Planning Validation Guidance Notes

National Statutory Requirements

Applications for full planning permission must be accompanied by the following:

The standard application form

The government encourage applicants to submit applications online where possible. This helps to streamline procedures and reduce costs. You can submit a planning application online via the Planning Portal.

Paper application forms are still available on the council website and the Planning Portal. If submitting a paper version, the statutory requirement is to submit three copies for a valid application.

The location plan

All applications must include copies of a location plan based on an up-to-date map at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should, where possible, show at least two named roads and surrounding buildings. The properties show should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development. For example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site and other plans

Copies of the site plan should be submitted. The legislation requires three copies (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

a) The direction of North.
b) The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
c) All the buildings, roads and footpaths on land adjoining the site including access arrangements.
d) The position of all trees on the site, and those on adjacent land that could influence or be affected by the development.
e) The extent and type of any hard surfacing.
f) Boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted dependent on the type of application. These may include:

**Block plan of the site**

At a scale of 1:100 or 1:200) showing any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.

**Existing and proposed elevations**

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

**Existing and proposed floor plans**

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings, including property numbers where applicable.

**Existing and proposed site sections and finished floor and site levels**

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new...
buildings. In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

**Roof plans**

At a scale of 1:50 or 1:100. A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material, vents and their location are typically specified on the roof plan.

**Ownership certificates**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 12 of the Development Management Procedure Order 2010 (DMPO), the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission except for approval of reserved matters must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

*For this purpose an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.*

**Notice(s)**

A notice to owners of the application site must be completed and served in accordance with Article 6 of the DMPO.

**Agricultural Holdings Certificate**

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This Certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

**The correct fee (where one is necessary)**

Scale of fees can be found at [liverpool.gov.uk/planningfees](http://liverpool.gov.uk/planningfees)

**Design and Access Statements**

A Design and Access Statement must accompany:-

- All major applications for both outline and full planning permission
• where any part of the development is in a designated area, development consisting of:

(i) the provision of one or more dwellinghouses; or
(ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.

A Design and Access Statement is not required for applications for planning permission:

(a) for permission to develop land without compliance with conditions previously attached, made pursuant to section 73 of the 1990 Act;  
(b) for the grant of a replacement planning permission subject to a new time limit;  
(c) for engineering or mining operations;  
(d) for a material change in use of the land or buildings; (e) for development which is waste development.

Designated areas constitute:

• National Park  
• Site of special scientific interest  
• Conservation area  
• Area of outstanding natural beauty  
• World Heritage Site  
• The Broads

A design and access statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a design and access statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to inclusive design and accessibility of whole development for benefit of disabled users have been dealt with. A design and access statement should be proportionate to the complexity of the application, but need not be long. What is required in a design and access statement is set out in Article 8 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended) and Department for Communities and Local Government Circular 01/06 – Guidance on Changes to the Development Control System.

Applications for listed building consent will also be required to be accompanied by a design and access statement. In particular, such a statement should address:

(i) the special architectural or historic interest of the building;
(ii) the particular physical features of the building that justify its designation as a listed building; and
(iii) the building’s setting.
The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.
Local requirements – Liverpool’s Validation Checklist

Biodiversity/Habitat Survey and Report

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts.

Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate accompanying plans should indicate any significant wildlife habitats or features and the location of habitats 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.

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. This information might form part of an Environmental Statement, where one is necessary.

Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in the National Planning Policy Framework at Chapter 11.

Environmental Impact Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required.

Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where EIA is not required, the local planning authority may still require environmental information to be provided. An applicant may request a ‘screening opinion’ (i.e. to determine whether EIA is required) from the planning authority before submitting the application.

Out of Centre Uses (Impact Assessments)

Impact assessments are required for all retail and leisure developments over 2,500 square metres gross floorspace. Evidence should be provided to show that there are no sequentially preferable sites. Policy advice on the policy tests for town centre uses is provided in the National Planning Policy Framework at Chapter 2.
Design and Access Statement

The Liverpool Unitary Development Plan – Policy HD19 Access for All sets out policy and Supplementary Planning Document Note “Design for Access for All” provides information and advice to developers on the standards that the City Council would like to see in development schemes.

The National Planning Policy Framework makes it clear that inclusive access is a material planning consideration and that the majority of planning applications should be accompanied by an Access (Inclusive Design) Statement.

The Access Statement should be an integral part of a Design Statement.

Depending on the nature of the application and the works involved, exceptions to this may be made with the applications for:-

- engineering or mining operations
- a material change in use of the land or buildings
- development which is waste development.

However Liverpool City Council would expect ALL changes of use to uses which introduce the provision of services to the public to be accompanied by an Access Statement

The Access Statement should illustrate what has been done from the start to ensure buildings, services and facilities are accessible to all. The statements are central to the planning application process and designers, developers and clients should explain how the needs of disabled people are incorporated into the design of a scheme, and should be accompanied by plans showing circulation routes, facilities, dimensions etc.

The nature of Design and Access Statement may vary depending on the size, complexity and nature of the scheme. The access statement should clearly identify :-

- The philosophy and approach to an inclusive design
- The key issues of the particular scheme
- The source of advice and guidance used
- How the principles of an inclusive design have been implemented into the scheme.
- How inclusion will be maintained and managed.

In respect of all applications (outline and full planning applications) the City Council would require an Access Statement to cover the following parts.

a) the policy or approach adopted to access, and how policies relating to access in relevant local development documents have been taken into account;
b) what, if any, consultation has been undertaken as to the access and what account has been taken of the outcome of any such consultation;

c) how any specific issues which might affect access to the development have been addressed;

d) how prospective users will be able to access the development from the existing transport network and why the main points of access to the site and the layout of access routes within the site have been chosen;

e) how features which ensure access to the development will be maintained.

If a major development is proposed a comprehensive two dimensional visualization of the proposal in the context of its surroundings, or a three dimensional model should be submitted.

Lifetime Home Standards - new housing provision should enable the needs of a household to be met over its lifetime and therefore, all new housing, affordable and private, should be designed to “Lifetime Home” standards. Where practicable and feasible this should also include conversions and change of use. All applications for new housing should be accompanied with the LCC life time home Checklist. A copy of the checklist can be downloaded at liverpool.gov.uk/planningadvice
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Merseyside wide Code of Practice on Access and Mobility which is an advisory document reflecting best practice and current statutory requirements for the design of buildings, structures, highways and transportation www.accesscode.info.

Crime Prevention

Secured by design is the UK Police flagship initiative supporting the principles of “designing out crime” by use of effective crime prevention and security standards for a range of applications.

Secured by Design (SBD) is a minimum standard for safety and security. Additional or alternative measures may be required due to local conditions, as advised by the local police Architectural Liaison Officer (ALO)

The principles of designing out crime must be incorporated (see the Secured by Design Principles document at www.securedbydesign.com ) in the design and Access Statement. Safer Places The Planning System and Crime Prevention, a planning guidance document issued by the Home Office and the ODPM (now the DCLG) sets out (2.3 to 2.6 inclusive) Developers must demonstrate that the all of the attributes have been considered and applied within the design of the development.

- Access and movement
- Structure
- Surveillance
- Ownership
Flood Risk Assessment

At the planning application stage, where necessary, an appropriate Flood Risk Assessment (FRA) will be required to demonstrate how flood risk from all sources of flooding to the development itself and flood risk to others will be managed now and taking climate change into account. Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). This should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

The FRA should be prepared by a developer in consultation with the local planning authority. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. Chapter 10 of the National Planning Policy Framework and the associated Technical Guidance to the National Planning Policy Framework provides comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)

Statement of Heritage Significance

(Including listed buildings, buildings within conservation areas and the Liverpool World Heritage Site, locally listed buildings, development affecting registered historic parks, scheduled ancient monuments, archaeological remains and the setting of any of the above)

The Council deals with both planning applications affecting the historic environment (based on a number of heritage designations) and applications under separate but related legislation for listed building consent. Requirements for supporting information vary with the type of application, the complexity of the proposals and the nature of their impact.

Government advice as to the supporting information required when proposals affect the historic environment is given in Chapter 12 (Para 128) of the National Planning Policy Framework and “PPS5: Planning for the Historic Environment Practice Guide”, which remains valid for NPPF purposes. The advice is that the level of detail should
be proportionate to the assets’ importance and no more than is sufficient to understand the potential impact of the proposal on their significance. Applicants are therefore advised to contact the Local Planning Authority if they consider such a statement is not necessary to clarify the need for a statement. If required, a statement should normally include a location plan to identify the building in context, plans and drawings to identify the work – in all but the simplest work this means measured drawings of floor plans and external (and internal as necessary) elevations. Submissions should include both survey (before) drawings and proposal (after) drawings. Photographs can be particularly helpful. Applications for listed building consent can require submission of additional technical specification for proposed works, detail of structural works and a full schedule of works. In most cases where significant development is proposed, contextual drawings showing street scenes and important views may be required.

There are also two special cases where the supporting information is required to exceed that normally required:

(1) Listed Building Consent / Planning permission for demolition of a building within a Conservation Area. This includes conditions survey, structural survey, sales and marketing information, options feasibility study, financial information of costs and possible end values (development appraisal).

(2) Enabling development - by definition this is development that is harmful but is considered necessary as the least harmful solution to preserve a historic building. Advice as to the required information is set out in *Enabling Development and the Conservation of Significant Places* (English Heritage, 2008). It will include similar information to the above where demolition is proposed, some information about the feasibility of options, and financial / development appraisal.

*Informed Conservation* (English Heritage, 2001) is English Heritage’s good practice guide and provides further advice about the form and detail of submissions that can be used to accompany applications including, a ‘heritage impact assessment’ and ‘conservation statement’, as well as the more complex ‘conservation management plan’ which is only likely to be required for large and complex applications.

Where development may affect archaeological remains, guidance about the supporting information for an application is set out in Chapter 12 of the National Planning Policy Framework. Where there are known archaeological remains a deskbased assessment of the likely archaeological interest will be needed. For more complex applications, especially major development or infrastructure works, where archaeological remains may survive (as may be agreed in pre-application discussions) an applicant may need to commission a field-based assessment and submit the information as part of application.

Applications for scheduled ancient monument consent are currently submitted directly to English Heritage.
Investigations for Potentially Contaminated Land

Where EIA applications are accompanied by a land contamination assessment, they which should include an extended assessment of contamination in line with Chapter 11 of the National Planning Policy Framework. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. UDP Chapter 13, Saved Policy EP2 which requires details of a site survey identifying the type, degree and extent of any contamination, a requirement for remedial measures to deal with any hazard, together with the proposed timescale for the implementation of the measures.

For any application or subsequent permission which requires a land contamination assessment, Liverpool City Council guidance relating to the re-development of potentially-contaminated land is available at liverpool.gov.uk/contaminatedland. This sets out general advice for developers, the responsibilities of all involved parties, and detailed technical requirements for Environmental Consultants preparing information for regulatory submission. The Developer & Consultants’ Guide, in particular, should be followed during the preparation and reporting of investigations so as to ensure of their adequacy, and allow swift, informed decisions to be made on the suitability of a proposed development and any remediation schemes put forward. We stress that failure of any appointed competent Environmental Consultant or applicant to submit adequate information and which is not accompanied by the relevant Report Screening Checklist is likely to result in requests for further information and may delay the assessment of any application.

Landfill applications

Applicants should provide sufficient information to enable the waste planning authority to fulfil its requirements under The Landfill (England and Wales) Regulations 2002. This information may be provided as part of the Environmental Impact Assessment.

Lighting assessment

Proposals involving the provision of floodlighting or significant levels of external lighting, in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, are required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with a lux contour diagram showing luminance levels both within and in the immediate vicinity of the site, and a schedule of the equipment in the design. UDP policy HD28 Light Spillage.

Noise impact assessment

EIA applications should normally be accompanied by a noise assessment prepared by a suitably qualified acoustician.
Parking provision

All non-householder applications will be required to provide details of existing and proposed parking provision, including cycle parking, and to justify the level of provision. The relevant parking standards can be found in the Ensuring a Choice of Travel Supplementary Planning Document.

Applicants will be required to justify proposals which exceed the Council’s parking standards. Existing and proposed parking details may be required for proposals where existing parking will be lost.

Planning Statement

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.

Regeneration Statement

Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

Transportation - Ensuring a Choice of Travel SPD

Ensuring a Choice of Travel SPD has been developed in partnership with the other Merseyside local authorities and Merseytravel to provide consistent guidance to developers on the access and transport requirements for new development across Merseyside. The SPD was adopted by the City Council's Executive Board on 19th December 2008.

The Guidance includes:

- Minimum Accessibility Standard Assessment
- Parking Standards
- Transport Assessments and Transport Statements
- Travel Plans
- Air quality
- Planning Conditions and s106 Legal Agreements
Minimum Accessibility Standard Assessment (MASA)

The Minimum Accessibility Standard Assessment will be used by the Council to determine whether developments are accessible by all modes of transport. All developments should complete the assessment prior to submitting a planning application, with the exception of those proposing minor developments (as defined in Table 1.1 of the SPD attached). An application will not be validated unless a MASA is submitted. Assistance with completing the assessment will be available if necessary from the Transport Policy Team or you can download a MASA checklist at liverpool.gov.uk/planningadvicenotes

Transport Assessments and Transport Statements

Chapter 4 of the National Planning Policy Framework advises that a Transport Assessment (TA) or Statement should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in Guidance on Transport Assessment, published by the Department for Transport (March 2007).

TABLE 1 Minimum Accessibility Standard Assessment (MASA) - Which parts of this guidance are relevant to my development?

What we will require from new development will depend on its type, size and location. Table 1 (below) places development types into four different size categories – minor, medium, large and major. ALL but MINOR developments will require submission of a MASA.
## Table 1: Determining Size of Development

<table>
<thead>
<tr>
<th>Type of Development (If you are not sure, contact the Highways Department)</th>
<th>Minor</th>
<th>Medium</th>
<th>Large</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Food Retail</td>
<td>Less than 200m²</td>
<td>250m² to 500m²</td>
<td>500m² to 800m²</td>
<td>Greater than 800m²</td>
</tr>
<tr>
<td>A1 Non-food Retail D2 Assembly &amp; Leisure</td>
<td>Less than 200m²</td>
<td>200m² to 800m²</td>
<td>800 to 1,500m²</td>
<td>Greater than 1,500m²</td>
</tr>
<tr>
<td>A3 Restaurants &amp; Cafes A4 Drinking Establishments A5 Hot Food Takeaway</td>
<td>Less than 250m²</td>
<td>250 m² to 2499m²</td>
<td>Greater than 2,500m²</td>
<td>Greater than 600m²</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Greater than 500m²</td>
<td></td>
</tr>
<tr>
<td>A2 Financial and Professional Services B1 Business Higher - or further education - Institutions</td>
<td>Less than 200m²</td>
<td>200m² to 1000m²</td>
<td>1000m² to 2500m²</td>
<td>Greater than 2500m²</td>
</tr>
<tr>
<td>B2 Industrial Uses</td>
<td>Less than 500m²</td>
<td>500m² to 1000m²</td>
<td>1000m² to 2500m²</td>
<td>Greater than 2500m²</td>
</tr>
<tr>
<td>B8 Storage and Distribution</td>
<td>Less than 500m²</td>
<td>500m² to 2000m²</td>
<td>2000m² to 5000m²</td>
<td>More than 5000m²</td>
</tr>
<tr>
<td>C1 Hotels</td>
<td>Fewer than 30 bedrooms</td>
<td>30 to 70 bedrooms</td>
<td>More than 70 bedrooms</td>
<td></td>
</tr>
<tr>
<td>C2 Residential Institutions (Nursing homes and hospitals)</td>
<td>All other residential institutions</td>
<td>Hospitals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3 Dwelling Houses</td>
<td>Fewer than 10 dwellings</td>
<td>10 to 30 dwellings</td>
<td>30 to 50 dwellings</td>
<td>More than 50 dwellings</td>
</tr>
<tr>
<td>D1 Non-residential institutions (except higher - and further – education institutions)</td>
<td>Less than 200m² Fewer than 25 v/h</td>
<td>200m² to 500m² 25v/h to 100v/h</td>
<td>500m² to 1000m² More than 100v/h</td>
<td>More than 1000m²</td>
</tr>
<tr>
<td>Schools / Colleges</td>
<td></td>
<td></td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>
Telecommunications Development

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidance of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Tree survey/Arboricultural implications

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a suitably qualified and experienced arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 ‘Trees in relation to construction – Recommendations’ 2012. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.
UDP policies HD22, HD23.

Refuse Storage and Recycling facilities

All proposals involving the creation of new dwellings or new retail, business, industrial or leisure or other similar developments will be required to be accompanied by details of proposed facilities for the storage and collection of refuse, including access for refuse collection vehicles and recycling facilities. The City Council has produced an Advice Note for the Refuse Storage and Recycling Facilities in New Developments which sets out the Council’s recommended standards for refuse storage and recycling in all new developments and can be found at liverpool.gov.uk/planningadvice notes