



Validation of Planning Applications- Local List

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This document requires the following approvals.

Name	Title	Date of Issue	Version Number
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Contents

Introduction.....	1
Pre-Application Advice.....	1
National Planning Practice Guidance.....	2
Submission and Validation Process.....	2
What happens if my application is invalid?.....	2
Validation Requirements Overview.....	2
National Information Requirements.....	3
Local Information Requirements.....	5
Glossary.....	11
Appendix 1 - Full Planning Application Indicative Checklist.....	16
Appendix 2 – Outline Planning Application Indicative Checklist.....	18
Appendix 3 - Householder Planning Application Indicative Checklist.....	20
Appendix 4 – Advertisement Consent Application Indicative Checklist.....	21
Appendix 5 – Listed Building Consent Application Indicative Checklist.....	22
Appendix 6 – Prior Notification of Proposed Demolition Indicative Checklist.....	23
Appendix 7 – Application for Works to Trees in a Conservation Area or subject of a Tree Preservation Order Indicative Checklist.....	24
Appendix 8 – Application for a Lawful Development Certificate.....	25
Appendix 9 – Electronic Submission Requirements.....	26

Introduction

The purpose of this validation guidance is to provide users of the Development Management Service with clear guidance on the form and content of information required to accompany planning applications. The document will help you submit an application that is right first time and compliant with the Authority's requirements.

It explains what information we need in order to deal with your proposals effectively and help us to determine your application quickly, which is important both to us and our customers. Applications which don't include the necessary information will be delayed and may be refused – this results in unnecessary delays for you and waste for the Council, both of which we want to avoid.

It is important to note that not all local information requirements will apply to every planning application; we will only require information where it is reasonable to do so, having regard to the nature and scale of the proposed development. The Authority operates a pre-application advice service which allows for provision of further guidance on validation requirements.

Pre-Application Advice

Before we get into the detail of what you need to submit, it is important to ask whether you have sought pre-application advice from the Local Planning Authority. The Government recognises the importance of this and the Council recommends, for all but the most straightforward developments, that contact is made with the Development Management Service in advance of the submission of a planning application.

Pre-application discussions can help resolve issues up front, secure agreement on what information needs to be submitted with your application and results in a faster decision making process.

If submitting a request for pre-application advice, you must provide sufficient detail and information to allow us to properly assess the proposal and provide a substantive response. In return, the Authority provides:

- Identification of key planning policies and constraints which may affect the proposed development;
- A broad assessment of whether the principle of the proposed development and its detailed layout or design is acceptable or not;
- An indication of factors which require further investigation or could lead to the development being refused planning permission;
- An indication of matters which may need to be addressed by a Section 106 legal agreement and/or planning conditions;
- Any recommendations relating to pre-application community involvement;
- Validation requirements for any future planning application.

Detail of the Authority's pre-application advice service can be found on the Council's website: <http://www.rochdale.gov.uk/planning-and-building/Pages/advice-and-charges.aspx>

If you haven't engaged in pre-application discussions, we will not normally negotiate amendments to applications that are unacceptable, not policy compliant or which lack the required information for us to make a decision. This will create delays for you and your project.

National Planning Practice Guidance

The Government provides a comprehensive web-based resource, known as the National Planning Practice Guidance (NPPG), which brings together planning guidance on various topics, including in relation to the majority of matters contained within the tables below.

We strongly recommend that you review the relevant sections of the NPPG to assist in determining what information may be required to support your application - the guidance can be accessed here: <https://www.gov.uk/government/collections/planning-practice-guidance>

Submission and Validation Process

It really helps if your application is submitted electronically and we recommend that you apply online via the Planning Portal service. This helps to speed up the registration and validation of an application and means that you are more likely to get a faster decision.

Online submission of supporting information may not always be possible because of the file size or type. If this is the case, you may be able to provide information in hard copy or electronically (e.g. CD, USB storage device, online file transfer). This can be agreed as part of the pre-application process and your case officer will be happy to discuss this with you.

Further guidance on applying for planning permission is available on the Council's website, under the 'Planning and Building' section.

Detail of our Electronic Submission Standards is set out at Appendix 9 of this document.

What happens if my application is invalid?

If you don't supply the information we need, or the information is poor quality and does not comply with the requirements, your application will be made invalid; we can only consider and determine applications that are valid.

If your application is deemed invalid upon receipt, an officer of the Technical Admin Team will contact you requesting the outstanding information. We will only retain your invalid application for 14-days; after this date, the application will be returned to you and you may incur an administration fee.

Applications will not be registered if relevant information is missing and may be returned if information is not received within the timescale requested.

Validation Requirements Overview

The following items are required to make a valid application for planning permission:

1. A completed application form;
2. The correct application fee;
3. Compliance with national information requirements;
4. Provision of information to satisfy local information requirements.

Validation checklists for specific application types are included within the appendices of this document and on the Council's website. Including a completed validation checklist with your application helps the Authority in checking and validating the application more quickly.

Validation of Planning Applications- Local List

National Information Requirements

Item	Type of Application	Legislative/Policy Driver	Detail and further advice
Completed Application Form	All applications where an application form is mandated	The Town and Country (Development Management Procedure) (England) Order 2015	Applications should be submitted electronically through the Planning Portal. Where an application is made on paper, one complete set of documents must be submitted. Copies of forms can be found on the Planning Portal and at gov.uk.
Completed Ownership Certificate & Agricultural Land Declaration	All applications where an ownership certificate or agricultural land declaration is mandated	The Town and Country (Development Management Procedure) (England) Order 2015	<p>A certificate which applicants must complete that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). The forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.</p> <p>Certificate A – Sole Ownership and no agricultural tenants This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p>Certificate B – Shared Ownership (All other owners/agricultural tenants known) This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants.</p> <p>Certificate C – Shared Ownership (Some other owners/agricultural tenants known) This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.</p> <p>Certificate D – Shared Ownership (None of the other owners/agricultural tenants known) This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.</p> <p>An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.</p> <p>An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p>
Application Fee	Where required	Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended by the 2013, 2014 and 2017 Regulations)	Fees should be paid to the LPA at the time of submitting the application and can be paid online using the Planning Portal (additional third-party fees apply) or by card via the Council's Contact Centre, cheque or bank transfer. If paying by bank transfer, please ensure you notify the Authority in advance. A fee calculator can be found on the Planning Portal website and additional guidance is available within the National Planning Practice Guidance.
Plans and Drawings	All applications, with the exception in part of some applications for prior approval and some applications for minor or householder development	The Town and Country Planning (Development Management Procedure) (England) Order 2015	<p>Location Plan</p> <ul style="list-style-type: none"> • On an up-to-date OS map (with compass point indicating North) and typically at scale of 1:1250 or 1:2500; • Identifies sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear; • Application site should be edged clearly with a red line on the location plan including 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). • A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site. <p>Site Layout/Block Plan (Existing and Proposed)</p> <ul style="list-style-type: none"> • Scale 1:200 or 1:500; • Showing the proposed development in relation to the site boundaries and other buildings on and around the site; buildings, roads and footpaths on land adjoining the site; the position of trees on the site and adjacent land; the extent and type of any hard surfacing; any boundary treatments where proposed.

Validation of Planning Applications- Local List

Item	Type of Application	Legislative/Policy Driver	Detail and further advice
			<p>Existing and Proposed Elevations</p> <ul style="list-style-type: none"> • Scale 1:50 or 1:100 <p>Existing and Proposed Floorplans</p> <ul style="list-style-type: none"> • Scale 1:50 or 1:100 <p>Topographical Survey</p> <ul style="list-style-type: none"> • Scale 1:200 or 1:500 <p>Existing and Proposed Site sections and Finished Floor & Site Levels</p> <ul style="list-style-type: none"> • Scale 1:50, 1:100 or 1:200 as appropriate <p>Roof Plans</p> <ul style="list-style-type: none"> • Scale 1:50 or 1:100
Design and Access Statement	<p>Applications for major development;</p> <p>Applications for development in a designated area (World Heritage Site or a conservation area), where the proposed development consists of:</p> <ul style="list-style-type: none"> • one or more dwellings; or • a building or buildings with a floor space of 100 square metres or more. <p>Applications for listed building consent.</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p>	<p>A Design and Access Statement accompanying an application for planning permission must:</p> <ol style="list-style-type: none"> explain the design principles and concepts that have been applied to the proposed development; and demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account. <p>Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.</p> <p>A Design and Access Statement accompanying an application 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:</p> <ol style="list-style-type: none"> the special architectural or historic importance of the building; the particular physical features of the building that justify its designation as a listed building; and the building's setting. <p>Further guidance on Design and Access Statements is provided within the National Planning Practice Guidance.</p>
Environmental Statement	<p>Applications for development where it is considered that the proposal may give rise to significant effects on the environment.</p>	<p>Town and Country Planning (Environmental Impact Assessment) Regulations 2017</p>	<p>Applicants are encouraged to apply to the Council for a Screening Opinion to determine whether a proposed project is likely to have significant effects on the environment at an early stage in the design of a project.</p> <p>Where a positive Screening Opinion is issued, applicants are encouraged to apply to the Council for a Scoping Opinion to determine the extent of issues to be considered in the assessment and reported in the Environmental Statement.</p>

Local Information Requirements

 Further Information
  Recommended Sources of further Information/Guidance
  Contact(s)

Item	Type of Application	Legislative/Policy Driver	Detail and further advice
Affordable Housing Statement	Residential development of 15 or more dwellings	CS Policies C4 and DM2 NPPF	 A written statement including a site plan showing the number of residential units and the mix of housing type, for example, affordable housing, PRS and any market housing. For each unit, the number of bedrooms and the floor space of habitable areas should be given. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of the mechanism that will be used to secure affordability in perpetuity for local people at an affordable cost, for example, involving a registered social landlord such as a Housing Association or Trust.  Rochdale Affordable Housing SPD  Rochdale Council Strategic Housing Service
Agricultural Land Classification	Applications for non-agricultural development on current or former agricultural land	CS Policy E6 NPPF	 Natural England - https://www.gov.uk/government/publications/agricultural-land-assess-proposals-for-development/guide-to-assessing-development-proposals-on-agricultural-land#new-surveys
Agricultural Statement	Applications for development for the purposes of agriculture or other uses on agricultural land including agricultural prior approval applications	CS Policy E6 NPPF	 Details of applicant's land holding, description of agricultural activities carried out and justification for proposed development
Air Quality Assessment	Applications where the proposed development may have impacts on air quality, or where the existing air quality may be unacceptable for the type of development proposed, including within or adjacent to Air Quality Management Areas. Where development would result in pollutant concentrations affecting a designated wildlife site.	CS Policies C6 & G9 NPPF	 Institute of Air Quality Management guidance document: Planning for Air Quality (2017) Greater Manchester Low-Emission Strategy (2016) Greater Manchester Air Quality Action Plan (2016)
Archaeological Assessment	Applications for development that may affect archaeological interest, structures, features or remains	CS Policy P2 NPPF	 Greater Manchester Archaeological Advisory Service
Biodiversity Statement	Applications for major development	CS Policies G6 & G7 NPPF	 The NPPF encourages net gains for biodiversity to be sought through planning decisions. Using a metric is a pragmatic way to calculate the impact of a development and the net gain that can be achieved – see emerging Greater Manchester guidance and DEFRA Biodiversity Metric 2.0  Guidance on District Level Licensing for Great Crested Newts can be found at: https://www.tameside.gov.uk/ecologyunit  Greater Manchester Ecology Unit
Bat and Bird Surveys	Applications for development (including Listed Building Consent applications) that would have the potential to affect roosting bats or nesting birds	CS Policies G6 & G7 NPPF	 Wildlife Assessment Check - https://www.biodiversityinplanning.org/wildlife-assessment-check/ GOV.UK Guidance - https://www.gov.uk/topic/planning-development/protected-sites-species  Greater Manchester Ecology Unit

Validation of Planning Applications- Local List

Item	Type of Application	Legislative/Policy Driver	Detail and further advice
Coal Mining Risk Assessment	Applications for development within the Coal Authority Development High Risk Area which does not fall within the Coal Authority Exemptions List	CS Policy G9 NPPF	 Pre-application Planning and Technical Advice Service - https://www.gov.uk/government/publications/pre-application-advice-for-developing-on-the-coalfield/pre-application-planning-and-technical-advice-for-proposals-within-the-development-high-risk-area-on-the-coalfield  Planning applications: Coal Mining Risk Assessments https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments
Community Involvement Statement	Applications for large major development proposals and applications for wind turbine development	Rochdale Statement of Community Involvement (SCI)	 Rochdale Council Statement of Community Involvement (SCI)
Communication/Broadcast Equipment and Electro Magnetic Interference Assessment	Applications for wind turbine development	NPPF	 Ofcom
Contamination Report/Phase I Site Investigation	Applications for development on sites where contamination is known or suspected due to a previous use or an offsite source such as landfill gas; applications for new build developments of a sensitive end use.	CS Policy G9 UPD Policies EM/7 and EM/8 NPPF	 A further Phase II intrusive site investigation should be submitted where identified as necessary within the Phase I appraisal.  Rochdale Council Public Protection Service - http://www.rochdale.gov.uk/business-and-industry/environmental-health/Pages/contaminated-land---developers.aspx
Crime Impact Statement	Applications for major development	CS Policies P1, P3 and DM1 NPPF	 Design for Security - https://designforsecurity.org/crime-impact-statements/
Daylight/Sunlight Assessment	Applications for significant developments where there is an obvious potential for adverse impact on existing levels of sunlight/daylight for neighbouring properties	CS Policy DM1 NPPF	 Building Research Establishment (BRE) Guide to Good Practice – Site Layout Planning for Daylight and Sunlight (2011) except where superseded by British Standard 17037:2018 ‘Daylight in Buildings’
Drawing/Document Register	Applications for major development or other applications comprising more than 20 plans or supporting documents	-	 Providing a drawing and document register assists us in ensuring we have all of the plans and information we need for major applications and allows for quicker processing of your submission.
Preliminary Ecological Appraisal (Extended Phase I Survey)	Applications for development that would have the potential to affect a European, national or locally designated site or other sites which support important habitats. Applications for development that would have the potential to affect a priority species or a species protected by law and their habitat.	CS Policies G6, G7 and E5 UDP Policy NE/2 NPPF The Conservation of Habitats and Species Regulations (2017) The Wildlife and Countryside Act (1981) Natural Environment and Rural Communities Act 2006	 A Phase II Ecological Appraisal should be submitted where identified as necessary within the Phase I appraisal.  Rochdale Biodiversity and Development SPD DEFRA – MAGiC Map https://magic.defra.gov.uk/MagicMap.aspx inc. SSSI/SAC/SPA Risk Zones Partnership for Biodiversity in Planning – Wildlife Assessment Check - https://www.biodiversityinplanning.org/wildlife-assessment-check/  Guidance on District Level Licensing for Great Crested Newts can be found at: https://www.tameside.gov.uk/ecologyunit  Greater Manchester Ecology Unit Canal & River Trust
Ecological Appraisal (Phase II Survey)	Applications for development of sites where initial site investigations (Phase I) have identified habitats of potential nature conservation value	As above.	 As above.

Validation of Planning Applications- Local List

Item	Type of Application	Legislative/Policy Driver	Detail and further advice
Employment Land Supply Impact Assessment	Applications for development of non-employment uses within employment zones or on existing large employment sites (over 0.4ha)	CS Policies E2, E3 and E4 NPPF	 Rochdale Retail, Leisure and Cultural Facilities Study Greater Manchester Employment Land Positions Statement Rochdale Employment Land Study  Rochdale Council Strategic Planning Service Rochdale Development Agency - https://www.investinrochdale.co.uk/
Energy & Climate Change Adaptation Statement	Applications for major development	CS Policies G1 and G2 NPPF	 Rochdale Climate Change Adaptation SPD Building Research Establishment (BRE) Guidelines
Flood Risk Assessment	Applications for development within Flood Zones 2 or 3; on sites of 1ha or above within Flood Zone 1; on sites less than 1ha in Flood Zone 1 where they could be affected by sources of flooding other than rivers and the sea (e.g. surface water drainage, reservoirs); and for major development within Critical Drainage Areas (as notified by the Environment Agency or identified within the SFRA)	CS Policy G8 UDP Policy EM/7 NPPF	 Greater Manchester Strategic Flood Risk Assessment (SFRA) Bury, Rochdale and Oldham Level 2 SFRA Greater Manchester Surface Water Management Plan (SWMP)  Environment Agency (Discretionary Advice Service) - https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals
Flue, Ventilation and Extraction Specification	All applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required	CS Policy G9 NPPF Guidelines & Standards for Hot Food Takeaway Uses SPD	 Rochdale Council Public Protection Service
Green Belt/Protected Open Land Assessment	Applications for all development within the Green Belt or Protected Open Land	CS Policies G4 and G5 UDP Policy G/D/2 NPPF	 Rochdale Guidelines and Standards for Residential Development SPD  Any assessment should include existing and proposed footprint, floorspace and volume calculations
Habitats Regulations Assessment	Development that would have the potential to affect a European designated site (Special Areas of Conservation and Special Protection Areas) or Ramsar site, including within designated risk zones	CS Policies G6, G7 and E5 UDP Policy NE/2 NPPF The Conservation of Habitats and Species Regulations 2017	 Rochdale Biodiversity and Development SPD (2008) DEFRA – MAGiC Map https://magic.defra.gov.uk/MagicMap.aspx inc. SSSI/SAC/SPA Risk Zones  Greater Manchester Ecology Unit Canal & River Trust Natural England (Discretionary Advice Service)
Health Impact Assessment	Applications for residential development comprising 150 dwellings or greater	CS Policies C6 and DM2 NPPF	 NHS Heywood, Middleton and Rochdale Clinical Commissioning Group (HMR CCG)
Heritage Statement	Applications for development which involves alterations to a Listed Building; is within the setting of a Listed Building; is within or affects the setting of a Conservation Area; involves the alteration of a non-designated heritage asset; is within an Historic Park or Garden or its setting; is on a site of archaeological interest; or is on a site that includes any building or structure considered to be a Heritage Asset	CS Policy P2 UDP Policies BE/16, BE/17 and BE/18 NPPF Planning (Listed Buildings and Conservation Areas) Act 1990	 Historic England Good Practice Advice notes (GPAs) and Historic England Advice Notes (HEANs) [inc. Advice Note 12 - Statements of Heritage Significance: Analysing Significance in Heritage Assets] Historic Environment Record  Greater Manchester Archaeological Advisory Service

Validation of Planning Applications- Local List

Item	Type of Application	Legislative/Policy Driver	Detail and further advice
Land or Slope Stability Assessment	Applications for development on or adjoining unstable or potentially unstable land including sites where subsidence, landslides and ground compression is known or suspected	CS Policy G9 NPPF	 National Land Use Database British Geological Survey  Coal Authority (Pre-application and Technical Advice for Development High Risk Areas) Rochdale Council Building Control
Landscape and Visual Impact Assessment	Applications for development which may have significant effects on landscape and/or visual amenity	CS Policies P2 and G6 NPPF	 Landscape Institute and IEMA: Guidelines for Landscape and Visual Impact Assessment (Third Edition) Natural Character Area Profiles - https://www.gov.uk/government/publications/national-character-area-profiles-data-for-local-decision-making/national-character-area-profiles
Lighting Assessment	Applications including proposals for external lighting, including floodlighting, in the vicinity of existing residential properties, listed buildings, conservation areas, sites of nature conservation value or which may impact on protected species or priority species. Applications for advertisement consent including proposals for illumination or use of digital screens.	CS Policies G6, G7, G9 and DM1 UDP Policy NE/2 NPPF The Conservation of Habitats and Species Regulations (2017) The Wildlife and Countryside Act (1981)	 Guidance produced by the Institution of Lighting Professionals
Minerals Assessment	Applications for major development within identified Mineral Safeguarding Areas or development involving working or extraction of minerals	CS Policy G10 GMJMDPD NPPF	 Greater Manchester Joint Minerals Plan  Greater Manchester Minerals and Waste Planning Team
Noise Impact Assessment	Applications for development that raise issues of potential noise or disturbance, or is noise sensitive development which may be affected by the prevailing acoustic environment	CS Policies G9 and DM1 NPPF Guidelines & Standards for Hot Food Takeaway Uses SPD	 Rochdale Council Public Protection Service
Open Space Assessment	Applications for development involving the loss of open space, playing fields, sports and recreation facilities, bowling greens, allotments etc. or which may place additional pressures on the same	CS Policies C8 and DM2 NPPF	 Provision of Recreational Open Space in New Housing SPD Rochdale Borough Council Playing Pitch Strategy
Planning/Supporting Statement	Applications for major development or for complex or potentially controversial development, including departures from the Development Plan	NPPF	 This is your opportunity to set out the case in support of your scheme and should identify the context and need for a proposed development and include an assessment of how the proposed development accords with relevant national, regional and local planning policies. If not wholly policy compliant, it should also set out what other material considerations exist which might outweigh the non-compliance with policy. The statement should also include any social, economic, environmental or regeneration benefits from the proposed development.

Validation of Planning Applications- Local List

Item	Type of Application	Legislative/Policy Driver	Detail and further advice
Retail, Office and Leisure Impact Assessment	Applications for retail, office or leisure development outside of centres defined in the Development Plan and which exceed the relevant floorspace thresholds	CS Policy E1 NPPF	<p> The floorspace thresholds set by the Council in the Core Strategy are: Rochdale (2,000 sq. m gross and above); Middleton (1,000 sq. m gross above); and Heywood, Littleborough and District/Local Centres (500 sq. m gross above).</p> <p> Rochdale Retail, Leisure and Cultural Facilities Study Greater Manchester Employment Land Positions Statement Rochdale Employment Land Study</p> <p> Rochdale Council Strategic Planning Service</p>
Section 106 Heads of Terms	Applications for development which will generate a requirement for planning obligations	CS Policy DM2 NPPF	<p> Rochdale Affordable Housing SPD Rochdale Provision of Recreational Open Space in New Housing SPD S106 Agreement Draft Template - http://www.rochdale.gov.uk/planning-and-building/more-on-planning-and-building/Pages/section-106-agreements.aspx</p> <p> Rochdale Council Legal Services</p>
Shadow Flicker Assessment	Applications for wind turbine development	CS Policies G9 and DM1 NPPF	<p> Rochdale Council Public Protection Service</p>
Sports Impact Assessment	Applications that impact upon existing indoor and outdoor sports facilities, either through loss, additional demand generated by a development Any development of 300 dwellings or more	CS Policy C8 NPPF, PPG	<p> Sport England Playing Fields Policy and Planning for Sport Guidance https://www.sportengland.org/how-we-can-help/facilities-and-planning/planning-for-sport</p> <p> Sport England Strategic Planning Tools (Playing Pitch Calculator and Sports Facilities Calculator) on Active Places. https://www.activeplacespower.com</p> <p> Rochdale Council Playing Pitch Strategy: http://www.rochdale.gov.uk/council-and-democracy/policies-strategies-and-reviews/strategies/place-and-environment/Pages/playing-pitch-strategy.aspx</p>
Structural Survey	Applications for the demolition, substantial alteration or conversion of a listed building. Applications for conversion of rural buildings and those within Green Belt	CS Policy P2 NPPF Planning (Listed Buildings and Conservation Areas) Act 1990	<p> A survey of the structural stability carried out by a qualified structural engineer or other qualified person accepted by the LPA to find out the extent of any reconstruction required; or a signed statement from an experienced local builder, accompanied by drawings indicating extent of anticipated rebuilding.</p> <p> Historic England Guidance</p>
Sustainable Drainage Assessment	Applications for major development and for sites of 0.5ha in area in Critical Drainage Areas	CS Policy G8 UDP Policies EM/7 and EM/8 NPPF	<p> Rochdale Council Sustainable Drainage Pre-application Standing Advice – http://www.rochdale.gov.uk/planning-and-building/Pages/advice-and-charges.aspx United Utilities Pre-application Standing Advice – https://www.unitedutilities.com/builders-developers/</p>
Sustainable Urban Drainage (SuDS) Pro-Forma	Applications for major development and for sites in Critical Drainage Areas	CS Policy G8 UDP Policies EM/7 and EM/8 NPPF	<p> North West SuDS Pro-forma Guidance – https://thefloodhub.co.uk/wp-content/uploads/2020/05/FAQs_Launch_Final.pdf https://thefloodhub.co.uk/planning-development/</p>
Town Centre Uses Sequential Test	Applications for development comprising main town centre uses outside of centres defined in the Development Plan	CS Policy E1 NPPF	<p> Rochdale Council Strategic Planning Service</p>

Validation of Planning Applications- Local List

Item	Type of Application	Legislative/Policy Driver	Detail and further advice
Transport Statement/Assessment	Applications for development which has the potential to lead to a material increase in the volume of road traffic or increased impact because of the nature of vehicle movements	CS Policy T2 NPPF	 Detailed thresholds for Transport Statements and Transport Assessments are set out under Core Strategy Policy T2. It is recommended that development specific advice on TS/TA requirements is sought from Rochdale Council Highways Service.
Travel Plan (Framework)	Applications for development which is likely to have significant transport implications	CS Policy T2 NPPF	 Thresholds for Travel Plans are set out under Core Strategy Policy T2
Tree Works Specification and Evidence	Applications for works (including felling, lopping and topping) to trees subject of Tree Preservation Order or located within a Conservation Area	CS Policies G6, P2 and P3 NPPF	 Detailed description of the proposed works; appropriately labelled digital photographs of the existing tree(s) together with a plan detailing their location; written advice from an appropriate arboricultural expert detailing the justification for and methodology of the works; if required, a report from an appropriately qualified building surveyor or engineer if alleging damage to property.
Tree Survey and Arboricultural Impact Assessment	Applications for development which involves works that may affect any trees on or adjacent to the site	CS Policy G6 NPPF Town and Country Planning Act S197	 British Standard BS 5837:2012
Viability Appraisal	Applications involving development for which planning obligations are sought and where the applicant proposes that the development is unable to meet the required contributions due to issues of financial viability or where an enabling case may be required to support development	CS Policy DM2 NPPF	 Any Viability Appraisal should follow the government's recommended approach to assessing viability as set out in the National Planning Practice Guidance and be proportionate, simple and transparent. Viability Appraisals should be prepared on the basis that they will be made publicly available. Viability appraisals are subject to independent review by the Council's appointed assessors, with the cost to be met by the applicant – further detail is available by contacting the Development Management Service.
Vibration Impact Assessment	Applications involving development within close proximity of existing constraints which may impact on the amenity of future users/occupiers by way of vibration (e.g. heavy industry, quarries, land-fill sites, railway lines).	CS Policies G9, DM1 NPPF	 British Standard BS 64721:2008

Glossary

Affordable Housing – Housing for sale or rent, for those whose needs are not met by the market and which meets the detailed definitions set out in Annex 2 of the National Planning Policy Framework.

Agricultural Land – Land used for the purposes of agriculture, which includes horticulture, fruit growing, seed growing, dairy farming, the breeding and keeping of livestock (including any creature kept for the production of food, wool, skins or fur, or for the purpose of its use in the farming of land), the use of land as grazing land, meadow land, osier land, market gardens and nursery grounds, and the use of land for woodlands where that use is ancillary to the farming of land for other agricultural purposes.

Agricultural Land Classification – Provides a framework for classifying land according to the extent to which its physical or chemical characteristics impose limitations on agricultural use. The ALC system classifies land into five grades, with Grade 3 subdivided into subgrades 3a and 3b. The best and most versatile land is defined as Grades 1, 2 and 3a

Air Quality Management Area (AQMA) – Areas designated by the Greater Manchester Combined Authority or the Council for the purposes of meeting air quality objectives.

Archaeological Interest – There will be archaeological interest in a heritage asset if it holds, or potentially holds, evidence of past human activity worthy of expert investigation at some point.

Conservation Area – An area designated under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 that is of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance.

Core Strategy (CS) – The Core Strategy is a key document in the Local Plan, which provides the strategic planning framework for the Borough's future development needs up to 2028.

Critical Drainage Area (CDA) – A location which has known surface water drainage issues and where the sewer network may be at capacity, increasing flood risk locally and downstream.

Designated Heritage Asset – A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Development Plan – As defined in section 38 of the Planning and Compulsory Purchase Act 2004; includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

Development Plan Document (DPD) – Spatial planning documents that form the Development Plan for a local authority area. They can include: the Core Strategy, Site Specific Allocations of land, Area Action Plans and Development Management Policies.

Employment Land/Uses – Land used, with planning permission, or allocated in a development plan principally for offices, research and light industrial (B1), general industrial (B2) and storage / distribution (B8) uses.

Validation of Planning Applications- Local List

Environmental Impact Assessment (EIA) – A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

Flood Zone – Flood zones are shown on the EA's Flood Map for Planning (Rivers and Sea) and categorise land into four zones. Reference should also be made to the Strategic Flood Risk Assessment (SFRA) when considering location and potential future flood risks to developments and land uses.

Green Belt – Areas of land designated within the Development Plan where development is particularly tightly controlled. The purposes of Green Belt are to check the unrestricted sprawl of large built-up areas; to prevent neighbouring towns from merging into one another; to assist in safeguarding the countryside from encroachment; to preserve the setting and special character of historic towns; and to assist in urban regeneration by encouraging the recycling of derelict and other urban land.

Greater Manchester Joint Minerals Development Plan Document (GMJMDDP) – A joint DPD produced by the ten authorities in Greater Manchester which sets out policies to guide future minerals development and identifies 'Areas of Search and Mineral Safeguarding Areas' in order to protect minerals resources across Greater Manchester to 2028.

Greater Manchester Joint Waste Plan (GMJWDP) – A joint DPD produced by the ten authorities in Greater Manchester which sets out policies for land-use planning matters in relation to waste management for the joint plan area.

Habitats Site – Any site which would be included within the definition at regulation 8 of the Conservation of Habitats and Species Regulations 2017 for the purpose of those regulations, including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special Protection Areas and any relevant Marine Sites.

Hectare (ha) – 1 hectare is equivalent to 10,000 square metres or 2.471 acres (where 1 acre is equivalent to ½ a football pitch).

Heritage Asset – A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic Park or Garden – Gardens, grounds and other planned open spaces, such as town squares, on the Historic England 'Register of Historic Parks and Gardens of special historic interest in England' assessed to be of particular significance.

Listed Building – A building or structure of special architectural and historic interest placed on the statutory list by virtue of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Locally Listed Building – Non-designated heritage assets explicitly identified by the local planning authority on the 'local list', identified as having a degree of significance meriting consideration in planning decisions but which are not formally designated heritage assets.

Local Plan – The plan for the future development of Rochdale borough, drawn up by the Council in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

Validation of Planning Applications- Local List

Major Development – For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Mineral Safeguarding Area – A designated area, defined under the GMJMDPD, which covers known deposits of minerals which are desired to be kept safeguarded from unnecessary sterilisation by non-mineral development.

National Planning Policy Framework (NPPF) – The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied. It replaces most of the Planning Policy Statements and Planning Guidance notes within a single and more succinct document.

National Planning Practice Guidance (NPPG) – The National Planning Practice Guidance is a web-based resource which brings together the Government's planning guidance on various topics into one place. It was launched in March 2014, coinciding with the cancellation of the majority of Government Circulars. The NPPG is continually updated.

Non-designated Heritage Asset – Buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions but which are not formally designated heritage assets.

Open Space – All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Planning Obligations – A legal agreement entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal (see Section 106 Agreement).

Playing Field – The whole of a site which encompasses at least one playing pitch as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Previously Developed Land (PDL) – Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or was last occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.

Ramsar Sites – Wetlands of international importance, designated under the 1971 Ramsar Convention.

Section 106 Agreement – A legal agreement entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal (see Planning Obligations).

Sequential Test (Retail and Leisure) – Sets out a procedural approach in selecting sites for new retail and commercial leisure developments and other key town centre uses. It requires parties to demonstrate that first preference be given to town centre sites, followed by edge-of-centre sites, and only then by out-of-centre sites in locations that are, or can be made, easily accessible by a choice of means of transport. Only when these possibilities have been exhausted should retail development be allocated out of town.

Validation of Planning Applications- Local List

Site of Biological Importance (SBI) – A protected area of ecological significance (designated at a Greater Manchester level) in terms of flora, fauna, geological or physical features and listed in a register produced on a county wide basis. Sites are graded A, B or C, depending on their scientific significance.

Site of Special Scientific Interest (SSSI) – Sites designated by Natural England under the Wildlife and Countryside Act 1981 as an area that is of particular interest to science due to the rare species of fauna or flora it contains or important geological or physiological features that may lie in its boundaries.

Special Areas of Conservation (SAC) – Areas defined by regulation 3 of the Conservation of Habitats and Species Regulations 2017 which have been given special protection as important conservation sites.

Special Protection Areas (SPA) – Areas classified under regulation 15 of the Conservation of Habitats and Species Regulations 2017 which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds.

Statement of Community Involvement (SCI) – Sets out the standards which the Council will meet with regard to involving local communities in the preparation of Local Development Documents and Development Management decisions.

Strategic Flood Risk Assessment (SFRA) – A study carried out by one or more local planning authorities (in Rochdale's case the Bury, Oldham and Rochdale SFRA) to assess the risk to an area from flooding from all sources, now and in the future, taking account of the impacts of climate change, and to assess the impact that land use changes and development in the area will have on flood risk.

Supplementary Planning Document (SPD) – Documents which add further detail to the policies in the Development Plan to provide further guidance for development on specific sites, or on particular issues, such as design.

(Main) Town Centre Uses – Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Town Centre – Area defined on the Council's policies map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres or centres apply to town centres, district centres and local centres but exclude small parades of shops of purely neighbourhood significance. Unless they are identified as centres in the development plan, existing out-of-centre developments, comprising or including main town centre uses, do not constitute town centres.

Transport Assessment – A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies measures required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport, and measures that will be needed deal with the anticipated transport impacts of the development.

Transport Statement – A simplified version of a transport assessment where it is agreed the transport issues arising from development proposals are limited and a full transport assessment is not required.



Validation of Planning Applications- Local List

Travel Plan – A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.

Unitary Development Plan (UDP) – Prior to adoption of the Core Strategy, the development plan for the Borough, adopted in 2006. Saved policies of the UDP (as defined in the Core Strategy) will remain valid until the policies are withdrawn or replaced by the new development plan documents which are being prepared under the Local Development Framework.

Appendix 1 - Full Planning Application Indicative Checklist

National Information Requirements – the statutory minimum information needed	
Application Form	<input type="checkbox"/>
Ownership Certificate & Agricultural Land Declaration	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Plans and Drawings	<input type="checkbox"/>
Design and Access Statement	<input type="checkbox"/>
Environmental Statement (Applications subject to Environmental Impact Assessment)	<input type="checkbox"/>
Local Information Requirements – these may be required for your scheme, depending on the circumstances, and may be agreed with you during pre-application discussions. Also see guidance/thresholds in 'Validation of Planning Applications – Local List'.	
Affordable Housing Statement	<input type="checkbox"/>
Agricultural Land Classification	<input type="checkbox"/>
Agricultural Statement	<input type="checkbox"/>
Air Quality Assessment	<input type="checkbox"/>
Archaeological Assessment	<input type="checkbox"/>
Biodiversity Statement	<input type="checkbox"/>
Bat and Bird Surveys	<input type="checkbox"/>
Coal Mining Risk Assessment	<input type="checkbox"/>
Community Involvement Statement	<input type="checkbox"/>
Communication/Broadcast Equipment and Electro Magnetic Interference Assessment	<input type="checkbox"/>
Contamination Report/Phase I Site Investigation	<input type="checkbox"/>
Crime Impact Statement	<input type="checkbox"/>
Daylight/Sunlight Assessment	<input type="checkbox"/>
Drawing/Document Register	<input type="checkbox"/>
Preliminary Ecological Appraisal (Extended Phase I)	<input type="checkbox"/>
Ecological Appraisal (Phase II)	<input type="checkbox"/>
Employment Land Supply Impact Assessment	<input type="checkbox"/>
Energy & Climate Change Adaptation Statement	<input type="checkbox"/>
Flood Risk Assessment	<input type="checkbox"/>
Flue, Ventilation and Extraction Specification	<input type="checkbox"/>
Green Belt/Protected Open Land Assessment	<input type="checkbox"/>
Habitats Regulations Assessment	<input type="checkbox"/>
Health Impact Assessment	<input type="checkbox"/>
Heritage Statement	<input type="checkbox"/>
Land or Slope Stability Assessment	<input type="checkbox"/>
Landscape and Visual Impact Assessment	<input type="checkbox"/>
Lighting Assessment	<input type="checkbox"/>
Minerals Assessment	<input type="checkbox"/>
Noise Impact Assessment	<input type="checkbox"/>

Validation of Planning Applications- Local List

Open Space Assessment	<input type="checkbox"/>
Planning/Supporting Statement	<input type="checkbox"/>
Retail, Office and Leisure Impact Assessment	<input type="checkbox"/>
Section 106 Heads of Terms	<input type="checkbox"/>
Shadow Flicker Assessment	<input type="checkbox"/>
Structural Survey	<input type="checkbox"/>
Sustainable Drainage Assessment	<input type="checkbox"/>
Sustainable Urban Drainage (SuDS) Pro-Forma	<input type="checkbox"/>
Town Centre Uses Sequential Test	<input type="checkbox"/>
Transport Statement/Assessment	<input type="checkbox"/>
Travel Plan (Framework)	<input type="checkbox"/>
Tree Survey and Arboricultural Impact Assessment	<input type="checkbox"/>
Viability Appraisal	<input type="checkbox"/>

Appendix 2 – Outline Planning Application Indicative Checklist

National Information Requirements – the statutory minimum information needed	
Application Form	<input type="checkbox"/>
Ownership Certificate & Agricultural Land Declaration	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Plans and Drawings	<input type="checkbox"/>
Design and Access Statement	<input type="checkbox"/>
Environmental Statement (Applications subject to Environmental Impact Assessment)	<input type="checkbox"/>
Local Information Requirements – these may be required for your scheme, depending on the circumstances, and may be agreed with you during pre-application discussions. Also see guidance/thresholds in 'Validation of Planning Applications – Local List'.	
Affordable Housing Statement	<input type="checkbox"/>
Agricultural Land Classification	<input type="checkbox"/>
Agricultural Statement	<input type="checkbox"/>
Air Quality Assessment	<input type="checkbox"/>
Archaeological Assessment	<input type="checkbox"/>
Biodiversity Statement	<input type="checkbox"/>
Bat and Bird Surveys	<input type="checkbox"/>
Coal Mining Risk Assessment	<input type="checkbox"/>
Community Involvement Statement	<input type="checkbox"/>
Contamination Report/Phase I Site Investigation	<input type="checkbox"/>
Crime Impact Statement	<input type="checkbox"/>
Daylight/Sunlight Assessment	<input type="checkbox"/>
Drawing/Document Register	<input type="checkbox"/>
Preliminary Ecological Appraisal (Extended Phase I)	<input type="checkbox"/>
Ecological Appraisal (Phase II)	<input type="checkbox"/>
Employment Land Supply Impact Assessment	<input type="checkbox"/>
Energy & Climate Change Adaptation Statement	<input type="checkbox"/>
Flood Risk Assessment	<input type="checkbox"/>
Green Belt/Protected Open Land Assessment	<input type="checkbox"/>
Habitats Regulations Assessment	<input type="checkbox"/>
Health Impact Assessment	<input type="checkbox"/>
Heritage Statement	<input type="checkbox"/>
Land or Slope Stability Assessment	<input type="checkbox"/>
Landscape and Visual Impact Assessment	<input type="checkbox"/>
Minerals Assessment	<input type="checkbox"/>
Noise Impact Assessment	<input type="checkbox"/>
Open Space Assessment	<input type="checkbox"/>
Planning/Supporting Statement	<input type="checkbox"/>
Retail, Office and Leisure Impact Assessment	<input type="checkbox"/>

Validation of Planning Applications- Local List

Section 106 Heads of Terms	<input type="checkbox"/>
Sustainable Drainage Assessment	<input type="checkbox"/>
Sustainable Urban Drainage (SuDS) Pro-Forma	<input type="checkbox"/>
Town Centre Uses Sequential Test	<input type="checkbox"/>
Transport Statement/Assessment	<input type="checkbox"/>
Travel Plan (Framework)	<input type="checkbox"/>
Tree Survey and Arboricultural Impact Assessment	<input type="checkbox"/>
Viability Appraisal	<input type="checkbox"/>

Appendix 3 - Householder Planning Application Indicative Checklist

National Information Requirements – the statutory minimum information needed	
Application Form	<input type="checkbox"/>
Ownership Certificate & Agricultural Land Declaration	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Plans and Drawings	<input type="checkbox"/>
Local Information Requirements – these may be required for your scheme, depending on the circumstances, and may be agreed with you during pre-application discussions. Also see guidance/thresholds in 'Validation of Planning Applications – Local List'.	
Bat and Bird Surveys	<input type="checkbox"/>
Preliminary Ecological Appraisal (Extended Phase I)	<input type="checkbox"/>
Ecological Appraisal (Phase II)	<input type="checkbox"/>
Green Belt/Protected Open Land Assessment	<input type="checkbox"/>
Habitats Regulations Assessment	<input type="checkbox"/>
Heritage Statement	<input type="checkbox"/>
Tree Survey and Arboricultural Impact Assessment	<input type="checkbox"/>

Appendix 4 – Advertisement Consent Application Indicative Checklist

National Information Requirements – the statutory minimum information needed	
Application Form	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Plans and Drawings	<input type="checkbox"/>
Local Information Requirements – these may be required for your scheme, depending on the circumstances, and may be agreed with you during pre-application discussions. Also see guidance/thresholds in 'Validation of Planning Applications – Local List'.	
Lighting Assessment	<input type="checkbox"/>

Appendix 5 – Listed Building Consent Application Indicative Checklist

National Information Requirements – the statutory minimum information needed	
Application Form	<input type="checkbox"/>
Ownership Certificate	<input type="checkbox"/>
Plans and Drawings	<input type="checkbox"/>
Design and Access Statement	<input type="checkbox"/>
Local Information Requirements – these may be required for your scheme, depending on the circumstances, and may be agreed with you during pre-application discussions. Also see guidance/thresholds in 'Validation of Planning Applications – Local List'.	
Archaeological Assessment	<input type="checkbox"/>
Bat and Bird Surveys	<input type="checkbox"/>
Preliminary Ecological Appraisal (Extended Phase I)	<input type="checkbox"/>
Ecological Appraisal (Phase II)	<input type="checkbox"/>
Heritage Statement	<input type="checkbox"/>
Planning/Supporting Statement	<input type="checkbox"/>
Structural Survey	<input type="checkbox"/>
Tree Survey and Arboricultural Impact Assessment	<input type="checkbox"/>

Appendix 6 – Prior Notification of Proposed Demolition Indicative Checklist

National Information Requirements – the statutory minimum information needed	
Application Form	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Plans and Drawings	<input type="checkbox"/>
Evidence of posted site notice	<input type="checkbox"/>
Local Information Requirements – these may be required for your scheme, depending on the circumstances, and may be agreed with you during pre-application discussions. Also see guidance/thresholds in 'Validation of Planning Applications – Local List'.	
Bat and Bird Surveys	<input type="checkbox"/>
Demolition Method Statement (incl. detail of site restoration)	<input type="checkbox"/>

Appendix 7 – Application for Works to Trees in a Conservation Area or subject of a Tree Preservation Order Indicative Checklist

National Information Requirements – the statutory minimum information needed	
Application Form	<input type="checkbox"/>
Plans and Drawings (showing tree positions and number/name in relation to buildings, roads and site boundaries)	<input type="checkbox"/>
Local Information Requirements – these may be required for your scheme, depending on the circumstances, and may be agreed with you during pre-application discussions. Also see guidance/thresholds in 'Validation of Planning Applications – Local List'.	
Tree Works Specification and Evidence	<input type="checkbox"/>

Appendix 8 – Application for a Lawful Development Certificate

National Information Requirements – the statutory minimum information needed	
Application Form	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Plans and Drawings <ul style="list-style-type: none"> • Plan identifying the land (edged in red) to which the application relates drawn to an identified scale (preferably 1:1250) and showing the direction of North; • Such plans and drawings necessary to describe the subject of the application as per the list in the above National Information Requirements (page 3). 	<input type="checkbox"/>
Such evidence verifying the information included in the application as the applicant can provide	<input type="checkbox"/>

Appendix 9 – Electronic Submission Requirements

1. Electronic File Specifications -
 - a. No individual file to be greater than 10MB – larger documents should be split into smaller files and clearly labelled (both electronic file name and within the file itself) as Part 1, Part 2 etc.;
 - b. No .zip, .exe, .doc or .docx files to be submitted (all supporting reports should be in PDF format);
 - c. Additional material may be submitted on CD/DVD for major applications or via online file transfer by prior arrangement.
2. Plans/Drawings -
 - a. Drawings to be single layer, scaleable PDF format (ideally to PDF/A standard). CAD files will not be accepted, except in the case of drawings containing drainage layouts or highway layouts e.g. swept-path analysis, which should be submitted in both file formats;
 - b. Drawings to be submitted at A3 paper size where possible. All drawings to be on recognised ISO 'A' paper size;
 - c. Each drawing to contain a 'Title Box' including:
 - i. Site address/name;
 - ii. Title of drawing (including whether existing or proposed);
 - iii. Date of drawing;
 - iv. Drawing reference/number inc. revision number/letter;
 - v. Scale of drawing;
 - vi. Paper size.
 - d. Each drawing to contain a scale bar and 'North' compass point;
 - e. Annotations/disclaimers such as 'Not to scale' or 'Do not scale' are not accepted. Drawings must be drawn true to the stated scale. N.B. This does not disqualify disclaimers such as '*All construction information should be taken from figured dimensions only*';
 - f. Key external dimensions to be marked on drawings (e.g. depth/width of proposed rear extension on floorplans, height of proposed extension on elevations);
 - g. Scanned drawings to be minimum 200dpi resolution;
 - h. Orientation of PDF files to match original orientation of drawing sheet;
 - i. Summary list/schedule of drawings to be supplied, including drawing title, reference, description & paper size.
3. Supporting Documents –
 - a. All supporting documents (including letters, reports, photographs etc.) must be submitted in PDF format (ideally to PDF/A standard).
4. Electronic File Naming -
 - a. All electronic document names to clearly include type, title and reference e.g. 'DRAWING - PROPOSED-FLOORPLAN – 14523 REV.G' or 'REPORT – NOISE-IMPACT-ASSESSMENT – REV.B'.

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