



# **Planning Application Validation Checklist**

**Local List Index**



## Local List Index

The following criteria outline the details for Allerdale's local list for validation purposes. Each criteria includes its purpose, trigger and requirements, plus relevant current planning policy context.

**Three copies of any of the required local documents must be submitted, except for electronic submissions which only require one copy. However, major applications, excluding electronic application submissions, require a minimum of three copies of documents plus three discs. In addition all major wind turbine developments due to wider consultation with the community, require six copies of all documents plus six disc copies.**

**Also, to assist the streamlining the process and avoid duplication of the guidance also required any supporting documentation exceeding 100 pages be supported by a summary document 20 pages to key impacts (no local requirement is required for applications accompanied by an Environmental Impact Assessment).**

Contact details are provided on the forms.

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# Local Validation Checklist - 1

**Subject:** Agricultural appraisal

**Details of the document (i.e. its purpose)**

To assess the essential need of any residential development proposals in open countryside locations.

**Trigger – When it is required**

Any proposal for a permanent or temporary agricultural or forestry worker’s dwelling.  
Applications for the removal or variation of an occupancy condition relating to agricultural and forestry dwellings.

**What’s required**

An appraisal together with appropriate evidence which demonstrates compliance with Annex A of Planning Policy Statement 7 (PPS7) with regard to demonstrable essential need and occupancy conditions.  
The appraisal should be confined to a factual statement of the agricultural considerations involved and an evaluation of the need for the dwelling based upon both functional and financial tests (as outlined in PPS7).

**Policy guidance**

<b>National</b>	<p>Planning Policy Statement 3: Housing</p> <p>Planning Policy Statement 7: Sustainable development in rural areas</p>
<b>Strategic</b>	<p>Development principles within the Cumbria County Council’s Sub-Regional Spatial Strategy.</p>
<b>Local</b>	<p>Policy HS4 First Alterations Allerdale Local Plan: New housing in the open countryside</p> <p>Policy EN25 Allerdale Local Plan: Protecting the open countryside</p>
<b>Contacts</b>	<p>Further advice can be provided by the Development Management Team of the Council</p>
<b>Other information</b>	<p>Planning Development Management</p>

## Local Validation Checklist - 2

**Subject:** Archaeology assessment

### **Details of the document (i.e. its purpose)**

To assess the archaeological value of any individual site to determine the impact that the proposed development will have on the archaeological value of the site, and demonstrate appropriate mitigation to safeguard aspects of archaeological significance.

### **Trigger – When it is required**

Proposals affecting Scheduled Ancient Monuments (including the Hadrians Wall World Heritage Site or within close proximity to the World Heritage Site i.e. its visual impact/buffer zone where there is reasonable potential to affect current unknown archaeological remains.

Developments involving excavation works within the Hadrian's Wall World Heritage Site designated or within the vicus (civilian settlement) of the Roman Forts

Proposals affecting important sites on the Cumbria County Council Historic Environment Record also including listed buildings and conservation areas.

Greenfield sites of 1ha or more in size

### **What's required**

#### **Archaeological building assessment and recording**

The County Archaeologist will provide a specification for the building assessment and recording for the applicant which sets out what is required.

The assessment and recording must be undertaken by an experienced, professional archaeologist or buildings historian. This is a programme of work to establish the character, history, dating, form and archaeological development of a specified building, structure or complex and its setting.

The purpose of the recording is not only to provide an archive record of the building as it is, but also to advise the proposed scheme by identifying those parts of the building which are most significant and should be retained in the conversion process. It will be used to formulate a strategy for the conservation, alteration, demolition, repair or management of a building and to seek a better understanding, compile a lasting record, analyse the findings and then disseminate the results.

If an application affects a known site of historical or archaeological significance, or there's reasonable grounds to show that there is potential to effect currently unknown important archaeological remains, applicants may need to commission an assessment of existing information about the sites and submit the results as part of the application. In accordance with Planning Policy Statement 5 'Planning for the Historic Environment', the assessment will need to explain how the proposed development would be affected by the significance of the archaeological remains. Further details on the extent and content can be obtained from the County Archaeologist.

**Archaeological desk based assessment**

The County Archaeologist will provide a specification for the desk based assessment for the applicant which sets out what is required.

The assessment must be produced by an experienced professional archaeologist. The archaeological desk based assessment is an assessment of the known or potential archaeological resource within and around the development site. It consists of a collation of existing written, graphic, photographic and electronic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource within the development site. The Local Planning Authority will use the assessment to appraise the likelihood that archaeological features survive within the site and to determine if further archaeological fieldwork is required.

**Archaeological evaluation report (fieldwalking, earthwork survey, geophysical survey and/or trial trenching)**

The County Archaeologist will provide a specification for the evaluation for the applicant which sets out what is required.

The evaluation must be undertaken by an experienced professional archaeologist. Archaeological field evaluation is a limited programme of fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within the development site. It can take the form of fieldwalking, geophysical survey and trial trenching.

Where remains are present the field evaluation defines their character, extent, quality and preservation and enables an assessment of their worth.

**Policy guidance**

<b>National</b>	Planning Policy Statement 5: Planning for the Historic Environment
<b>Strategic</b>	Cumbria & Lake District Joint Structure Plan 2001 - 2016 (Saved). Policy E38 : Historic environment
<b>Local</b>	Allerdale Local Plan Policy CO19: Protection of Scheduled Ancient Monuments Policy CO21: Surveys of archaeological site Policy CO22: Proposals affecting archaeological sites Policy CO23: Protection of archaeological remains Policy CO24: Archaeological sites within Hadrians Wall
<b>Contacts</b>	County Archaeologist English Heritage Conservation Officer (Allerdale Borough Council)
<b>Other information</b>	

## Local Validation Checklist - 3

**Subject:** Article 4

**Details of the document (i.e. its purpose)**

Article 4 Directions relate to residential properties where ‘permitted development’ rights (i.e. those works which normally would not require planning permission) have been removed and are issued by the Council in circumstances where specific control over development is required, primarily where the character of an area of acknowledged importance would be threatened. They are therefore more commonly applied to Conservation Areas.

**Trigger – When it is required**

When the Council has issued an Article 4 Directive on specific domestic properties within the main town’s Conservation Area (namely Workington, Cockermouth, Maryport and Wigton).

The effect of such a Direction is to remove permitted development rights, thereby necessitating a planning application to be made for any external works to residential properties under this designation. (This excludes any internal works.)

**What’s required**

Scaled plans of the proposed scheme including details of:

- Design, material, width, recess and reveal dimensions
- Means of opening and joining sections of any proposed fenestration alterations
- Design, materials and frame details of any replacement (see attached form for window details)

**Policy guidance**

<b>National</b>	PPS5: Planning for the Historic Environment
<b>Strategic</b>	Cumbria & Lake District Joint Structure Plan 2001 - 2016 (Saved). Policy EN38: Historic Environment.
<b>Local</b>	Allerdale Local Plan Policy CO2: The design of alterations in the Conservation Area Policy CO13: The setting of a Conservation Area Policy HS12: Extensions to dwellings
<b>Contacts</b>	Conservation Officer (Allerdale Borough Council)
<b>Other information</b>	Local validation supporting Appendix Document 1 (on request).

## Local Validation Checklist - 4

**Subject:** Coal Mining Authority assessment

### Details of the document (i.e. its purpose)

There is a legacy of past coal mining activity in the region. In order to ensure coal mining related land stability issues are assessed in planning applications, a Coal Authority assessment will be required.

### Trigger – When it is required

This is normally only required for all development in Coal Mining Development Referral Areas with the exception of householder extensions or alterations, changes of use and shop front alterations. A link is attached below to the map showing these areas.

### What's required

The Coal Mining Risk Assessment should be prepared by a competent, qualified person and should address the following issues:

- A summary of the mining information relevant to the application site (including past/present/future underground mining, shallow coal working, mine entries (shafts or adits), mine gas within an area which has a licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining (old open cast);
- Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development;
- Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and whether any changes have been incorporated into the development;
- Any development that involves intrusive activities which intersect, disturb or enter coal seams, coal mine workings or mine entries will require the **prior written permission of the Coal Authority**.

### Policy guidance

<b>National</b>	PPG14 – Development on unstable land
<b>Strategic</b>	
<b>Local</b>	Allerdale Local Plan Policy EN6: Location of potentially polluting development
<b>Contacts</b>	For further advice, please contact the Development Management Team.  Coal Authority Planning and Local Authority Liaison Department - 01623 637 119
<b>Other information</b>	Local validation supporting Appendix Document 1 (on request).

## Local Validation Checklist - 5

**Subject:** Crime Prevention

**Details of the document (i.e. its purpose)**

To demonstrate the principles of “Secured by Design” within any development proposals to provide people with a safer, more secure (and therefore more sustainable) environment.

**Trigger – When it is required**

When it is required. Any major proposal for residential or commercial development, or crime prevention related schemes, e.g. security shutters.

**What’s required**

The inclusion with the submitted access and design statement of a paragraph accounting for measures incorporated into the submitted scheme to address crime prevention including:

- Natural surveillance of public and semi-private spaces;
- Clear, defined, defensible spaces;
- Highway details of streets and parking;
- Layout of vehicular pedestrian and cycling routes within the site and its integration with the surrounding developments;
- Landscaping treatment of the site.

**Policy guidance**

**National**

Section 17 Crime and Disorder Act 1998  
Planning Policy Statements 1 and 3

**Strategic**

**Local**

**Contacts**

Mr D Thompson  
Cumbria Constabulary

**Other information**

## Local Validation Checklist - 6

**Subject:** Drawing numbers

**Details of the document (i.e. its purpose)**

To assist in verifying the precise individual plans to be assessed and recorded as part of the application.

**Trigger – When it is required**

When any plans either within the 'national' or local requirement are submitted with a planning application (including any subsequent amendment plans).

**What's required**

All plans submitted with an application need be marked with individual drawing numbers to enable the drawings to be included on any decision notice and also, if necessary, to enable subsequent plans to be amended by variation of condition. Any subsequent submitted amended plans should also be provided by a separate individual plan reference number.

**Policy guidance**

<b>National</b>	
<b>Strategic</b>	
<b>Local</b>	
<b>Contacts</b>	Further evidence can be provided by the Technicians within the Development Management Team of the Council
<b>Other information</b>	

## Local Validation Checklist - 7

**Subject:** Ecological assessment (Statement of Likely Significant Effect / Protected Species / Screening)

### Details of the document (i.e. its purpose)

The Council has a duty to consider the conservation of biodiversity when determining a planning application, including the safeguarding of protected species and the additional safeguarding of designated sites, habitats and geological features.

### Trigger – When it is required (excluding householder developments unless affecting a recorded site).

#### 1 A Protected species survey and assessment shall apply to the following:

##### Modification/demolition (including in part) of the following:

- Demolition/conversion of a building.
- Works to bridges, viaducts, tunnels, mines, kilns, ice houses, adits, military fortifications, cellars and similar underground ducts and structures.
- Buildings known to support roosting bats.
- All development within or adjacent to a designated site – Site of Special Scientific Interest (SSSIs), Special Protection Areas (SPAs), Special Areas of Conservation (SACs), Ramsar sites, sites of biological or geological importance including Regionally Important Geological and Geomorphological Sites (RIGS), sites involving ancient woodland.
- Any application involving:  
The demolition of a building;  
The conversion of a building (e.g. barn conversion); and  
Alterations to works to cellars, bridges, culverts, large stone walls, caves or mines.
- Where protected species or species of principal importance as listed under s41 of the Natural Environment and Communities Act 2006 are found to be present on site or where the site has the potential for them to be present.

A nature conservation assessment may also be required in the following instances:

- Development that could impact on a designated site through water or air pathways.
- Development that affects the roofspace of a building.
- Extensions to any building.

#### 2 An ecological/geological survey and assessment may also be required in the following instances:

- Development (within or adjoining) that could impact on a designated site - Special Protection Area (SPA), Special Area of Conservation (SAC), Ramsar site, Site of Special Scientific Interest (SSSI), National Nature Reserve (NNR), Local Sites or Local Nature Reserves) through water or air pathways;
- Extensions to any building;
- Wind turbines.

<p><b>Exceptions</b></p> <p><b>This may exclude:</b></p> <ul style="list-style-type: none"> <li>• Sites agreed to be excluded by the Council in pre-application discussions.</li> <li>• A reasoned risk assessment undertaken by a qualified ecologist demonstrating no protected species are present/or would be adversely affected by the proposal.</li> <li>• Written confirmation is provided from Natural England that no survey is required.</li> </ul> <p><b>3 Evidence to evaluate an assessment of likely significant effect (under the Conservation of Habitats and Species 2010)</b></p> <ul style="list-style-type: none"> <li>• Sites located in close proximity to Sites of Special Scientific Interest and Special Areas of Conservation - check with Planning Department (Natural England).</li> </ul>	
<p><b>What's required</b></p> <ul style="list-style-type: none"> <li>• Need to demonstrate the impacts of any proposed development on any wildlife or biodiversity interests. This will include a habitat survey to "Phase 1" standard or more.</li> <li>• Where survey information is required the application should include: <ul style="list-style-type: none"> <li>- An initial ecological assessment of the site;</li> <li>- Full ecological report including survey information, likely impact of the proposal (and Mitigation if required).</li> </ul> </li> <li>• Identify any mitigation measures proposed by the development.</li> <li>• Where proposals are being made for mitigation and/or compensation measures, information to support these proposals will be needed.</li> <li>• Where appropriate accompanying plans should indicate the location of any significant wildlife habitats or features and the location of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992.</li> <li>• Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long-term maintenance and management.</li> <li>• Turbine proposals - Desk based bird survey <ul style="list-style-type: none"> <li>- Site survey in bird sensitivity areas (geese, swans, hen harriers).</li> </ul> </li> </ul>	
<p><b>Statement of Likely Significant Effect</b></p>	<p>Drainage proposals which discharge into a watercourse which drains into a designated SSSI or SAC (to be verified with the Planning Department as to whether the proportionality of the development requires this evidence).</p>
<p><b>Policy guidance</b></p>	
<p><b>National</b></p>	<p>PPS9: Biodiversity and Geological Conservation  <a href="http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf">http://www.communities.gov.uk/documents/planningandbuilding/pdf/147408.pdf</a></p> <p>Planning for Biodiversity and Geological Conservation: A Guide to Good Practice 2006  <a href="http://www.communities.gov.uk/documents/planningandbuilding/pdf/143792.pdf">http://www.communities.gov.uk/documents/planningandbuilding/pdf/143792.pdf</a></p> <p>Planning Policy Statement 9: Biodiversity and Geological Conservation</p> <p>Wildlife and Conservation 1981</p> <p>Conservation and Habitat Species Regulations 2010</p> <p>Protection of Badgers Act 1992 or as listed in S41 of the Natural Environment and Rural Communities (NERC) Act 2006 of any UK Biodiversity Action Plan (BAP) high priority species.</p> <p>Natural England - Web site standing advice on protected species.</p>

<b>Strategic</b>	Cumbria and Lake District Joint Structure Plan 2001 - 2016 (Saved). Policy E35: Areas and features of nature conservation interests other than those of national and international conservation importance Policy EN4: Protection of nature sites of national importance Policy EN27: Protection of SSSI's
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (saved). Policy EN32: Protecting wildlife protected by law Policy EN33: Safeguarding local nature sites Policy EN34: Protecting significant wildlife habitats Policy EN35: Creation of new wildlife habitats Policy EN36: Management of land for wildlife
<b>Contacts</b>	Bat Conservation Trust - <a href="http://www.bats.org.uk/">http://www.bats.org.uk/</a> Cumbria Wildlife Trust Biodiversity
<b>Other information</b>	

## Local Validation Checklist - 8

**Subject:** Environmental impact assessment

### Details of the document (i.e. its purpose)

To evaluate the environmental impact of any development on both its local and wider environment during construction and post development.

### Trigger – When it is required

The regulations apply to two separate lists of projects:

- 1 “Schedule 1 projects” for which EIA is mandatorily required in every case. The regulations identify and detail the scope of projects which constitute Schedule 1 development, and provide indicative thresholds which detail the scale of schemes requiring an EIA.
- 2 “Schedule 2 projects” an EIA is required by the Local Planning Authority only if the project in question is judged likely to give rise to significant environmental effects. The regulations also provide a broad, definitive list of projects which have the potential for causing ‘significant environmental effects’ and provides parameters to establish Schedule 2 development within each respective category of project type. The regulations also refer to defined ‘sensitive areas’ e.g. national designations. Should the development fall within the category of Schedule 2 development it is necessary to pursue a formal screening opinion (and where appropriate a formal scoping opinion). Should it be established that an EIA be submitted with any application, no **local validation** documents should be submitted but alternatively encompassed within the environmental statement.

Officers recommend all major developments be discussed with officers prior to submission of any application to establish whether any works constitute Schedule 1 or 2 development under the EIA regulations.

### What’s required

Details are set out in Schedule 4 to the regulations, and the information is given under separate headings: Part 1 and Part II. The environmental statement must include all the information included in Part II and the information from Part I that is reasonably required to assess the environmental effects of the development and which the applicant can reasonably be required to complete.

### Screening Opinion

If you are unsure whether a proposal requires an environmental impact assessment you can submit a request to the Local Planning Authority for a screening opinion. You will need to include the following information with your request:

- A 1:1250 site location plan; and
- A brief description as to the nature and purpose of the development and its possible effects on the environment and any other information, which you feel may be of benefit.

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

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

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

### Scoping opinion

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

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

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

### Environmental statement

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

### Policy guidance

<b>National</b>	Town and Country Planning (Environmental Impact Assessment) Regulations 1999  Circular 02/99 Town and Country Planning (Environmental Impact Assessment)
<b>Strategic</b>	Cumbria and Lake District Joint Structure Plan 2001 - 2016 (Saved). Where applicable.
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved) Where applicable  Allerdale Local Plan, First Alterations June 2006 (Saved). Where applicable.
<b>Contacts</b>	
<b>Other information</b>	Should an EIA be required for any development, no evidence is required under the local validation checklist, but its evidence will need to alternatively be incorporated into the EIA document.  The Local Authority advise that if an Environmental Statement is required by the Town & Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended it is suggested that a Coal Mining Risk Assessment is included.

## Local Validation Checklist - 9

**Subject:** Flood Risk Assessments

### Details of the document (i.e. its purpose)

To assess the potential impact of a development on the local water environment and any increased flood risk.

### Trigger – When it is required

Development proposals in high risk flood zone (Flood Zone 3a and 3b).

A Flood Risk Assessment is required if it falls within an indicative flood plain or flood zone.

Development proposals in medium risk flood zone (Flood Zone 2).

Any operational development of 1ha or above in low flood risk zone (Zone 1).

Any operational development which includes culverting or control of flow of any river or stream.

Areas of known flooding.

### What's required

- The sequential approach outlined in paragraphs 14-20 of Planning Policy Statement 25 will need to be applied (to be assessed by the Local Planning Authority).
- Identify and assess the risks of all forms of flooding to and resulting from the development, taking into account climate change.
- Demonstrate how the risk of flooding will be managed.
- Demonstrate that the development complies with the policies contained in the planning guidance.
- Include an Emergency Planning Statement detailing flood warning and evacuation measures where applicable.
- Annex E of PPS25 details the minimum requirements for site specific Flood Risk Assessment.

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

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

- What type of development is proposed and where will it be located? Include whether it is new development, an extension to existing development or change of use etc.
- What is its vulnerability classification?
- What sources of flooding could affect the site? (see Annex C of Planning Policy Statement 25).

**Should the policy guidance within PPS25 (as confirmed by the Environment Agency) a more detailed study is required, a typical Level 2 or Level 3 FRA could cover the following:**

Development description and location:

- Evidence that the Sequential Test and Exception Test (if necessary) has been applied in the selection of this site for the development type proposed, or reference to this if presented in other planning documents. (This test criteria needs to be completed at an early stage of the process and depending on its outcome it requires the completion of the other FRA criteria, however, it may form part of the FRA evidence).

- The type of development proposed and where it will be located.
- The vulnerability classification (see table D.2, Annex D of PPS25).
- Whether the proposed development is consistent with the local development documents.
- Evidence that the Sequential Test and Exception Test (if necessary) has been applied in the selection of this site for the development type proposed, or reference to this if presented in other planning documents.

Definition of the flood hazard:

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

Probability:

- The flood zone the site is within.
- The probability of the site flooding.
- The existing rates and volumes of run-off generated by the site, including information on flow and rate of onset.

Climate change:

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

Detailed development proposals:

- Details of the development layout, referring to the relevant drawings (cross referring to the main application).
- Where appropriate, demonstrate how land uses most sensitive to flood damage have been placed in areas within the site that are at least risk of flooding (applying the Sequential Test at site level).
- What are the existing surface water drainage arrangements for the site in compliance with Surface Water Management Good Practice Principles and Standards i.e. management of surface water run off must not increase flood risk either on site or elsewhere.
- Which flood zone is the site within? (Check with the Environment Agency or Local Planning Authority).
- If applicable, what does the Shoreline Management Plan show (link below).

Flood risk management measures:

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

Off-site impacts:

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

Residual risks:

- An assessment of the flood related risks that remain after measures to protect the site from flooding have been implemented.
- Who will manage the risks and enforce compliance over the lifetime of the development. (This may need to be secured via planning conditions or a S106 agreement).

**Other information**

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

More information can be found in the Planning Policy Statement 25: Development and flood risk and the accompanying practice guide which were published in December 2009: <http://www.communities.gov.uk/>

General advice on flooding and on development and flood risk including their standing advice can be obtained from the Environment Agency website: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

A flood risk pre-application enquiry form can also be sent to the Environment Agency before submitting a planning application: <http://www.environment-agency.gov.uk/research/planning/33580.aspx>

Solway Coast Area of Outstanding Natural Beauty: [www.allerdale.gov.uk](http://www.allerdale.gov.uk)

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

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

**Environmental Statement**

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

<b>Policy guidance</b>	
<b>National</b>	PPS25 – Development and flood risk
<b>Strategic</b>	North West Regional Spatial Strategy Policy EM5 Policy EM6 Policy DP9  Cumbria & Lake District Joint Structure Plan 2001 - 2016 (Saved Policy).
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved). Policy EN12: Safeguarding floodplains Policy EN13: Flood prevention / mitigation / environmental Policy EN14: Safeguarding water defences Policy EN15: Safeguarding fluvial defences Policy EN16: New flood defences  Allerdale Borough Council - Strategic Flood Risk Assessment
<b>Contacts</b>	Allerdale Borough Council Environment Agency (including flood maps and information) Web site link: <a href="http://www.environment-agency.gov.uk/research/planning/82584.aspx">http://www.environment-agency.gov.uk/research/planning/82584.aspx</a>
<b>Other information</b>	

## Local Validation Checklist - 10

**Subject:** Foul sewage assessment (load/flow and non-mains assessment)

### Details of the document (i.e. its purpose)

To ensure a satisfactory standard of foul drainage for the development

### Trigger – When it is required

Developments adopting the use of the existing public sewer system within the settlements of Cockermouth/Dearham/Aspatria/Brigham/Kirkbride/Thursby/Prospect

Developments involving either the provision of new non-mains drainage or the use of existing non mains drainage (e.g. package treatment plants, septic tanks, cesspools).

### What's required

#### 1 Mains drainage

For developments incorporating foul drainage into the public sewer within the specified settlements a load/flow assessment by a suitably qualified professional shall be submitted to demonstrate the impact of the development on the public sewer infrastructure.

It should be noted in most circumstances surface water will not be permitted to be connected to public foul sewers.

#### 2 Non-mains drainage

In order to demonstrate that the development can be effectively served by a non-mains drainage system without inadvertently affecting the environment, amenity or public health, a drainage specialist or surveyor with appropriate indemnity insurance should carry out a foul drainage assessment (with reference to DTER Circular 3/99 and Building Regulations Approved Document Part H and in BS6297).

A completed drainage supplement form should be submitted.

If a non-mains drainage system is proposed its position and any associated soakaways must be shown within the application site on a 1:1250 and 1:2500 scale site location plan. The use of soakaways will require satisfactory percolation tests to have been undertaken to demonstrate compliance with current British Standards.

If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, the notice may need to be served on the owners of that land.

<b>Policy guidance</b>	
<b>National</b>	PPS25: Development and Flood Risk
<b>Strategic</b>	North West Regional Spatial Strategy EM5: Integrated Water Management
<b>Local</b>	Allerdale Local Plan, First Alterations June 2006 HS9: Infrastructure requirements for housing  Guidance note for applicants affecting heritage assets.
<b>Contacts</b>	
<b>Other information</b>	(Non-mains drainage) Supply Validation Appendix Document 3 (on request).

# Local Validation Checklist - 11

**Subject:** Heritage statements assessments

## Details of the document (i.e. its purpose)

To demonstrate the affects the development could have on a heritage asset that analyses the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact

## Trigger – When it is required

In all cases the Heritage Statement could form part of a more comprehensive Design and Access Statement.

For all applications impacting on the setting of heritage sites a written statement that includes plans showing historic features that may exist on or adjacent to the application site including Listed buildings and structures, the Hadrians Wall World Heritage Site buffer zone, historic parks and gardens, Scheduled Ancient Monuments and an analysis of the significance of archaeology, history and the character of the building/structure/landscape the principle of and justification for the proposed works and their impact on the special character of the Listed building/structure/landscape and the setting of adjacent buildings. (The scope and degree of detail necessary will vary from application to application. pre-application discussion is recommended.)

- Applications that involve alterations to a Listed building.
- Applications that would affect the setting of a Listed building.
- Applications within a Conservation Area.
- Applications within historic landscapes including parks or gardens.
- Applications in areas of archaeological interest, or ones that may be adjacent to and could affect them (Archaeological Assessment), and
- Applications that would affect the setting of Hadrians Wall Military Zone World Heritage Site.
- Applications affecting the setting of heritage assets.

This statement is required for all applications for Listed building consent and Conservation Area consent, major planning applications within Conservation Areas, and may be required for other planning applications for developments within Conservation Areas (except changes of use) and those that have a material impact on the setting of a listed building or structure, a locally Listed building or structure, or a conservation area/other heritage asset.

## What's required

### 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;
- A statement of significance;
- 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, where possible, historic evidence to support the detail of reinstatement should be provided i.e. historic plans or photographs;
- For any alterations, replacement, or installation of features such as windows, doors and shop fronts, 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.

### **Conservation Area consents and planning applications within Conservation Areas**

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.

- The statement shall include a 'statement of significance'.

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

#### **Applications within historic landscapes including parks or gardens**

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

- The statement shall include a 'statement of significance'.

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

#### **Applications in areas of archaeological interest**

A heritage statement will be required in respect of the proposals involving the disturbance of ground within an Area of Archaeological Interest/Potential or in other areas where there are reasonable grounds to show that there is the potential to affect currently unknown important archaeological remains which are the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, as may be specified in pre-application advice.

If an application affects such a site an applicant may need to commission a Written Scheme of Investigation or even investigative works prior to submission and submit the results as part of the application. A separate archaeological assessment may be required in special circumstances.

In such cases the applicant will need to provide the following information so the Council can make a proper assessment:

- Properly understand the nature, relative importance and physical extent of the archaeological interest in these sites through desk-based assessment, field evaluation, basic appraisal or recording of the asset, as required.
- Consider proposed uses that are benign to the conservation of the asset's significance.
- Seek to eradicate or minimise impact through design (for example foundations that span sensitive areas rather than penetrate them).

This information can be found in the Practice Guide attached to PPS 5. It may be appropriate to include the heritage assessment as part of the design and access statement or planning statement. However, if it forms part of one of these documents it should be clearly identifiable (e.g. forms a discrete section with its own heading).

The detail in the heritage statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with the County Archaeologist before any applications are made. There may be a need to commission an archaeological assessment or even an archaeological investigation prior to submission and submit the results as part of the application. In such cases the applicant will need to provide the following information so the Council can make a proper assessment.

<b>Policy guidance</b>	
<b>National</b>	PPS5: Planning for the historic environment
<b>Strategic</b>	Joint Structure Plan E38: Historic environment
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved) Policies CO1 to CO24 Policy EN24 Policy WKCO1 Policy MCO2 Policy MCO3 Policy CCO1 Policy CCO2 Policy RCO1  Guidance note for applications affecting heritage assets.  List descriptions for statutory designated buildings - Allerdale Building Control and Planning Department  Cockermouth Conservation and Design Guide
<b>Contacts</b>	English Heritage County Archaeologist Conservation Officer (Allerdale Borough Council)
<b>Other information</b>	Supporting Appendix Document 4 (on request).

## Local Validation Checklist - 12

**Subject:** Highway assessments

**Details of the document (i.e. its purpose)**

**a) Transport assessments/statements**

It is important that applicants seek pre-application advice from the Local Planning Authority for definitive advice on the scope of the following documents in order to avoid abortive work.

**Trigger – When it is required**

<b>Indicative Threshold Levels for Travel Plans</b>			
<b>Land Use Type</b>	<b>Land Use Description</b>	<b>Travel Plan Statement Required</b>	<b>Threshold Above which a TP will be Required</b>
A1 Food retail	Retail sale of food goods to the public- food superstores, supermarkets, convenience food stores	>250<800 sq. m	> 800 sq. m GFA
A1 Non-food retail	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés	>800<1500 sq. m	> 1500sq. m GFA
A2 Financial and Professional Services	Financial services – banks, building societies and bureaux de change, professional services(other than health and medical services) – estate agents and employment agencies, other services 0 betting shops.	>1000<2500 sq. m	>2500 sq. m GFA
A3 Restaurants and cafés	Restaurants and cafés – use for the sale of food for the consumption on the premises, excludes internet cafés.	>300<2500 sq. m	>2500 sq. m GFA
A4 Drinking Establishments	Use as a public house, wine-bar or other drinking establishment	>300<600 sq. m	>600 sq. m
A5 Hot food takeaway	Use for the sale of hot food for the consumption on or off the premises	>250<500 sq. m	>500 sq. m

Land Use Type	Land Use Description	Threshold where Travel Plan may be required	Threshold Above which a TP will be Required
B1 Business	(a) Offices other than in use within Class A2 (financial and professional services) (b) Research and development – laboratories, studios (c) Light industry	>1500<2500 sq. m	>2500 sq. m GFA
B2 General Industrial	General industry (other than classified as in B1), The former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class	>2500<4000 sq. m	>4000 sq. m GFA
B8 Storage or Distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories	>3000 <5000 sq. m	>5000 sq. m GFA
C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided	>75<100 bedrooms	>100 bedrooms
C2 Residential institutions – hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care	>30<50 beds	>50 beds
C2 Residential institutions – residential education	Boarding schools and training centres	>50<150 students	> 150 Students
C2 Residential institutions – institutional hostels	Homeless shelters accommodation for people with learning difficulties and people on probation	>250<400 residents	>400 residents
C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community	>50<80 units	>80 units

Land Use Type	Land Use Description	Threshold where Travel Plan may be required	Threshold Above which a TP will be Required
D1 Non-residential institutions	Medical and health services- clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls	>500<1000 sq. m	> 1000 sq. m GFA
D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	>500<1500 sq. m	>1500 sq. m GFA
Others	For example: Stadium, retail warehouse, clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres, Pos, travel and ticket agencies, hairdressers, funeral directors, hires shops, dry cleaners.		To be determined on case by case basis by Cumbria County Council

Other material considerations with regards to whether a travel plan would be required include:

- Levels of proposed car parking;
- Numbers of staff or residents;
- Conformity with the local development plan;
- The location of any proposed development; and
- Whether the development is likely to increase conflict among motorised users and non-motorised users, particular vulnerable road users such as children, disabled and elderly people.

### What's required

**Transport statement:** Should cover matters such as trip generation resulting from the development, improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of servicing requirements and the net level of change over any current development within the site.

**Transport assessment:** Should quantify and assess the impact of the proposals on traffic movement and highway safety, quantify and assess how the development could be accessed by alternative transport modes and how such alternative modes would be promoted. Details should be included of any proposals for access or transport improvements.

### b) Travel plan

Is a long term management strategy which aims to increase sustainable travel to a site through positive actions. It is set out in a document that is reviewed regularly. A travel plan follows a transport assessment which will have initially highlighted the relevant issues. There are different types of travel plan proportional to the scale and type of development.

### Trigger – When it is required

All types of development may require appropriate statements and supporting information where there is potential for significant impact upon the highway infrastructure and highway safety. The following list which is by no means exhaustive may necessitate a travel plan:

- 1) Not be in conformity with the adopted development plan.
- 2) Generate 30 or more two-way vehicle movements in any hour.
- 3) Generate 100 or more two-way vehicle movements per day.
- 4) Be likely to increase accidents and conflicts between motorised and non-motorised users.
- 5) Generate significant freight or HGV movement per day or abnormal loads per year.
- 6) Be proposed where the local highway infrastructure is inadequate to serve the proposed use.

### What's required

The travel plan should outline the measures to be taken to encourage staff and visitors to travel to and from the site using sustainable modes of travel in order to reduce vehicular trips to the site and therefore minimise the environmental impact of the development including:

- 1) Site location plan (strategic and local context).
- 2) Site audit of transport links, transport issues, barriers to non-car use and possible improvements to encourage sustainable modes.
- 3) Travel survey including examples of distributed survey, means of distribution, number distributed, number of responses, results and analysis.
- 4) Clearly defined objectives, targets and indicators.
- 5) Details of committed measures, timetable for implementing, marketing proposals and budget.
- 6) Travel plan co-ordinator and the definition of role and contact details.
- 7) Monitoring plan and mitigation proposals if targets not reached.

**c) Parking and servicing:** Needs to be considered as part of any scheme. Car parking needs to be at an appropriate level to cater for the development with regard to its location and association with adjacent land uses, availability of public transport and highway safety. The information can be combined with a transport assessment or transport statement if appropriate.

<b>Trigger – When it is required</b>	
All developments generating additional parking on/off site.	
<b>What's required</b>	
It should include the following:	
<ol style="list-style-type: none"> <li>1) Rationale of parking provision.</li> <li>2) Car parking accumulation.</li> <li>3) Car parking layout.</li> <li>4) Cycle parking layout.</li> <li>5) Servicing plan for deliveries, collection, etc.</li> <li>6) Parking and servicing management.</li> </ol>	
<b>d) Road safety audit</b>	
To evaluate the highway safety merits of proposed works.	
<b>Trigger – When it is required</b>	
Where development proposals include the provision of new or alteration of existing highway infrastructure. (For the purpose of delivering this in the Checklist this is restricted to major development proposals only).	
<b>What's required</b>	
Audits undertaken should include the Audit Brief and Exception/Report/Designers Response, in accordance with the Highways Agency's 'Design Manual for Roads and Bridges Volume 5, Section 2, Part 2 HD 19/03 Road Safety Audit'.	
<b>Policy guidance</b>	
<b>National</b>	PPS1: Delivering sustainable development PPS10: PPG13: Transport PPS22: The essential guide to travel planning (2007) DFT Using the planning process to secure travel plans – Best practice guidance guide (2002) Making residential travel plans work – Good practice for new development 2005
<b>Strategic</b>	North West Regional Spatial Strategy Policy DP5: Manage travel demand Policy RT2: Managing travel demand  Cumbria and Lake District Joint Structure Plan 2001 - 2015 (Saved) Policy T29 Policy T30 Policy T31  Cumbria County Council - Cumbria Sub Regional Spatial Strategy
<b>Local</b>	Allerdale Local Plan Plan wide policies
<b>Contacts</b>	Cumbria County Council <a href="http://www.cumbriacc.gov.uk/roads-transport/public-transport-road-safety/transport/Travel-plans/default.asp">http://www.cumbriacc.gov.uk/roads-transport/public-transport-road-safety/transport/Travel-plans/default.asp</a> Allan McNicoll - 01228 226735  Peter Barnard Development Control Engineer (Cumbria County Council Highways)
<b>Other information</b>	Travel Plans Supporting Appendix Document 5 (on request).

## Local Validation Checklist - 13

**Subject:** Land contamination / land gas assessments / barn conversions

### Details of the document (i.e. its purpose)

In order to safeguard Human Health and the wider environment (including Controlled Waters), this evidence seeks to evaluate the risks arising from potential 'contamination' and any remediation requirements that must be considered on the basis of both the development sites **current** land-use (and circumstances) and its **proposed** use.

### Trigger – When it is required

#### Land contamination / land gas assessment

Stage 1 Preliminary Risk Assessment including a desk top study and site walkout should be carried out by a suitably qualified professional if:

- The land is known to be contaminated or suspected of being contaminated such as brownfield sites (apart from householder applications and applications for change of use which do not include any operational development)
  - The proposed end use of the development is considered sensitive to contamination (e.g. allotments, residential use, schools, health centres)
- The site is located within 250m of a recorded landfill site

If the PRA identified any potential unacceptable risks an intrusive site investigation must be undertaken & submitted with the application. This may include gas monitoring (carried out in line with current guidance).

#### Barn conversion

Change of use or conversion of barns.

### What's required

#### Land contamination/land gas assessment

The following information should be included:

#### Phase 1 Preliminary Risk Assessment

- Purpose and aims of the study.
- Credentials of the person or organisation undertaking the study.
- Appraisal of site history and previous uses of adjacent land (including review of historical maps, aerial photographs, planning records, etc).
- Assessment of current site use and that of the surrounding land.
- Assessment of the environmental setting, including geology, hydrogeology, hydrology, a site walkover to observe the condition of the site (soils, surface materials and vegetation) and to identify any structures (pipework, storage tanks, etc),
- Coal Authority information (if appropriate), Environment Agency data, Local Authority information, landfill data, etc.
- Information on any ecological and archaeological features.
- Identification of potential sources of contamination (including natural contamination).
- Review of any previous reports (desktop studies, site investigation and remediation reports).
- Interpretation of the above information and the development of a Conceptual Site Model (CSM). This is a representation of possible pollutant linkages on the site (i.e. Source - Pathway - Receptor).
- The scope of works for any required site investigation and further risk assessment (if required).\*
- The findings of the PRA will ultimately determine whether a Phase 2 Site Investigation is required.

## **Phase 2 Site Investigation**

This is undertaken to determine the actual presence or absence of contamination and where found, its nature and extent. A suitable sampling and analytical strategy should be undertaken to address the potential risks identified in the PRA. All works must be in line with current guidance. Data must be collected from the right locations and at the right time using appropriate collection methods in order to estimate and evaluate the risks. The factual information should then be collated and interpreted with reference to the initial CSM. This is an iterative process and it is expected that the CSM and any potential 'pollutant linkages' will be revised as a result of the site investigation and risk assessment process.

The risk assessment is split into 2 tiers:

- Generic Quantitative Risk Assessment (involving the comparison of contaminant concentrations at a site with generic assessment criteria).
- Detailed Quantitative Risk Assessment (making greater use of site-specific data to conduct a more accurate assessment of risks. This may involve the derivation of site specific assessment criteria which are then compared with contaminant concentrations.

If a pollutant linkage is confirmed & the risk assessment demonstrates that there are unacceptable risks associated with the site, then remediation is required.

## **Phase 3 Remediation**

A remediation strategy should be submitted where a site investigation has identified levels of contamination that would result in unacceptable risks to end users without appropriate remediation. All identified options for dealing with any unacceptable risks should be combined into a remediation strategy. *Please note that Government policy encourages sustainable methods of remediation. However, re-use of materials on site, treatment of land and groundwater may require a permit (or exemption) from the Environment Agency.*

The standard of remediation work should comply with current good practice and guidance. This must be approved by the LPA before any remedial actions at the site commence.\* As a minimum the following should be documented:

- CSM/description of the site/proposed development
- Remediation objectives
- Remediation Criteria
- Verification Plan (to include sampling & analytical strategies)

## **Phase 4 Verification:**

Once the site has been remediated, a verification report will be required. This should demonstrate that the remedial objectives have been met and carried out in accordance with the verification plan.

**It should be noted that no assessment can inspect every section of a site and, therefore, should any unsuspected contamination be found, all work should temporarily cease and immediate contact should be made with the Local Planning Authority.**

**It is also strongly recommended that pre-application advice is sought from the Local Planning Authority regarding potential contaminated land issues as early as possible in the planning process (i.e. before the desk study has been undertaken). This will prevent unnecessary works being carried out and may also prevent delays in the development commencing.**

<b>Policy Guidance</b>	
<b>National</b>	PPG14: Development on Unstable Land PPS23: Planning and Pollution Control PPS7: Suitable Development in Rural Areas
<b>Strategic</b>	North West Regional Spatial Strategy EM2: Remediating Contaminated Land
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved) EN9: Contaminated/Derelict Land EN5: Pollution control EN6: Location of potentially polluting development EN7: Location of pollution sensitive development EN10: Restoration, after uses cease  Allerdale Local Plan, First Alterations June 2006 (Saved) HS6: Conversions to residential outside settlements
<b>Contacts</b>	Environmental Health (Allerdale Borough Council) Environment Agency
<b>Other information</b>	Barn Conversions Supporting Document 6 (on request)

## Local Validation Checklist - 14

**Subject:** Landscape and visual impact

### **Details of the document (i.e. its purpose)**

An assessment of the impact of the proposal on the surrounding landscape from both short and long views.

### **Trigger – When it is required**

All proposals for major development proposals on the edge of settlements or within the open countryside especially in areas of national, international landscape or heritage designation e.g. AONB including residential development, large scale agricultural and industrial development, wind turbines, caravan sites or extensions to existing sites. Major development within designated Conservation Areas or associated with Listed buildings may also be included at the LPA discretion.

### **What's required**

The assessment should include visual representations of the site before and after the proposed development such as photomontages and artist's impressions. Wire frames may also be helpful in understanding the impact of the proposals.

On sensitive in landscape or visual terms, submission of a Landscape and Visual Impact Assessment (LVIA) by a qualified landscape architect (in accordance with the guidelines for Landscape and Visual Impact Assessment 2<sup>nd</sup> Edition (2002) by the Landscape Institute and the Institute of Environmental Management and Assessment.

Submission of Landscape Strategy within the application's Design and Access Statement for any development.

The details should be agreed with the Development Management Team prior to submission of the application to agree a schedule of viewpoints.

<b>Policy guidance</b>	
<b>National</b>	PPS5: Planning for the historic environment PPS7: Sustainable development in rural areas
<b>Strategic</b>	Regional Spatial Strategy Policy EM1: Integrated enhancement and protection of the region's environmental assets.  Cumbria & Lake District Joint Structure Plan 2001 - 2016 (Saved) Policy 37: Landscape character Policy 38: Protection of historic environment Policy 44: Development principles  Cumbria Sub-Regional Spatial Strategy  Wind Energy in Cumbria SPD
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved) Policy EN25: Protecting the open countryside Policy CO3: New buildings in Conservation Areas Policy CO6: Commercial frontages in Cumbria Policy CO13: Setting of a Conservation Area Policy CO15: Alterations to Listed buildings Policy CO18: Setting of a Listed building Reference should also be made to relevant policies specific to the nature or type of development
<b>Contacts</b>	The Cumbria Landscape Character Assessment and toolkit <a href="http://www.cumbria.gov.uk/planning-environment/countryside/countryside-landscape/land/Land/Guide.asp">www.cumbria.gov.uk/planning-environment/countryside/countryside-landscape/land/Land/Guide.asp</a> Natural England ( <a href="http://www.naturalengland.org.uk">www.naturalengland.org.uk</a> )
<b>Other information</b>	Barn Conversions Supporting Appendix documents 6 (on request)

## Local Validation Checklist - 15

**Subject:** Local affordable housing statement

**Details of the document (i.e. its purpose)**

To assess the provisions of local affordable housing provision as part of any residential development scheme in the context of Council planning policies.

**Trigger – When it is required**

Sites of 15 or more dwellings as part of a residential or mixed use development within the Borough’s key ‘urban’ service settlements namely Workington, Maryport, Cockermouth, Wigton, Silloth and Aspatria. Where an identified need exists the provision of up to 20% (dependent on the need) of local affordable housing on development sites exceeding 5 or more dwellinghouses. Should the development proposed not demonstrate an identified appropriate need then justification is required. The proportion and types of affordable units required shall be determined in consultation with the Council’s Planning and Housing Departments.

**What’s required**

Where a local affordable housing need has been identified by the Council, an affordable housing statement is required relating to the provision of affordable housing including:

- The total number of residential units proposed
- The mix of affordable and market housing
- The levels of affordability and types of tenure for the local affordable units
- Plans showing the location of units (to be pepperpotted in clusters in estate development)
- Internal layouts and floor space of each unit type
- Details of the charges proposed for each unit including rental figures and service charges
- The arrangements proposed for ensuring affordability in the long term
- Details of any partners acting in the development or involved in management of the development including Registered Social Landlords

Background and justification for the proposed approach detailed in the statement

**Policy guidance**

<b>National</b>	Planning Policy Statement 3: Housing
<b>Strategic</b>	Cumbria & Lake District Joint Structure Plan 2001 - 2016 (Saved) Policy ST4: Major development proposals Policy ST5: New development and key service centres outside the Lake District National Park Policy EM14: Development of employment land for other purposes Policy H19: Affordable housing outside Lake District National Park
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved) Policy HS5: New housing in settlements  Allerdale Local Plan, First Alterations June 2006 (Saved) Policy HS8: Housing design Policy HS14: Affordable/local needs housing on large site Policy HS15: Affordable/local needs housing outside settlements Policy HS16: Affordable/local needs housing outside smaller settlements
<b>Contacts</b>	Housing Department (Allerdale Borough Council)
<b>Other information</b>	

## Local Validation Checklist - 16

**Subject:** Marketing and viability statements

### Details of the document (i.e. its purpose)

To assess the marketability and viability of either existing or proposed future land uses or development.

### Trigger – When it is required

Planning applications for:

- Conversion to residential use outside settlement development boundaries or safeguarded and as allocated in the development plan or conversions/alterations to existing community facilities/occupancy restricted landuses.
- Non B1 (Business), B2 (General Industrial) and B8 (Storage or Distribution) uses on land allocated for such purposes in the development plan.
- Demolition of Listed and locally Listed buildings.
- Removal of an occupancy condition on a dwelling in the countryside.
- Development not complying (where an identified housing need exists) with the Council’s local affordable housing provision.

Marketing information may not always be required and the need for such evidence should be clarified with the Local Planning Authority at pre application stage.

### What’s required

A **marketing written assessment** to demonstrate that the property/land has been advertised for sale or lease on the open market for uses appropriate to the use allocated in the development plan by a suitably qualified professional person including:

- The length of time it has been advertised (minimum 6 months).
- Where and how it has been promoted/marketed.
- Details of any offers.

Details of the marketing and all offers received, if applicable, should be submitted with a written assessment.

### Policy guidance

#### National

Planning Police Statement 4 (PPS 4: Planning for Sustainable Economic Growth)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement4.pdf>

Planning Policy Statement 5 (PPS5: Planning for the Historic Environment)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

Planning Policy Statement 7 (PPS 7: Sustainable Development in Rural Areas)  
<http://www.communities.gov.uk/documents/planningand building/pdf/147402.pdf>

<b>Strategic</b>	<b>Joint Structure Plan</b> Policy ST4: Major development proposals Policy ST5: New development and key service centres outside the Lake District National Park Policy EM13: Employment land provision Policy EM14: Development of employment land for other purposes Policy EM16: Tourism Policy H19: Affordable housing outside LDNP Policy E38: Historic environment
<b>Local</b>	<b>Allerdale Local Plan</b> Policy L4: Loss of leisure community facilities Policy CO13: The setting of a Conservation Area  First Alterations Allerdale Local Plan Policy HS6: Conversions to residential outside settlements
<b>Contacts</b>	
<b>Other information</b>	

## Local Validation Checklist - 17

**Subject:** Noise/odour impact assessments

### Details of the document (i.e. its purpose)

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

**Odour:** The purpose of the odour assessment is to determine whether the development will have a significant impact on sensitive adjacent land uses such as residential properties or whether the impact is acceptable when all appropriate forms of mitigation have been considered.

### Trigger – When it is required

**Noise:**

- 1) Proposals that generate high levels of noise such as commercial / industrial developments with noisy machinery, workshops, refrigeration and ventilation plant and equipment, noisy sport or leisure activities, public houses etc.
- 2) Proposed noise sensitive land uses such as housing adjacent to existing significant noise source including roads, railways and activities listed under 1) above or similar.

**Odour:**

- 1) Where an extraction or ventilation system is required for all applications for the use of the premises within Use Class A3 (café, restaurants), A4 (drinking establishments), and A5 (hot-food takeaways).
- 2) Where an extraction or ventilation system is required for significant retail, business industrial or leisure developments.

### What's required

**Noise:** The information required should be prepared by a suitably qualified professional including reference to:

- 1) Description of site and surrounding area (and identification of any noise sensitive landuses)
- 2) Description of use and noise emissions
- 3) Survey details
- 4) Noise assessment criteria
- 5) Noise readings (including existing background noise levels)
- 6) Description of noise sources
- 7) Assessment and calculations
- 8) Any mitigation/sound insulation measures
- 9) Conclusions and recommendations

**Odour:** The information required is broadly as that required for noise assessments listed above and should include:

- 1) Description of site and surrounding area (and identification of any odour sensitive landuses)
- 2) Description of use and odour emissions
- 3) Survey details
- 4) Odour assessment criteria
- 5) Odour readings (including existing background odour levels)
- 6) Description of odour sources
- 7) Assessment and calculations
- 8) Any mitigation/odour insulation measures
- 9) Conclusions and recommendations

**Policy guidance**

<b>National</b>	<b>Noise:</b> PPS Statement 24: Planning and noise <b>Odour:</b> PPS Statement 23: Planning and pollution control
<b>Strategic</b>	North West Regional Spatial Strategy Policy RDF2
<b>Local</b>	<b>Noise and Odour:</b> Allerdale Local Plan, Adopted 1999 (Saved) Policy EN5: Pollution control Policy EN6: Location of potentially polluting development Policy EN7: Location of pollution sensitive development
<b>Contacts</b>	Environmental Health (Allerdale Borough Council) Environment Agency (Agricultural permits)
<b>Other information</b>	

## Local Validation Checklist - 18

**Subject:** Open space assessment

### Details of the document (i.e. its purpose)

To assess the merits of development proposals that affect either existing open space landuses or provide new additional open space assets.

### Trigger – When it is required

Applications for all types of development that significantly erodes or removes existing open space that contributes to general visual amenity or provides formal or informal recreational and leisure opportunities.

### What's required

Open space should be considered to include all open space of public value including land and open water that offer opportunities for sport, recreation or have value in terms of general amenity.

Development proposals shall be accompanied by plans showing any areas of existing or proposed open space within or adjoining the development site. With regard to sports pitches, the layout of summer and winter pitches including adjacent safety margins should be shown. Any proposed realignment or replacement sports pitches should be included.

In terms of open space that has community value a robust assessment that the land and buildings are surplus to requirements should be provided with any planning application.

A statement as to how the application meets Natural England's Accessible National Green Space Targets (ANGST)

### Policy guidance

#### National

PPS1: Delivering sustainable development  
PPG17: Planning for open space sport and recreation

#### Strategic

#### Local

Allerdale Local Plan, Adopted 1999 (Saved)  
Policies L1. L2. L3. L4 Open space standards

#### Contacts

[www.sportengland.org](http://www.sportengland.org)

#### Other information

## Local Validation Checklist - 19

**Subject:** Photographic records assessments

**Details of the document (i.e. its purpose)**

Photographs and photomontages provide useful background information and are helpful to fully illustrate a proposal.

Photomontages are particularly useful to show how developments can be satisfactorily integrated within the street scene or landscape.

**Trigger – When it is required**

**Photographs**

Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a Conservation Area or a Listed building.

**Photomontages**

These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene or landscape.

**What's required**

Annotated photographs and/or photomontages

**Policy guidance**

<b>National</b>	
<b>Strategic</b>	
<b>Local</b>	
<b>Contacts</b>	
<b>Other information</b>	

## Local Validation Checklist - 20

**Subject:** Planning statement

### Details of the document (i.e. its purpose)

A Planning Statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. However a separate [Statement on Community Involvement](#) may also be appropriate.

### Trigger – When it is required

All planning applications for 100 dwellings or more or where a minimum of 10,000 sq. metres of commercial/retail development would be created or major planning applications that would constitute a departure from the development plan.

### What's required

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development relates to relevant national and local planning policies. It may also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. This can be in the form of a Statement of Community Involvement (SCI; see Item 24).

The Planning Statement can also include information on employment creation as well as economic and regeneration benefits. Applicants can also submit an Economic Statement to highlight the economic benefits of a scheme if they so wish but this would not be required for validation purposes.

### Policy guidance

<b>National</b>	PPS1: Delivering sustainable development
<b>Strategic</b>	
<b>Local</b>	
<b>Contacts</b>	
<b>Other information</b>	

## Local Validation Checklist - 21

<b>Subject:</b> Public Right of Way Statement	
<b>Details of the document (i.e. its purpose)</b> To account for the closure (or diversion of existing public rights of way as part of any development proposal.	
<b>Trigger – When it is required</b> Any development involving the stopping up/closure/diversion of a designated public footpath or bridleway.	
<b>What's required</b> A statement is required to indicate what measures are proposed to protect the interests of users of any public rights of way which may be affected by any development, including provision for during the construction of the development and following its completion.	
<b>Policy guidance</b>	
<b>National</b>	
<b>Strategic</b>	Local Transport Plan II Emerging Local Transport Plan II
<b>Local</b>	First Alterations Allerdale Local Plan Policy HS9: Infrastructure requirements for housing
<b>Contacts</b>	Public Footpaths Officer (Cumbria County Council) Ramblers Association
<b>Other information</b>	The Council highlight that any works involving the stopping up, diversion or closure of an existing public highway will require further consideration under a separate application either under planning or highways statutory legislation.

## Local Validation Checklist - 22

**Subject:** Retail impact assessment / town centre use assessment

### Details of the document (i.e. its purpose)

Assessment of town centre landuses and their impact on the vitality and viability of town centres.

This is applicable to retail developments, licensee, entertainment facilities and the more inclusive sport and recreation uses (including cinemas, restaurants, drive through restaurants, bars and pubs, nightclubs, health and fitness clubs, indoor bowling centres, bingo halls, offices, arts and culture developments including theatres, museums, galleries, concert halls, hotels and conference facilities.

### Trigger – When it is required

A **sequential assessment** is required for planning applications for main town centre uses that are not in an existing centre and are not in accordance with an up to date development plan. Requirement applies to extensions to retail or leisure uses only where the gross floor space of the proposed extension exceeds 200 square metres.

An **impact assessment** is required for planning applications for retail and leisure developments over 1,000 square metres gross floor space not in an existing centre and not in accordance with an up to date development plan.

An **impact assessment dealing with the impacts set out in Policy EC16.1 of PPS4** is also required for planning applications in an existing centre which are not in accordance with the development plan and which would substantially increase the attraction of the centre to an extent that the development could have an impact on other centres.

For development which falls below the thresholds above, it will still be necessary to demonstrate, in a proportionate way, that the tests of PPS4 will be satisfied.

### What's required

An assessment of retail impacts on existing centres, in accordance with the policy and test criteria within PPS4.

Sequential tests should demonstrate evidence on the potential use of preferable alternative available town centre sites prior to any alternative available edge of town centre site or any out of town centre location. Any out of town centre proposal will need to also demonstrate that there are no preferable edge of town centre sites.

### Policy guidance

<b>National</b>	Planning Policy Statement 4 (PPS 4: Planning for Sustainable Economic Growth) Policies EC14, EC15 and EC16 <a href="http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement4.pdf">http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement4.pdf</a>
<b>Strategic</b>	
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved) RG2: Location and future retailing proposals
<b>Contact</b>	For further advice, please contact the Development Management Team
<b>Other information</b>	

## Local Validation Checklist - 23

**Subject:** S106 heads of terms

### Details of the document (i.e. its purpose)

Planning obligations (Section 106 agreements) are private agreements negotiated between Local Planning Authorities and persons with an interest in a piece of land that seek to address various planning issues such as affordable housing, public open space provision, highway works or landscape and nature conservation mitigation.

### Trigger – When it is required

Where Local Development Framework policies give details of likely section 106 requirements or applications for planning permission where the local authority have indicated at pre application stage that a Section 106 agreement would be necessary; a statement of the proposed Heads of Terms may be submitted with the application.

- All developments involving the provision of an element of local affordable housing as part of residential or mixed use development of sites of more than 0.4 hectares or 10 or more dwellings
- The development of local affordable housing in rural sites considered an exception to normal planning policy contained in Local Development Frameworks
- All developments involving the provision of commuted sums for travel mitigation measures, travel plans (and monitoring), education and public open space provision
- Securing access and visibility splays in third party ownership
- Foul drainage
- Management plans
- Maintenance schedules for public open space (including any Local Areas of Play, Locally Equipped Areas of Play or Neighbourhood Equipped Areas of Play)

The above list is not exclusive, and additional forms of infrastructure may apply where appropriate.

### What's required

To make the planning application process quicker, it is expected that a draft head of terms will be submitted with the application, along with the ownership and contact details necessary for the planning obligation to be progressed.

Where applicable, this should identify precise commuted sums required for specific aspects of infrastructure eg. Highway works or community services eg education.

Please seek pre-application advice from the Local Planning Authority for further details on what contributions would be required.

### Policy guidance

**National**

ODPM Circular 05/2005  
[Planning Obligations: Practice Guidance](#) – DCLG July 2006

<p><b>Strategic</b></p>	<p><b>Cumbria and Lake District Joint Structure Plan 2001 - 2016 (Saved)</b>  ST4:  T30:  T31:  T35:  H19: Affordable housing outside the Lake District National Park</p> <p>Cumbria County Council Local Transport Plan II  Cumbria County Council Local Transport Plan III</p> <p>Development principles of the Cumbria Sub0-Regional Spatial Strategy</p>
<p><b>Local</b></p>	<p><b>Allerdale Local Plan, Adopted 1999 (Saved)</b>  Policy HS8  Policy L1  Policy L4  Policy EN5  Policy EN27  Policy EN28  Policy EN31  Policy EN32  Policy EN35  Policy EN37  Policy EN38  Policy REN1  Policy REN2  Policy EM10  Policy EM11  Policy TR6  Policy TR14</p> <p>First Alterations, Allerdale Local Plan June 2006 (Saved)  Policy HS9  Policy HS14  Policy HS15</p>
<p><b>Contacts</b></p>	<p>Legal Department (Allerdale Borough Council)</p>
<p><b>Other information</b></p>	<p>The Council's Legal Service is able to provide draft S106 documents subject to their legal charges.</p>

## Local Validation Checklist - 24

**Subject:** Statement of community involvement

**Details of the document (i.e. its purpose)**

The purpose of this document is to ensure that applications which will have a significant impact on a community have been developed and designed through consultation with local residents, businesses and services. Ensuring a locally acceptable development is submitted.

**Trigger – When it is required**

All major development applications when advised at pre-application stage by the Local Planning Authority.

Any sensitive or controversial applications which are likely to be of interest to a significant number in the local community.

**What's required**

The statement should set out the approach and methods used, for consulting with the community together with justification for the approach taken. It should also detail who has been consulted, what feedback was received and how the views of the community have been taken into account in the formulation of the development proposals.

**Policy guidance**

**National**

PPS12: Local spatial planning

**Strategic**

**Local**

**Contacts**

Further guidance on SCI's is available on <http://www.communities.gov.uk/index.asp?id=1143846>

**Other information**

## Local Validation Checklist - 25

**Subject:** Structural survey

### Details of the document (i.e. its purpose)

To enable assessment of the structural condition of buildings affected by development especially those to be converted for habitable purposes e.g. rural barns.

To assess the demolition, or proposals that may alter the structural integrity of a building or statue that contributes to the character of a Conservation Area.

To assess any Listed building or statue where works are proposed that involve demolition or would affect the structural integrity of the building or statue.

### Trigger – When it is required

Developments which involve substantial demolition, structural alteration or conversion of assets of historical, local or archaeological significance e.g. Listed buildings, barns for conversion.

Conversion of barns in the open countryside for housing, holiday or communal use.

### What's required

A structural plan and report prepared by a registered structural engineer or other qualified person which identifies the structural stability and condition of the asset together with a statement identifying how the structure is to be safely demolished or how the stability of the structure is to be safeguarded during development.

### Policy guidance

#### National

Planning Policy Statement 5: Planning for the historic environment, Policy HE6

#### Strategic

Cumbria & Lake District Joint Structure Plan 2001 - 2016 (Saved)  
Policy E38: Historic environment

#### Local

Allerdale Local Plan, Adopted 1999 (Saved)  
Policy HS6: Conversions to residential outside settlements  
Policy CO1: Retention of important buildings  
Policy CO12: Demolition in Conservation Areas  
Policy CO14: Change of use of Listed building  
Policy CO17: Demolition of Listed building

#### Contacts

English Heritage  
County Archaeology

#### Other information

Conservation Area Officer  
Development Management Department  
Building Control  
County Archaeologist

<b>Strategic</b>	Cumbria & Lake District Joint Structure Plan 2001 - 2016 (Saved) Policy E38: Historic environment
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved) Policy HS6: Conversions to residential outside settlements Policy CO1: Retention of important buildings Policy CO12: Demolition in Conservation Areas Policy CO14: Change of use of Listed building Policy CO17: Demolition of Listed building
<b>Contacts</b>	English Heritage County Archaeology
<b>Other information</b>	Conservation Area Officer Development Management Department Building Control County Archaeologist

## Local Validation Checklist - 26

**Subject:** Surface water drainage assessment

### Details of the document (i.e. its purpose)

To ensure a satisfactory standard of surface water drainage for the development and minimise the risk of flooding in compliance with Surface Water Management Good Practice Principles and Standards.

### Trigger – When it is required

Means of surface water drainage via 1) the public sewer mains sewer within the settlements or 2) SUDS system (adopting the principles of Sustainable Drainage System (SUDS))

### What's required

In order to demonstrate that the development will not have an unacceptable adverse impact on the water environment details of how the existing and proposed surface water will be drained should be provided on the drawing(s).

Details should be provided of:

1) **Public sewer**

It should be noted in most circumstances surface water will not be permitted to be connected to public foul sewers. Should the development adopt this as the means of surface water drainage, written confirmation is required from United Utilities to confirm their agreement to this means of drainage.

2) **SUDS system**

A Surface Water Drainage Assessment by a suitably qualified person to assess (including details of geology, hydrology, water table and ground conditions to demonstrate the proposed soakaway system complies with current British Standards and CIRIA guidance.

### Policy guidance

<b>National</b>	PPS25: Development and flood risk Flood and Water Management Act 2010
<b>Strategic</b>	EM5: Integrated Water Management Development principles of the Cumbria Sub-Regional Spatial Strategy
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved) EN12-EN16: Flood risk  Allerdale Local Plan, First alterations June 2006 (Saved) HS9: Infrastructure requirements for housing  Allerdale Borough Council - Strategic Flood Risk Assessment - Surface Water Management Plan
<b>Contacts</b>	Environment Agency Building Control (Allerdale Borough Council)
<b>Other information</b>	

## Local Validation Checklist - 27

**Subject:** Sustainability appraisal

### Details of the document (i.e. its purpose)

Purpose of the appraisal is to ensure and justify that the proposed development is sustainable in relation to energy demands.

### Trigger – When it is required

Residential development of 50 or more dwellings or where numbers are not specified, the site area is 2 hectares or more.

New non-residential floorspace or change of use of 5000sqm or more, or where the floorspace is not known, the site area is 2 hectares or more.

### What's required

The appraisal must include details of the predicted energy demands (plus predicted CO<sub>2</sub> carbon emissions, loads and consumption) of the proposed development and set out measures proposed to meet current energy efficient standards. It must also explain how the development will minimise CO<sub>2</sub> emissions (including building designs and materials, energy demand reductions and renewable energy supply and generation) and the production of waste; provide facilities for recycling and the provision of bin storage site.

Where possible the statement should include prediction of the carbon target emission rating expressed as a percentage under Part L of the Building Regulations 2006.

#### Residential development

The appraisal must detail what level Code for Sustainable Homes will be achieved and how.

#### Commercial development

For schemes over 1000sq.m the appraisal must provide a detailed scheme and calculations indicating how the proposal will meet the BREEAM (Building Research Established Environmental Assessment Method) “very good” standard and by 2013 how they will achieve the BREEAM “excellent” standard.

### Policy guidance

#### National

PPS1: Delivering sustainable development  
 PPS 10: Planning for sustainable waste  
 PPS 22: Renewable energy  
 PPG 13: Transport

Code for sustainable flooding

#### Strategic

#### Local

#### Contacts

North West Sustainability Checklist

#### Other information

## Local Validation Checklist - 28

**Subject:** Tree survey

### Details of the document (i.e. its purpose)

To assess the merits of existing trees as part of any development scheme (which may include tree canopies of adjacent sites which overhang the site boundary).

### Trigger – When it is required

A tree and hedgerow survey should accompany all applications where trees or hedgerows may be affected by the proposed development. This includes trees or hedgerows on adjacent land or highways which are within 15m of the boundary of the site.

The following details will also be required where any trees are protected under a Tree Preservation Order or the site is located in a Conservation Area.

### What's required

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

This includes:

- Location of all existing trees (reference number to be recorded on the tree survey plan) over 75mm in diameter measured at 1.5m above ground level which are:
  - within the site;
  - overhanging the site;
  - within a distance of the boundary of the site which is less than half the height of the tree; or
  - located on land adjacent to the development site that might influence the site or might be important as part of the local landscape character.
- Trees which are less than 75mm diameter at 1.5m above ground need not be accurately surveyed but should be indicated.

The tree survey should also demonstrate and account for:

- Existing buildings/structures.
- Hard surfaces.
- Watercourses.
- Overhead cables.
- Underground services including their routes and depths,
- Ground levels throughout the site.
- Location of all existing hedges, a list of the woody species that they contain any details of any features within the hedge, e.g. banks or supporting walls.
- Soil type(s).
- Wildlife features (e.g. birds, nests, bat roosts – see Wildlife and Countryside Act 1981).
- Historical features.
- Any other hard features.

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

- Species (common and scientific name, where possible).
- Height.
- Diameter of the stem measured at 1.5m above ground level.
- Root Protection Area (RPA).
- Canopy spread of each tree for all four compass points.
- Age Class (e.g. young, semi-mature, mature, over-mature, etc).
- Assessment of the condition including trunk, crown, roots.
- Life expectancy (e.g. very long, long, medium, short, very short).

A full schedule of tree works including those to be removed and those remaining that require remedial works to ensure acceptable levels of risk and management in the context of the proposed development. The method of disposal of all arisings should also be included along with the precautions to:

- Amenity value – both existing amenity value and proposed amenity value.
- British Standard status – colour coded system identifying suitability for retention.

A schedule to the survey should list all the trees or groups of trees. In assessing the amenity value of trees, regard should be given to three criteria:

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

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

#### Policy guidance

<b>National</b>	
<b>Strategic</b>	North West Regional Spatial Strategy DP7: Promote environmental quality
<b>Local</b>	Allerdale Local Plan EN4 – Tree Preservation Orders CO11 – Trees in Conservation Areas
<b>Contacts</b>	For further advice please contact the Development Management Team.
<b>Other information</b>	

## Local Validation Checklist - 29

<b>Subject:</b> Ventilation/extraction statement	
<b>Details of the document (i.e. its purpose)</b> To assess the impact of the development on its local environment.	
<b>Trigger – When it is required</b> Where an extraction or ventilation system is required. This will include all applications for the use of premises for purposes within Use Classes A3 (i.e. restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (i.e. hot food takeaways – use for the sale of hot food for consumption off the premises). It may also include significant retail, business, industrial or leisure developments.	
<b>What's required</b> Details and scale drawings of the position and design of ventilation and extraction equipment (acoustic noise characteristics or discharge point and odour abatement techniques where appropriate).	
<b>Policy guidance</b>	
<b>National</b>	PPS23: Planning and pollution control
<b>Strategic</b>	
<b>Local</b>	Allerdale Local Plan, Adopted 1999 (Saved) RG6: Control of hot food takeaways EN6: Location of potentially polluting development
<b>Contacts</b>	For further advice, please contact the Development Management Team Environmental Health (Allerdale Borough Council) Conservation Area Officer (Allerdale Borough Council) County Archaeologist English Heritage
<b>Other information</b>	

# APPENDICES

<b>Appendix</b>	<b>Description</b>
1	Article 4
2	Ecological Assessment
3	Non-mains Drainage Assessment
4	Heritage Assessment
5	Travel Plan
6	Barn Assessment



Allerdale Borough Council  
2011