Knowsley Replacement UDP).<br><br>The Restoration and Aftercare Plan should reference matters covered within table 12.2 of the Knowsley Replacement Unitary Development Plan. |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
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| 21. | **Structural survey** | National Planning Policy Framework | A structural survey will be required in the following circumstances:<br><br>i) The demolition, or partial demolition of a Listed building(s), or<br>ii) The conversion of a Listed building.<br>iii) Conversion of Agricultural Buildings | This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion applications. |
| 22. | **Telecommunications information** | National Planning Policy Framework<br><br>Saved Replacement UDP policy ENV8 | For all prior approval and full planning applications for telecommunications and mobile phone masts | A statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines must also accompany all applications.<br><br>Where new base stations are proposed on non-established telecoms sites, a list of alternative sites considered for the development is also required.<br><br>All full planning applications need to provide evidence of consultation with local schools and day nurseries.<br><br>All applications for masts within 3km of Liverpool Airport must provide evidence of consultation with Liverpool Airport.<br><br>Photographs/Photo Montages |

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| 23. | **Town Centre/ Retail/ Leisure Uses Impact Assessment** | National Planning Policy Framework Core Strategy Polices: CS4 & CS6 | Any town centre, retail, or leisure uses (see Appendix A of the Core Strategy) located outside of town, district or local centres over 2,500m2 of gross floorspace | This assessment should include : <br><br> • a sequential test <br> • the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and <br> • the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme). |
| 24. | **Land Contamination Desk Study** | National Planning Policy Framework <br><br> Saved Knowsley Replacement UDP policy ENV5 | Where the development site is known or suspected to be affected by land contamination (e.g. has previously been used for industrial purposes or is on or within 250m of landfill site) and/ or all developments vulnerable to the effects of contamination (for example, residential housing, schools and pre-school nurseries). | The assessment should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are required to ensure the site is suitable for use The minimum required is a report of a desk top study and site walk-over, which should be submitted with the application and will inform any other investigations and reports that may be necessary. |
| 25. | **External Lighting/ Floodlighting schemes including a light pollution assessment** | National Planning Policy Framework <br><br> Saved Knowsley Replacement UDP policy | Schemes involving the provision of floodlighting and tall building applications. | Details of the floodlighting scheme together with an assessment that will cover such matters as, light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, levels of |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
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| | | ENV3 | | impact on nearby dwellings and highways and mitigation of potential impacts, which may include the use of demountable columns; retention of screening vegetation; and the use of planting and bunding to contain lighting effects. |
| 26. | **Parking and Access details including for deliveries and refuse collection (Parking Provision)** | National Planning Policy Framework<br><br>Core Strategy Polices: SD1, CS2, CS7, CS9-CS14, SUE2-SUE2C, CS18-CS19, CS22, CS24, CS27<br><br>Saved Replacement UDP Polices: H5,H7, H8 | All applications where parking / access are required to be part of the proposal. | Should include details of any existing/proposed access and parking provision/layout on a scaled plan including motorcycle and cycle parking as well as provisions for servicing, including refuse collection and tracking diagrams demonstrating the safe collection of refuse. |
| 27. | **Photographs & photomontages** | National Planning Policy Framework<br><br>Core Strategy Policies: CS2, CS19 – CS20<br><br>Saved Replacement UDP Policy DQ5: Development in Conservation Areas | Where the proposal involves the demolition of an existing building in or development affecting a conservation area; a listed building (including internal works to a listed building) and all telecommunication mast applications. | Including important views into, within and out of the Conservation Area or towards and from the listed building. |
| 28. | **Planning Statement including Statement of Community Involvement** | National Planning Policy Framework<br><br>All Core Strategy Policies | All major applications (including change of use), development within the Green Belt | The statement should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national and |

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| | | (2016)<br><br>Saved Knowsley Replacement UDP policies (2009) | and Sustainable Urban Extensions and relating to any Listed Building. | local planning policies.<br><br>Further Advice<br><br>• NPPF paras 188 – 195<br>• Ensuring a Choice of Travel Supplementary Planning Document<br>• New Residential Development Supplementary Planning Document<br>• Design Quality in New Development Supplementary Planning Document |
| 29. | **Scheme for Site Treatment and Management Plan** | Knowsley Replacement UDP policy H6 | All applications that include demolition works | The Scheme shall include phasing, interim treatment of the site and management plan for maintaining the vacant land until such time when redevelopment commences. |
| 30. | **Transport Assessment** | National Planning Policy Framework<br><br>Saved Knowsley Replacement UDP policy T8<br><br>Core Strategy Policy: CS7 | • Major traffic generating development proposals (as defined in table 8.1 of the Knowsley Replacement UDP)<br>• Proposals which either by themselves or cumulatively with development of which the application is part, is likely to cause significant harm as a result of existing road capacity or safety | Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems including the scope for acceptable highway improvement works.  Any development must satisfactorily integrate into and coordinate with the highway network. |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
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| | | | problems in the area<br>• Proposals that are likely to significantly increase pollution and/ or noise as a result of traffic generation; or cause pollution levels in Air Quality Management Areas to exceed guideline levels<br>• Proposals that would generate a material increase in traffic entering or using any motorways, trunk roads or other primary routes; and<br>• Proposals that would impact on the bus network | |
| 31. | **Travel Plans** | Saved Knowsley Replacement UDP policy T9 | • Major traffic generating development proposals (as defined in table 8.1 of the Knowsley Replacement UDP), other than housing;<br>• Smaller developments which either by themselves, or in conjunction with | A Travel Plan is a package of measures aimed at satisfying transport and other business needs, with an emphasis on securing:<br><br>• Reductions in car use;<br>• Increases in more sustainable forms of travel such as walking, cycling and public transport;<br>• Reductions in traffic speeds and improved safety; and<br>• More environmentally friendly freight movements |

| | Validation Requirement | National & Local Policy Drivers | Types of application that require this information | What information Is required? |
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| | | | other proposals, would:<br>o generate significant amounts of vehicle traffic in or near to Air Quality Management Areas; or would exacerbate an existing traffic problem in the surrounding area | Any measures should have defined outputs and arrangements for monitoring. |
| 32. | **Tree survey / arboricultural statement** | National Planning Policy Framework<br><br>Trees and New Development SPD | All planning applications where there are trees either on or adjacent to the site. | A report/drawings in full accordance with the guidance set down in BS 5837:2012 Trees in relation to design, demolition and construction. |
| 33. | **Works to Trees - Specification of Works and Photographic Evidence** | National Planning Policy Framework<br><br>Town and Country Planning Act 1990, (Section 197-198),<br><br>Trees and New Development SPD | Where works are required to a protected tree (TPO or tree in Conservation Area). | Give a detailed description of the proposed works, e.g. crown thinning, reduction/topping, lifting, felling or the removal of dead or dying trees, and the reasons for it. Digital photographs of the existing tree(s) should be provided.<br><br>A structural engineer's or surveyor's report if the work required relates to subsidence damage and arboriculturist's report if the work required relates to the condition of the tree. |

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| 34. | **Social Value Strategy** | Core Strategy Policies: CC4, SD1, CS2 & CS27<br><br>Adding Social Development: Employment and Skills SPD | Major developments:<br><br>• of 30 dwellings or more (residential developments);<br><br>• with an area of 1 hectare or more (commercial developments);<br><br>• and buildings of 1,000m² of floorspace or more (commercial developments). | A Draft Social Value Strategy is required which as a minimum, contain realistic estimates of the social value training and employment weeks that the developer, through its appointed contractor and supply chain, would envisage being created by the construction and end use phases. |

## Section 3 - Recommended Submissions to Avoid Conditions or Delay for the Development

**Additional Recommended Submissions**

Although the following details are not essential in all circumstances, in order for us to validate your planning application their submission, where appropriate, is likely to reduce the time between submitting your application and starting development. For further advice about where this additional information is appropriate please speak directly to the Council:

1.   A schedule and samples of external facing materials, including those relating to all land surfaces not built upon.

2.   The design and location of all fences and walls.

3.   Refuse and recyclable storage arrangements.

4.   A detailed hard and soft landscaping scheme to include:

   - Land-levels and gradients resulting in the formation of any banks, terraces or other earthworks
   - Hard surfaced areas and materials
   - Planting plans, specifications and schedules, planting size, species and numbers/densities, trees to be retained and detailed regime for the ongoing and longer term maintenance of all soft landscaping
   - A scheme for the timing / phasing of work.
   - Existing plants / trees to be retained

5.   Details of car parking spaces, including their surfacing.

6.   A Construction Management Plan to typically include:

   - Methods for the mitigation of noise and vibration from building works, and also from the operation of any temporary power generation or pumping plant which will operate overnight.
   - Methods for dust control and suppression.
   - Control of transfer of mud out of the site - details of wheel washing facilities including location and type.
   - The areas for the storage of plant and materials.
   - Location of site compound.
   - A programme of works including phasing, management of deliveries and haul routes, measures for the control of traffic to and from the site, parking and temporary traffic management arrangements during construction and demolition
   - Construction staff parking arrangements and construction working times

7.   Draft S106 Agreement.