



# **FULL APPLICATION PLANNING CHECKLIST**



## Introduction

Pendle Council has prepared this checklist to assist applicants and agents in submitting planning applications. Under Article 34 of the Development Management Procedure Order (DMPO), a planning application is only formally considered “received” once it is complete. This means that all required forms, plans, documents, and fees must be provided before the application can be registered and the statutory determination period begins. Once validated, a decision is made within 6 to 8 weeks.

All applications are reviewed on receipt to ensure they are complete and accurate. Applicants should ensure that all plans and documents required for submission accompany the application at the outset. Should any further information be required, that must be forwarded within 21 days. Applications will be returned if they are invalid for 21 days as they will no longer comply with Section 66 of the Town & Country Planning Act 1990.

This checklist applies to Full planning applications including change of use proposals, for both minor and major developments.

Separate checklists for other types of applications are available at [Planning application checklists | Pendle Borough Council](#).

Planning permission is required only when the proposed work falls within the legal definition of ‘development,’ as outlined in section 55 of the Town and Country Planning Act 1990 which is the ‘carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land’.

Development is typically classified according to its scale and nature:

➤ **Major development:**

- Housing: Development where 10 or more dwellings are proposed, or the site area is 0.5 hectares or more.
- Non-residential development: Development that creates 1,000 square metres or more of floorspace, or where the site area is 1 hectare or more, or as otherwise defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

➤ **Minor development:** Development below the thresholds for major development.

➤ **Changes of use:** The Town and Country Planning (Use Classes) Order 1987 (as amended) categorises land and building uses into different ‘Use Classes,’ please refer to the below link for the updated use class order guide:

## [England - Use Class Order March23.indd](#)

It is essential that the relevant use class is identified on the application form so that the council can determine whether planning permission is necessary. The law states that no change of use occurs when development remains within the same use class and therefore planning permission is not required.

This checklist is divided into two main sections: National Requirements and Local Requirements.

National Requirements are mandatory documents that must be submitted with all applications, as specified in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Local Requirements are additional documents or information needed to meet national guidance, legislation, and local policies. The exact requirements depend on the type, scale, and nature of the proposal.

### **Pre-Application Advice**

Applicants are encouraged to seek pre-application advice from Pendle Council before submitting a Full planning application. Pre-application advice can help clarify what information is needed, highlight potential issues, and ensure that your application meets the validation requirements, helping to avoid delays during the formal submission process. For information on Pendle Council's pre-application planning advice and associated fees, please refer to [Pre-application advice | Pre-application planning advice | Pendle Borough Council](#).

### **Submission and Payment**

It is recommended that applications are submitted electronically via Planning Portal or via other electronic submission methods however we do accept applications submitted by email to [planning@pendle.gov.uk](mailto:planning@pendle.gov.uk) and by post. For paper submissions, one copy is required for each application. Online submissions save time and will speed up the processing of your application.

A fee is required to process each application. These are set nationally and a Local Planning Authority is not legally able to deal with an application without the required fee. Please refer to the [Fees for Planning Applications in England](#) for the up-to-date fee schedule which also includes information on exemptions and concessions. Alternatively, you can use the planning portal fee calculator to determine the required fee- [Planning Portal](#).

For applications submitted by post or email, the following payment options are available:

1. **Online:** via the Council's website:  
<https://www.civicaepay.co.uk/PendleEstore/estore/default/Catalog/Index?newSearch=False> (Planning Application Non-Vatable Payment Option)
2. **Phone:** call the Council's Cashiers service on 01282 661661 to pay by debit or credit card.
3. **BACS:** payments can be made using the following details:

Bank Name: Lloyds Bank Plc  
Bank Address: 7 Manchester Road  
Burnley  
Lancashire  
BB11 1HT

Sort Code: 30-11-48  
Account No: 00846389  
Account Name: Borough of Pendle

Remittance Email: [creditors@pendle.gov.uk](mailto:creditors@pendle.gov.uk)  
Remittance Fax: 01282 697228

Whichever payment method you choose, please state that you are making a Planning Application fee payment and quote the reference number or the site address.

### **General Guidance Notes:**

All drawings must:

- Be on a recognised scale
- Show a North point (Location Plan and Existing and Proposed Site plan)
- Include a drawing reference number and title
- Be accurately labelled and include annotations

Plans and documents should be submitted in PDF format where possible, as this is the preferred format. Please note, photos, aerial images or notebook screenshots cannot be accepted as a substitute.

For large files, applicants may use file transfer services (e.g. WeTransfer) to submit documentation.

## **Description of proposal**

You must provide a clear, written description of the proposed development as part of your application, outlining the main elements of the proposal. The description should explain what is being proposed in sufficient detail for the Council to understand the nature and extent of the works. Providing a clear description of the proposal will help prevent delays caused by repeated requests for further information or clarification.

For example, if an application is for a change of use it must describe the lawful use of the existing development and the proposed new use class.

If an application is to erect for example a workshop the type of workshop being proposed must be described i.e. Erection of a domestic workshop or erection of a B2 Industrial workshop.

## **Validation requirements**

For an application to be valid, the following must be provided:

- A completed application form.
- All applications must have an accurate certificate of ownership. A Local Planning Authority is not able to legally entertain an application without an accurate certificate.
- Compliance with national information requirements.
- Payment of the correct application fee.
- Submission of any local information requirements.

## **Application Form**

Applicants must ensure they complete the correct forms for the type of application being submitted. If you are unsure which forms to use, please contact the Development Management Team for guidance.

Forms can be downloaded via the planning portal website- [Find and download paper forms - Paper Forms - Planning Portal](#)

All application forms must include the applicant's name and contact details. Applications submitted without this information are deemed invalid. Furthermore, the same person cannot be listed as both the applicant and the agent on the application form.

## **National Information Requirements**

- Location Plan
- Ownership Certificate and Agricultural Land Declaration

- Design and Access Statement
- Fire Statement
- Applications subject to Environmental Impact Assessment
- Biodiversity Net Gain (BNG)

### **Location Plan**

All applications must include a location plan that meets the following requirements:

- The plan must be based on an up-to-date Ordnance Survey map.
- It must be on a scale of 1:1250 or 1:2500.
- The plan should include a North Point.
- Wherever possible, the plan should show at least two named roads and surrounding buildings.
- Properties shown should be numbered or named to clearly identify the exact location of the application site.
- The entire development site must be clearly outlined in red and include all land required to carry out the proposed development. This may include land needed for access from a public highway, visibility splays, landscaping, car parking and open areas around buildings.
- Any other land owned by the applicant, close to or adjoining the application site, should be outlined in blue.

### **Ownership Certificate and Agricultural Declaration**

An 'owner' is anyone with a freehold or leasehold interest, the unexpired term of which is not less than 7 years.

All applications must be accompanied by a Certificate of Ownership. The type of certificate required depends on the applicant's ownership status.

- Certificate A: Required if the applicant is the sole owner of the entire land.
- Certificate B: Required if the applicant is not the sole owner, but all other owners are known. In this case, the applicant must serve notice to all other owners at least 21 days before submitting the application and provide their names, contact details, and the date the notice was served.
- Certificate C: Required if the applicant is not the sole owner and knows the names and addresses of only some owners. The applicant must publish a notice in a newspaper for 21 days prior to submitting the application.
- Certificate D: Required if the applicant is not the sole owner and does not know any of the owners' names or addresses. The applicant must also publish a notice in a newspaper for 21 days prior to submitting the application.

## **Agricultural Land Declaration**

An Agricultural Tenant is someone who rents or holds any part of the land included in the application. Applicants must complete an agricultural land declaration as part of their application which confirms whether there are any agricultural tenants on the land. All agricultural tenants on the site must be notified prior to submission, and applicants must certify on the standard application form that either:

- All agricultural tenants have been notified, or
- There are no agricultural tenants on the site.

This declaration is required for all applications, regardless of whether the site includes an agricultural holding, and is incorporated within the ownership certificates on the standard application form.

## **Design and Access Statement (DAS)**

A DAS is a report accompanying and supporting a planning application that explains and justifies the proposal in a structured way. The level of detail required in a DAS will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

This statement must describe how the proposal has been developed, taking the site context into account. It must state how consultation has been carried out and state how issues affecting access have been dealt with.

Developments that need DAS include:

- Applications for Major Development as defined in Article 2 of Town and Country Planning (Development Management Procedure) Order 2015.
- Applications for development in a designated area (conservation area), where the proposed development consists of:
  - (i) one or more dwellings; or
  - (ii) a building or buildings where the floor space created by the development is 100 square metres or more
- Applications for Listed Building Consent

## **Environmental Impact Assessment (EIS)**

An EIS is not automatically required for application validation. The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out which developments may have significant environmental effects.

Applicants should refer to Schedule 1 and 2 to determine whether a Statement is required. If uncertain, a Screening Request can be submitted to the Council to establish whether an EIS is necessary. This is formally known as a Screening Opinion.

Where an Environmental Impact Statement (EIS) is required, Schedule 4 of the regulations specifies the information that must be included. Further information can be obtained at [Environmental Impact Assessment - GOV.UK](#)

Please note that these are soon to be replaced by Government legislation.

## **Fire Statement**

A Fire Statement is required for planning applications involving 'relevant buildings', which generally includes:

- New buildings containing two or more dwellings, or
- Educational accommodation,

where the building is 18 metres or more in height or 7 storeys or more.

For further guidance, please refer to [Fire safety and high-rise residential buildings \(from 1 August 2021\) - GOV.UK](#)

## **Biodiversity Net Gain (BNG)**

Biodiversity Net Gain (BNG) is a development approach that seeks to enhance the natural environment, ensuring it is left in a measurably better condition than before. It is a statutory requirement under Schedule 7A of the Town and Country Planning Act 1990, as introduced by Schedule 14 of the Environment Act 2021.

Development subject to BNG must deliver a BNG of 10% (from baseline condition). Further information can be found at [Biodiversity net gain - GOV.UK](#).

The BNG section on the application form must be completed accurately to confirm that if planning permission is granted, it would be subject to the Biodiversity Gain Condition.

If an applicant intends to claim an exemption from BNG, the justification must be clearly stated within the application form. Please refer to the following link for the BNG exemptions which are set out in paragraph 17 of Schedule 7A of the Town and

Country Planning Act 1990 and the Biodiversity Gain Requirements (Exemptions) Regulations [2024].

NB: These exemptions are subject to legislative changes proposed by Government. The date of change has not been announced.

#### [Biodiversity net gain: exempt developments - GOV.UK](#)

- Householder development
  
- Developments below the de minimis threshold: those that do not impact priority habitat and impact less than:
  - 25m<sup>2</sup> (5mx5m) of on-site habitat
  - 5m of on-site linear habitats (e.g. hedgerows)
  
- Self-build and custom build applications- You must meet all of the following conditions to qualify for an exemption as a self-build or custom build.  
The development must:
  - consist of no more than 9 dwellings
  - be on a site that has an area no larger than 0.5 hectares
  - consist exclusively of dwellings that are self-build or custom housebuilding as defined in [section 1\(A1\) of the Self-build and Custom Housebuilding Act 2015](#).  
To summarise, the guidance states that 'relevant authorities must be satisfied that the initial owner of the home will have the primary input into its final design and layout' and will occupy the property once the scheme is completed. Consequently, homes built for family members do not fall within this definition.
  
- Permission in Principle applications (note: the requirement applies at the subsequent Technical Details Consent stage).
  
- Retrospective planning permissions made under section 73A.
  
- Section 73 permissions where the original permission which the section 73 relates to was either granted before 12 February 2024 or the application for the original permission was made before 12 February 2024.
  
- Biodiversity gain site (i.e. developments undertaken mainly for the purpose of fulfilling the BNG planning condition for another development).
  
- Development that has been granted planning permission under a development order pursuant to section 59, including permitted development rights.

Where development is subject to the general biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7A of the Town and Country Planning Act 1990.

Please refer to the checklist table below for the requirements:

Table 1 sets out the information required to support a planning application:

	Information Required	Format	Requirements	✓
1	Statement confirming development is subject to BNG condition	Statement	Should also confirm if on-site habitat biodiversity value has been reduced due to site degradation	
2	Metric confirming pre-development biodiversity value	Excel & PDF	Use of the relevant Defra metric	
3	UKHab Plan (pre-development habitats)	Plan	UKHab mapping to scale, north arrow, existing habitats at application date, including irreplaceable habitats	
4	Description of irreplaceable habitat	Statement	Or confirm none are present	
5	Confirmation of how 10% net gain will be achieved	Statement	On-site, off-site or both; identify any significant on-site gains and intended off-site location	
6	Includes mitigation hierarchy, on-site approach, and off-site enhancements	Draft Biodiversity Gain Plan	Gain Plan	
7	Draft Habitat Management & Monitoring Plan	Monitoring Template	How BNG will be managed and monitored	

8	Post-development habitat mapping	PDF	UKHab mapping showing proposed habitats, condition, scale, and north arrow	
9	Legal agreement (S106) information	Word	Draft heads of terms including financial arrangements for monitoring	

Table 2 outlines the information required to discharge the biodiversity gain condition through the submission of a Biodiversity Gain Plan:

	Information Required	Format	Requirements	✓
1	Pre-development biodiversity metric	Excel & PDF	Use of relevant Defra metric	
2	Pre-development UKHab mapping	PDF + GIS (e.g. Shapefiles)	To scale, north arrow, existing habitats, including irreplaceable habitats	
3	Post-development biodiversity metric	Excel & PDF	Use of relevant Defra metric	
4	Post-development UKHab mapping	PDF + GIS	Proposed on-site/off-site habitats, condition, irreplaceable habitats	
5	Biodiversity Gain Plan (BGP)	Gain Plan	Must meet statutory requirements; include mitigation hierarchy and biodiversity strategy	
6	Habitat Management & Monitoring Plan	Monitoring Template	30-year management and monitoring schedule with reporting frequency	

7	Draft Section 106 Agreement	Word	Required where monitoring costs to LPA are not already secured; covers 30-year period	
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Table 3 details the requirements where off-site biodiversity provision is proposed:

	Requirement	Format	Notes	✓
1	Landowner consent	Signed Letter	From legal landowner	
2	Legal agreement	S106 or Conservation Covenant	Securing off-site provision	
3	Registration evidence	National Register	Proof habitats are registered	
4	Purchase of biodiversity credits	Proof of Purchase	Only after agreement with LPA on appropriateness	

## Plan and Drawing Requirements

### Existing and Proposed Site Plan

- Drawings must be on a scale of 1:500 or 1:200.
- Include a North Point.
- Show the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- Clearly indicate any buildings or structures to be demolished.
- Include all the buildings, roads and footpaths on land adjoining the site including access arrangements.
- Show the position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
- Show the extent and type of any hard surfacing to include indication of existing/proposed grassed areas/soft landscaping.
- Include boundary treatment including walls or fencing where this is proposed.
- Provide details of existing and proposed parking provision and access arrangements.
- Provide details of existing and proposed bin storage arrangements.

### **Existing and Proposed Elevations**

- Drawings must be on a scale of 1:50 or 1:100.
- Show all affected elevations, indicating their relationship to the existing structure.
- Provide annotated external dimensions to clearly indicate the size and scale of the building and any proposed changes.
- Indicate materials, finishes, and styles for walls, roofs, windows, doors, and other architectural features.
- Where elevations adjoin or are close to another building, clearly illustrate the relationship between the buildings, including the positions of windows, doors, and other openings on both properties.
- Any elements to be demolished must be clearly identified, for example using a different colour or dashed lines.
- Include parts of adjoining elevations where necessary to demonstrate context and assess the impact on neighbouring properties.

### **Existing and Proposed Floor Plans**

- Drawings must be on a scale of 1:50 or 1:100 and clearly illustrate the proposal.
- Include annotated external and internal dimensions where relevant.
- Existing floor plans: Show the current layout for each floor affected. For roof extensions, include the floor below to show access.
- Proposed floor plans: Show the proposed changes, including new walls, doors, or openings.
- Show existing structures and proposed works, including the relationship with adjacent properties (include property numbers where applicable).
- Clearly highlight any walls or buildings to be demolished.

### **Existing and Proposed Roof Plan**

- This is required only when a new roof is proposed or an existing roof is being altered.
- Drawings must be at a scale of 1:50 or 1:100.
- Show the existing roof layout and the proposed changes.
- Indicate roof shape, materials, and key features such as chimneys, dormers, rooflights, vents, or solar panels.

### **Existing and Proposed Site Sections**

Site sections are required for sloping sites or where the proposal involves changes to existing ground levels. Drawings should illustrate both existing and proposed levels,

the relationship to neighbouring buildings, and cross sections through the site and any new structures and must be provided at a scale of 1:100.

For major applications, or for any proposal where level changes form an important part of the design, a topographical survey is normally required. This survey must show level changes and site features relevant to the design.

### **Street Scene Elevations**

This is required for proposals affecting the street frontage, surrounding context, or within sensitive areas (conservation areas, listed buildings, visually prominent sites).

Drawings must be at a scale of 1:50 or 1:100 showing the proposed development alongside neighbouring properties to illustrate scale, height, and appearance, and highlight any potential impact on the street scene.

# Local Information Requirements

## **Air Quality Assessment (AQMA)**

**Trigger:** All developments located within, or likely to affect, an Air Quality Management Area (AQMA), as well as in locations where air quality is already below acceptable standards and the proposed development may worsen conditions. Assessments are particularly likely to be necessary for major developments along North Valley, the A682 in Brierfield, and the A682 in Barrowford.

**Explanation:** Where a development is proposed within or close to an AQMA, or where it has the potential to contribute to the designation of a new AQMA, or to undermine the effectiveness of a local authority's air quality action plan, sufficient supporting information must be provided. This should enable a thorough assessment of the proposal's impact on local air quality, taking current baseline conditions and relevant standards into account.

## **Coal Mining Assessment**

**Trigger:** Development that involves ground disturbance within a Coal Authority high-risk area.

**Explanation:** A Coal Mining Risk Assessment should demonstrate that the site is, or can be made, safe and stable for the development proposed.

Certain applications or types of development may be exempt. Please refer to the following link for guidance:

[Planning applications and Coal Mining Risk Assessments - GOV.UK](#)

## **Construction Method Statement**

**Trigger:** Required where a proposed development has the potential to impact neighbouring properties, particularly in relation to construction activities such as delivery movements, working hours, limited on-site space, or the risk of mud and debris on surrounding roads.

**Explanation:** Where construction activities may adversely affect the living conditions or amenity of nearby residents, applicants should provide details of how the works will be managed to minimise these impacts. This should include measures such as controlling hours of working and deliveries, managing vehicle movements, and implementing site practices (e.g. wheel washing) to prevent mud and debris on the highway.

## **Daylight/Sunlight Assessment**

**Trigger:** Required where a proposed development may affect neighbouring properties through a reduction in daylight or sunlight.

**Explanation:** Where a development has the potential to adversely impact the levels of daylight or sunlight received by neighbouring buildings, including their gardens or amenity spaces, a daylight/sunlight assessment should be submitted.

This assessment should evaluate the extent of any impact in accordance with recognised guidance, such as the Building Research Establishment (BRE) guidelines.

## **Drainage Strategy**

**Trigger:**

- Major Development
- Development with Surface Water drainage in flood zones 2 or 3, or at risk of surface water flooding.

**Explanation:** Applications should be supported by a Drainage Strategy demonstrating how surface water and foul water arising from the development will be managed.

The strategy should show that the development will not increase flood risk on or off the site, demonstrate that sustainable drainage methods have been considered, and confirm that all drainage components will be managed and maintained over the lifetime of the development.

The strategy should also be supported by appropriate evidence, such as drainage calculations, plans, and drawings, to demonstrate that the proposed approach is effective under both current and future conditions.

## **Ball Strike Assessments**

**Trigger:** Any development that will result in balls from sports such as golf or cricket that may impact on neighbouring land uses and developments that will be located near to such sports venues that could be affected by the existing activities.

**Explanation:** An assessment such as Temprow that will assess dangers or impacts to or from new development must be submitted with the application.

## **Economic Statement**

**Trigger:** Required for applications that would result in the loss of protected employment land or premises from employment use.

**Explanation:** An Economic Statement will be necessary where a proposal involves the loss of protected employment land, or where the development does not accord with adopted planning policy but is justified on the basis of its economic benefits.

In such cases, the statement should assess the economic impacts of the proposal and demonstrate how these benefits outweigh any conflict with planning policy or other material considerations.

## **Flood Risk Assessment (FRA)**

**Trigger:** Required for all development (including [minor development](#) and changes of use)

- In flood zones 2, 3 or 3b.
- Within flood zone 1 with a site area of 1 hectare or more.
- In areas with critical drainage problems.
- Development within flood zone 1 where the LPA's strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime.
- Development that increases the [vulnerability classification](#) and may be subject to sources of flooding other than rivers or sea.

**Explanation:** A Flood Risk Assessment (FRA) should explain the potential risk of flooding from all sources to the proposed development and whether the development could increase flood risk elsewhere, both now and in the future, including the effects of climate change. It should identify possible sources of flooding affecting the site and set out how these risks will be managed.

The following guidance explains when a Flood Risk Assessment is required as part of a planning application, how to prepare one, and how it is assessed.

[Flood risk assessments: applying for planning permission - GOV.UK](#)

Applicants and agents are encouraged to use the flood mapping tool available on GOV.UK to determine whether a flood risk assessment is required as part of a planning application:

[Get flood risk information for planning in England - Flood map for planning - GOV.UK](#)

## **Foul Sewerage Assessment**

**Trigger:** Required for all developments generating foul effluent. The level of detail should match the scale of the development. Confirmation from utility providers that mains connection is acceptable may suffice.

**Explanation:** The assessment should describe the type and volume of effluent, disposal methods, and any changes or new drainage systems. Plans should show connections, layouts, cross-sections, and specifications. Surface water should generally not connect to foul sewers, and soakaways require percolation testing. Drainage must comply with Building Regulations, and notification to landowners may be required if new connections cross private land.

## **Heritage Statement (HS)**

### **Trigger:**

- Development within a Conservation Area.
- Development adjacent to or in close proximity to a Conservation Area.
- Development to a Listed Building.
- Development in close proximity to a Listed Building.
- Development that may affect archaeological remains or other heritage assets.

**Explanation:** A HS is required where a proposal may affect the significance of a heritage asset, including its setting. Heritage assets include designated assets such as Listed Buildings, Conservation Areas, Scheduled Monuments, as well as non-designated heritage assets.

The statement must describe the significance of the heritage asset and assess the impact of the proposed development on that significance, including any contribution made by the asset's setting. The level of detail should be proportionate to the significance of the asset and the scale of the proposed development.

Change of use proposals within a Conservation Area that involve no external alterations to the building do not require a Heritage Statement.

## **Land Contamination Assessment**

### **Trigger:**

- Contamination is known or suspected (e.g. current or historic landfill sites, sites with a history of industrial or other potentially contaminating uses).
- Development involves a sensitive end use (e.g. residential, schools, allotments).
- The site is within 250 metres of a currently licensed or historic landfill.

**Explanation:** Applicants must provide sufficient information to determine whether the development can safely proceed. This generally includes:

- A Phase I Desk Study to assess potential contamination and identify risks from previous site use or migrating landfill gas.
- A Phase II Intrusive Investigation where high contamination levels are known or suspected, detailing the extent of contamination and any required remedial measures.

The assessment should follow current guidance, including paragraph 120 of the National Planning Policy Framework (NPPF), and demonstrate that any contamination risks are identified, managed, and mitigated in line with the proposed site use.

### **Landscape and Visual Assessment**

**Trigger:** Required for development, particularly in the open countryside (e.g. wind turbines), that may affect landscape or townscape character or visual amenity, including proposals that remove existing features, are highly visible, or change field patterns.

**Explanation:** This assessment should consider the relevant policy context and evaluate the significance of the proposed development's effects on landscape character, quality, value, and visual amenity. Where relevant, it should also assess cumulative impacts alongside nearby developments. Any proposed mitigation measures should be clearly set out.

### **Lighting Assessment**

**Trigger:** Proposals involving significant external lighting, including floodlighting, where the development is near residential properties, adjacent to heritage assets, affects protected wildlife, or is within the open countryside.

**Explanation:** A Lighting Assessment must include details of all external lighting and the proposed hours of operation. It should be supported by a layout plan showing beam orientation and a schedule of the lighting equipment.

### **Marketing and Viability Report**

**Trigger:** Change of use or redevelopment of a property where the applicant claims that continued use as the existing use is not commercially viable and the development is required to be retained under national and local policies.

**Explanation:** A Marketing and Viability Report demonstrates that the property has been appropriately marketed and that alternative uses are not financially feasible. Local planning authorities may request this to ensure that proposed development aligns with policy objectives, including economic use of land, and that no viable existing use is prematurely lost. While not a statutory national validation requirement, it may be required under the council's local validation checklist or planning policy.

### **Noise Impact Assessment**

**Trigger:**

- All B2 (General industrial) applications.
- Noise-sensitive developments, such as housing located near major noise sources (e.g. motorways, railway lines, or industrial sites).

**Explanation:** A Noise Impact Assessment prepared by a suitably qualified Acoustician should assess how the proposed development will affect noise levels on and around the site and identify measures to minimise potential disturbance.

### **Open Space Assessment**

**Trigger:** Any development resulting in the loss of existing public or private open space.

**Explanation:** The assessment should detail the amount, type, and quality of open space that would be lost due to the proposal and evaluate both the quantitative and qualitative effects on the overall supply in the local area. Residential developments requiring provision for public open space include:

- New houses
- Flats and maisonettes
- Additional dwellings through redevelopment of existing housing
- Conversion of buildings into residential use
- Conversion or extension of dwellings into multiple units
- Independent student or elderly dwellings
- Permanent mobile home permissions
- Mixed-use schemes including residential development

Where required, the agent/applicant will need to enter a legal agreement under Section 106 of the Town and Country Planning Act (or equivalent) to meet SPD requirements. A draft legal agreement or unilateral undertaking should accompany the application.

## **Parking and Access arrangements**

**Trigger:** Proposals that increase the demand for vehicle or cycle parking.

**Explanation:** Applications involving new floorspace, buildings, extensions, changes of use, or other development affecting external areas must provide details of existing and proposed parking provision and access arrangements.

These should be shown on a Site Layout Plan indicating how vehicles and pedestrians will circulate within the site including the location of parking/cycle spaces.

## **Planning Obligations**

**Trigger:**

- Major developments where contributions are required (e.g. affordable housing, infrastructure, open space, education, or community facilities).
- Proposals for new residential development or those resulting in the loss of open space.
- Developments requiring obligations to make them acceptable.

**Explanation:** Planning obligations (Section 106 agreements) are legal agreements used to secure contributions or requirements needed to make a development acceptable. Where obligations are required, a draft Heads of Terms should be submitted with the application, setting out the proposed contributions or measures.

## **Planning Statement (PS)**

**Trigger:**

- Major Applications.
- Proposals for 1 dwelling or more.
- Change of use applications proposing residential accommodation.
- Commercial proposals over 1000sqm including change of use.
- Non-agricultural development on agricultural land (including farm diversification proposals).
- Traveller sites (land used for Gypsy and Traveller caravan pitches)

**Explanation:** A PS should identify the context and need for the proposed development and include an assessment of how the proposed development complies with relevant national, regional and local planning policies.

A PS can be submitted as a standalone document or combined with a Design and Access Statement.

## **Pre-commencement conditions**

**Trigger:** This is when a developer cannot provide full details of a scheme at the time of application and proposes to submit them later under planning conditions.

**Explanation:** It is common for some details of a development to be unavailable at the application stage- for example, a Flood Risk Assessment (FRA) may set drainage parameters without a fully engineered design. Such matters can be secured through planning conditions. Applicants must identify which issues will be addressed by conditions and, where possible, suggest the wording for those conditions.

## **Preliminary Ecological Appraisal (PEA) and Protected Species Surveys (including bats)**

**Trigger:**

- Development on or near sites with potential ecological interest (e.g. countryside, green belt, or designated sites).
- Proposals involving demolition, barn conversions, or works to older buildings or roof spaces.
- Removal of trees, hedgerows, scrub, or works affecting water features.
- Sites or structures with potential to support protected species, particularly bats.

**Explanation:** A PEA should be submitted as an initial survey to identify habitats, potential protected species, and likely impacts on biodiversity. Where the PEA identifies potential impacts, further surveys may be required, including bat surveys where suitable roosting features are present.

Bat surveys must be carried out by a qualified Ecologist and may include activity or emergence surveys. The results should identify any presence of bats, assess impacts, and set out appropriate mitigation or compensation measures. Proposals must demonstrate how harm to protected species will be avoided and comply with relevant legislation.

## **Sequential Assessment**

**Trigger:** Proposals for main town centre uses (including Sui Generis uses such as hot food takeaways) located outside or on the edge of the town centre.

**Explanation:** A Sequential Assessment must show that there are no suitable alternative sites within the town centre or other sequentially preferable locations, ensuring the development is in the most appropriate location in line with national and local planning policy.

Please note, an assessment is not necessary for a change of use between existing town centre uses (e.g. shop to café) or for retail within the town's main shopping area.

### **Statement of Community Involvement**

**Trigger:** Required for all major applications.

**Explanation:** Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation and should demonstrate that the views of the local community have been sought and considered in formulating the development proposals.

### **Structural Survey**

**Trigger:** Applications for re-use or conversion of buildings within the open countryside including submissions for conversions under the GPDO 2015.

**Explanation:** A Structural Survey is required to assess the condition of the building and confirm whether it is suitable for the proposed works or change of use. It should be prepared by a suitably qualified professional and identify any defects and the extent of repairs or rebuilding required (e.g. walls, roof, or foundations).

Where demolition or significant structural works are proposed, a Method Statement should also be provided. This should explain how the works will be carried out, including measures to ensure safety, manage impacts, and protect any parts of the structure to be retained.

### **Sustainable Drainage Systems (SuDs)**

**Trigger:** For all major applications.

**Explanation:** The assessment must show what SuDs can reasonably be implemented on site, include practicable maintenance details, and justify any decision not to use SUDs. Development must not increase flood risk elsewhere.

The pro-forma and guidance notes are available to download from the Lancashire County Council website- please refer to the links below:

[Sustainable-drainage-systems-pro-forma.docx](#)

[Guidance-notes-for-sustainable-drainage-systems-pro-forma.pdf](#)

## **Transport Assessment (TA)**

**Trigger:** This applies to development that would result in the generation of significant amounts of traffic.

**Explanation:** A TA is required for developments that are likely to generate significant amounts of traffic, in accordance with paragraph 32 of national planning policy.

It provides a detailed assessment of the impact of the proposal on the highway network, accessibility, and safety, and identifies any necessary mitigation measures; including improvements to access and the promotion of sustainable transport modes such as walking, cycling, and public transport. The level of detail should be proportionate to the scale of the development. National guidance is available via GOV.UK: <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>.

A Transport Statement (TS) is a simplified, 'lighter-touch' version of a TA and is required where the transport impacts of a development are expected to be limited. It provides a concise overview of transport issues appropriate to smaller-scale proposals.

A Travel Plan (TP) is required for developments that will generate significant movement. It sets out measures to manage travel demand and promote sustainable transport options, reducing reliance on the private car. It should include details of implementation, management, and monitoring.

Applicants are encouraged to seek pre-application advice from Lancashire County Council as the Highway Authority. Further details on the form and guidance are available via the pre-planning highways advice service:

[Pre-planning application highways advice service - Lancashire County Council](#)

## **Tree Survey/Arboricultural Impact Assessment**

### **Trigger:**

- Development that may affect existing trees on or adjacent to the site (including street trees).
- Trees covered by a Tree Preservation Order (TPO) or located in a Conservation Area.
- Development that could impact trees of high amenity or ecological value.

**Explanation:** A Tree Survey should be carried out by a qualified Arboriculturist and show all trees on or next to the site, including their species, size, condition, location, and any protection status.

If any trees are likely to be affected by the proposed development, an Arboricultural Impact Assessment (AIA) will be required. The AIA should assess the impact on these trees and include any protection, pruning, or removal measures.

Both the Tree Survey and AIA should conform to BS 5837:2012 guidance.

### **Site Waste Management plan**

**Trigger:** Development that is likely to generate waste from the site.

**Explanation:** Proposed new development should be accompanied by a site waste management plan, with the level of detail depending on the type and scale of the development. For example, a small business producing waste collected through standard refuse services may only need to reference this in the supporting documents. Larger or major waste-generating developments should provide a detailed analysis outlining how all waste produced will be managed and disposed of.

### **Ventilation and Extraction Statement**

**Trigger:**

- Developments such as restaurants, cafés, takeaways, or any uses which include an element of hot food provision.
- Any other development where substantial ventilation or extraction equipment is proposed to be installed i.e. fume extraction for industrial processes.

**Explanation:** The statement should provide details of the position and design of any ventilation or extraction equipment, including how odours will be managed and noise minimized.

## **Forthcoming Changes**

The planning system nationally is undergoing some major changes. The timings of those changes are not defined but there are changes that are expected to be rolled out during 2026. The following highlight those changes as an aid to developers as to what may be required in future. These are not current requirements for planning applications.

### **Rural Development (E4)**

Evidence that a development will enhance farm viability.

### **Efficient Use of Land (L3)**

Statement to demonstrate how the development makes efficient use of the land.

### **Design Statement (DP3)**

Statement on how the development contributes to climate change mitigation.

### **Public Safety & Security**

Provide details of potential risks and threats

