

Introduction

Oldham Council has produced this Validation Checklist in accordance with Planning Practice Guidance and paragraph 45 of the National Planning Policy Framework (NPPF). Paragraph 45 explains that local planning authorities should publish a list of their information requirements for applications for planning permission, and only request supporting information that is relevant, necessary and material to the application in question.

[Planning Practice Guidance](#) explains that in addition to being specified on an up-to-date list published on the local planning authority's website, information requested with a particular application must be:

- Reasonable having regard, in particular, to the nature and scale of the proposed development; and,
- About a matter which is reasonable to think will be a material consideration in the determination of the application.¹

If information required by an adopted checklist is not submitted with an application, where that information is considered by the Local Planning Authority to be reasonable and necessary to properly assess the application, the authority will be entitled to declare the application invalid.

Where an Applicant does not agree with the Council's request for information or plans required by this list (i.e. it is considered not necessary) they may wish to challenge any decision made where an application has been declared invalid. In such cases, applicants can make an appeal under Section 78 of the Town and Country Planning Act 1990 on the grounds of non-determination of the application.

Where a decision is made to declare an application invalid the Council will write to the agent (or applicant where there is no agent) within 10 working days.

In circumstances where all required information has been received the application will be validated from the date of its receipt. However, if a valid application is later found to be invalid following registration, the original validation date for processing the application will be disregarded.

¹ [section 62 \(4A\) of the Town and Country Planning Act 1990](#) (inserted by the Growth and Infrastructure Act) and [article 11\(3\)\(c\) of the Town and Country Planning \(Development Management Procedure\) \(England\) \(Order\) 2015](#).

Oldham Council Local List of Validation Requirements

Item	Criteria for Requirement	Policy	Commentary
(All items listed below to be provided as individual documents)			
Affordable Housing Statement	All Major development proposing new residential development.	Local Plan Policy 10 (Affordable Housing). PfE Policy JP-H2 (Affordability of New Housing)	Where known, the type and tenure of the affordable housing to be provided should be specified. In addition, where Vacant Building Credit is considered relevant, this should be specifically addressed within the Statement.
Air Quality Statement	All Major development within Air Quality Management Areas. Residential development of more than 50 dwellings. Major Development where more than 5,000 square metres of floorspace would be created. Development involving combustion, such as power stations, biomass and incineration. Any development proposing more than 50 car parking spaces.	PfE Policy JP-S5 (Clean Air) Local Plan Policy 9 (Local Environment)	
Application Fee	All applications where an application fee is mandated	The Town and Country Planning (Fees for Applications, Deemed	

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Item	Criteria for Requirement	Policy	Commentary
		Applications, Requests and Site Visits) (England) (Amendment) Regulations 2023	
Application Form	All applications where an application form is mandated	National Information Requirement	
Archaeological Impact Assessment	All development involving the conversion or change of use of a building formerly used by the textile industry (typically “mills”) or that would result in substantial demolition, excavation or the construction of new buildings within the curtilage of one of these buildings. All Development within a Conservation Area or within the curtilage of a Listed Building that would result in demolition, excavation or the construction of new buildings.	PfE Policy JP-P2 (Heritage) Local Plan Policy 24 (Historic Environment)	Seeks to fulfil the requirement of Section 16 (paragraph 207) of the National Planning Policy Framework (NPPF). “Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation”
Biodiversity Net Gain	All applications for planning permission, unless exempt from such requirements, must be accompanied by: Confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain	PfE Policy JP-G8 (A Net Enhancement of Biodiversity and Geodiversity) Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015	Where applicants consider that the development would not be subject to the biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out the reasons why they

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	condition; • The pre-development biodiversity value(s), <u>either on the date of application or earlier proposed date (as appropriate)</u>; • Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date; • <u>The completed metric calculation tool</u> showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value; • A statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('<u>degradation</u>'), and where they have: • a statement to the effect that these activities have been carried out; • the date immediately before these activities were carried out;		believe this is the case. Detailed guidance to provide greater clarity on how BNG will work within Greater Manchester, provide a consistent framework around planning applications, and help applicants understand submission requirements available through the link below: https://www.greatermanchester-ca.gov.uk/what-we-do/environment/natural-environment/biodiversity-net-gain/biodiversity-net-gain-in-greater-manchester/

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	- the pre-development biodiversity value of the onsite habitat on this date; - the completed metric calculation tool showing the calculations, and - any available supporting evidence of this. - A description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) on the land to which the application relates, that exists on the date of application, (or an earlier date); and - Plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable). Exceptions: If an Applicant considers that their development falls within one of the exemptions a BNG Statement is required setting out full justification		

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	for any such claim. (See detailed guidance notes below).		
Certificate of Ownership and Agricultural Land Declaration	All planning applications	National Information Requirement	
Coal Mining Risk Assessment	All Major Development and Minor Development within a Development High Risk Area (unless it meets one of the Coal Authority's exemptions, in which case the reason must be clarified with evidence that supports it).		Clarifies the requirement as being either a Coal Mining Risk Assessment or evidence of exemption, if the site lies within the High Risk Area
Contaminated Land Survey	All Major Development. All Minor Development involving new build residential, schools or hospitals. Changes of use to residential, schools or hospitals where the land has previously been used for industrial purposes.	PfE Policy JP-S1 (Sustainable Development) PfE Policy JP-S4 (Flood Risk and the Water Environment) PfE Policy JP-G3 (River Valleys and Waterways)	Requirement is for a Phase I Preliminary Risk Assessment. A further Phase II intrusive site investigation should be submitted where identified as necessary within the Phase I appraisal.
Crime Impact Statement	Residential developments involving fifty or more units. Office and commercial developments where more than 2,500 square metres is involved. All new build student accommodation.	PfE Policy JP-P1 (Sustainable Places) PfE Policy JP-C8 (Transport Requirements of New Development)	Reflects some of the recommendations of the Design For Security section of Greater Manchester Police.

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	Retail, hotel, health, leisure, recreation or public worship development involving more than 2,500 square metres of floorspace. Transport infrastructure stations or extensions thereof involving 1,000 square metres or more of floorspace.		
Design and Access Statement	All Major Development Applications for development in a designated area, where the proposed development consists of: - one or more dwellings; or - a building or buildings with a floor space of 100 square metres or more. Applications for listed building consent. (For the purposes of Design and Access Statements, a designated area means a World Heritage Site or a conservation area).	National Information Requirement	A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.
Ecological Assessment	All Major Development. Development involving the demolition of a building which has	PfE Policy JP-G2 (Green Infrastructure Network) PfE Policy JP-G8 (A Net	

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	the potential to support protected species. Minor development inside or within 50 metres of a Site of Special Scientific Interest or Site of Biological Importance. Minor development inside or within 10 metres of a Canal, a Green Corridor or Flood Zones 2 and 3.	Enhancement of Biodiversity and Geodiversity) Local Plan Policy 21 (Protecting Natural Environmental Assets)	
Employment & Skills Statement	Major development within one of the following categories: 100 or more dwellings 2,500 square metres of commercial floorspace (defined as Class E(g) Office / Light Industrial, B2 General Industrial, B8 Storage or Distribution, E(a) Retail, E(c) Financial and Professional Services) A mixed-use development where the thresholds above would be exceeded cumulatively.	PfE Policy JP-J1 (Supporting Long-Term Economic Growth) Local Plan Policy 14 (Supporting Oldham's Economy)	
Environmental Statement / Information for the purposes of a Screening Opinion	Environmental Statement: Any development falling with Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations	Town and Country Planning (Environmental Impact Assessment) Regulations 2017	

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	2017 Information sufficient to allow a Screening Opinion to be issued: Residential development for more than 150 units or on more than 5 hectares of land An urban development project for non-residential use (for example - but not limited to - offices, retail or leisure) on a site that exceeds 1 hectare Development for Class B2 General Industrial purposes involving new floorspace in excess of 1,000 square metres or on land exceeding 1 hectare in size. Any other development falling within Schedule 2 of the Environmental Impact Regulations		
Fire Statement	Buildings that are 18 metres or more in height, or 7 or more storeys and contain two or more dwellings or educational accommodation.	National Information Requirement Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021.	
Flood Risk Assessment	All Major Developments and Minor Developments within Flood Zones	PfE Policy JP-S4 (Flood Risk and the Water Environment)	

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	2, 3 and 3b. All Major Development and Minor Development in areas affected by surface water flooding issues, where this would introduce a more vulnerable use, such as residential, compared to the existing use. All development with a site area of more than 1 hectare. All developments in Flood Zone 1 where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime.	Local Plan Policy 19 (Water and Flooding)	
Health Impact Assessment	All applications for which an Environmental Impact Assessment is required.	PfE Policy P6 (Health)	During the consideration of the application the planning officer may determine that a Health Impact Assessment is required any planning application where, due to the nature or proximity to sensitive receptors, are likely to have a notable impact on health and wellbeing (in line with PfE Policy P6 (Health)).
Heritage Statement	All development proposed within a Conservation Area (including house extensions and partial or total demolition) All applications for Listed Building	PfE Policy JP-P2 (Heritage) Local Plan Policy 24 (Historic Environment)	The supporting text (and the NPPF) makes it clear that the information need only be proportionate to the importance of the asset and to the impact up on it.

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	Consent, or development that would affect their setting.		
Landscape Visual Impact Assessment	All Major Development within the Green Belt or Other Protected Open Land (OPOL). All Major Development elsewhere which would result in a significant impact on the character of an existing landscape or townscape.	PfE Policy JP-G1: Landscape Character PfE Policy JP-S1 (Sustainable Places) Local Plan Policy 21 (Protecting Natural Environmental Assets)	
Levels / Sections	All Major Development and Minor Development that would result in the erection of any new buildings or extensions of buildings, or for other applications on uneven sites.	PfE Policy JP-P1 (Sustainable Places)	Requires levels details for the majors, minors and house extensions. Alternatively, confirmation can be provided that changes in levels are not an issue for the proposal. Does not apply to house extensions at the rear of terraced houses.
Lighting Impact Assessment	Major and Minor development where external communal areas for car parking provision or outdoor amenity space is proposed with an area of more than 50 square metres. Development for outdoor recreation and sport. Development proposing floodlights Development within 10 metres of a Main River, body of open water,	PfE Policy JP-P1 (Sustainable Places) Local Plan Policy 9 (Local Environment)	

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Item	Criteria for Requirement	Policy	Commentary
	SSSI or SBI.		
Noise Impact Assessment	Major and Minor developments where noise could cause nuisance including development in Use Classes B2 (General Industrial) and B8 (Storage and Distribution). Development of noise sensitive uses (e.g. housing) adjacent to major sources of noise such as roads, railways, entertainment venues and industrial premises Evening economy uses including pubs, bars, hot food takeaways, casinos, cinemas, theatres and public performance venues. The creation of Class E(a) retail use with more than 500 square metres floorspace. Class E(d) fitness, indoor sport and recreation uses Class E(f) day nursery, creche and day centres uses Class F2(c) outdoor sport and recreation uses Other <i>sui generis</i> uses such as taxi business, scrap yards, minerals, vehicle breaking, waste disposal.	Local Plan Policy 9 (Local Environment) PfE Policy JP-P1 (Sustainable Places)	Alternatively, a robust justification and evidence could be provided to demonstrate why a Noise Impact Assessment is not necessary as there are no sensitive uses nearby that are capable of being affected by the proposed development.

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Item	Criteria for Requirement	Policy	Commentary
	All development generating significant levels of noise. New residential development in close proximity to existing or planned noise generating uses. New schools and hospitals		
Odour and fume assessment	New potentially odour or fume generating developments (such as pubs, restaurants, takeaways, Class B2 industrial uses, supermarkets, vehicle paint spraying and nail bars) in the vicinity of existing sensitive uses (such as residential, schools or hospitals) New sensitive uses (such as residential, schools and hospitals) in the vicinity of existing odour or fume generating uses (such as pubs, restaurants, takeaways, Class B2 industrial uses, supermarkets, vehicle paint spraying and nail bars) New residential uses within an allocated Employment or Mixed-Use area, as shown on the Allocations Map.	PfE Policy JP-P1 (Sustainable Places) Local Plan Policy 9 (Local Environment)	

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Item	Criteria for Requirement	Policy	Commentary
	Mixed use proposals comprising both odour or fume generating developments and sensitive uses Proposals that would involve the use of odour or fume extractors in the vicinity of existing sensitive uses		
Open Space, Sports, and Recreation Statement	All Major development. Minor development that would result in the loss, or partial loss, of existing open space (including informal open space), sports and recreational buildings and land (including playing fields)	Local Plan Policy 23 (Open Spaces and Sports) PfE Policy JP-P7 (Sport and Recreation)	Major residential developments require provision of (or contributions in lieu of) public open space to meet the requirements of Local Plan Policy 23. Developments that would result in the loss of open space will be required to provide replacement open space elsewhere in accordance with Local Plan Policy 23. Policy JP-P7 requires new development to provide new and/or improved existing facilities commensurate with the demand they would generate. The provision of sports facilities will be determined by individual local authorities through an evidence based approach
Plans and Drawings	All applications for development must include the following:	National Information Requirement	

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	1:1250 Site Location Plan Existing and Proposed Site Plan at a scale of 1:200 or 1:500 based on a site survey. This should show, as a minimum: a) The direction of North; b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries; c) All the buildings, roads and footpaths on land adjoining the site including access arrangements; d) The species, position and spread of all trees within 12 metres of any proposed building works; e) The extent and type of any hard surfacing; f) Boundary treatment including walls or fencing where proposed. Existing and Proposed Elevations Existing and Proposed Roof Plan		

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	Existing and Proposed Floor Plans		
Planning Statement	All Major development		A statement is a helpful way of setting out the proposals, the relevant considerations, and justification for them.
Residential Standards, Accessibility and Adaptability Statement	All new residential development including conversions, mixed use development, houses in multiple occupancy and student accommodation.	PfE Policy JP-H3 (Type, Size and Design of New Housing)	Requires evidence of compliance with national minimum space standards, together with evidence of how this has been worked out and a schedule of unit sizes. The statement must also demonstrate how the principles of Category M4(2) “Accessible and adaptable dwellings” Approved Document M: access to and use of buildings, volume 1: Dwellings has been taken into account in the design of the development, or how specific site conditions make compliance with the requirements of Category M4(2) impracticable
South Pennines Special Area of Conservation SAC) and Special Protection Areas (SPA) Impact Assessment	Development: a) Within 400m of the SAC and SPAs boundaries, no development will be permitted, unless, as an exception, the development and/or its use	Policy JP-G5 (Uplands)	Policy JP-G5 (Uplands) seeks to ensure that new development does not have an adverse impact on protected habitats of the South Pennine Moors SAC, the Peak District Moors SPA and the South Pennine Moors Phase 2 SPA from

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	would not have an adverse effect on the integrity of the SAC or SPAs; b) Within 2.5km of the SAC and SPAs boundaries, applications for new development should be accompanied by an assessment to determine if the development site provides foraging habitats for the qualifying bird species of the SPAs. If foraging habitats are found on site, appropriate avoidance and/or mitigation measures will be required.		urban edge effects, loss of and/or disturbance to functionally linked habitats and recreation disturbances. Further information on the implementation of the policy can be found at Supplementary Planning Documents Supplementary Planning Documents Oldham Council
Sustainability, Carbon and Energy Statement	All Major and Minor development that creates new floorspace. All changes of use that create new dwellings, either by conversion or subdivision.	PfE Policy JP-S2 (Carbon and Energy) PfE Policy JP-S3 (Heat and Energy Networks)	Further guidance for this requirement can be found here: https://www.greatermanchester-ca.gov.uk/what-we-do/planning-and-housing/strategic-planning/places-for-everyone/net-zero-design-guidance/
Sustainable Drainage System and Maintenance Strategy	All Major developments Development with surface water drainage in an area at risk of flooding such as flood zones 2 or 3, or at risk of surface water flooding	PfE Policy JP-S4 (Flood Risk and the Water Environment)	You should include all the information set out in: section 6 of the site-specific flood risk assessment checklist What information on sustainable drainage needs to be submitted with a planning application

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			Further guidance can be found here: https://tfgm.com/strategy/streets-for-all (Please see “Greater Manchester Sustainable Drainage Design Guide”).
Telecommunications Development Plan	All proposals for telecommunications development including Prior Notification applications under Part 24 of the Schedule 2 of the Town & Country Planning (General Permitted Development) Order 2015 (as amended)	Policy JP-D1 (Infrastructure Implementation) PfE Policy JP-C2 (Digital Connectivity)	Requires evidence of compliance with ICNIRP, site selection, consultation etc An infrastructure phasing and delivery strategy is required to be agreed by the local planning authority for sites where build out will be delivered by different developers or in phases. This strategy must outline what needs to be provided by when and who will fund and deliver it.
Town Centre Uses – Sequential Assessment / Impact Assessment	For applications for Main Town Centre Uses which are neither in an existing Centre nor in accordance with the Local Plan. Where retail and leisure developments are outside town centres, and where more than 2,500m ² of gross floor space is proposed, an Impact Assessment is required.	Local Plan Policy 15 (Centres)	Main town centre uses should be located in town centres, then in edge of centre locations; and only if suitable sites are not available (or expected to become available within a reasonable period) should out of centre sites be considered. Impact Assessments should include the assessment of: a) the impact of the proposal on existing, committed and planned public and private

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			investment in a centre or centres in the catchment area of the proposal; and b) the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme).
Transport Assessments, Transport Statements and Travel Plans	All developments which generates significant amounts of transport movement. Transport Assessments are thorough assessment of the transport implications of development. Transport Statements are a lighter touch evaluation to be used where this would be more proportionate through the potential impacts of the development (i.e. in the case of developments with anticipated limited transport impacts). Planning applications which are required to be accompanied by a	PfE Policy JP-C8 (Transport Requirements of New Development)	Planning applications will be accompanied by a Transport Assessment / Transport Statement and Travel Plan where appropriate, in order to assess impacts and determine the most appropriate mitigation on the SRN and local transport network. Where a Transport Assessment is required, this should start with a vision of what the development/allocation is seeking to achieve and then test a set of scenarios to determine the optimum design and transport infrastructure to realise this vision. Consultation should be undertaken, at pre-application stage, with the relevant local highway authorities to agree which committed

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	Transport Assessment will need to consider air quality impacts on Holcroft Moss, within the Manchester Mosses Special Area of Conservation (SAC). Any proposals that would result in increased traffic flows on the M62 past Holcroft Moss of more than 100 vehicles per day or 20 Heavy Goods Vehicles (HGVs) per day must devise a scheme-specific range of measures to reduce reliance on cars, reduce trip generation and promote ultra-low emission vehicles and provide a contribution towards restoration measures in accordance with the Holcroft Moss Habitat Mitigation Plan.		developments / allocations and which potential transport interventions should be considered, with reference to Appendix D (pf PfE), as appropriate. Further guidance on the implementation of PfE Policy JP-C8 can be found here: https://www.greatermanchester-ca.gov.uk/what-we-do/planning-and-housing/strategic-planning/places-for-everyone/joint-supplementary-planning-documents/holcroft-moss-planning-obligations-spd/ Additional information can also be found here: Travel Plans, Transport Assessments and Statements - GOV.UK
Tree Surveys: - Arboricultural Impact Assessments - Tree Constraints Planning - Tree Protection Planning - Mitigation Planting Plan Method Statements	Where there are Tree Preservation Orders on the application site (or within 10m of the boundary of the application site). Applications in a Conservation Area where there are trees on the application site or within 10m of the boundary of the application site). Development that would result in	PfE Policy JP-G7 (Trees and Woodland)	

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	the loss of trees to accommodate a proposed development.		
Viability Assessment	Where an applicant wishes to make a case that a development is not viable, and therefore cannot conform to planning policy requirements, they should provide clear evidence in viability appraisal.	PfE Policy JP-D2 (Developer Contributions) Local Plan Policy 10 (Affordable Housing) and PfE Policy JP-H2 (Affordability of New Housing) Local Plan Policy 23 (Open Spaces and Sports) and PfE Policy JP-P7 (Sport and Recreation) Local Plan Policy 25 (Developer Contributions)	Confirmation should also be provided that the Applicant is in principle (subject to a quote) willing to meet the costs of the Viability Assessment being tested by a third party.

DETAILED INFORMATION RELATING TO VALIDATION CHECKLIST REQUIREMENTS AND ASSOCIATED GUIDANCE

Affordable Housing Statement	[reserved]
Air Quality Statement	[reserved]
Application Fee	Planning fees in England are set nationally by the government and are detailed in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, as amended Which applications are subject to a planning application fee? Applications which are subject to a planning application fee include (but are not limited to): • applications for planning permission, including technical details consent and ‘retrospective applications’ where development has already taken place • applications for permission in principle • applications for the approval of reserved matters following the grant of planning permission in outline • applications under section 73 of the Town and Country Planning Act 1990 to vary a condition following the grant of planning permission • applications made by local planning authorities for the development of any of their own land within their area, or for development by themselves (whether alone or jointly) of other land in their area • applications for ‘prior approval’ of permitted development • ‘deemed’ applications • applications for lawful development certificates • requests for written confirmation of compliance with a planning condition • applications for consent to display advertisements • applications (for valuation purposes) for Certificates of Appropriate Alternative Development, under section 17 of the Land Compensation Act 1961 • site visits for the monitoring of landfill and minerals permissions

	Which planning applications are not subject to planning fees? No planning application fee is required for the following types of application: • applications for consents (other than ‘reserved matter’ approvals) required by a condition imposed on an outline permission (but a fee is payable for a request for written confirmation of compliance with a planning condition) • applications for listed building or scheduled monument consent • applications under section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 for discharge of a condition imposed on a listed building consent • applications to demolish an unlisted building in a conservation area (these are exempt under regulation 5A of the 2012 Fees Regulations as amended) • applications for certificates of immunity from listing, under section 6 of the Planning (Listed Buildings and Conservation Areas) Act 1990 • applications for approvals under the Building Regulations, for which charges are fixed locally under separate legislation • applications for review of old mining permissions under Schedule 2 of the Planning and Compensation Act 1991 and mineral permissions under Schedules 13 and 14 of the Environment Act 1995 • work on the preparation of planning obligations in the form of section 106 agreements • applications for consent to lop or fell trees subject to tree preservation orders • applications under the Commons Act 2006 to register a village green or other common land
Application Form	[reserved]
Archaeological Impact Assessment	[reserved]
Biodiversity Net Gain	Biodiversity net gain is a way of creating and improving biodiversity by requiring development to have a positive impact (‘net gain’) on biodiversity. In England, biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021). This statutory framework is referred to as ‘biodiversity net gain’ in Planning Practice Guidance to distinguish it from other or more general biodiversity gains. Under the statutory framework for biodiversity net gain, subject to some exceptions, every grant of planning permission is deemed to have been granted subject to the condition that the biodiversity gain objective is met (‘the biodiversity gain condition’). This objective is for development to deliver at least a 10% increase in biodiversity value relative to the pre-development biodiversity value of the onsite

	habitat. This increase can be achieved through onsite biodiversity gains, registered offsite biodiversity gains or statutory biodiversity credits. The biodiversity gain condition is a pre-commencement condition: once planning permission has been granted, a Biodiversity Gain Plan must be submitted and approved by the planning authority before commencement of the development. There are exemptions and transitional arrangements which disapply the condition from certain planning permissions, as well as special modifications for planning permissions for phased development and the treatment of irreplaceable habitats. The statutory framework for biodiversity net gain also includes provisions about information requirements for planning applications and the treatment of the condition on decision notices on the grant of planning permission. The relevant primary legislation for the statutory framework for biodiversity net gain is principally set out under Schedule 7A (Biodiversity Gain in England) of the Town and Country Planning Act 1990. This legislation was inserted into the 1990 Act by Schedule 14 of the Environment Act 2021, and was amended by the Levelling Up and Regeneration Act 2023. The Biodiversity Gain (Town and Country Planning) (Consequential Amendments) Regulations 2024 made consequential amendments to other parts of the 1990 Act. The biodiversity net gain regulations most directly relevant to planning are: • The Environment Act 2021 (Commencement No. 8 and Transitional Provisions) Regulations 2024 which requires biodiversity net gain for most types of new planning applications and provides transitional arrangements for section 73 permissions. • The Biodiversity Gain Requirements (Exemptions) Regulations 2024 which prescribe exemptions for categories of development to which biodiversity net gain does not apply. • The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024 which amend the Town and Country Planning (Development Management Procedure) (England) Order 2015 and the Town and Country Planning (Section 62A Applications) (Procedure and Consequential Amendments) Order 2013 to include provisions in respect of applications for planning permission and the submission and determination of Biodiversity Gain Plans, as well as modifications of Schedule 7A of the Town and Country Planning Act 1990 for phased development.
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	• The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024 which set out the modifications for irreplaceable habitat. In addition, there are regulations for the Biodiversity Gain Site register established under section 100 of the Environment Act 2021 for registered offsite biodiversity gains. The developments listed in this guide are exempt from BNG rules: Existing planning applications - If a planning application for a development was made before day one of mandatory BNG on 12 February 2024, the development is exempt from BNG. Variations of planning permission - Transitional arrangements also apply for variations to existing planning permissions. There is more information in the planning practice guidance. Developments below the threshold - A development that does not impact a priority habitat and impacts less than: • 25 square metres (5m by 5m) of on-site habitat • 5 metres of on-site linear habitats such as hedgerows A development ‘impacts’ a habitat if it decreases the biodiversity value. Find out more about this exemption. Householder applications - These are applications made by householders as defined within article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. It includes, for example, small projects like home extensions, conservatories or loft conversions. Self-build and custom build applications - You must meet all of the following conditions to qualify for an exemption as a self-build or custom build. The development must: • consist of no more than 9 dwellings • be on a site that has an area no larger than 0.5 hectares • consist exclusively of dwellings that are self-build or custom housebuilding as defined in section 1(A1) of the Self-build and Custom Housebuilding Act 2015 Find out more about what qualifies as self-build and custom housebuilding.
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	Biodiversity gain site - Developments undertaken mainly for the purpose of fulfilling the BNG planning condition for another development are exempt. High speed rail transport network - An exemption applies to any development forming part of, or ancillary to, the high-speed railway transport network, comprising connections between all or any of the places or parts of the transport network specified in section 1(2) of the High Speed Rail (Preparation) Act 2013. Other exemptions - The following are exempt by the Environment Act 2021: • urgent crown developments • developments that are granted planning permission by a development order (including permitted development rights) What information must an applicant submit as part of a planning application if they believe that the statutory biodiversity gain condition applies to the development? Where an applicant believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015: • confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition; • the pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate); • where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date; • the completed metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value; • a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have: • a statement to the effect that these activities have been carried out;
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	• the date immediately before these activities were carried out; • the pre-development biodiversity value of the onsite habitat on this date; • the completed metric calculation tool showing the calculations, and • any available supporting evidence of this; • a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) on the land to which the application relates, that exists on the date of application, (or an earlier date); and • plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable). • Completed post-development habitat map • A BNG statement or draft Biodiversity Gain Plan setting out the BNG strategy • Statutory Biodiversity Metric with completed post-development If this information has not been provided, the local planning authority will likely refuse to validate the application. Within the planning application form applicants will be asked to confirm whether this information accompanies the application. Where these details have been provided elsewhere in accompanying documents, applicants are encouraged to cross-reference to these rather than duplicate this information within the application form. Applicants should be aware that local planning authorities may request further information relating to biodiversity net gain as part of the planning application. The Greater Manchester Combined Authority have prepared guidance on the process for verifying and auditing habitat banks that come forward for Section 106 agreements in Greater Manchester. In terms of information that is submitted as part of planning application this also needs to be followed - gm-habitat-bank-verification-and-auditing-guidance.pdf
Certificate of Ownership and Agricultural Land Declaration	A certificate which applicants must complete that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and

	agricultural tenants). The forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015. Certificate A – Sole Ownership and no agricultural tenants This should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants. Certificate B – Shared Ownership (All other owners/agricultural tenants known) This should be completed if the applicant is not the sole owner, or if there are agricultural tenants, and the applicant knows the names and addresses of all the other owners and/or agricultural tenants. Certificate C – Shared Ownership (Some other owners/agricultural tenants known) This should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants. Certificate D – Shared Ownership (None of the other owners/agricultural tenants known) This should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants. An ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner. An ‘agricultural tenant’ is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.
Coal Mining Risk Assessment	If your site is in the Development High Risk Area, for most planning applications you will need to submit a Coal Mining Risk Assessment (CMRA) to your local planning authority. The CMRA should identify coal mining features present and the risks these pose. It should then set out any investigatory works and the remedial or mitigation measures needed. The CMRA should demonstrate to the local planning authority that the site can be made safe and stable for the proposed development.

	If a site contains mine entries, their exact location should be established by intrusive site investigations and the findings set out in the report, specifically when the layout of the development is being considered or the quantum of development is identified. This is to demonstrate to the local planning authority that the layout of the development has been informed by the location of the mine entries and any necessary ‘no-build’ zones. Mining Remediation Authority policy is that building over the top of, or in close proximity to, mine entries should be avoided wherever possible, even after they have been capped. View the Mining Remediation Authority’s policy on building on or within the influencing distance of mine entries To minimise the risks to public health and safety, and related liabilities, it is important that wherever your site is located, you make appropriate consideration of the risks posed by coal mining features. Check if your site is in a high risk area on the coalfield You can use the Mining Remediation Authority’s interactive map viewer to see if your site is likely to be in a Development High Risk Area and needs a CMRA to support your planning application. It is recommended that you contact your local planning authority for confirmation of this. Find your local planning authority The Mining Remediation Authority, in its role as statutory consultee, does not require the submission of CMRA for some types of application or forms of development, these are listed on the exemptions list. If you are submitting a planning application in a Development Low Risk Area then there is no statutory requirement to submit a CMRA to the local planning authority. However, the proposed development still lies within a coal mining area and could contain unrecorded hazards. If any coal mining feature is encountered, immediately report it to the Mining Remediation Authority’s 24/7 hazard line on 0800 288 4242.
Contaminated Land Survey	Section 15 of the National Planning Policy Framework states that where a site is affected by contamination or land stability issues, responsibility for securing a safe development rests with the developer and/or landowner.

Crime Impact Statement	[reserved]
Design and Access Statement	Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long. What should be included in a Design and Access Statement accompanying an application for planning permission? A Design and Access Statement must: (a) explain the design principles and concepts that have been applied to the proposed development; and; (b) demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account. A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly. Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed. What should be included in a Design and Access Statement accompanying an application for listed building consent? Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of: (a) the special architectural or historic importance of the building;

	(b) the particular physical features of the building that justify its designation as a listed building; and (c) the building's setting. Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above. Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed. Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a Design and Access Statement. Applications to amend the conditions attached to a planning permission do not need to be accompanied by a Design and Access Statement.
Ecological Assessment	[reserved]
Employment & Skills Statement	[reserved]
Environmental Statement / Information for the purposes of a Screening Opinion	[reserved]
Fire Statement	What information must a fire statement contain? Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list): • the principles, concepts and approach relating to fire safety that have been applied to each building in the development; • the site layout; • emergency vehicle access and water supplies for firefighting purposes;

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	• what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this; and, • how any policies relating to fire safety in relevant local development documents have been taken into account. The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a fire statement is focused on fire safety matters as they relate to land use planning.
Flood Risk Assessment	You need to do a FRA for all development (including minor development and changes of use) proposed: • in flood zones 2, 3 or 3b • within flood zone 1 with a site area of 1 hectare or more • in areas with critical drainage problems • within flood zone 1 where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime • that increases the vulnerability classification and may be subject to sources of flooding other than rivers or sea
Health Impact Assessment	[reserved]
Heritage Statement	Historic England Good Practice Advice notes (GPAs) and Historic England Advice Notes (HEANs) [inc. Advice Note 12 - Statements of Heritage Significance: Analysing Significance in Heritage Assets] Historic Environment Record Greater Manchester Archaeological Advisory Service
Landscape Visual Impact Assessment	[reserved]
Levels / Sections	[reserved]
Lighting Impact Assessment	See guidance produced by the Institution of Lighting Professionals
Noise Impact Assessment	[reserved]
Odour and Fume Assessment	[reserved]
Open Space, Sports, and Recreation Statement	[reserved]
Plans and Drawings	Location Plan: A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. It should identify

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	sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
Planning Statement	This provides an opportunity to set out the case in support of the proposed scheme and should identify the context and need for a proposed development and include an assessment of how the proposed development accords with relevant national, regional and local planning policies. If not wholly policy compliant, it should also set out what other material considerations exist which might outweigh the non-compliance with policy. The statement should also include any social, economic, environmental or regeneration benefits from the proposed development.
Residential Standards, Accessibility and Adaptability Statement	[reserved]
South Pennines Special Area of Conservation SAC) and Special Protection Areas (SPA) Impact Assessment	[reserved]
Sustainability, Carbon and Energy Statement	[reserved]
Sustainable Drainage System and Maintenance Strategy	You need to include a sustainable drainage strategy if your application is for: • major development with surface water drainage • development with surface water drainage in an area at risk of flooding such as flood zones 2 or 3, or at risk of surface water flooding You should include all the information set out in: • section 6 of the site-specific flood risk assessment checklist

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	What information on sustainable drainage needs to be submitted with a planning application Your sustainable drainage strategy can be a separate document or be part of a FRA.
Telecommunications Development	[reserved]
Town Centre Uses – Sequential Assessment / Impact Assessment	[reserved]
Transport Assessments, Transport Statements and Travel Plans	Travel Plans: The National Planning Policy Framework sets out that all developments which generate significant amounts of transport movement should be required to provide a Travel Plan. Local planning authorities must make a judgement as to whether a proposed development would generate significant amounts of movement on a case-by-case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development which proposes no car parking in an area of high public transport accessibility). Assessment will take into account the following considerations: - the Travel Plan policies of the Local Plan; - the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Travel Plan); - existing intensity of transport use and the availability of public transport; - proximity to nearby environmental designations or sensitive areas; - impact on other priorities/ strategies (such as promoting walking and cycling); - the cumulative impacts of multiple developments within a particular area; - whether there are particular types of impacts around which to focus the Travel Plan (eg minimising traffic generated at peak times); and, - relevant national policies, including the decision to abolish maximum parking standards for both residential and non-residential development.
Tree Surveys	British Standard BS 5837:2012
Viability Assessment	Any Viability Appraisal should follow the government's recommended approach to assessing viability as set out in the National Planning Practice Guidance and be proportionate, simple and transparent.

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	Viability Appraisals should be prepared on the basis that they will be made publicly available. Viability appraisals are subject to independent review by the Council's appointed assessors, with the cost to be met by the applicant – further detail is available by contacting the Development Management Service.
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Electronic Submission Requirements

1. Electronic File Specifications:

- a) Unless prior arrangements have been made, no individual file shall be greater than 10MB in size – larger documents should be split into smaller files and clearly labelled (both electronic file name and within the file itself) as Part 1, Part 2 etc.;
- b) All supporting reports should be in PDF format;
- c) Additional material may be submitted via online file transfer by prior arrangement.

2. Plans/Drawings:

- a) Drawings to be single layer, scalable PDF format (ideally to PDF/A standard). CAD files will not be accepted, except in the case of drawings containing drainage layouts or highway layouts e.g. swept-path analysis, which should be submitted in both file formats;
- b) Drawings to be submitted at A3 paper size where possible. All drawings to be on recognised ISO 'A' paper size;
- c) Each drawing to contain a 'Title Box' including:
 - i) Site address/name;
 - ii) Title of drawing (including whether existing or proposed);
 - iii) Date of drawing;
 - iv) Drawing reference/number inc. revision number/letter;
 - v) Scale of drawing;
 - vi) Paper size.
- d) Each drawing to contain a scale bar and 'North' compass point;
- e) Annotations/disclaimers such as 'Not to scale' or 'Do not scale' are not accepted. Drawings must be drawn true to the stated scale. N.B. This does not disqualify disclaimers such as 'All construction information should be taken from figured dimensions only';
- f) Key external dimensions to be marked on drawings (e.g. depth/width of proposed rear extension on floorplans, height of proposed extension on elevations);
- g) Scanned drawings to be minimum 200dpi resolution;

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- h) Orientation of PDF files to match original orientation of drawing sheet;
- i) Summary list/schedule of drawings to be supplied, including drawing title, reference, description & paper size.

3. Supporting Documents:

- a) All supporting documents (including letters, reports, photographs etc.) must be submitted in PDF format (ideally to PDF/A standard).

4. Electronic File Naming:

- a) All electronic document names to clearly include type, title and reference e.g. 'DRAWING - PROPOSED-FLOORPLAN – 12345 REV.A' or 'REPORT – NOISE-IMPACT-ASSESSMENT – REV.C'