

**SALFORD CITY COUNCIL  
VALIDATION CHECKLIST  
August 2011**

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## **Introduction**

The purpose of this report is to provide further information and clarification of the level of information required to submit a planning application to Salford City Council.

The submission of all the required information, with a planning application, will allow for the validation and registration of your application to be carried out more efficiently. If the relevant details are not submitted with the application, then the application may be returned as invalid. This will result in a delay in its registration and subsequent determination.

This document provides clarification of the information required to accompany an application. There will also be more specific information about each element of the supporting information required.

The document contains the following sections:

- **Background:** which identifies the legislation, targets and how we process applications.
- **Statutory National Requirements:** Although identified in the '*Town and Country Planning (Development Management Procedure) Order 2010*' (DMPO) and the new guidance '*Communities and Local Government Guidance on information requirements and validation*', and '*Communities and Local Government Development Management Policy Annex: Information requirements and validation for planning applications*' which came into force on 6 April 2010 more details have been provided in this document to make it easier to understand what is required to validate an application. There is also information on pre-application discussions.
- **Local List Requirements:** Summary table identifying what documents are required, and when.
- **Glossary of Local List Requirements:** More detail on what is required when producing each document for submission.

## **Background**

### **Legislation**

The current legislation, in relation to the registration and validation of planning applications, includes:

- The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)
- The Town and County Planning (Development Management Procedure) Order 2010.

This means that where any information is required from the list of 'Local Requirements' it will carry the same weight as the 'National Requirements'. If an application is submitted without the required information then the Council are entitled to declare it invalid. Therefore, it is essential that the information required by the local list complies with the requirements set out in the accompanying glossary found at annex 1.

### **Requirements for Targets**

All Local Planning Authorities are required under the Government's National Performance Indicator (NPI) 157 to determine planning applications within a specific timescale.

- The target for 'Major' planning applications is that 60% must be determined with 13 weeks.
- The target for 'Minor' planning applications is that 65% must be determined within 8 weeks.
- The target for 'Other' applications is that 80% must be determined within 8 weeks.

These periods start from the day a valid application (and correct fee) is received by the Local Planning Authority, and the end date is when the decision is formally issued.

It is important that all the information is provided at the outset otherwise this can then cause difficulties for consultees and neighbours with an interest in the development, as often important information is missing when they are consulted. This in turn increases the length of time that it takes for the Council to deal with the planning application, as all interested parties have to be consulted again when the information is submitted.

If additional information is required, following the receipt of an application, e.g. an additional survey or the signing of a legal agreement then the determination period is not suspended because of this.

The Government has recognised the importance of all this information being made available at the beginning of the process to ensure that Local Planning Authorities can make an informed decision within the targets set under NPI157, hence the requirements for local validation checklists.

### **Processing Applications**

This section sets out the procedures in the validation of an application at Salford City Council.

When your application is received by the Council it will be date stamped with that date received. If your application is sent electronically via the Planning Portal then the received date is the date that it is sent through by the Planning Portal.

The application will be validated as soon as reasonably practicable. Normally most minor and small scale applications will be validated within 3 working days from the date of receipt. Major applications may take longer.

Your application will be considered against the criteria outlined within this document. If all the information is provided as outlined in the 'National Requirements' section of this checklist, then the application is assessed against the 'Local Requirements' required by Salford City Council. If there is essential information missing, from the application, then the application will be deemed to be invalid.

If your application is missing relevant validation information you will be advised in writing of what you will be required to provide in order to make the application valid. You will have 14 days to provide that information. If the correct information is received, within this timescale, then the application will be validated and processed accordingly. Where an application is deemed to be valid, the date it will be recorded as valid will be the same as the date upon which the final document (or fee) required by this checklist is received.

The Council will endeavour to identify all the information that is required prior to the validation of the application. However, it may become apparent through the consideration of the application that additional information is required to enable the officers to properly assess and determine the application. Where such information is substantial the application will either be refused or you will be asked to withdraw it and resubmit when the information is available, as the Council will not be able to properly consider it.

It is advised, especially on major planning applications where a large amount of supporting information is required, to seek pre-application advice, in part, to clarify what information will be required to validate the application. Full details of Salford City Council's pre-application advice service can be found on our website: <http://www.salford.gov.uk/preapplicationadvice.htm>.

When an application is considered to be valid a letter of acknowledgement confirming the planning application number, a target date for determination and confirmation of the description of development, as well as a fee receipt (where necessary) will be sent out to the applicant or agent.

### **Right of Appeal**

If there is disagreement about the information requirements, as set out in this document, and the application is not validated because of the missing information then you can challenge the decision not to validate. Applicant's have the right of appeal for non-validation under Section 78 of the Town and Country Planning Act 1990.

If the inspector agrees that the necessary information has been provided by the applicant, the application is determined at appeal. If the inspector agrees with the

local planning authority, then the inspector is entitled to dismiss the appeal. If the appeal is dismissed then the appellant (applicant) would need to submit a new application to the local planning authority, including the information that the local planning authority outlined was necessary to validate that application.

## **Statutory National Validation Requirements**

This should be read in conjunction with the Communities and Local Government '*Guidance on information requirements and validation*', and '*Development Management Policy Annex: Information requirements and validation for planning applications*' which came into force on 6 April 2010.

The DMPO outlines what the mandatory national requirements are. This section provides more information on what should be included under the following headings:

- Application form
- Certificates
- Site location plan
- Site layout plan
- Detailed drawings (where applicable)
- Design and access statement (where applicable)
- Requirements for outline applications (where applicable)
- Application fee (where applicable).

**If any of the information outlined in the GDPO is not included then an application cannot be validated.**

The information required to make a valid application comprises:

- Mandatory national information requirements specified in the GDPO, including a design and access statement where one is required;
- The standard application form; and
- Information to accompany the application as specified by the local planning authority on their local list of information requirements.

Once all the information is submitted then the application will be validated and the determination process will then begin.

## **Application Forms**

The 1APP standard application form was adopted by Salford City Council on 1 May 2007. The application form is available both on the Council's website at [www.salford.gov.uk](http://www.salford.gov.uk) and the Planning Portal website at [www.planningportal.gov.uk](http://www.planningportal.gov.uk). It is also available in paper based form, although electronic submissions are encouraged.

Advice on the description of the proposed development:-

- Keep the description as accurate and concise as possible. However, for listed building applications a detailed description of the works is required, but long descriptions should be included as an attached schedule of works.
- For applications for changes of use, refer to what the use had changed from and what it is changing to. If the use class is known then please include this as well.
- Only include elements of the proposal in the description that require permission.
- When applying for permission, where development has already taken place, use the word 'retrospective'.
- When applying for a revision or amendment to an earlier approved scheme, make this clear in the description. The relevant application/file reference should also be included in the description where appropriate.

### **On-line applications**

Applicants are encouraged by the Government to submit applications electronically. This can be done via the Planning Portal. There are several advantages to submitting your planning applications online, this includes:

- Smaller printing costs
- Faster registration of your application.

## **Paper applications**

Paper copies of the most common type of application forms will still be available from the Council. In addition a service will be available via the Planning Portal and the Council's website to print off particular forms and complete them off line.

## **Exceptions**

It should be noted that applications made under the Planning (Hazardous Substances) Act 1990 and applications for mining operations or the use of land for mineral-working deposits cannot be made via the Planning Portal, but only on forms available from Salford City Council.

These are available from the Salford City Council website<sup>1</sup>, at the reception within Emerson House, Eccles or a set can be sent out in the post to you, on request.

## **Certificates**

There are two types of certificates that are required to be completed when submitting a planning application. These are a Certificate of Ownership and an Agricultural Holdings Certificate. Both certificates should accompany all planning applications except for certain types of application which are detailed below.

The applicant (or agent acting on behalf of the applicant) is required to sign and date all certificates. By doing so they are confirming that the statements made are accurate to the best of their knowledge.

It should be noted that there is a penalty for knowingly or recklessly completing a false or misleading Certificate required by Article 7 of the GDPO. The onus is on the applicant or agent to provide the correct information.

## **Ownership Certificates**

A Certificate of Ownership (Article 7 certificate) must accompany a planning application. This can be one of four certificates (explained below), which provides details of the ownership of the site. It is necessary to 'serve notice' on any owners and agricultural tenants when a proposed development is on or where it affects their land.

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<sup>1</sup> <http://www.salford.gov.uk/planningforms.htm>

Under Section 65(5) of the Town and Country Planning Act 1990 and Section 5 of the Town and Country Planning (General Development Procedure) Order 1995 it states that the Council must not entertain an application for planning permission unless the correct ownership certificates have been completed.

The four different certificates are as follows:

### **Certificate A**

This certificate should be completed if at the beginning of a period of 21 days before the date of submission of an application, if you are the owner of all the land that the application relates to.

If you are not the sole owner of all the land, to which the application relates, or there are tenants on the site which have a leasehold interest of 7 years or more then you will need to complete a different certificate (see below).

You will also need to complete a different certificate if the application relates to alterations to a flat or where a development overhangs the boundary with an adjoining property, or any footings encroach onto adjoining land.

### **Certificate B**

This certificate should be completed and Part 1 notice (see below) served where you know the names and addresses of all the owners of the land which the application relates to. The details of the names of the persons on whom notice has been served should be completed on this certificate.

### **Certificate C**

This certificate should be completed where you know the names and addresses of some of the owners of land to which the application relates, but not all of them. You are required to serve notice on all of the owners of the land explained above (Certificate B) and to carry out additional steps to trace the owners that are unknown as explained below (Certificate D).

## **Certificate D**

This certificate should be completed if you do not know any of the owners of the land to which the application relates.

You will need to provide evidence of the steps that you have undertaken to find the owners. This can include carrying out a planning history or land registry search. You will also need to advertise the proposed development in the local newspaper at least 21 days prior to the submission of the application. A copy of this advertisement should be submitted with the application.

## **Part 1 Notice**

A notice to the owners of the land, where the application relates, must be used if Certificate B or C has been completed. A copy of this notice should be served on each of the known individuals identified in the relevant certificate.

## **Agricultural Land Declaration**

Applications are required to be accompanied by an Agricultural Holdings Certificate. This certificate needs to be completed to indicate whether the site forms part of an agricultural holding. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form, and must be signed in order for the application to be valid.

This information should be indicated, on the forms, by crossing out any incorrect statements. If the land is part of an agricultural holding you are required to serve notice on the tenant of the holding. If the applicant is the sole tenant or owner then the first part should be crossed out and 'not applicable' inserted in the second part.

No agricultural land declaration is required for applications for:

- The approval of reserved matters;
- Renewal of temporary planning permission;
- Discharge or variation of conditions;
- Tree preservation orders;

- Conservation area consent for demolition;
- Listed building consent;
- Lawful development certificate;
- Prior notification of proposed agricultural or forestry development;
- A non-material amendment(s) to an existing planning permission; or
- Express consent to display an advertisement.

### **Plans and Drawings**

The DMPO specifies that a location plan is required to be submitted with all applications together with any other plans or drawings necessary to describe the development which is the subject of the application. This will include as a minimum a site layout plan.

In addition, there may be a requirement for additional plans to be submitted as detailed within the local list set out later in this document.

### **Location Plan**

Except where the application is submitted electronically, 1 original + 3 copies of the location plan must accompany every application for planning permission. The purpose of this plan is to show the location of the site and to identify any other sites, which may also be in the same ownership. We will accept location plans downloaded from the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)) so long as it meets the criteria set out below.

The location plan should be at a scale of 1:1250 unless the site is very large and cannot be shown in its entirety on a single sheet of paper in which case a smaller scale may be used, e.g 1:2500. It should be scaled to fit onto A4 or A3 size paper where possible and be based on an up-to date map. It must include the following:

- The application site outlined in red and any adjoining land owned by the applicant should be outlined in blue;
- A north arrow;
- The property/application site, should be in context with the surrounding area and the plans should include at least two adjacent road names where possible; and

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

The red line should include all land necessary to carry out the proposed development e.g land required for access to the site from the public highway, visibility splays, landscaping, car parking and open areas around buildings.

### **Site Plan**

Four copies of the site layout plan should accompany any application. The site plan should be at a standard scale e.g 1:200 or 1:500. The site plan should include the following:

- The direction north;
- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries; and
- The position and crown spread of all trees (to scale) within the application site or within falling distance of the application site.

The site plan should also include the following, unless these would not influence or be affected by the proposed development:

- All buildings, roads and footpaths on land adjoining the site including access arrangements;
- All public rights of way crossing or adjoining the site;
- The extent and type of any hard surfacing; and
- Boundary treatments including walls or fencing where proposed.

### **Design and Access Statements**

Design and Access Statements became a compulsory requirement for many types of planning applications. Please refer to Article 8 of the DMPO for full details, but in summary a Design and Access Statement is not required for:

- i) Engineering of mining operations;
- ii) Development of an existing dwellinghouse, or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse,

where no part of that dwellinghouse or curtilage is within a designated area (see below);

iii) A material change in the use of land or buildings, unless it involves operational development;

iv) Extensions of time for implementing existing planning permissions;

v) Development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a designated area;

vi) The extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a designated area;

vii) The erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a designated area or the curtilage of a listed building;

viii) Development on operational land consisting of the erection of a building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a designated area;

ix) The alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a designated area;

x) The erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a designated area; or

xi) Development of land pursuant to section 73 (determination of applications to develop land without conditions previously attached) of the Town and Country Planning Act 1990.

A designated area means a World Heritage Site or a conservation area.

Design and Access Statements are not required for applications relating to advertisement control, tree preservation orders, the storage of hazardous substances, prior-approval for proposed development or non-material amendments to existing planning permissions.

A Design and Access Statement is a report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain and justify the proposal in a structured way.

The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application. The length of the statement will vary accordingly. Statements must be proportionate to the complexity of the application, but do not have to be long or complicated.

If you are having difficulties with putting together your Design and Access Statement then please contact the Urban Vision planning team on 0161 7796195, where someone will be able to help and provide examples of acceptable statements.

Further advice is also available on the CABE website: <http://www.cabe.org.uk/>

The Design and Access Statement comprises of the two key components: Design and Access, which are explained below.

### **Design Component**

The design component of the statement should explain the design principles and concepts that have been applied to the following aspects of the proposal:

- Amount;
- Layout;
- Scale;
- Landscaping; and
- Appearance.

The **amount** relates to how much development is proposed. For residential development this means the number of proposed units for residential use and for other development, this means the proposed floorspace for each proposed use. The statement should explain and justify the amount of development proposed for each use. This should include how the uses will be distributed across the site, how the development relates to the sites surroundings and what consideration has been given to include all users. Where the applicant specifies a range of floorspace for a particular use the reasons for this should be clearly explained in the statement.

**Layout** relates to the way in which buildings, routes and open spaces (both public and private) are provided, located and orientated in relation to each other, buildings and spaces surrounding the development. The statement should address how the layout of the proposed development helps create safe, vibrant and successful places.

**Scale** relates to the height, width and length of a building or buildings in relation to its surroundings. The statement should explain and justify the scale of buildings proposed, including why particular heights have been settled on, how these relate to

the site's surroundings and relevant skyline. The statement should also explain and justify the size of building parts, particularly entrances and facades with regards to how they will relate to a human scale where appropriate.

**Landscaping** relates to the treatment of private and public spaces to enhance or protect the amenities of the site and the area in which it is situated through hard and soft landscaping measures. Statements should also explain the function of the landscaping (e.g for sustainable drainage purposes, providing shading or other climate adaptation purposes) and also explain how landscaping will be maintained.

There should also be an explanation on the purpose of the landscaping, is it a private or public space and its relationship to the surrounding area. Where possible a planting schedule and schedule of hard landscaping materials is recommended.

**Appearance** is the aspect of a place or building that determines the visual impression it makes, including the external built form of the development, its architecture, materials, decoration, lighting, colour and texture.

The design and access statement should include an explanation of the appearance of the place or buildings proposed including how this will relate to the appearance and character of the development's surroundings.

An **appraisal of the context** should also be undertaken. This must explain how the site/scheme fits into the surrounding area. It is a concept that needs to be addressed, and the revised guidance emphasises this. Context should be discussed in relation to the scheme as a whole, rather than specifically in relation to the five sub-headings. It is important to show an understanding of the context in which the proposal will fit.

A design and access statement should explain how this understanding of the context has been considered in relation to its proposed use. An explanation of the proposed use or users should be provided, their distribution across the site, the appropriateness of the accessibility to and between them, and their relationship to uses surrounding the site.

## **Access Component**

The access component of the statement relates only to the 'access to the development' and therefore does not extend to the internal aspects of individual buildings.

Statements should explain how the access arrangements will ensure that all users will have equal and convenient access to buildings and spaces and the public transport network. The statement should address the need for flexibility of the development and how it may adapt to changing needs. The statement should explain how the development has taken into consideration the relevant access policies within the Council's Local Development Documents. Access policies can be found in the accessibility chapter of the UDP.

Where relevant, statements should also explain how the sites will be accessed by the emergency services. This may include information relating to circulation routes round the site and egress from buildings in the event of emergency evacuation.

## **Design and Access Statements for Outline Applications**

When submitting an outline planning application you may not have all the information to submit a full design and access statement. Therefore the following section will detail the level of information that is required if various aspects of the development are reserved for consideration at a later date.

**Amount** cannot be reserved within an outline application, the amount of development proposed for each use, how this will be distributed across the site, how the proposal relates to the site's surroundings should be explained within the design and access statement.

Where **layout is to be a reserved matter** then the design and access statement should provide information on the approximate location of buildings, routes and open spaces proposed. The statements should explain and justify the principles behind the choice of development zones or building plots and explain how these will inform the detailed layout.

Where **scale is to be a reserved matter** then the application should still indicate the parameters for the upper and lower limits of the height, width, and length of each building proposed. This is in order to establish a three dimensional building envelope within which the detailed design of the buildings will be constructed. The design and access statement should explain and justify the principles behind these parameters and explain how these will inform the final scale of the building.

Where **landscaping is to be a reserved matter** then the application does not need to provide any specific landscaping information. However, the design and access statement should explain and justify the principles that will inform any future landscaping scheme.

Where **appearance is to be a reserved matter** then the design and access statement should explain and justify the principles behind the intended appearance and explain how these will inform the final design of the development.

Where **access is to be a reserved matter** the details of the location point of the access still have to be shown to the site. Design and access statements should still clearly explain the principles which will be used to inform the access arrangements for the final development, at all scales, from neighbourhood movement patterns to the treatment of individual access points.

Where matters are not reserved then explanations should be provided, within the design and access statement, as you would address the components within a full application.

**Use** cannot be reserved within an outline application. Therefore the information outlined in the previous section is of relevance.

There are more details on what is required when submitting an outline planning application within the Glossary at Annex 1.

### **Design and Access Statements for Listed Buildings**

Design and access statements for Listed Buildings are similar to other design and access statements, in respect of the need for a proportionate approach. However, the content will be different due to the nature of the applications.

Where a planning application is submitted in parallel with an application for listed building consent, then a single, combined statement, should be submitted. This will address both the elements required for a planning application, as well as the following for the listed building consent:

- Explanation of the design principles and concepts that have been applied to the scale, layout and appearance characteristics of a proposal (please note: Information on use, amount and landscaping is not required for listed building consent design and access statements that do not also accompany a planning permission);
- Description of the significance of the heritage assets affected and the contribution of their setting to that significance.
- Where there are heritage assets with archaeological interest an appropriate desk based assessment or field based evaluation; and
- Details of sources that have been considered and the expertise that has been consulted.

Further details of what is required are set out in PPS5 Planning for the Historic Environment (paragraphs HE6.1 to HE6.3).

The statement will need to explain the approach taken to ensure that the historic and special architectural importance of the listed building is preserved or enhanced. If there is potential to cause adverse effects then explanation should be provided on why this is necessary and what measures have been taken to minimise the impact.

The access element would be the same as those for other applications.

Where the duties imposed by the Disability Discrimination Act are relevant and any issues arise then the statement should include any issues, the range of options considered and where inclusive design has not been provided, then the statement should explain why.

More detail is provided in the Communities and Local Government '*Guidance on Information Requirements and Validation*' (March 2010), Section 6.0, referred to earlier in this document.

## **Summaries of Planning Applications**

All applicants should aim for succinctness in their supporting documentation. Where supporting information for an application exceeds 100 pages (excluding the application form itself) applicants should submit a summary of the whole scheme. This summary should be no more than 20 pages long and should provide an overview of the proposal and a clear description of the key impacts.

More information is available in the Communities and Local Government '*Development Management Policy Annex: Information requirements and validation for planning applications*'

## **Application Fees**

The majority of planning applications require a fee. This fee needs to accompany any application submission. Where no fee or an insufficient fee is received the application will not be validated until the correct fee has been paid in full.

The fee amount is set nationally and further information can be found on the Planning Portal's website: <http://www.planningportal.gov.uk/england/professionals/tools/>.

Note: If an application is refused, and a revised application (with the same description) is resubmitted within 12 months of the decision, then there is no fee required. Similarly, where an application is withdrawn, no fee is required if a revised application is submitted within 12 months of the date the first application was validated. Also applications for Listed Building Consent, Tree Preservation Orders or alterations to a dwellinghouse where permitted development rights have been removed do not require a fee.

## **Pre-application Discussions**

The Government, as part of the drive towards a more inclusive Planning System and way of working, known as Development Management, encourage pre-application discussions. These are highlighted as critically important within Planning Policy Statement 1: Delivering Sustainable Development, as they ensure a better mutual understanding of objectives and constraints that exist between the relevant parties.

Salford City Council has always supported this approach. Due to the increase in the number of pre-application discussions and the Government's support for a more systematic approach to these, Salford City Council has introduced an improved and much more comprehensive service for which a fee is required. Full details of the new service together with the fees can be found on our website:

<http://www.salford.gov.uk/preapplicationadvice.htm>.

## Local List Requirements

The following table provides a summary of Salford City Councils local list for validation purposes. Further information on each item such as the policy background, the submission requirements and links to helpful resources and contacts are provided within Annex 1.

Information item & number	Types of application that require this information
<b>1) Affordable Housing Statement</b>	<ul style="list-style-type: none"> <li>• For residential development on sites over 1 hectare in area, irrespective of the number of dwellings.</li> <li>• Housing developments of 25 or more dwellings.</li> </ul>
<b>2) Air Quality Assessment</b>	<ul style="list-style-type: none"> <li>• Food Retail development above 0.2 ha (site area) or 1,000 m2 (new floorspace)</li> <li>• Non food Retail development above 0.8 ha (site area) or 1,000 m2 (new floorspace)</li> <li>• Office development above 0.8 ha (site area) or 2,500 m2 (new floorspace)</li> <li>• Industrial development above 2.0 ha (site area) or 6,000 m2 (new floorspace)</li> <li>• Residential development above 1.0 ha (site area) or where 80 units or more are proposed.</li> <li>• Any new road</li> <li>• All mineral development</li> <li>• All landfill development</li> <li>• All development affecting waste handling activities (e.g. sewerage treatment works or poultry farms)</li> <li>• Coach and lorry parks</li> <li>• New developments with 300 parking spaces or more, or an increase in existing parking provision of 300 spaces or more.</li> <li>• Any industrial activity that is regulated by the Local Authority or the Environment Agency.</li> <li>• Developments that significantly alter the composition of traffic such that adverse air quality impacts may arise.</li> <li>• Developments that cause increase in vehicle trip generation in local area, resulting in greater than 5% increase in Annual Average Daily Traffic (AADT) on links with more than 10,000 vehicles per day.</li> <li>• Any development that is likely to result in significant dust creation in close proximity to sensitive uses (e.g. residential).</li> </ul>

Information item & number	Types of application that require this information
<b>3) Biodiversity Survey and Reports</b>	<ul style="list-style-type: none"> <li>• All development within or adjacent to a designated site (European Site, Site of Special Scientific Interest, Site of Biological Importance or Local Nature Reserve)</li> <li>• All non-householder planning applications within or adjacent to a wildlife corridor area of search or (semi-) natural open space.</li> <li>• Any application involving: <ul style="list-style-type: none"> <li>○ The demolition of a building;</li> <li>○ The conversion of a building (e.g. barn or mill conversion); and</li> <li>○ Alterations or works to cellars, bridges, culverts, large stone walls, caves or mines.</li> </ul> </li> <li>• All applications on a quarry or derelict land.</li> <li>• All non householder development adjacent to a river, canal, stream, ditch or other large water body.</li> <li>• All development within 250m of a natural pond or reservoir.</li> <li>• Development which results in works to trees or scrub</li> <li>• Development affecting or adjacent to hedgerow or woodland.</li> <li>• Development sites where invasive species are present.</li> </ul>
<b>4) Coal Mining Risk Assessment</b>	<p>The following types of planning applications where they are located within Coal Mining Development Referral Areas:</p> <ul style="list-style-type: none"> <li>• Full planning permission;</li> <li>• Outline planning permission; and</li> <li>• Winning or working of minerals.</li> </ul> <p>Please consult the Urban Vision Development Management team for advice on whether a site is located within a Coal Mining Development Referral Area.</p>

Information item & number	Types of application that require this information
5) Crime Impact Statement	<p><b>Note – You are required to contact Design For Security, who are part of Greater Manchester Police to produce the Crime Impact Statement. They can be contacted on 0161 856 5912 or via <a href="mailto:info@designforsecurity.org">info@designforsecurity.org</a> Crime Impact Statements produced by any other person or organisation will not be accepted.</b></p> <p><b>Residential</b></p> <ul style="list-style-type: none"> <li>• Residential Development (new or conversions) where ten or more units are created</li> <li>• New build or conversion to student accommodation where six or more units are created</li> <li>• New build schemes or conversions for supported housing e.g. rest homes, nursing homes and hostels</li> </ul> <p><b>Office/ Industrial / Warehousing</b></p> <ul style="list-style-type: none"> <li>• Any scheme where 500sqm gross or more of floor space is created</li> </ul> <p><b>Retail</b></p> <ul style="list-style-type: none"> <li>• Any retail scheme where 500sqm gross or more of floor space is created</li> </ul> <p><b>Community facilities</b></p> <ul style="list-style-type: none"> <li>• All schools new or significant extensions thereof where 500sqm gross or more of floor space is created</li> <li>• All health facilities new or significant extensions thereof where 500sqm gross or more of floor space is created</li> <li>• Community centres / meeting halls</li> <li>• Religious buildings</li> <li>• Day nurseries / crèches</li> </ul> <p><b>Leisure /Recreation</b></p> <ul style="list-style-type: none"> <li>• All new leisure/recreation facilities, both public and private, or significant extensions thereof where 500sqm gross or more of floor space is created</li> <li>• Stadia</li> <li>• Public open space e.g. parks, canal developments</li> </ul> <p><b>Other commercials</b></p> <ul style="list-style-type: none"> <li>• Any of the following new developments or where significant extensions of 150sq.m gross to existing uses are proposed: <ul style="list-style-type: none"> <li>○ Restaurants and cafes;</li> <li>○ Drinking establishments;</li> <li>○ Hot food takeaways; and</li> <li>○ Hotels.</li> </ul> </li> </ul> <p><b>Transport Infrastructure</b></p> <ul style="list-style-type: none"> <li>• New train /tram stations or significant alterations / extensions to existing facilities.</li> <li>• New bus / coach stations or significant alterations / extensions to existing facilities.</li> <li>• All free standing and multi storey car parks.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Any development that is deemed an economic key point (EKP - an installation where it is considered that the loss of products or services it provides would have a widespread and critical economic or social consequence e.g. water, electricity)</li> <li>• Any new builds or change of use applications which may be considered to have a detrimental effect on crime levels in the area.</li> </ul>

Information item & number	Types of application that require this information
<b>6) Greenbelt Impact Assessment</b>	<ul style="list-style-type: none"> <li>• Applications that propose the extension of dwellings located within the green belt.</li> <li>• Applications that propose the demolition and replacement of dwellings located within the green belt.</li> </ul>
<b>7) Loss of Employment Land Assessment</b>	<ul style="list-style-type: none"> <li>• Loss of a site/building currently in employment use (or where vacant, last used for non-retail employment uses) and the site/building falls within one of the following criteria: <ul style="list-style-type: none"> <li>○ An area with five or more adjacent business units;</li> <li>○ Any site of 0.5ha or greater; or</li> <li>○ Any buildings with a floor area of 5,000 sqm or greater.</li> </ul> </li> </ul>
<b>8) Environmental Impact Assessment</b>	<p>The Regulations apply to two separate lists of projects:</p> <ul style="list-style-type: none"> <li>(i) 'Schedule 1 projects' for which EIA is required in every case; and</li> <li>(ii) 'Schedule 2 projects' for which EIA is required only if the project in question is judged likely to give rise to significant environmental effects.</li> </ul>
<b>9) Flood Risk Assessment</b>	<ul style="list-style-type: none"> <li>• Development proposals in High Risk Flood Zone (Zone 3).</li> <li>• Development proposals in Medium Risk Flood Zone (Zone 2).</li> <li>• Any operational development of 1ha or above in Low Flood Risk Zone 1.</li> <li>• Development proposals on sites over 0.5 hectares in size located within 'Critical Drainage Areas'.</li> </ul>
<b>10) Heritage Assessment</b>	<ul style="list-style-type: none"> <li>• Applications that involve alterations to a listed building;</li> <li>• Applications that would affect the setting of a listed building;</li> <li>• Applications within a conservation area;</li> <li>• Applications that involve the alteration of a locally listed building;</li> <li>• Applications within historic parks or gardens; and</li> <li>• Applications in areas of archaeological interest, or ones that may be adjacent to and could affect them (Archaeological Assessment).</li> </ul>
<b>11) Land Contamination Assessment</b>	<p>Stage 1 Preliminary Risk Assessment should be carried out if:</p> <ul style="list-style-type: none"> <li>• The land is known to be contaminated or suspected of being contaminated (apart from householder applications and applications for change of use which do not include any operational development); and</li> <li>• The proposed end use of the development is considered sensitive to contamination (e.g allotments, residential use, schools)</li> </ul> <p>If the site poses a potentially significant risk, to the proposed use, then a full site investigation is required to be submitted with any application.</p>
<b>12) Noise Impact Assessment</b>	<ul style="list-style-type: none"> <li>• Proposals that generate high levels of noise such as industrial developments using noisy machinery (e.g joinery workshops, refrigeration plant &amp; equipment), noisy sports, public houses, nightclubs etc.</li> <li>• New noise sensitive uses (e.g. housing) adjacent to major sources of noise such as roads, railways and industrial sources.</li> </ul>

Information item & number	Types of application that require this information
<b>13) Plans and Drawings</b>	<p>Detailed and accurate drawings should accompany all applications except for:</p> <ul style="list-style-type: none"> <li>• Applications for works to trees affected by a Tree Preservation Order.</li> <li>• Applications for Hazardous Substances Consent.</li> <li>• Applications for Existing or Proposed Use under a Lawful Development Certificate.</li> <li>• Notification for works to trees in a conservation area.</li> <li>• Change of use applications where there is no operational development required.</li> </ul>
<b>14) Planning Obligations Pro Forma Statement</b>	<ul style="list-style-type: none"> <li>• Applications for 10 dwellings or more;</li> <li>• Applications for 1,000 sqm or more of non-residential floorspace;</li> <li>• Affordable housing requirement on all residential sites over 1 hectare in area, or housing developments of 25 or more dwellings;</li> <li>• Implementation of any mitigation measures identified within a transport assessment;</li> <li>• The need for additional infrastructure and services that may also be informed by transport-related organisations such as the GMPTE; and</li> <li>• Any other developments where it is deemed necessary for a legal agreement to be used to secure infrastructure or services.</li> </ul>
<b>15) Sports Provision Impact Assessment</b>	<ul style="list-style-type: none"> <li>• All developments that affect playing fields or other indoor and outdoor sports facilities.</li> </ul>
<b>16) Town Centre Use Sequential Assessments &amp; Impact Assessments</b>	<ul style="list-style-type: none"> <li>• A sequential assessment is required for planning applications for main town centre uses that are not in an existing centre and are not in accordance with an up to date development plan. Requirement applies to extensions to retail or leisure uses only where the gross floorspace of the proposed extension exceeds 200 square meters.</li> <li>• An assessment addressing the impacts is required for planning applications for retail and leisure developments over 2,500 square metres gross floorspace not in an existing centre and not in accordance with an up to date development plan.</li> <li>• An impact assessment dealing with the impacts set out in policy EC16.1 of PPS4 is also required for planning applications in an existing centre which are not in accordance with the development plan and which would substantially increase the attraction of the centre to an extent that the development could have an impact on other centres.</li> </ul>

Information item & number	Types of application that require this information			
	Land use	Unit measure	Transport Statement	Transport Assessment and Travel Plan
<b>17) Transport Assessments, Transport Statements and Travel plans</b>	Food retail (A1)	GFA	>250 <800sq.m	>800sq.m
	Non-food retail (A1)	GFA	>800 <1500sq.m	>1500sq.m
	Financial and professional services (A2)	GFA	>1000 <2500sq.m	>2500sq.m
	Restaurants and cafes (A3)	GFA	>300 <2500sq.m	>2500sq.m
	Drinking establishments (A4)	GFA	>300 <600sq.m	>600sq.m
	Hot food takeaway (A5)	GFA	>250 <500sq.m	>500sq.m
	Business (B1)	GFA	>1500 <2500sq.m	>2500sq.m
	General industrial (B2)	GFA	>2500 <4000sq.m	>4000sq.m
	Storage or distribution	GFA	>3000 <5000sq.m	>5000sq.m
	Hotels (C1)	Bedroom	>75 <100 bedrooms	>100 bedrooms
	Hospitals and nursing homes (C2)	Beds	>30 <50 beds	>50 beds
	Residential education (C2)	Students	>50 <150 students	>150 students
	Institutional hostels (C2)	Residents	>250 <400 residents	>400 residents
	Dwelling houses (C3)	Unit	>50 <80 units	>80 units
	Non-residential institutions (D1)	GFA	>500 <1000sq.m	>1000sq.m
	Assembly and leisure (D2)	GFA	>500 <1500sq.m	>1500sq.m
	Any development which it is considered would have a significant impact on the highway network			
<b>18) Tree Survey</b>	A tree survey should accompany all applications where trees may be affected by the proposed development. This includes trees on adjacent land or highways.			
<b>19) Sustainability Checklist</b>	<ul style="list-style-type: none"> <li>• All new residential development</li> <li>• All new commercial development of 100sq.m or more</li> </ul>			

Not all the information on the list will be necessary in every case, it is expected that there will be some exceptions. Where an application is not accompanied by the information required as specified then a short written justification should be provided with the application as to why it is not appropriate for the information in the particular circumstances.

It should be noted that the request for certain items, as listed above, are for the validation of the applications. During the course of processing the applications it may be necessary for the case officer to request additional information, which was not necessary for the validation of the application, but is required to clarify certain issues and elements of the proposal.

# ANNEX 1

## Glossary of Local List Requirements

<b>Affordable Housing Statement</b>
<p><b>Policy Background:</b></p> <ul style="list-style-type: none"><li>• Planning Policy Statement 3: Housing.</li><li>• Policy H4 of the Salford City Council Unitary Development Plan.</li><li>• Policy HOU3 of the Housing Planning Guidance.</li></ul>
<p><b>Threshold/Trigger</b></p> <ul style="list-style-type: none"><li>• For residential development on sites over 1 hectare in area, irrespective of the number of dwellings.</li><li>• Housing developments of 25 or more dwellings.</li></ul>
<p><b>Details of what should be included:</b></p> <ul style="list-style-type: none"><li>• The number of affordable residential units.</li><li>• The mix of affordable units in terms of type (intermediate/social rented) and size (number of bedrooms and gross floorspace).</li><li>• Plans showing the location of affordable housing units which is accompanied by a schedule of accommodation which contains details of the net internal floor area and bedrooms for each plot.</li><li>• How the affordable housing units are to be managed and where this involves a Registered Social Landlord (RSL) their details.</li></ul>
<p><b>Other Information:</b></p> <p>Where the developer considers that a lower proportion of affordable housing, than that normally required by policy HOU3 of the Housing Planning Guidance is appropriate, then justification should be provided.</p> <p>For outline applications, where it is not possible to specify the affordable housing provision in detail, a statement of intent should be submitted outlining how affordable housing is intended to be provided and whether the site will comply with the provisions set out in HOU3.</p> <p>The Affordable Housing Development Control Implementation Note clarifies how Salford City Council apply the affordable housing policies in the UDP and Housing Planning Guidance. This should be read alongside the UDP and Housing Planning Guidance in preparing the affordable housing statement. The Implementation Note is available on the Salford City Council webpage: <a href="http://www.salford.gov.uk/housingplanningguidance.htm">http://www.salford.gov.uk/housingplanningguidance.htm</a>.</p>

## Air Quality Assessment

### Policy Background:

- Planning Policy Statement 23: Planning & Pollution Control
- UDP Policy EN17 Pollution Control
- UDP Policy EN22 Resource Conservation

### Threshold/Trigger:

- Food Retail development above 0.2 ha (site area) or 1,000 m<sup>2</sup> (new floorspace)
- Non food Retail development above 0.8 ha (site area) or 1,000 m<sup>2</sup> (new floorspace)
- Office development above 0.8 ha (site area) or 2,500 m<sup>2</sup> (new floorspace)
- Industrial development above 2.0 ha (site area) or 6,000 m<sup>2</sup> (new floorspace)
- Residential development above 1.0 ha (site area) or where 80 units or more are proposed.
- Any new road
- All mineral development
- All landfill development
- All development affecting waste handling activities (e.g. sewerage treatment works or poultry farms)
- Coach and lorry parks
- New developments with 300 parking spaces or more, or an increase in existing parking provision of 300 spaces or more.
- Any industrial activity that is regulated by the Local Authority or the Environment Agency.
- Developments that significantly alter the composition of traffic such that adverse air quality impacts may arise.
- Developments that cause increase in vehicle trip generation in local area, resulting in greater than 5% increase in Annual Average Daily Traffic (AADT) on links with more than 10,000 vehicles per day.
- Any development that is likely to result in significant dust creation in close proximity to sensitive uses (e.g. residential).

### Details of what should be included:

- The Air Quality Assessment must demonstrate how a development would affect pollution concentrations in relation to health based statutory and proposed air quality standards and objectives.
- This would normally involve dispersion modelling to:
  - Assess the current air quality situation in the locality;
  - Estimate emissions of local air pollutants from the development;
  - Predict statistics relevant to the air quality objectives *without* the development in place relative to the year of opening and air quality objectives (EU limits year 2010 or other relevant EU limits years);
  - Predict statistics relevant to the air quality objectives *with* the development in place in the same years;

The cumulative impact of developments should be considered. Modelled baseline scenarios should also be checked against the local authority's predicted baseline scenarios, to ensure they broadly agree. If not, the predicted pollutant concentrations, without development, might show an exceedence of air quality objectives where a local authority's Review and Assessment did not, or vice versa.

Full explanations should be given for differences in modelling approaches and assumptions. The factor of greatest importance would be the *difference* in air quality associated with the proposed development compared to the baseline.

**Other Information:**

Other information can be found on Salford City Council's website:  
<http://www.salford.gov.uk/airquality-mgmt.htm>

## **Biodiversity Survey and Reports**

### **Policy Background:**

- Planning Policy Statement 9: Biodiversity & Geological Conservation.
- Planning Policy Statement 9: Biodiversity and Geological Conservation.
- Wildlife and Countryside Act 1981.
- Conservation of Habitats and Species Regulations 2010.
- Protection of Badgers Act 1992.UDP Policy EN9 Wildlife Corridors.
- UDP Policy EN11 Mosslands.

### **Threshold/Trigger:**

- All development within or adjacent to a designated site (European Site, Site of Special Scientific Interest, Site of Biological Importance or Local Nature Reserve)
- All non-householder planning applications within or adjacent to a wildlife corridor area of search or (semi-)natural open space.
- Any application involving:
  - The demolition of a building;
  - The conversion of a building (e.g. barn or mill conversion); and
  - Alterations or works to cellars, bridges, culverts, large stone walls, caves or mines.
- All applications on a quarry or derelict land.
- All non householder development adjacent to a river, canal, stream, ditch or other large water body.
- All non-householder development within 250m of a natural pond or reservoir.
- Development which results in works to trees or scrub
- Development affecting or adjacent to hedgerow or woodland.
- Development sites where invasive species are present.
- Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland or water.
- Non-householder development within 'a locally significant area of national and /or local priority habitat'

### **Details of what should be included:**

- Need to demonstrate the impacts of any proposed development on any wildlife or biodiversity interests. This will include a habitat survey to 'Phase 1' standard or more.
- Identify any mitigation measures proposed by the development.
- Where proposals are being made for mitigation and/or compensation measures information to support these proposals will be needed.
- Where appropriate accompanying plans should indicate the location of any significant wildlife habitats or features and the location of any species protected under the Wildlife and Countryside Act 1981, Conservation of Habitats and Species Regulations 2010 or the Protection of Badgers Act 1992.Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long-term maintenance and management.

**Other Information:**

A Biodiversity Trigger List has been produced by Salford City Council in conjunction with the Greater Manchester Ecology Unit (GMEU):

<http://www.salford.gov.uk/triggerlist.htm>

Advice can also be obtained from the GMEU

(<http://www.tameside.gov.uk/ecologyunit>)

## Coal Mining Risk Assessment

### Policy Background:

- PPG14 – Unstable Land

### Threshold/Trigger:

The following types of planning applications where they are located within Coal Mining Development Referral Areas:

- Full planning permission;
- Outline planning permission; and
- Winning or working of minerals.

Please consult the Urban Vision Development Management team for advice on whether a site is located within a Coal Mining Development Referral Area.

### Details of what should be included:

There are four requirements of a Coal Mining Risk Assessment (CMRA):

- The mining information (Coal Authority reports);
- An explanation of the risks that the mining poses to the proposed development;
- Details of the mitigation measures that are proposed to be included to manage or reduce the risk; and
- Confirmation as to whether permission is required from the Coal Authority.

Furthermore, it is necessary for the CMRA to be prepared by a competent person. Chartered members of the following institutions will be considered to be competent: Geological Society; Institute of Civil Engineers; Institute of Mining and Metallurgy; and the Royal Institute of Chartered Surveyors). If you are not a chartered member of any of the above institutions but consider that you are competent to produce a CMRA, please first consult with the Coal Mining Authority and request written confirmation which can then be submitted with the CMRA.

### Other Information:

The Coal Authority website: <http://www.coal.gov.uk/>

## Crime Impact Statement

### Policy Background:

- UDP Policy DES10 Design and Crime

### Threshold/Trigger:

#### Residential

- Residential Development (new or conversions) where ten or more units are created
- New build or conversion to student accommodation where six or more units are created
- New build schemes or conversions for supported housing e.g. rest homes, nursing homes and hostels

#### Office/ Industrial / Warehousing

- Any scheme where 500sqm gross or more of floor space is created

#### Retail

- Any retail scheme where 500sqm gross or more of floor space is created

#### Community facilities

- All schools new or significant extensions thereof where 500sqm gross or more of floor space is created
- All health facilities new or significant extensions thereof where 500sqm gross or more of floor space is created
- Community centres / meeting halls
- Religious buildings
- Day nurseries / crèches

#### Leisure /Recreation

- All new leisure/recreation facilities, both public and private, or significant extensions thereof where 500sqm gross or more of floor space is created
- Stadia
- Public open space e.g. parks, canal developments

#### Other commercials

- Any of the following new developments or where significant extensions of 150sq.m gross to existing uses are proposed:
  - Restaurants and cafes;
  - Drinking establishments;
  - Hot food takeaways; and
  - Hotels.

#### Transport Infrastructure

- New train /tram stations or significant alterations / extensions to existing facilities.
- New bus / coach stations or significant alterations / extensions to existing facilities.
- All free standing and multi storey car parks.

**Other**

- Any development that is deemed an economic key point (EKP - an installation where it is considered that the loss of products or services it provides would have a widespread and critical economic or social consequence e.g. water, electricity)
- Any new builds or change of use applications which may be considered to have a detrimental effect on crime levels in the area.

**Details of what should be included:**

**Note – You are required to contact Design For Security, who are part of Greater Manchester Police who must the Crime Impact Statement. They can be contacted on 0161 856 5912 or via [info@designforsecurity.org](mailto:info@designforsecurity.org)**

**Crime Impact Statements produced by any other person or organisation will not be accepted.**

The Crime Impact Statement must demonstrate how the development will achieve an appropriate standard of security, based on the Secured by Design Initiative. It should:

- Be provided by a third party that is able to offer an impartial and objective view;
- Highlight crime and disorder issues in the immediate vicinity of the development;
- Offer bespoke crime prevention advice to minimize the risk to future users of the development and also consider the impact of the new development on the surrounding community;
- Ensure that the personal safety of users is considered, both the approach to and throughout the development;
- Identify risks to the proposed site (e.g. photographic evidence) and demonstrate how they can be mitigated;
- Consider the impact on the local police force (e.g. access routes both vehicular and pedestrian);
- Identify design solutions based on analysis of the crime issues in the area that will reduce the proposals vulnerability to crime; and
- Help an applicant to adapt a development to avoid/reduce the adverse affects of crime and disorder and reduce the long-term resource costs for the local authority and the wider community.

In order to achieve the points above it will be essential that the author of the report has access to up to date raw crime data material pertinent to the proposed scheme (e.g. individual site analysis). Furthermore, it is recommended that the Author:

- Be accredited through the National Police Improvement Agency;
- Have sufficient amount of hours of relevant crime prevention experience;

- Contact appropriate police departments when producing the CIS e.g. Design for Security, GMP emergency planning, GMP counter terrorism unit; and
- Have a record of continuing crime prevention Compulsory Professional Development (CPD).

**Other Information:**

Salford City Council Supplementary Planning Document: Design and Crime.  
<http://www.salford.gov.uk/salfordspd.htm>

Greater Manchester Police Design for Security team.  
<http://www.designforsecurity.org/>

<b>Green Belt Impact Assessment</b>
<p><b>Policy Background:</b></p> <ul style="list-style-type: none"> <li>• UDP Policy EN1 Development Affecting the Green Belt</li> <li>• Planning Policy Guidance 2: Green Belts</li> </ul>
<p><b>Threshold/Trigger:</b></p> <ul style="list-style-type: none"> <li>• Applications that propose the extension of dwellings located within the green belt.</li> <li>• Applications that propose the demolition and replacement of dwellings located within the green belt.</li> </ul>
<p><b>Details of what should be included:</b></p> <p>Volume and floorspace calculations for the following (where applicable):</p> <ul style="list-style-type: none"> <li>• The original building (a building existing on 01/07/1948 or a building constructed on or after that date);</li> <li>• All existing extensions to the original building;</li> <li>• Any demolition of the original building proposed;</li> <li>• Any demolition of an existing extension(s) proposed;</li> <li>• Any proposed extensions; and</li> <li>• Any proposed new buildings.</li> </ul>
<p><b>Other Information:</b></p> <p><i>Planning Policy Guidance 2: Green Belts</i> states that the construction of new buildings inside a Green Belt is inappropriate unless it is for a number of particular purposes. One of these purposes includes the limited extension, alteration or replacement of existing dwellings provided that it does not result in disproportionate additions over and above the size of the <b>original</b> building. The replacement of existing dwellings need not be inappropriate, providing the new dwelling is not materially larger than the dwelling it replaces. UDP policy EN1 re-iterates this.</p>

## Loss of Employment Land Assessment

### Policy Background:

- Planning Policy Statement 4: Planning for Sustainable Economic Growth.
- UDP Policy E5 Development Within Established Employment Areas.
- Supplementary Planning Document: Established Employment Areas.

### Threshold/Trigger:

- Loss of a site/building currently in employment use (or where vacant, last used for non-retail employment uses) and the site/building falls within one of the following criteria:
  - An area with five or more adjacent business units;
  - Any site of 0.5ha or greater; or
  - Any buildings with a floor area of 5,000 sqm or greater.

### Details of what should be included:

***Evidence to demonstrate that the development would not compromise the operating conditions of other remaining employment uses (UDP Policy E5 criterion 1).***

This should include:

- details of the proposed non-employment development and any adjoining employment uses.
- An analysis of any potential conflicts between those remaining uses/activities and the proposed non-employment uses, including an assessment of issues such as noise; odour, dust or other emissions; hours of operation; vibration; light; vehicular access, parking and servicing; and safety and security.

***In circumstance where the loss of employment land/premises is being considered because of a lack of current or likely future demand (UDP Policy E5 Criterion 2a), evidence should be provided, prepared by a suitably qualified person (such as a Chartered Surveyor) with knowledge of the employment market in the local area, which includes:***

- A qualitative appraisal of the site in question considering both its physical attributes/limitation, and the local, regional and national policy context.
- A market demand appraisal providing a detailed assessment of the current and potential future market demand for the site/premises reflecting on economic trends, forecasts and actual marketing attempts. The appraisal should:
  - Include details of any remaining occupiers, with evidence of their intentions to vacate the premises, their reasons for doing so, and why they would be unlikely to be replaced;
  - Outline the marketing strategy adopted, which should be flexible, specific to the site in premises in question and normally for a minimum of 12 months;
  - Demonstrate that all offers received were given due consideration and

- provide details of any offers which have not been taken forward;
- Include evidence that the site/premises has been:
  - Continuously advertised by way of an agents board on each road frontage; on the agents website and within the agents commercial stock availability lists;
  - Registered and continuously advertised through the Midas Partnership's Commercial Property database; and
  - Circulated to other local property agents.
- A viability appraisal, which should provide a clear illustration of the potential to redevelop/ reuse the site/premises in question for a range of employment uses having regard to the site and its context. The appraisal consider any likely changes in such market conditions within a 3-5 year time horizon which could impact upon development viability.

***In circumstances where the loss of employment land/premises is being considered because there is a strong environmental case for rationalising land uses or creating open space (UDP Policy E5 criterion 2b), details should be provided that:***

In respect of a case for the rationalisation of land uses, it should be demonstrated that the current use of the site has a significant negative impact on the surrounding area by virtue of unacceptable and abnormal levels of one or more of the following factors: traffic generation and/or highway safety; odour, dust or other emissions; noise; vibration; or pollutants. The statement should explain why these factors could only be addressed through the introduction of non employment uses rather than any other means of mitigation or the introduction of alternative employment or similar uses.

In respect of a case for creating open space, it should be demonstrated that the site provides a particular opportunity for the creation of open space that could not be achieved elsewhere in the local area, and that the need for additional open space overrides the need to retain the employment site/premises in question.

***In circumstances where the loss of employment land/premises is being considered because the development will contribute to the implementation of an approved regeneration strategy or plan for the area (UDP Policy E5 criterion 2c), details should be provided that:***

Identify that regeneration strategy concerned and confirm that it has been formally approved by the city council; specify the policies and proposals within it that advocate the introduction of non-employment uses; and describe how the proposed form of development would contribute towards the strategy's implementation.

***In circumstances where the loss of employment land/premises is being considered because the site is allocated for another use in the UDP (UDP Policy E5 criterion 2d), the application should specify the relevant allocation policy that supports and promotes the proposed development.***

***In circumstances where the loss of employment land/premises is being considered because the site in question falls within the area covered by UDP Policy MX1 (Established Employment Areas SPD Policy EMP7), it should be demonstrated that the scheme is in accordance with UDP Policies MX1 and DEV6, and any other relevant planning guidance/strategy documents for the area.***

<p><b>Other Information:</b></p>

Further information with regards to justifying the loss of employment land can be found on the City Council's website: <http://www.salford.gov.uk/salfordspd.htm>

## Environmental Impact Assessment

### Policy Background:

- Town and Country Planning (Environmental Impact Assessment) Regulations 1999.

### Threshold/Trigger:

The Regulations apply to two separate lists of projects:

- (iii) 'Schedule 1 projects' for which EIA is required in every case; and
- (iv) 'Schedule 2 projects' for which EIA is required only if the project in question is judged likely to give rise to significant environmental effects.

For 'Schedule 1 projects' whether a project falls within the scope of the Regulations will normally be clear, as several of the definitions of 'Schedule 1 projects' incorporate an indication of scale, in the form of a quantified threshold, which clearly identifies the projects requiring EIA.

The list of 'Schedule 2 projects' much longer and the issue is whether the proposal will cause 'significant environmental effects'. There are thresholds but these are indicative, and do not apply if the site is in or partly in a 'sensitive area' as defined in the Regulations. Such areas include Sites of Special Scientific Interest, National Parks, Areas of Outstanding Natural Beauty, the Broads, World Heritage Sites and Ancient Monuments.

### Details of what should be included:

- Details are set out in Schedule 4 to the Regulations, and the information is given under separate headings: Part I and Part II. The Environmental Statement must include all the information included in Part II and the information from Part I that is reasonably required to assess the environmental effects of the development and which the applicant can reasonably be required to complete.

### Other Information:

An assessment will need to be undertaken on major applications as to the significance of any impact of the development on the environment. This will be looked at under the following process:

#### Screening Opinion

If you are unsure whether a proposal requires an Environmental Impact Assessment you can submit a request to the Local Planning Authority for a Screening Opinion. You will need to include the following information with your request:

- A 1:1250 site location plan

- A brief description as to the nature and purpose of the development and its possible effects on the environment and any other information, which you feel, may be of benefit.

On receipt of the application for a screening opinion the Local Planning Authority will consult relevant organisations and respond to the request within 21 days.

If the Local Planning Authority considers that the proposal could have significant effects on the environment then they will require an Environmental Impact Assessment to be submitted with the planning application. You will be informed, in writing, of the outcome of the screening opinion.

In addition to the above the Local Planning Authority will undertake a screening opinion on all relevant applications when submitted. It may be at this time that an Environmental Impact Assessment is requested by the Local Planning Authority. Where an applicant disagrees with the decision they may appeal to the Secretary of State for a screening opinion.

### Scoping Opinion

If you are clear that a proposal is an Environmental Impact Assessment Development (by virtue of either Schedule 1 or Schedule 2 of the Regulations) or from the results of a Screening Opinion, then a request for a Scoping Opinion can be submitted to the Local Planning Authority. A Scoping Opinion should be submitted with a site location plan, a brief description of the nature and purpose of the development and of its possible effects on the environment, and any additional information that may be of benefit. The request should provide sufficient information so that the scope of an Environmental Impact Assessment can be agreed.

The Local Planning Authority must adopt a Scoping Opinion within 5 weeks of receiving a request, and will consult all relevant specialists and the developer as part of the process. This period may be extended if the authority and developer agree in writing.

The Local Planning Authority will then confirm what they consider to be the main effects of the development and the topics that the Environmental Statement should cover. This does not prevent the Local Planning Authority from requesting additional information as part of the EIA process.

### Environmental Statement

If your application is considered to be an EIA application then an Environmental Statement and a non-technical summary should accompany it. Technical appendices should also be included where relevant. An application proposing EIA Development has a target date for consideration of 16 weeks to allow Local Authorities and all interested parties greater opportunity to consider the impacts of the proposed development.

## Flood Risk Assessment

### Policy Background:

- Planning Policy Statement 25: Development and Flood Risk.
- UDP Policy EN19 Flood Risk and Surface Water.

### Threshold/Trigger:

- Development proposals in High Risk Flood Zone (Zone 3).
- Development proposals in Medium Risk Flood Zone (Zone 2).
- Any operational development of 1ha or above in Low Flood Risk Zone 1.
- Development proposals on sites over 0.5 hectares in size located within 'Critical Drainage Areas'.

### Details of what should be included:

- The sequential approach outlined in paragraphs 14-20 of Planning Policy Statement 25 will need to be applied.
- Identify and assess the risks of all forms of flooding to and resulting from the development, taking into account climate change.
- Demonstrate how the risk of flooding will be managed.
- Demonstrate that the development complies with the policies contained in the planning guidance.
- Include an Emergency Planning Statement detailing flood warning and evacuation measures where applicable.

Basic Level 1 Flood Risk Assessment (FRA) screening study:

As a minimum it is suggested that developers/applicants should answer the following questions:

- What type of development is proposed and where will it be located? Include whether it is new development, an extension to existing development or change of use etc.
- What is its vulnerability classification?
- What sources of flooding could affect the site? (see annex C of Planning Policy Statement 25)
- What are the existing surface water drainage arrangements for the site?
- Which flood zone is the site within? (Check with the Environment Agency)
- If there is a Strategic Flood Risk Assessment (SFRA) covering this site, what does it show?

If a more detailed study is required, a typical Level 2 or Level 3 FRA could cover the following:

Development description and location:

- The type of development proposed and where it will be located.
- The vulnerability classification (see table D.2, annex D of PPS25).

- Whether the proposed development is consistent with the Local Development Documents.
- Evidence that the Sequential Test and Exception Test (if necessary) has been applied in the selection of this site for the development type proposed, or reference to this if presented in other planning documents.

Definition of the flood hazard:

- All sources of flooding that could affect the site.
- Identify sources, describe how flooding would occur, with reference to any historic records wherever these are available.
- The existing surface water drainage arrangements for the site.

Probability:

- The flood zone the site is within.
- Information from the SFRA covering the site.
- The probability of the site flooding taking account of the contents of the SFRA and of any further site-specific assessment.
- The existing rates and volumes of run-off generated by the site, including information on flow and rate of onset.

Climate change:

- The effects of climate change on flood risk for the lifetime of the development-use annex B of PPS25.

Detailed development proposals:

- Details of the development layout, referring to the relevant drawings (cross referring to the main application).
- Where appropriate, demonstrate how land uses most sensitive to flood damage have been placed in areas within the site that are at least risk of flooding (applying the Sequential Test at site level).

Flood risk management measures:

- How will the site be protected from flooding, including the potential impacts of climate change, over the development's lifetime.

Off site impacts:

- Demonstrate how the measures to protect the development from flooding will ensure that there will be no increased flood risk elsewhere.
- Measures to prevent run-off from the completed development causing an increased impact elsewhere.
- The incorporation of sustainable drainage systems in the overall design of the development or justification of why they are not suitable.

Residual risks:

- An assessment of the flood-related risks that remain after measures to protect the site from flooding have been implemented.
- Who will manage the risks and enforce compliance over the lifetime of the

development.

**Other Information:**

Flood Risk Assessments should always be proportionate to the degree of flood risk in each case and appropriate to the scale, nature and location of the proposed development or change of use.

More information can be found in the Planning Policy Statement 25 Practice Guide which was published in December 2009: <http://www.communities.gov.uk/>

The level 2 Strategic Floodrisk Assessment is available at:  
<http://www.salford.gov.uk/Strategic-flood-risk-assessment-2010.htm>

Salford's Flood Risk and Development Planning Guidance Adopted July 2008 is available at: <http://www.salford.gov.uk/floodrisk-planguidance.htm>

## Heritage Assessment

### Policy Background:

- Planning Policy Statement 5: Planning for the Historic Environment.
- UDP Policy ST5 Historic Environment.
- UDP Policies CH1 to CH8

### Threshold/Trigger:

Any development which alters or affects the setting of a Heritage Asset including:

- Applications that involve alterations to a listed building;
- Applications that would affect the setting of a listed building (including locally listed buildings);
- Applications within or which affect the setting of a conservation area;
- Applications that involve the alteration of a locally listed building;
- Applications within historic parks or gardens; and
- Applications in areas of archaeological interest, or ones that may be adjacent to and could affect them (Archaeological Assessment).

### Details of what should be included:

- A Statement of Significance for both designated heritage assets and those identified as having local significance;
- The Heritage Assessment must explain the impact of the proposal on the significance of the heritage asset together with any justification or mitigation;
- Landscape plans to ensure the setting of a designated heritage assets is preserved and/or enhanced; and
- Structural Plans when demolition of a designated heritage asset is proposed on the grounds that it is structurally unsound.

In addition, the following should be included:

#### Listed Buildings

The statement should describe in simple terms the purpose and need for the proposed alterations, justifying why the proposed option has been adopted as opposed to possible alternatives.

They should include a statement of significance, which demonstrates an understanding of the historical, archaeological and architectural interest of the site.

It should include details of the design principles and concepts that have been applied to the works including consideration of the impact, scale, layout, appearance, character and any potential new use.

Is should demonstrate how the proposals are designed to minimise the impacts on the layout and architectural features and complements the external features of the original building. This may, where appropriate, include the use of photographs.

Where consent is sought for a number of works a detailed schedule of works should be submitted with the application.

The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with the planning department before any application is made.

#### Applications affecting the setting of a listed building or a conservation area

Applications which may affect the setting of a listed building or a conservation area are required to submit details of the design principles and concepts that have been applied including consideration of the impact, scale, layout, appearance, character and any potential new use.

They should include a statement of significance, which demonstrates an understanding of the historical, archaeological and architectural interest of the affected buildings or conservation area.

It should demonstrate how the proposals preserve and enhance the character of the listed building or conservation area.

#### Applications within Historic Parks or Gardens

Applications within historic parks or gardens or those that may affect the setting of a historic park or garden should be accompanied by details of the design principles and concepts that have been applied including consideration of the impact, scale, layout, appearance and character.

They should include a statement of significance, which demonstrates an understanding of the historical, archaeological and architectural interest of the park or garden.

#### Applications in Areas of Archaeological Interest

A heritage statement will be required in respect of the proposals involving the disturbance of ground within an Area of Archaeological Interest/Potential, as defined in the Unitary Development Plan, or in other areas which are the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, as may be specified in pre-application advice.

If an application affects such a site an applicant may need to commission a Written Scheme of Investigation or even investigative works prior to submission and submit the results as part of the application.

A separate archaeological assessment may be required in special circumstances. In such cases the applicant will need to provide the following information so the City Council can make a proper assessment:

- Properly understand the nature, relative importance and physical extent of the archaeological interest in these sites through desk-based assessment, field evaluation, basic appraisal or recording of the asset, as required.
- Consider proposed uses that are benign to the conservation of the asset's significance.

- Seek to eradicate or minimise impact through design (for example foundations that span sensitive areas rather than penetrate them).

This information can be found in the Practice Guide attached to PPS5.

**Other Information:**

It may be appropriate to include the Heritage Assessment as part of the design and access statement or planning statement. However, if it forms part of one of these documents it should be clearly identifiable (e.g. form a discrete section with its own heading).

## Land Contamination Assessment

### Policy Background:

- Planning Policy Guidance 23: Planning and Pollution Control.
- UDP Policy EN17 Pollution Control.

### Threshold/Trigger:

Stage 1 Preliminary Risk Assessment should be carried out if:

- The land is known to be contaminated or suspected of being contaminated (apart from householder applications and applications for change of use which do not include any operational development); and
- The proposed end use of the development is considered sensitive to contamination (e.g allotments, residential use, schools)

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

### Details of what should be included:

The following information should be included for residential development, development on hospital sites, schools and nursery sites, children's play areas and allotments:

- (i) Purpose and aims of the study
- (ii) Site location and layout plans
- (iii) Appraisal of site history and previous uses of the land surrounding the site
- (iv) Assessment of environmental setting, to include:
  - Geology, hydrogeology, hydrology;
  - Site walkover survey;
  - Information on coal workings and other mining or quarrying activities;
  - Landfill search; and
  - Information from the Local Authority on pollution incidents, prescribed processes, hazardous substances, former landfill sites, private water supplies, contaminated land, prescribed processes Part A(2) and Part B.
- (v) Assessment of current site use and surrounding land uses;
- (vi) Review of any previous site contamination studies (desk-based or intrusive) or remediation works;
- (vii) Identification of contaminants of concern (including natural sources of contamination);
- (viii) Preliminary (qualitative) assessment of risk based on proposed use:
  - Appraisal of actual and/or potential contaminant sources, pathways and receptors; and
  - Conceptual Site Model (visual and written).
- (ix) Hazard Assessment; and
- (x) Recommendations for intrusive contamination investigation, if necessary.

If contamination is found then the next stages/detailed assessments should include:

- A risk assessment (including site investigation);
- A remediation strategy (submitted before remediation);
- A verification report (submitted following remediation);

**Other Information:**

*Contaminated Land Planning Guidance: A technical guidance note for applicants, developers, land owners and consultants involved with land contamination in Salford:*  
<http://www.salford.gov.uk/envconsideration.htm>

*Land Affected by Contamination: Planning Guidance Note for Developers:*  
[http://www.salford.gov.uk/d/scc\\_land\\_affected\\_by\\_contamination.pdf](http://www.salford.gov.uk/d/scc_land_affected_by_contamination.pdf)

Table 2.1 of Annex 2 of Planning Policy Statement 23 Planning and Pollution Control provides a table of examples of potentially contaminating uses and situations where land may be affected by contamination.

## **Noise Impact Assessment**

### **Policy Background:**

- Planning Policy Guidance Note 24 Planning and Noise
- UDP Policy EN17 Pollution Control

### **Threshold/Trigger:**

- Proposals that generate high levels of noise such as industrial developments using noisy machinery (e.g joinery workshops, refrigeration plant & equipment), noisy sports, public houses, nightclubs etc.
- New noise sensitive uses (e.g. housing) adjacent to major sources of noise such as roads, railways and industrial sources.

### **Details of what should be included:**

The information that would be required includes:

- Description of site and surrounding area;
- Description of use and noise emissions;
- Survey details;
- Noise assessment criteria;
- Noise readings;
- Description of noise sources;
- Assessment and calculations; and
- Conclusions.

### **Other Information:**

The purpose of a noise assessment is to determine whether the development will have a significant impact on existing noise levels or whether the existing noise environment is unacceptable for the proposed development when all appropriate forms of mitigation have been considered.

The three main ways a development may have a significant impact are:

- If the development is likely to cause a deterioration in local noise environment (i.e once completed it will increase noise levels);
- If the development is located in an area of high noise (i.e it will expose future occupiers to unacceptable noise levels); and
- If the demolition/construction phase will have a significant impact on the local environment through increased noise levels.

## Plans and Drawings

### Policy Background:

City of Salford Unitary Development Plan

### Threshold/Trigger:

Detailed and accurate drawings should accompany all applications except for:

- Applications for works to trees affected by a Tree Preservation Order.
- Applications for Hazardous Substances Consent.
- Applications for Existing or Proposed Use under a Lawful Development Certificate.
- Notification for works to trees in a conservation area.
- Change of use applications where there is no operational development required.

### Details of what should be included:

All plans and drawings should normally be to a scale of 1:50 or 1:100, include a scale bar and consist of the following:

- Existing elevations
- Proposed elevations
- Existing floor plans
- Proposed floor plans
- Sections
- Parking and access arrangements.

#### Elevations

Both existing and proposed elevations should be provided.

The elevations should be clearly marked with the correct scale and annotated appropriately, (e.g proposed south east elevation). All elevations, of a building, must be included even if it abuts an adjacent property/building and will therefore not be seen. Applications that do not propose any external alterations are not required to provide these types of plans or drawings.

#### Floor Plans

Floor plans should be clearly marked with the correct scale and annotated appropriately, (e.g existing first floor plan). Where the proposal involves alterations at roof level, then roof plans should also be provided.

#### Sections

For more complex schemes or development where there is significant change in level then sections are likely to be considered necessary.

Sectional drawings should be to a scale of 1:50 or 1:100 and should include details of the alterations of the levels and demonstrate how the proposal sits within the site, in particular showing the levels between existing and proposed development and relationship to adjoining sites. The drawings should include spot levels, finished floor levels and access gradients where appropriate.

Sectional drawings are also required for all applications for advertisement consent and should include a section through the proposed signage indicating the depth and fixing techniques of any signage where attached to a building and details of any internal or external illumination.

**Other Information:**

There may be other instances where it is requested that additional plans such as ones showing the streetscene are provided.

## Planning Obligations Pro Forma Statement

### Policy Background:

- PPS12 Local Development Frameworks
- Circular 05/2005 Planning Obligations
- UDP Policy DEV5 Planning Conditions and Obligations

### Threshold/Trigger:

A Section 106 Agreement is required for the following:

- Applications for 10 dwellings or more;
- Applications for 1,000 sqm or more of non-residential floorspace;
- Affordable housing requirement on all residential sites over 1 hectare in area, or housing developments of 25 or more dwellings;
- Implementation of any mitigation measures identified within a transport assessment;
- The need for additional infrastructure and services that may also be informed by transport-related organisations such as the GMPTE; and
- Any other developments where it is deemed necessary for a legal agreement to be used to secure infrastructure or services.

### Details of what should be included:

All applications that meet the above triggers must be accompanied by a fully completed 'Planning Obligations Pro forma Statement' which is available for download on the City Council's website:

<http://www.salford.gov.uk/validationchecklist.htm>

The pro forma requires:

- Details of the Proposal;
- Details of what the Obligation is for;
- Title deeds/Land Registry Information;
- Details of who the agreement is between; and
- Names, addresses and contact details of the solicitor being used.

Where the developer considers that it is not financially viable to enter into an agreement, or that they can make reduced payments, then a clear and robust financial viability assessment must be submitted. This should include the following information:

- Schedule of both gross and net internal floor areas;
- Land purchase price (with proof), and the estimated market value of the site;
- Date of land purchase;
- Schedule of development costs (normals);
- Schedule of development costs (abnormals);
- Proof of development costs (abnormals);

- Reasons why full costs (including abnormals) were not reflected in the purchase price;
- Expected sale price of dwellings/buildings (including at what date/s); and
- Intended profit level/s (including profit type).

In relation to affordable housing the assessment should include all the above and details of the amount of affordable housing (%) that could be provided against a diminishing scale of profit levels, to the level of full affordable housing provision.

Financial appraisals should factor in a land value that represents the market value of the site at the time of the application (i.e what it would cost to buy reflecting planning policy and all development costs), and not the actual price paid. Only costs that were unforeseeable at the time of acquisition will be considered abnormal for the purposes of affordable housing negotiations.

Known costs such as site clearance, preparation, retaining walls, piling, infrastructure provision and or diversion, highways works, servicing, flood mitigation measures, archaeology, decontamination/remediation will not be considered as abnormals. Where abnormal costs can clearly be demonstrated, a reduction in the affordable housing requirement may be agreed on a site by site basis.

**Other Information:**

The detailed requirements can be found in the Salford City Council Supplementary Planning Document on Planning Obligations:  
<http://www.salford.gov.uk/planobligationspd.htm>

<b>Sports Provision Impact Assessment</b>
<p><b>Policy Background:</b></p> <ul style="list-style-type: none"> <li>• Planning Policy Guidance Note 17: Planning for Open Space, Sport and Recreation.</li> <li>• UDP Policy R1: Protection of Recreation Land and Facilities</li> </ul>
<p><b>Threshold/Trigger:</b></p> <p>All developments that affect playing fields or other indoor and outdoor sports facilities.</p>
<p><b>Details of what should be included:</b></p> <p>Statement explaining how the sports facility will be affected by the development, when the facility was last used and by whom. It should also explain whether any replacement sports facilities or improvements to existing facilities are proposed to off-set any loss of provision.</p> <p>With regard to developments which affect sports pitches, in addition to the information above the following must be provided on the site plans:</p> <ul style="list-style-type: none"> <li>• An existing site plan, clearly showing the layout of the winter and summer pitches including safety margins at a minimum 1:1000 scale.</li> <li>• Proposed site plan, showing how any proposed new buildings and other works are likely to impact on the existing pitch layout. Any realignment of pitches should also be shown.</li> </ul>
<p><b>Other Information:</b></p> <p>Further information is available on the Sport England website:  <a href="http://www.sportengland.org/">www.sportengland.org/</a></p>

## Sustainability Checklist

### Policy Background:

- ST5 Transport Networks
- ST13 Natural Environmental Assets
- ST14 Global Environment
- ST16 Sustainable Waste Management
- DES2 Circulation and Movement
- DES3 Design of Public Space
- DES9 Landscaping
- A2 Cyclists, Pedestrians and the Disabled
- A10 Provision of Car, Cycle and Motorcycle Parking in New Developments
- EN17 Pollution Control
- EN18 Protection of Water Resources
- EN19 Flood Risk and Surface Water
- EN21 Renewable Energy
- EN22 Resource Conservation
- DEV7 Protection of Aviation Safety at Manchester Airport
- W1 Waste Management
- M1 Protection of Mineral Resources
- Supplementary Planning Document: Sustainable Design and Construction

### Threshold/Trigger:

- All new residential development
- All new commercial development of 100sq.m or more

### Details of what should be included:

There are three versions of the North West Sustainability Checklist depending on the size of the development. The appropriate checklist should be completed on line (see website below) and submitted as part of the planning application. It must include the percentage score for each category together with standard achieved (i.e. minimum, good or best).

Although the North West Sustainability Checklist is the preferred approach of Salford City Council, we will also accept a copy of the City Council's own sustainability checklist which is available on request.

### Other Information:

The Northwest sustainability checklist can be found at the following website:  
<http://northwest.sustainabilitychecklist.co.uk/>

## Town Centre Use Sequential Assessments & Impact Assessments

### Policy Background:

- Planning Policy Statement 4: Planning for Sustainable Economic Growth.

### Threshold/Trigger:

- A sequential assessment is required for planning applications for main town centre uses that are not in an existing centre and are not in accordance with an up to date development plan. Requirement applies to extensions to retail or leisure uses only where the gross floorspace of the proposed extension exceeds 200 square meters.
- An assessment addressing the impacts, as set out in PPS4 policy 16.1, is required for planning applications for retail and leisure developments over 2,500 square metres gross floorspace not in an existing centre and not in accordance with an up to date development plan.
- An impact assessment (PPS4 Policy EC16.1) is also required for planning applications in an existing centre which are not in accordance with the development plan and which would substantially increase the attraction of the centre to an extent that the development could have an impact on other centres.

### Details of what should be included:

Full details of what should be included are set out in PPS4 and the accompanying practice guide which are available from the link below.

### Other Information:

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement4>

## Transport Assessments, Transport Statements and Travel Plans

### Policy Background:

- Planning Policy Guidance 13: Transport
- UDP Policy ST5: Transport Networks
- UDP Policy A2: Cyclists, Pedestrians and the Disabled
- UDP Policy A8: Impact of Development on the Highway Network
- UDP Policy A10: Provision of Car, Cycle and Motorcycle Parking in New Developments

### Threshold/Trigger:

Land use	Unit measure	Transport Statement	Transport Assessment and Travel Plan
Food retail (A1)	GFA	>250 <800sq.m	>800sq.m
Non-food retail (A1)	GFA	>800 <1500sq.m	>1500sq.m
Financial and professional services (A2)	GFA	>1000 <2500sq.m	>2500sq.m
Restaurants and cafes (A3)	GFA	>300 <2500sq.m	>2500sq.m
Drinking establishments (A4)	GFA	>300 <600sq.m	>600sq.m
Hot food takeaway (A5)	GFA	>250 <500sq.m	>500sq.m
Business (B1)	GFA	>1500 <2500sq.m	>2500sq.m
General industrial (B2)	GFA	>2500 <4000sq.m	>4000sq.m
Storage or distribution	GFA	>3000 <5000sq.m	>5000sq.m
Hotels (C1)	Bedroom	>75 <100 bedrooms	>100 bedrooms
Hospitals and nursing homes (C2)	Beds	>30 <50 beds	>50 beds
Residential education (C2)	Students	>50 <150 students	>150 students
Institutional hostels (C2)	Residents	>250 <400 residents	>400 residents
Dwelling houses (C3)	Unit	>50 <80 units	>80 units
Non-residential institutions (D1)	GFA	>500 <1000sq.m	>1000sq.m
Assembly and leisure (D2)	GFA	>500 <1500sq.m	>1500sq.m
Any development which it is considered would have a significant impact on the highway network			

GFA – Gross floor area

### Details of what should be included:

Please refer to the Department for Transport (DfT) Guidance on Transport Assessments (link below) and any guidance replacing or supplementing this.

### Other Information:

Additional information on Travel Plans is available through the City councils website: <http://www.salford.gov.uk/transportpolicies.htm>

DfT guidance on Transport Assessments: <http://www.dft.gov.uk/pgr/regional/transportassessments/>

If you would like to discuss the need and scope for a Transport Assessment or Transport Statement further please contact the City of Salford Traffic and Transportation team: [traffic.management@salford.gov.uk](mailto:traffic.management@salford.gov.uk)



## Tree Surveys

### Policy Background:

- UDP Policy EN12 Important Landscape Features
- UDP Policy EN13 Protected Trees
- Supplementary Planning Document: Trees and Development

### Threshold/Trigger:

A tree survey should accompany all applications where trees may be affected by the proposed development. This includes trees on adjacent land or highways.

### Details of what should be included:

The tree survey shall include all the information required as per the specification of BS 5837: 2005, or by any subsequent updates to this standard.

This includes:

- Location of all existing trees (reference number to be recorded on the tree survey plan) over 75mm in diameter measured at 1.5m above ground level which are:
  - Within the site;
  - Overhanging the site;
  - Within a distance of the boundary of the site which is less than half the height of the tree; or
  - Located on land adjacent to the development site that might influence the site or might be important as part of the local landscape character.
- Trees which are less than 75mm diameter at 1.5m above ground need not be accurately surveyed but should be indicated;
- Existing buildings/structures;
- Hard surfaces;
- Water courses;
- Overhead cables;
- Underground services including their routes and depths;
- Ground levels throughout the site;
- Location of all existing hedges, a list of the woody species that they contain, and details of any features within the hedge, e.g. banks or supporting walls;
- Soil type(s);
- Wildlife features (e.g. birds, nests, bat roosts - see Wildlife and Countryside Act 1981);
- Historical features; and
- Any other hard features.

The tree survey must also include the following information about the trees (that have a diameter greater than 75mm) which are indicated on the plan:

- Species (common and scientific name, where possible);
- Height;

- Diameter of the stem measured at 1.5m above ground level;
- Root Protection Area (RPA);
- Canopy spread of each tree for all four compass points;
- Age Class (e.g. young, semi-mature, mature, over-mature, etc);
- Assessment of the condition including trunk, crown, roots;
- Life expectancy (e.g. very long, long, medium, short, very short); and
- A full schedule of tree works including those to be removed and those remaining that require remedial works to ensure acceptable levels of risk and management in the context of the proposed development. The method of disposal of all arisings should also be included along with the precautions to be taken to avoid damage to Root Protection Areas and trees to be retained;
- Amenity value- both existing amenity value and proposed amenity value; and
- British Standard status - colour coded system identifying suitability for retention.

A schedule to the survey should list all the trees or groups of trees.

In assessing the amenity value of trees, regard should be given to three criteria:

1. Visibility: The extent to which the trees or woodlands can be seen from a public viewpoint (e.g. a footpath or road);
2. Size and Form: Taking into account factors such as the rarity of trees, their potential growth, and their value as a screen; and
3. Wider Impact: The significance of the trees in their local surroundings taking into account how suitable they are to their particular setting, as well as the presence of other trees in the vicinity.

All trees that are surveyed must be clearly tagged on site to enable their identification when considering the tree survey.

#### **Other Information:**

If you are unsure whether the development may affect trees you should, as a minimum, submit a site plan to a scale of 1:200 or 1:500 indicating the proposed development and location of tree trunks and the crown spread of all trees within falling distance of the boundary of the application site. Based on this site plan a tree survey may or may not be requested following a desktop review of aerial photographs and other spatial data.

