

Planning Validation Checklist National and Local List of Requirements

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1. Introduction

This document has been produced to help users of Sefton Borough Council's Planning Service when submitting applications for planning permission or other similar consents.

As part of the drive to provide a quicker, more predictable and efficient planning service, the Government introduced new information requirements for the validation of planning applications by Local Planning Authorities in 2007.

There are two elements to the new validation requirements:

- A national list of mandatory information that must be submitted with every planning application; and
- A local list of additional information that will be required when making an application to Sefton Borough Council

The Local List clearly sets out the information requirements for different types of planning applications within Sefton and includes:

- When/why information is needed;
- What sort of information is required; and
- Where to get further guidance.

The local list formalises the submission of information that is required before applications can be registered. Consequently, everyone involved in the planning application process will enjoy greater certainty and consistency as to what information is required to accompany different applications, whilst avoiding inappropriate delays in the validation process. The level of information needs to be proportionate to the size and type of application and the local list requires only information that is essential to the consideration of the application. Further information may be requested by the Council during the consideration of the application to address site specific requirements or issues that may arise following registration. This latest review of the Local Validation List reflects recent national and local planning policy and guidance.

Validation

It is essential to refer to both the national and local lists of requirements **before** formally submitting a planning application. If an application is submitted that does not meet both the national and local requirements then we will be able to state that the application is invalid and refuse to determine it. Applicants are therefore strongly encouraged to discuss the list of requirements with us before submitting an application. Where an application is invalid, we will write to explain what information is needed and indicate a period within which it must be provided. To avoid any delay, it is in the interests of applicants to ensure all the relevant information is provided at submission.

Pre-Application Service

Discussions prior to the submission of an application are an important stage in ensuring that they are complete in terms of their information requirements. Advice at this stage of the process can be sought from the Local Planning Authority through the Pre-Application Service. For further information please go to the Council's website: www.sefton.gov.uk/preapp. Where an applicant chooses to use the Pre-Application Service, advance guidance and agreement on the range of supporting documents that will be required to accompany a valid planning application will be given when sufficient background information has been provided.

General advice on plans and drawings

If the drawings you send us don't contain sufficient detail, the registration of a planning application may be delayed until revised or additional drawings are submitted. Detailed drawings are the most important part of a planning application. It is essential that the drawings are of a suitable standard, include all the relevant information necessary to illustrate the proposed development in detail, and be capable of being scanned and displayed electronically. Applicants are encouraged to follow the advice below. Further information is also available on the Planning Portal. (www.planningportal.co.uk) Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice.

The Location Plan must show the site outlined in red at a metric scale of 1:1250 or 1:2500 with a north point and two named roads (note that some sites have only one road nearby and in these exceptional cases the single road must be named and the location of the site must be clearly identifiable from the plan). Any other adjoining land owned by the applicant must be outlined in blue on the plan. The location plan should ideally be provided on a separate sheet of paper to aid consultation.

All plans and drawings must be accurately drawn, using a conventional metric scale such as 1:100 or 1:50, and must be drawn true to the stated scale(s). **Plans/drawings must include a scale bar or a dimension** and must not contain disclaimers such as 'not to scale' and 'do not scale' (except for perspective drawings). All elevations of proposed development must be shown, with corresponding existing elevation drawings. For applications that propose no changes to any elevations, and clearly state that this is the case, elevation drawings are not required. The clearest way to present proposals is to group 'existing' and 'proposed' drawings side by side, using the same scale for both.

Each plan/drawing should have a title box stating: the address and proposal; the title of the drawing (for example 'existing rear elevation, proposed floor plan'); and the date, scale of the drawing and the drawing number, with revisions clearly identified. Fully annotated plans and drawings are more understandable (for example a line between two properties could be annotated to say 'boundary fence').

Online planning applications

Online planning applications are simple and easy to make using the Planning Portal:

www.planningportal.co.uk Use the forms and tools to create your proposal, calculate your fee and add any attachments. You can also pay the fee before you submit your proposal direct to us.

Validation Criteria

For any application to be registered as a valid application, it must be accompanied by the relevant forms, plans and associated details necessary to provide sufficient information for the determination of the application. The specified national criteria are mandatory and must be strictly adhered to if an application is to be accepted as valid. The Town and Country Planning (Development Management Procedure) Order 2015 (DMPO) requires, as a minimum, that an application for planning permission includes the items set out in the national list. It is highly recommended that applications be submitted through planning portal (www.planningportal.co.uk), but if you prefer not to submit electronically or unable to, one copy of an application form, location plan, plans and drawings and, if necessary, the Design and Access Statement are required. For paper submissions which are supported by many paper drawings and documents, a CD/DVD containing electronic copies of such drawings and documents is also requested as this will help speed up the registration process of your application.

Local List Validation Requirements

This list sets out the local validation requirements (listed alphabetically). For each item, the following guidance is given:

- Where and when the item of information is required,
- What the policy background of the need is;
- Links to further sources of guidance/help.

Please note that this table lists the documents required to accompany planning applications before they are validated. Whilst guidance is provided for each item, the nature and extent of the information required will depend upon the individual site and proposal. The list is not exhaustive, and **it is possible that once an application has been validated, further information may have to be submitted for the application to be determined.** The list does not therefore limit the council's ability to request additional information should further issues arise during the planning application determination period. Sufficient information will be required in order for your application to be successful. **However, should you consider that some or all of the local validation requirements are not necessary, a statement confirming why such information is not required would need to be included with your submission to make the application valid.** This does not, however, prevent further information being requested by the Council during the consideration of the application and could result in the application being refused if the Council believe there is a lack of information to assess the development.

To understand which items can be required for different types of application, use the application type checklists.

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2. Definitions

Where reference is made to a 'major' application, this means development involving any one or more of the following:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where—
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c) (i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.

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3. Validation Checklist for each application type

3.1 Householder

Validation Checklist

Criteria	Tick
Application form [guidance]	
Location plan [guidance]	
Plans and Drawings [guidance]	
Correct fee [guidance]	
Tree Survey [guidance]	

If making a dual application for Listed Building Consent, please also refer to the Listed Building Consent validation checklist.

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3.2 Full or Reserved Matters

Validation Checklist

Criteria	Tick
Application form [guidance]	
Location plan [guidance]	
Plans and Drawings [guidance]	
Correct fee [guidance]	
Some of the requirements below depend on the proposal, see guidance for details.	
Criteria	Tick
Affordable Housing Statement [guidance]	
Air Quality Assessment [guidance]	
Archaeological Assessment [guidance]	
Coastal Change Management Area Vulnerability Assessment [guidance]	
Design and Access Statement [guidance]	
Ecological Survey and Report [guidance]	
Environmental Statement [guidance]	
Flood Risk Assessment [guidance]	
Heritage Statement [guidance]	
Landscaping Principles [guidance]	
Noise Assessment [guidance]	
Sustainable Drainage Strategy [guidance]	
Town Centre Uses – Sequential Test/Impact Assessment [guidance]	
Transport Statements, Transport Assessments and Travel Plans [guidance]	
Tree Survey [guidance]	
Viability Appraisal [guidance]	

If making a dual application for Listed Building Consent, please also refer to the Listed Building Consent validation checklist.

If making a dual application for Advertisement Consent, please also refer to the Advertisement Consent validation checklist.

3.3 Listed Building Consent

Validation Checklist

Criteria	Tick
<p>If the building is a Listed Building and you plan to make any changes, either externally or internally to the building or any objects and structures associated with that building including boundary walls, gates etc you will require listed building consent. If you are unsure as to whether works you wish to carry out require Listed Building Consent then please contact the planning department for further guidance.</p> <p>Additional detailed scale drawings and information may need to be provided in order to describe the works which are the subject of the application. Detailed drawings must be to a scale of no less than 1:20 and should include all details of the work to be carried out (for example all new doors, shop fronts, panelling, fireplaces, plaster moulding and other decorative details) they must also indicate the relationship of the proposed works to adjacent existing structures/details. Where the proposal involves the replacement of windows on a Listed Building then sectional details of the proposed windows (at scale 1:5) will be required and include vertical and horizontal sections.</p> <p>For more general information on Listed Buildings please see the Listed Building Advisory leaflet.</p> <p>https://www.sefton.gov.uk/media/261776/Listed-Buildings-Advisory-Leaflet_2012.pdf</p>	
Application form [guidance]	
Location plan [guidance]	
Plans and Drawings [guidance]	
Design and Access Statement [guidance]	
Heritage Statement [guidance]	

3.4 Advertisement Consent

Validation Checklist

Criteria	Tick
Application form [guidance]	
Location plan [guidance]	
The drawing of the proposed advertisement must: Be at a scale of 1:20 or 1:50, show the size of the advertisement and its position on the land or the building in question, show how you propose to either attach the advertisement to the building or how it will stand within the site, indicate the materials and colours to be used, show the height above ground, where it would project from a building, the extent of projection and provide details of the method and colour(s) of illumination, if applicable. Photographs and photomontages will also be of assistance.	

If making a dual application for Listed Building Consent, please also refer to the Listed Building Consent validation checklist.

3.5 Outline Consent

Validation Checklist

Criteria	Tick
Application form [guidance]	
Location plan [guidance]	
Plans and Drawings [guidance]	
Correct fee [guidance]	
Applications for outline planning permission generally need not give details of any proposed reserved matters unless the matters include access. However if the Council receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it must notify the applicant within one month from the receipt of the application that it is unable to determine it unless further details are submitted. The council should also specify what further details are needed.	
Some of the requirements below depend on the proposal, see guidance for details.	
Criteria	Tick
Affordable Housing Statement [guidance]	
Air Quality Assessment [guidance]	
Archaeological Assessment [guidance]	
Coastal Change Management Area Vulnerability Assessment [guidance]	
Design and Access Statement [guidance]	
Ecological Survey and Report [guidance]	
Environmental Statement [guidance]	
Flood Risk Assessment [guidance]	
Heritage Statement [guidance]	
Landscape Principles [guidance]	
Noise Assessment [guidance]	
Sustainable Drainage Strategy [guidance]	
Town Centre Uses – Sequential Test/Impact Assessment [guidance]	
Transport Statements, Transport Assessments and Travel Plans [guidance]	
Tree Survey [guidance]	
Viability Appraisal [guidance]	

3.6 Tree Works

Validation Checklist

Criteria	Tick
<p>Application form [guidance]</p> <p>**For works to trees in Conservation Areas, please see below.</p>	
<p>For works to trees protected by a Tree Protection Order, the following information must be provided: A completed and dated application form, with all mandatory questions answered, a sketch plan showing the location of all trees, a full and clear specification of the works to be carried out, statement of reasons for the proposed work; and evidence in support of statement of reasons, where required by the standard application form.</p> <p>For works to trees in Conservation Areas, it is important to supply precise and detailed information on the proposal. In this regard, whilst not compulsory, it is strongly advised that you provide the information on an application form, with all questions answered, sketch plan showing the precise location of all tree(s), and a full and clear specification of the works to be carried out.</p> <p>Please note:</p> <ul style="list-style-type: none">• Comprehensive guidance notes accompany the statutory form.• If the application is to remove a tree due to its condition the submission must include a report in writing from a qualified arboricultural expert• If the applicant is alleging damage to property, then again reports are required from the appropriate technical experts	

3.7 Lawful Use or Development

Validation Checklist

Criteria	Tick
Application form [guidance]	
Location plan [guidance]	
Plans and Drawings [guidance]	
Correct fee [guidance]	
For existing development, as much information and evidence as possible must be supplied to verify the information included in the application. For example: statutory declaration from person/persons with knowledge of the existing use/works carried out, plans and drawings, sworn affidavits from previous employees, suppliers, contractors etc. who have had dealings with a business in the past, receipts and invoices for goods and services, vehicle registration documents, VAT receipts for commercial businesses, previous rates, council tax and community charge bills. If there is insufficient information presented, a certificate will not be issued. The onus lies with the applicant to supply enough evidence to enable the Council to determine the application. For proposed development the application should include existing and proposed elevations, site plan (block plan) of the site, existing and proposed floor plans, site survey plan and a planning statement. All applications should be accompanied by a location plan.	

3.8 Other Application Types

Validation Checklist

- Approval of details reserved by condition
- Removal of variation of a condition following grant of planning permission
- A non-material amendment following a grant of planning permission

Criteria	Tick
Application form [guidance]	
Location plan [guidance]	
Plans and Drawings [guidance]	
Correct fee [guidance]	

- **Application for prior notification – proposed demolition**

Criteria	Tick
Application form [guidance]	
A statement that the applicant has displayed a site notice in accordance with A.2 (b) (iii) of Part 31 of Schedule 2 to the GPDO 2015.	
Location plan [guidance]	
Plans and Drawings [guidance]	
Correct fee [guidance]	

- **Application for prior notification – telecommunications.**

Criteria	Tick
Evidence that the developer has given notice of the proposed development in accordance with A.3 (1) of Part 16 of Schedule 2 of the GPDO 2015 where the proposed development consists of the installation of a mast within 3 kilometres of the perimeter of an aerodrome, evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator in accordance with A.3 (2) of Part 16 of Schedule 2 to the GPDO 2015.	
Application form [guidance]	
Location plan [guidance]	
Plans and Drawings [guidance]	
Correct fee [guidance]	

- **Application for development relating to the onshore extraction of oil and gas**

Please see the guidance published on the Planning Portal.

https://www.planningportal.co.uk/info/200126/applications/61/paper_forms/2

- **Prior Approval – Residential Extensions.**

Please see the guidance published on the Planning Portal.

https://www.planningportal.co.uk/info/200126/applications/61/paper_forms/2

- **Prior Approval – B1 Offices to C3 Residential**

Please see the guidance published on the Planning Portal.

https://www.planningportal.co.uk/info/200126/applications/61/paper_forms/2

- **Prior Approval – Other approval types not listed above.**

Please see the guidance published on the Planning Portal.

https://www.planningportal.co.uk/info/200126/applications/61/paper_forms/2

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4. National Requirements

(Excluding requirements for specific application types)

Application form

All sections need be completed using the relevant national 1APP form – www.planningportal.co.uk/apply . Please ensure you select the form relevant to your proposal.

If included in the application form, an ownership and agricultural holdings certificate (A, B, C or D) must be completed stating the ownership of the property and whether or not the site includes an agricultural holding. For this purpose an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. A notice to the owner of the application site must be completed and served in accordance with Article 13 of the DMPO. All agricultural tenants must be notified before the submission of the application.

Location plan

The plan must show the site location outlined in red at a standard metric scale (typically 1:1250 or 1:2500) with a north point. Any other land owned by the applicant must be outlined in blue. Plans should identify at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

Every plan (including all copies) based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice.

Plans

Any other plans, drawings and other information necessary to describe the development. Please refer to Local requirements for further information.

Correct fee

See the Planning Portal for a useful fee calculator: www.planningportal.co.uk

Design and Access Statement

A Design and Access Statement is required in the following instances:

- The provision of dwellinghouses where –
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within (i);

- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;
- Development carried out on a site having an area of 1 hectare or more (excluding minerals, mining or waste development applications)
- In conservation areas;
 - (i) the provision of one or more dwellinghouse(s)
 - (ii) the provision of a building (or extension) where the proposed floor space is more than 100 square metres;
- Applications for listed building consent

A Design and Access Statement sets out the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with.

For Planning Applications, they must:

- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been considered;
- State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- Explain how any specific issues which might affect access to the development have been addressed.
- A description of any heritage asset affected, including any contribution made by their setting and the contribution made by the development to local character and distinctiveness.
- Explain the design principles and concepts that have been applied to the development

For Listed Building Consent applications, they must:

- Explain how the design principles and concepts that have been applied to the works take account of:
 - The special architectural or historic importance of the building;
 - The particular physical features of the building that reflect and illustrate the significance of the building;
 - The building's setting.

Where appropriate a Design and Access Statement may also include a Heritage Statement (see requirement 7).

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5. Local Requirements

1. [Affordable Housing Statement](#)
2. [Air Quality Assessment](#)
3. [Archaeological Assessment](#)
4. [Coastal Change Management Area Vulnerability Assessment](#)
5. [Ecological Survey and Report](#)
6. [Environmental Statement](#)
7. [Flood Risk Assessment](#)
8. [Heritage Statement](#)
9. [Landscaping Principles](#)
10. [Noise Assessment](#)
11. [Plans and Drawings](#)
12. [Sustainable Drainage Strategy](#)
13. [Town Centre uses – Sequential Test/Impact Assessment](#)
14. [Transport Statements, Transport Assessments and Travel Plans](#)
15. [Tree Survey](#)
16. [Viability Appraisal](#)

1. Affordable Housing Statement

Where or when this item is required:

- For housing schemes where 15 or more dwellings are proposed or for residential and other conversions involving 15 or more additional dwellings net

Please note that Heads of Terms may be required for the S106 obligation, and the Council may request this information during the consideration of your application. Nevertheless, it is good practice to submit information about a proposed planning obligation alongside an application and you may wish to discuss this further at the pre-application stage.

If, however, the provision of affordable housing cannot be achieved on viability grounds, compliant with the policy requirement, a robust assessment of a scheme's economic viability must be provided (see No.16)

Guidance

An Affordable Housing Statement should specify what is being proposed about affordable housing and should provide a justification for the amount and type proposed if it is less than the policy requirement. A typical Affordable Housing Statement should include details of the following:

- the total number of all residential units proposed, split by tenure;
- the number of affordable units by type and dwelling size and the specific category of affordable housing proposed (i.e. social rented/affordable rented and intermediate);
- the total number of bed spaces proposed and the proportion of bed spaces (as a proportion of total scheme bed spaces) by affordable type and by dwelling mix - this should be clearly and fully explained in conformity with the policy expectation;
- rooms and property types across all tenures to demonstrate representative mix of unit types and sizes;
- plans showing the location of units and, among other matters, how they will achieve the Council's affordable housing "pepper-potting" requirements to ensure reasonable dispersal of sites; and
- design quality standards (Homes and Communities Agency compliant) with full unit floor plans.

If Vacant Building Credit is being sought, a Vacant Building Credit Statement must be submitted alongside the relevant planning application in which a reduced affordable housing contribution is being sought. Within this statement the developer will need to submit the following information:

- Evidence that any referenced building is a 'Vacant Building'. A building will not be considered as 'vacant' if the building has been in continuous use for any six months during the last three

years up to the date of the planning application is determined. The building must also be vacant at the time of the time the application is determined.

- Evidence a building on site is not an ‘Abandoned Building’ or vacated solely for redevelopment. The onus will be on the applicant to demonstrate this. The four factors the Council will consider are:
 - The physical condition of the building;
 - The length of time that the building had not been used;
 - Whether it had been used for any other purposes; and
 - The owner’s intentions.

Information on the existing Gross Internal Floor Area (GIFA) against the proposed GIFA. GIFA is the area of a building measured to the internal face of the perimeter walls at each floor level. We will use the Royal Institution of Chartered Surveyors’ (RICS) definition of GIFA for assessing VBC.

Policy background

Government policy or guidance:

National Planning Policy Framework: - Paragraphs 34, 62-64, and Annex 2 Glossary

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Housing and economic development needs assessment section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Local Plan - HC1 (Affordable and Special Needs Housing)

Additional information:

Sefton Supplementary Planning Document Affordable and Special Needs Housing and Housing Mix (2018) – see <https://www.sefton.gov.uk/spd>

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2. Air Quality Assessment

Where or when this item is required:

- Major development within/or adjacent to an Air Quality Management Area (AQMA) or Air Quality Threshold Area; and/or,
- Development in excess of 100 dwellings; and/or,
- Office developments of 3,500m² or more
- Industrial estates of 7,500 m² or more
- Warehousing of 15,500 m² or more
- Hotels with 150 or more bedrooms
- Leisure facilities or exhibition centres of 9,000 m² or more
- Where there is potential for air quality to impact on European or Nationally designated sites.
- New agricultural development which may pose a significant risk to air quality.

Guidance

All Air Quality Assessments should indicate the change in air quality resulting from the proposed development and outline appropriate mitigation measures as necessary. For developments which are likely to cause disturbance to European, national or local designated sites, the inclusion of ecological and environmental receptors should be included.

It is good practice to consult with the Local Planning Authority to gain agreement on the need for an air quality assessment in support of a planning application and if one is required, the approach and methodology that will be used.

Policy background

Government policy or guidance:

National Planning Policy Framework: - Paragraphs 181

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Air Quality section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan – Policy EQ5 (Air Quality)

Additional information:

<https://www.gov.uk/government/publications/2010-to-2015-government-policy-environmental-quality/2010-to-2015-government-policy-environmental-quality>

Defra air quality objectives and EU limit values - see <https://uk-air.defra.gov.uk/air-pollution/uk-eu-policy-context>

Air Quality Standards Regulations 2010 – see http://www.legislation.gov.uk/uksi/2010/1001/pdfs/uksi_20101001_en.pdf

Land Use Planning and Development Control: Planning for Air Quality' (January 2017) – see <http://iaqm.co.uk/guidance/>

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3. Archaeological Assessment

Where or when this item is required:

- Where any proposal includes works on or adjoining a site of known or suspected archaeological interest.

Guidance

For applications affecting archaeological assets or possible archaeological assets, the statement should include a desk-based archaeological assessment and/or field evaluation in accordance with National Planning Policy Framework S16.

It is expected that those undertaking such work should either be members of the Chartered Institute for Archaeologists (CIfA) or willing to work to the Institute's Code of Conduct and Standards and Guidance.

Policy background

Government policy or guidance:

National Planning Policy Framework: Section 16 – Conserving and Enhancing the Historic Environment

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Development Plan:

Local Plan – Policy NH14 (Development Affecting Archaeology and Scheduled Monuments)

Further information sources

Merseyside Environmental Advisory Service (MEAS) have assumed responsibility for the running of the Historic Environment Record (HER) and are able to provide historic information to support the drafting of archaeological assessments. Applicants are therefore advised to discuss any further requirements with MEAS prior to submitting an application. Enquiries should be sent to merseyside.her@eas.sefton.gov.uk. Please note, there may be a cost for the provision of such information.

4. Coastal Change Management Area Vulnerability Assessment

Where or when this item is required:

- Development in the Coastal Change Management Area (CCMA)

Please note - this does not apply to householder applications

Guidance

The vulnerability assessment should address the issue of the risk of coastal change and the vulnerability of the development and should demonstrate that the development is located in accordance with a sequential approach to risk and vulnerability, is safe over its planned lifetime and provides wider sustainability benefits. Issues which should be addressed include:

- location of the proposed site, in relation to the CCMA,
- Sequential approach - a proportionate sequential assessment to show that there are no reasonably available sites firstly outside the CCMA, and secondly, in less vulnerable parts of the CCMA sites
- Vulnerability of the proposed development/use
- Lifetime of the proposed development and any potential for temporary permissions
- Impact of the development on coastal process, tidal flooding or coastal erosion; considering a changing climate, the character of the coast and the safety of the development for its lifetime. This includes coastal erosion and the inland/eastwards migration of both the coastline and the associated sand dune and other landforms
- Flood risk from tidal flooding and other sources
- Wider sustainability benefits provided by the development
- That the development does not hinder the creation and maintenance of a continuous signed and manged route around the coast (the national coast path).

Policy background

Government policy or guidance:

National Planning Policy Framework: Paragraphs 166-169.

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance- Flood Risk and Coastal Change section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan – policy NH4 ‘The Sefton Coast’

Further information sources

SMP22 The Shoreline Management Plan for North West England and North Wales – see

<https://www.gov.uk/government/publications/shoreline-management-plans-smmps/shoreline-management-plans-smmps>

Sefton Council’s annual reports on coastal monitoring -see www.coastalmonitoring.org.

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5. Ecological Survey and Report

Where or when this item is required:

- Where protected species are known to be present;
- If the proposal may result in a likely significant direct or indirect effect on an internationally important site (e.g Ramsar, SPAs, SACs)
- If proposal is within or adjacent to a designated site of nature and/or geological conservation importance (e.g SSSI, NNR, LNR, LWS and LGS);
- Development proposed in a Nature Improvement Area.

Guidance

Where a development has the potential to impact on priority and protected habitats or species e.g. bats or Great Crested Newts, or international, national or local site of nature conservation importance, appropriate surveys and assessments will be required with the application. Mitigation measures to negate harm may be required along with evidence of lack of alternative sites.

The level of detail will vary according to the size of the development and the habitats and species concerned. However, there are general requirements about what information an Ecological Appraisal should contain and who should carry them out. These are set out in the Council's Nature Conservation SPD. Depending on the results of the initial survey, further surveys may be required.

Suitably qualified and experienced persons should carry out all surveys using appropriate standard survey methods and guidance. Failure to provide information on protected species at the outset can significantly delay the processing of your planning application whilst a survey is carried out and could result in a need for design and layout changes that should have been taken into account in the original proposal. It could also lead to the refusal of planning permission for failing to provide the relevant information. Consequently, where a development is likely to have ecological impacts you are encouraged to seek pre-application advice. Mitigation measures are required where negative ecological impacts have been identified.

Where a development could impact upon a European Protected Site or candidate site a Habitat Regulation Assessment (HRA) will be required. The HRA is an overall assessment process, which involves a number of stages including screening and Appropriate Assessment. The process seeks to identify any potential 'likely significant effects' (LSE) which may impact upon the designated site, either alone or in-combination with other plans and projects.

Policy background

Government policy or guidance:

National Planning Policy Framework: - Paragraphs 170-177

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Natural Environment section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan - Policy NH2 (Protection and Enhancement of Nature Sites, Priority Habitats and Species); Policy NH1 (Natural Assets); Policy NH3 (Development in the Nature Improvement Area); Policy NH4 (The Sefton Coast).

Further information sources

Sefton Supplementary Planning Document – Nature Conservation

Bat Conservation Trust

<http://www.bats.org.uk/>

Natural England website

<https://www.gov.uk/government/organisations/natural-england>

British Standards Institute BS 42020:2013

<http://shop.bsigroup.com/ProductDetail/?pid=00000000030258704>

Information and data requests via the local environmental record centre, Merseyside BioBank and also details of Local Wildlife and Local Geological sites information

<http://www.merseysidebiodiversity.org.uk/>

Sefton Information Note -At what dwelling threshold should housing development mitigate increased recreation pressure on the Sefton Coast? (2018) – see <https://www.sefton.gov.uk/spd>

Liverpool City Region Ecological Network – see <http://www.lcreconet.uk/> and especially the interactive map at <http://www.lcreconet.uk/map/> and the Nature Improvement Area (NIA) Focus Area Profiles at <http://www.lcreconet.uk/mdocuments-library/>

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6. Environmental Statement

Where or when this item is required:

- Developments likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 or Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Guidance

Where an Environmental Impact Assessment (EIA) is required, Schedule 4 of the regulations sets out the information that should be included in an Environmental Statement. You may request a 'screening opinion' (i.e. to determine whether EIA is required) and a 'scoping opinion' (scope of EIA) by writing to us before submitting a planning application.

Policy background

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

Further information sources

EIA Regulations 2017:

http://www.legislation.gov.uk/uksi/2017/571/pdfs/uksi_20170571_en.pdf

Planning Practice Guidance – Environmental Impact Assessment section

<https://www.gov.uk/government/collections/planning-practice-guidance>

7. Flood Risk Assessment

Where or when this item is required:

- Development within Flood Zone 2 or Flood Zone 3; or
- Development over 1 ha
- Developments on sites of 0.5 hectares or more in a Critical Drainage Area.

Please note - this does not apply to householder applications.

Guidance

A Flood Risk Assessment should address the issue of flood risk to both property and people. It should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. This will include sequential and exception tests for development, other than minor development (please refer to planning practice guidance for what is meant by 'minor development' in relation to flood risk: <http://planningguidance.communities.gov.uk/blog/guidance/flood-risk-and-coastal-change/what-is-meant-by-minor-development-in-relation-to-flood-risk/>).

Policy background

Government policy or guidance:

National Planning Policy Framework: - Paragraphs 155-165
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Flood Risk and Coastal Change section
<https://www.gov.uk/government/collections/planning-practice-guidance>

Flood zone maps are available from the Environment Agency.

Development Plan:

Local Plan – Policy EQ8 (Flood Risk and surface Water)

Policy NH4 (The Sefton Coast)

Further information sources

Sefton Information Note – Sustainable Drainage Systems (SuDS) and Flood Risk (2018) and Sustainable Drainage Pro Forma documents (2018) – see <https://www.sefton.gov.uk/spd>

8. Heritage Statement

Where or when this item is required:

- Listed Building Consent applications;
- Major planning applications within, adjacent or otherwise affecting conservation areas;
- Planning applications for developments within conservation areas, including demolition, (except changes of use) where the proposal would materially affect its appearance;
- Planning applications that may affect the significance of any heritage asset, including its setting;
- Planning Applications where the site includes or has potential to include archaeological interest.

Guidance

A Heritage Statement will describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise, where necessary.

Works to a Listed Building

Applications for Listed Building Consent may need to, as appropriate, include some or all of the following elements within the Heritage Statement:

- A schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- Contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;
- Where reinstatement of lost or damaged features is proposed historic evidence to support the detail of reinstatement should be provided where possible i.e. historic plans or photographs;
- For any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc. may need to be at a scale of 1:5 or less;
- A detailed specification for all proposed materials including, where appropriate samples;
- Photomontages illustrating the proposed works in context.

Planning Applications for development within Conservation Areas

For developments including or solely for demolition, the statement should assess the contribution that the building in question makes to the character and appearance of the conservation area and provide justification for demolition.

For planning applications within conservation areas, the statement should address how the proposal has been designed to have regard to the character and/or appearance of the conservation area and to explain how the proposal enhances or preserves the character or appearance of the conservation area. Appropriate photographs should accompany the appraisal.

Applications affecting the setting of heritage assets

For applications impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, locally listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

You may also require schedule monument consent for works and other activities that physically affect a schedule monument. This must be obtained through Historic England. Further details of which can be obtained via the following link:

<https://historicengland.org.uk/advice/hpg/consent/smc/>

The scope and degree of detail necessary in the appraisal will vary according to the circumstances of each application. Applicants are advised to discuss proposals with a planning officer and/or a conservation officer before any application is made.

Policy background

Government policy or guidance:

National Planning Policy Framework – Section 16 Conserving and Enhancing the Historic Environment

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – conserving and enhancing the historic environment section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan – Policy NH9 (Demolition or substantial harm to designated Heritage Assets); Policy NH10 (Works Affecting Listed Buildings; Development affecting Conservation Areas; Development affecting Registered Parks and Gardens; Development affecting Scheduled Monument and non-designated archaeology); Policy NH14 (Development affecting non-designated Heritage Assets).

Further information sources

Historic England Good Practice Advice in Planning – Notes 1-3

<https://historicengland.org.uk/images-books/publications/pps-practice-guide/>

Historic Environment Records

The Merseyside Environmental Advisory Service (MEAS) have assumed responsibility for the running of the Historic Environment Record (HER) and are able to provide historic information in order to support the formulation of Heritage Statements. Enquiries should be sent to merseyside.her@eas.sefton.gov.uk .

For more detailed individual historic records the Planning Department may hold detailed information such as historic plans and photographs that will help to formulate the proposals. Enquiries should be sent to planning.department@sefton.gov.uk

Information about Sefton's heritage assets including Listed Buildings, Conservation Area Appraisals and Advisory Leaflets - see <https://www.sefton.gov.uk/planning-building-control/conservation-and-heritage.aspx> and related links

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9. Landscaping principles

Where or when this item is required:

- Residential development of 150 or more new build homes where public open space is being provided.
- Residential development for 11 to 149 new build homes on sites more than 2 kilometres from a main park or Countryside Recreation Area where public open space is being provided.

Guidance

Open space makes an important contribution to the physical and mental health and wellbeing of communities, whilst providing other benefits such as flood water storage and habitats. Providing high quality recreational opportunities close to where people live, also makes an important contribution to managing recreational pressure on the internationally designated nature sites on the Sefton Coast.

Landscape principles should demonstrate to the council that significant consideration has been given to ensure areas of open space within a development are of high quality and promoting wildlife friendly landscaping, to ensure they are usable and appropriate to their context. As such the council will require an appropriate level of detail to be submitted with the application. The details required will depend on the nature of the application but as a minimum the applicant should provide the following principles:

Outline Applications, headline open space proposals and layouts and intentions regarding new strategic paths, and headline points for long-term management plans, funding and legal agreements should be provided, for the whole site. outline details of the proposed landscaping scheme.

Full planning permission and approval of relevant reserved matters, a comprehensive plan to include landscaping and details of all facilities to be provided in the area of open space must be submitted. Full details of management and maintenance plans including monitoring, review, funding arrangements and legal agreements should also be provided.

Policy background

Government policy or guidance:

National Planning Policy Framework: Paragraphs 92 and 127

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Land affected by contamination section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan - Policy EQ9 (Provision of Public Open Space, Strategic Paths and Trees in Development)

Further information sources

Sefton Supplementary Planning Document – Open Space (2017) – see
<https://www.sefton.gov.uk/spd>

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10. Noise Assessment

Where or when this item is required:

- Potentially noise generating developments (i.e. pubs, clubs, takeaways, industrial/commercial uses, recreation) in the vicinity of existing noise sensitive developments - residential, schools and hospitals;
- Noise sensitive uses in the vicinity of existing noise generating uses, railways or in areas with an existing noisy environment;
- Mixed use applications comprising both noise generating and noise sensitive uses;
- Commercial applications including extractor or cooling units in the vicinity of noise sensitive uses.
- Where there is potential for noise to impact on European or Nationally designated sites.

Guidance

Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures. The assessment should include information about: the sound power level and the likely resultant noise level of equipment at the site boundary for all noise-producing machinery such as extract ventilation systems, refrigeration equipment etc. that is likely to be installed; where any noise-generating plant or equipment will be located and installed so as to reduce noise impacts on neighbouring properties; delivery times and opening hours for commercial premises within noise sensitive areas; details of waste collection for example pubs/clubs where glass collection could be noisy.

Proposed developments immediately adjoining (including below or above) residential premises should provide full details of sound insulation measures, position and design of entrances/exits plus car parking. For pubs and clubs, consideration of location provided for smokers to prevent noise impact from patrons outside the premises.

Policy background

Government policy or guidance:

National Planning Policy Framework: - Paragraph 170 and 180

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Noise section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan - Policy EQ4 (Pollution and Hazards)

11. Plans and Drawings

- Elevations – all existing and proposed to be shown at a metric scale of 1:50 or 1:100 (unless retrospective)
- Floor plans – existing (where relevant) and proposed at a metric scale of 1:50 or 1:100.
- A Block plan may be required at a metric scale (suggestive scale 1:200 or 1:500). It must also show the direction of North, the proposed development in relation to the site boundaries and other existing buildings on the site, (and 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 position of all trees on the site, and those on the adjacent land, the extent and type of any hard surfacing; and boundary treatment including walls or fencing where this is proposed.
- Sections – required where any proposal involves a change in levels or are on a sloping site. Also required for basement and attic conversions. Drawings should include finished floor levels.
- All plans and drawings will require a scale bar or a minimum of one dimension written on each plan. This may include the provision of more than one dimension/scale bar where differing scales are included on a plan (e.g. where a single plan has an elevation at 1:100 and a floor plan at 1:50).

See following link for more information www.sefton.gov.uk

12. Sustainable Drainage Strategy

Where or when this item is required:

- All major developments (except a change of use where no increase in permeable area is proposed)
- Development on land of 0.5ha or more in critical drainage areas

Guidance

The purpose of a Sustainable Drainage Strategy is to set out how surface water from a development site will be managed sustainably under both current and future conditions, and to support the proposed approach with appropriate evidence, such as infiltration results and drainage calculations with relevant plans and drawings.

The Sustainable Drainage Strategy must also set out how sustainable drainage components are intended to be constructed, managed and maintained to ensure that the sustainable drainage system will continue to perform throughout the lifetime of the development.

The information contained in the sustainable drainage strategy should be proportionate to the scale, type and vulnerability of the development and the flood risk. If required, it must be compatible with the Site-Specific Flood Risk Assessment (see No. 6 above).

A sustainable drainage strategy should identify:

- Current Drainage system, capacity and discharge rate
- Infiltration Tests carried out to BRE 365
- New surface water system, capacity, storage and discharge rate
- Details of adoption
- Maintenance and management information for un adopted sections
- Topographical changes to the landscape
- Other mitigation measures ie Finished Floor Levels

Sefton's 'Sustainable Drainage and Flood Risk Information Note' ([Link](#)) sets out how Policy EQ8 of the Local Plan should be applied and Sefton's detailed technical requirements for sustainable drainage systems are set out in the 'Sustainable Drainage Systems: Completing Your Pro-Forma' ([Link](#)). You must complete a Sustainable Drainage Pro-Forma and include this with your submission. The pro-forma does not replace the requirement for you to submit a Sustainable Drainage Strategy or Site Specific Flood Risk Assessment (see point 6); it assists you in summarising and confirming the details contained within your Sustainable Drainage Strategy to ensure you have satisfied Sefton's minimum information requirements for sustainable drainage.

Policy background

Government policy or guidance:

National Planning Policy Framework: - Paragraphs 155-165

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Flood Risk and Coastal Change section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan - Policy EQ8 (Flood Risk and Surface Water)

Further information sources

Sefton Information Note – Sustainable Drainage Systems (SuDS) and Flood Risk (2018), and Sustainable Drainage Pro Forma documents (2018) – see <https://www.sefton.gov.uk/spd>

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13. Town Centre uses - Sequential Test/ Impact Assessment

Where or when this item is required:

Sequential Test

1. All 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.

The Sequential test should include a detail assessment on the availability and suitability of sequential sites in and on the edge of centres.

Impact Assessment

1. For retail, leisure and office use proposals, impact assessment will be required at the locations identified below based on the floorspace thresholds set out:
 - Developments which propose more than 500m² gross floorspace outside of the Primary Shopping Areas (for retail) or the town, district and local centres (for leisure and office uses)
 - Developments which propose more than 300m² gross floorspace within 800 metres of the boundaries of the district centres
 - Developments which propose more than 200m² gross floorspace within 800 metres of the boundaries of a local centre.

Where more than one impact threshold applies, the lower impact threshold will take precedence.

The impact assessment should cover impact on existing, committed and planned public and private sector investment in centres and the impact on town centre vitality and viability, including consumer choice and trade in centres.

Policy background

Government policy or guidance:

National Planning Policy Framework: - Section 7

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Ensuring the vitality of town centres section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan – Policy ED2 (Development in Town Centres, District Centres, Local Centres and Local Shopping Parades and Outside Defined Centres)

14. Transport Statements, Transport Assessments and Travel Plans

Where or when this item is required:

- Where a new development is likely to have significant transportation implications, a Transport Assessment (TA) and Travel Plan (TP) should be prepared. In some instances a simplified report in the form of a Transport Statement (TS) may be sufficient.

The scale and type of development will normally determine the requirement for a TS, TA or TP, and the relevant thresholds are set out in the 'Sustainable Travel and Development' Planning Document, although these thresholds are for guidance only.

Guidance

National Planning Policy Framework - Section 4, states that all developments which generate significant amounts of movement should be supported by a Transport Statement (TS) or a Transport Assessment (TA). These documents will allow the transport implications of proposed developments to be properly considered and, where appropriate, will help identify suitable measures to achieve a more sustainable outcome. The TA will include an analysis of all existing and proposed trips by all modes of travel generated by the site. The TA should illustrate accessibility to the site by all modes, and the likely modal split of journeys to and from the site. The TA should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems.

For a development that has relatively small transport impacts, a TS may be required which would contain a similar assessment of the existing and proposed conditions as a TA. However, a detailed analysis of impact on the wider network would not be required.

A Travel Plan should outline the way in which the transport implications of the new development will be managed to ensure the minimum environmental, social and economic impacts. Developers should state how new occupiers or customers of the development will use alternative means of travel, which do not involve private vehicle use. The Travel Plan should include details of targets and arrangements for monitoring.

Policy background

Government policy or guidance:

National Planning Policy Framework: - Section 9

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Travel plans, transport assessments and statements in decision-taking section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan - Policy EQ3 (Accessibility), Policy IN2 (Transport)

Further information sources

Sefton Supplementary Planning Document – Sustainable Travel and Development

<https://www.sefton.gov.uk/spd>

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15. Tree Survey

Where or when this item is required:

- Any proposals involving development within two metres of the canopy spread of a tree; or
- Where there are trees within the application site that may be affected by a development; or
- On land adjacent to it that could influence or be affected by the development (including street trees).

Guidance

The council will need to be satisfied that important trees and vegetation can be retained and that a high quality and wildlife friendly landscaping scheme can be provided within the context of the development. As such the council will require details of existing and proposed planting to be submitted with the application. The details required will depend on the nature of the application.

Tree Surveys should be carried out in accordance with BS5837:2012 Trees in relation to design, demolition and construction – recommendations (or any subsequent replacement BS). Minimum information should include (this should be prepared by a suitably qualified and experienced arboriculturalist):

- Tree retention/removal plan.
- Retained trees and root protection areas (RPA's) shown on proposed layout.
- Arboricultural Implications Assessment.
- Location of new tree planting
- Tree protection plan
- Arboricultural method statement (where applicable). Including details for all special engineering within the Root Protection Area (as determined by the Arboricultural Implications Assessment)

Policy background

Government policy or guidance:

National Planning Policy Framework – Paragraph 170 and 175

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Development Plan:

Local Plan – Policy EQ9 (Provision of Public Open Space, Strategic Paths and Trees in Development)

Further information sources

The Town and Country Planning (Tree Preservation) (England) Regulations 2012.

British Standard BS5837:2012 - Trees in relation to design, demolition and construction - Recommendations

16. Viability Appraisal

Where or when this item is required:

1. For all minor, other or major applications where on site works or affordable housing is required in accordance with adopted policy or where a financial contribution towards off-site works, affordable housing provision or education contributions is required in accordance with policy but the applicant cannot meet the level of provision set out in the policies or SPD's.

Guidance

In order to fully assess whether the case made by an applicant for not meeting the policy requirements is reasonable and justifiable the Council will require the applicant to submit a residual valuation with all the following information:

- Existing Use Value supported by an independent valuation;
- Land acquisition price and the basis of its purchase;
- Salient terms of acquisition (e.g. subject to planning, soils, ground conditions survey, etc.);
- Purchase process (e.g. private treaty, open market bid, auction, etc.);
- Purchase costs including legal and agents' fees;
- Estimated sales values with independent supporting evidence including schedule of unit sizes;
- Marketing/disposal costs and fees
- Estimated construction costs supported by Tender costs or QS schedule to include a specified contingency, contract related fees and itemised/defined 'abnormals';
- Itemised preliminary costs;
- Professional fees presented under each respective heading;
- S106 costs as advised by the LPA;
- Financing rate + evidence of financing terms/details (e.g. debt/equity ratio, etc.);
- Estimated profit together with contextual information appropriate to the developers target returns
- Value/cost of the affordable housing provision, where relevant, together with tenure assumptions and calculation of any commuted sum.

The information can be submitted in digital form.

As the consideration of viability appraisals by the Council often involves negotiation and can be time consuming we advise that applications where viability is going to be an issue should be submitted as a pre-planning application enquiry.

The Council's retained viability consultants will assess any evidence on viability, for which the applicant will be charged.

Viability assessments submitted by the developer in support of the removal or the reduction of planning obligations will be published in full on the Council's website, unless exceptional circumstances are justified by the developer and agreed by the Council. This will also apply to any appraisal of viability assessments undertaken by the Council's retained viability consultants. In the

exceptional circumstances where it is agreed not to publish the viability assessment, the developer shall be asked to produce two versions of the report, namely one containing agreed commercially sensitive information but not available for public inspection, and a second version of the report with the agreed commercially sensitive information excluded for public inspection. In this regard, the Council's retained viability consultant, in appraising commercially sensitive information, will similarly need to produce two versions of the report (at a cost to the applicant).

Policy background

Government policy or guidance:

National Planning Policy Framework – Paragraph 57

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Planning Practice Guidance – Viability section

<https://www.gov.uk/government/collections/planning-practice-guidance>

Development Plan:

Local Plan - Policy HC1 (Affordable and Special Needs Housing); Policy IN1 (Infrastructure and Developer Contributions); Policy IN2 (Transport); Policy EQ3 (Accessibility); Policy EQ9 (Provision of Public Open Space, Strategic Paths and Trees in Development).

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