

Cheshire West and Chester Local List	2
Introduction	2
Applications to which this list applies	2
Applications to which this list does NOT apply	2
Definitions	3
Validation requirements	4
Householder development	4
All applications (minor and major)	10
Additional requirements for major developments only (except waste)	32

Cheshire West and Chester Local List

Introduction

To help assess, determine and comment on planning applications, it is essential that they are submitted with all the information needed. At the same time, it is important that the information requirements are proportionate and do not force applicants to incur unnecessary expense. We have produced this Validation Checklist in order to ensure that we strike this balance. In preparing it we have had regard to article 11(3)(c) of the Town and Country Planning (Development Management Procedure) Order 2015, and to paragraph 44 of the National Planning Policy Framework.

A separate list is provided for:

- Householder applications
- All applications (minor and major)
- Additional requirements for major applications only (except waste)

If your application is invalid we will write to you, setting out all the matters that need to be addressed in order for the application to become valid. We will require all the information specified in the letter to be submitted no later than 28 days from the date of the letter unless otherwise agreed. We will check the application again once, when all the required information has been submitted. If all the requested information has not been provided to the required standard within the specified time period, the application will be treated as withdrawn and the file destroyed.

Unless you have agreed with a planning case officer through pre-application discussion that a particular piece of information will not be needed, if you do not intend to provide a piece of information that would be required by this Checklist, please provide the reasons for this in writing.

Applications to which this list applies

Applications for full or outline planning permission.

Applications to which this list does NOT apply

- Applications for Prior Approval or Prior Notification
- Applications for Lawful Development Certificates
- Applications for approval of Reserved Matters following a grant of Outline Planning Permission
- Applications for Listed Building Consent
- Applications for Non-material amendments
- Applications to vary or remove conditions previously attached to a planning permission (under Section 73)
- Applications for Advertisement Consent
- Applications for Mineral and Waste Development (this document can be used as a guide for these types of applications but the documents required will be considered on a case by case basis)

- Application for tree works
- Applications for EIA development

Definitions

“Householder development” means development materially altering the external appearance of an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse.

“Major development” means development involving any **one or more** of the following—

(a) the provision of dwellinghouses where—

(i) the number of dwellinghouses to be provided is 10 or more; or

(ii) the development is to be carried out on a site having an area of 0.5 hectares or more and the number of dwellings is not known

(b) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or

(c) development carried out on a site having an area of 1 hectare or more;

(d) the winning and working of minerals or the use of land for mineral-working deposits;

(e) waste development

Validation requirements

Pre-application advice is available on the Council's website - [Pre-application advice | Cheshire West and Chester Council](#)

General guidance on the national requirements can be found on the following link - [Making an application \(www.gov.uk\)](#)

Householder development

Table 1 Validation requirements - householder applications (full applications only)

Householder applications (full applications only)			
1	All householder applications	Location plan	<p>This plan is required so that interested members of the public are able to identify the site without having to rely on the address.</p> <p>A location plan must be submitted as a standalone document and must meet the following criteria:</p> <ul style="list-style-type: none"> • Be at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites). • Must show the direction north. • Be based on an up to date map. • Be scaled to fit on an A4 size document. • Show at least 2 named roads and any buildings on land adjoining the application site. If 2 named roads are not possible as the site is very rural, please show 1 named road and provide a second plan/map showing the wider area to enable the site to be located. • The application site must be edged clearly with a red line and include all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). • A blue line must be drawn around any other land owned by the applicant that is close to or adjacent to the property. <p>Please note, this should not be a Land Registry document, photograph or screen grab image.</p>

Householder applications (full applications only)

2	All householder applications	Relevant Fee (if applicable)	<p>If you apply via the Planning Portal, they will calculate the fee for you based on the information inputted. If you need to pay us direct, you can use the following link: Planning application and Pre-application advice payment</p> <p>Note that floorspace must be measured externally.</p> <p>Please see the following link for more details: Fees for planning applications (www.gov.uk)</p>
3	All householder applications	Completed application form , including ownership certificate	<p>You can apply via the Council's website: Apply for planning permission. You must answer all the questions on the application form accurately and fill in the ownership certificates.</p> <p>When completing the 'description of proposed works' please ensure it is precise and accurately describes all the development. For example, single storey rear extension. Please include any external works (e.g. rendering) but do not include any internal works (unless a listed building). Please avoid phrases such as 'and associated works'.</p> <p>If you need to serve Notice on neighbours, further information can be found here: Household application notice and notices 1 and 2 on the Planning Portal</p> <p>In relation to Ownership Certificates, please note:</p> <ul style="list-style-type: none"> • Certificate A must be completed when the applicant is the sole owner of the site • Certificate B must be completed when the applicant is not the sole owner of the site but the other owner(s) are known • Certificate C and D must be completed when some or none of the owners are known • Agricultural Holdings Certificate must also be signed

Householder applications (full applications only)			
			For this purpose an “owner” is anyone with a freehold interest, or a leasehold interest the unexpired term of which is not less than 7 years.
4	All householder applications where the footprint is being increased (including new/ extended outbuildings) and/or alterations are proposed to the parking area (This information would not be required where only roof alterations are proposed).	Site/block plan	<p>A site plan must:</p> <ul style="list-style-type: none"> • be drawn at an identified standard metric scale (typically 1:100, 1:200 or 1:500). • show the proposed development in relation to the site boundaries and other existing buildings on the site. • must also show the direction north. <p>A site plan must also include the following – unless they would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The position of all trees on the site, and those on adjacent land. • The extent and the type of any hard surfacing. • The boundary treatment including walls or fencing where this is proposed. • Plans for first floor or two storey extensions should show the 45 degree line from the boundary if applicable (as outlined in the SPD).
5	All householder applications	Other plans relevant to the development (e.g. existing floor plans, existing elevations, proposed floor	<p>All plans must be drawn at an identified standard metric scale (1:10; 1:20; 1:50, 1:100, 1:200). Each plan must have a Drawing Title (reference).</p> <p>If the proposals include demolition of existing extensions, please include these in the existing floor plans and elevations.</p> <p>Section Drawings and Finished Floor and Site Levels will ALWAYS be NEEDED where:</p>

Householder applications (full applications only)

		plans, proposed elevations, sectional drawings, roof plan etc).	<ul style="list-style-type: none"> • A proposal involves a change in ground levels or involves development set at a different ground level than adjoining existing development. • Development is proposed on a sloping site.
6	All householder applications	Site photographs – Photographs of the existing house and, if applicable, garden.	Photographs must: <ul style="list-style-type: none"> • be up-to-date; • clearly show the part of the house or garden being built on; and • clearly show the relationship to windows at any directly adjacent neighbouring property. <p>If any alterations or extensions are proposed to the front of the house, photographs of the street would also be useful.</p>
7	There is a Tree Preservation Order (TPO) on or adjacent to the site and ground works are within the estimated Root Protection Area of a protected tree.	Tree Survey and Arboricultural Impact Assessment (including protection measures for significant retained trees during construction)	<p>Policy DM 45 - Trees, woodlands and hedgerows states all existing significant healthy trees, woodlands, traditional orchards, and hedgerows should be integrated into the development scheme.</p> <p>Where development may impact on existing significant trees, the Council will normally expect the submission of a detailed Tree Survey and Arboricultural Impact Assessment. The survey and protective measures must comply with industry best practise (currently to BS 5837 (2012) Trees in Relation to Design, Demolition and Construction) and be undertaken by a suitably qualified arboriculturist. Appropriate management measures may also be required to protect replacement trees, woodland and hedgerows, to be agreed by the Council.</p> <p>Where it is demonstrated that integration is not possible (evidence will need to be provided with any application), details of replacement planting must be provided (minimum of two locally native, heavy standard trees for every tree lost).</p>

Householder applications (full applications only)			
			<p>'Significant' trees are generally at least 5m tall with a diameter of at least 150mm. In assessing significant trees, the Council will have regard to species, form, condition, age, life expectancy and visual impact.</p> <p>A Root Protection Area (RPA) can be estimated by approximating the diameter of the tree at 1.5m above ground level and then multiplying the result by 12. The result will give you the distance (radius of circle) out from the tree the RPA would extend - for example a tree with a diameter of 150 mm will have an RPA with a radius of 1200mm (1.2m). This will give some idea of whether the proposal will directly affect the tree. This RPA assessment is only a rough guide as the shape of the RPA may not be circular due to other constraints e.g. hard surfaces etc.</p>
8	Development in a Conservation Area or within the curtilage of a Listed Building	Heritage Impact Assessment	<p>The assessment should be proportionate to the works.</p> <p>Applicants are expected to describe in their application the significance of any heritage assets affected, including any contribution made by their setting (National Planning Policy Framework paragraph 194). In doing so, applicants should include analysis of the significance of the asset and its setting, and, where relevant, how this has informed the development of the proposals. The level of detail should be proportionate to the asset's importance and no more than is sufficient to understand the potential impact of the proposal on its significance. Further information can be found on the links below:</p> <p>Historic environment (www.gov.uk)</p> <p>Local Plan interactive map</p> <p>Policy DM 47 - Listed buildings</p> <p>Statements of Heritage Significance: Analysing Significance in Heritage Assets Historic England</p>

Householder applications (full applications only)

			Please note that this information may also be required for Non-Designated Heritage Assets and Un-designated Heritage Assets (Please see policy DM 48 - Non-designated heritage assets)
9	Development involving annexe accommodation (e.g. a granny annexe or accommodation for another dependent relative)	Statement outlining use and size of annexe	<p>Policy DM 21 - Development within the curtilage of a dwellinghouse</p> <p>The statement must include;</p> <ul style="list-style-type: none"> • How the occupant(s) will be dependent on an occupant of the main dwellinghouse • How the annexe has been limited in size to provide for the basic needs of the dependant person • How the annexe has been designed to be closely related physically to, and functionally dependent upon, the main dwellinghouse
10	All applications within flood zones 2, 3 or 3b	Flood Risk Assessment	You must follow the Environment Agency's standing advice Preparing a flood risk assessment: standing advice (www.gov.uk)
11	Please note, whilst it is not requested for a full householder application, if the dwelling is listed , you will also require a listed building consent and Design and Access Statement. More detailed (and internal) plans and information will also be required for the listed building consent application.		

All applications (minor and major)

The table below sets out the most common circumstances in which the relevant information will always be required before an application is deemed to be 'valid'. The table cannot and does not cover all eventualities. Your planning officer may still contact you after your application is valid to advise that further information is required, even if your development does not fall into the above categories or exceed the thresholds. You can reduce the risk of this happening by getting formal [pre-application advice](#).

Table 2 Validation requirements - all applications minor and major (excluding householders)

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
1	All applications	All applications	Location plan		<p>This plan is required so that interested members of the public are able to identify the site without having to rely on the address.</p> <p>A location plan must be submitted as a standalone document and must meet the following criteria:</p> <ul style="list-style-type: none"> • Be at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites). • Must show the direction north. • Be based on an up to date map. • Be scaled to fit on an A4 size document. • Show at least 2 named roads and any buildings on land adjoining the application site. If 2 named roads are not possible as the site is very rural, please show 1 named road and provide a second plan/map showing the wider area to enable the site to be located. • The application site must be edged clearly with a red line and include all land necessary to carry out the proposed

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					<p>development (eg land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).</p> <ul style="list-style-type: none"> • A blue line must be drawn around any other land owned by the applicant that is close to or adjacent to the property. <p>Please note, this should not be a Land Registry document, photograph or screen grab image.</p>
2	All applications	All applications	Relevant fee		<p>If you apply via the Planning Portal, they will calculate the fee for you based on the information inputted. If you need to pay us direct, you can use the following link: Planning application and Pre-application advice payment</p> <p>Note that floorspace must be measured externally.</p> <p>Please see the following link for more details: Fees for planning applications (www.gov.uk)</p>
3	All applications	All applications	Application form		<p>You can apply via the Councils' website: Apply for planning permission You must answer all the questions on the application form accurately and fill in the ownership certificates.</p> <p>When completing the 'description of proposed works' please ensure it is precise and accurately describes all the development. For example, single storey rear extension. Please include any</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					<p>external works (e.g. rendering) but do not include any internal works (unless a listed building). Please avoid phrases such as 'and associated works'.</p> <p>If you need to serve Notice on neighbours, further information can be found here: Notices 1 and 2 on the Planning Portal</p> <p>In relation to Ownership Certificates, please note:</p> <ul style="list-style-type: none"> • Certificate A must be completed when the applicant is the sole owner of the site • Certificate B must be completed when the applicant is not the sole owner of the site but the other owner(s) are known • Certificate C and D must be completed when some or none of the owners are known • Agricultural Holdings Certificate must also be signed <p>For this purpose an "owner" is anyone with a freehold interest, or a leasehold interest the unexpired term of which is not less than 7 years.</p>
4	All applications	All applications	Site/block plan		<p>A site plan must:</p> <ul style="list-style-type: none"> • be drawn at an identified standard metric scale (typically 1:100, 1:200 or 1:500).

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					<ul style="list-style-type: none"> • show the proposed development in relation to the site boundaries and other existing buildings on the site. • must also show the direction north. <p>A site plan must also include the following – unless they would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way crossing or adjoining the site. • The position of all trees on the site, and those on adjacent land. • The extent and the type of any hard surfacing. • The boundary treatment including walls or fencing where this is proposed. • Plans for first floor or two storey extensions should show the 45 degree line from the boundary if applicable (as outlined in the SPD).
5	All applications	All applications	Other plans relevant to the development		<p>All plans must be drawn at an identified standard metric scale (1:10; 1:20; 1:50, 1:100, 1:200). Each plan must have a Drawing Title (reference).</p> <p>If the proposals include demolition of existing extensions, please include these in the existing floor plans and elevations.</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					<p>Section Drawings and Finished Floor and Site Levels will ALWAYS be NEEDED where:</p> <ul style="list-style-type: none"> • A proposal involves a change in ground levels or involves development set at a different ground level than adjoining existing development. • Development is proposed on a sloping site.
6	There is a Tree Preservation Order (TPO) on or adjacent to the site and ground works are within the estimated Root Protection Area of a protected tree.	All applications	Tree Survey and Arboricultural Impact Assessment		<p>Policy DM 45 - Trees, woodlands and hedgerows states all existing significant healthy trees, woodlands, traditional orchards, and hedgerows should be integrated into the development scheme.</p> <p>Where development may impact on existing significant trees, the Council will normally expect the submission of a detailed Tree Survey and Arboricultural Impact Assessment. The survey and protective measures must comply with industry best practise (currently to BS 5837 (2012) Trees in Relation to Design, Demolition and Construction) and be undertaken by a suitably qualified arboriculturist. Appropriate management measures may also be required to protect replacement trees, woodland and hedgerows, to be agreed by the Council.</p> <p>Where it is demonstrated that integration is not possible (evidence will need to be provided with any application), details of replacement planting must be provided (minimum of two locally native, heavy standard trees for every tree lost).</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					<p>‘Significant’ trees are generally at least 5m tall with a diameter of at least 150mm. In assessing significant trees, the Council will have regard to species, form, condition, age, life expectancy and visual impact.</p> <p>A Root Protection Area (RPA) can be estimated by approximating the diameter of the tree at 1.5m above ground level and then multiplying the result by 12. The result will give you the distance (radius of circle) out from the tree the RPA would extend - for example a tree with a diameter of 150 mm will have an RPA with a radius of 1200mm (1.2m). This will give some idea of whether the proposal will directly affect the tree. This RPA assessment is only a rough guide as the shape of the RPA may not be circular due to other constraints e.g. hard surfaces etc.</p>
7	All applications	All applications	Site photographs		<p>Photographs must:</p> <ul style="list-style-type: none"> • be up-to-date; • clearly show the part of the site being built on; and • clearly show the relationship to windows at any directly adjacent neighbouring property. <p>If any alterations or extensions are proposed to the front of the site, photographs of the street would also be useful.</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
8	Development in a Conservation Area or within the curtilage of a Listed Building	All applications	Heritage Impact Assessment	DM 47 DM 48	<p>The assessment should be proportionate to the works.</p> <p>Applicants are expected to describe in their application the significance of any heritage assets affected, including any contribution made by their setting (National Planning Policy Framework paragraph 194). In doing so, applicants should include analysis of the significance of the asset and its setting, and, where relevant, how this has informed the development of the proposals. The level of detail should be proportionate to the asset's importance and no more than is sufficient to understand the potential impact of the proposal on its significance. Further information can be found on the links below:</p> <p>Historic environment (www.gov.uk)</p> <p>Local Plan interactive map</p> <p>Policy DM 47 - Listed buildings</p> <p>Statements of Heritage Significance: Analysing Significance in Heritage Assets Historic England</p> <p>Please note that this information may also be required for Non-Designated Heritage Assets and Un-designated Heritage Assets (Please see policy DM 48 - Non-designated heritage assets)</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
9	All applications (excluding changes of use)	All those that create more than 40sqm of floor space	Sustainable construction checklist	DM 4	See guidance note: Sustainable construction information requirements
10	All applications	Where the development is over 50sqm in floor area or there is a material change of use	Details of secure cycle parking or statement setting out why none is provided.	T 5 and SPD	<p>Details of secure cycle parking must be provided in line with the SPD (Revised Feb 2022). The location of the cycle storage should be designed into the scheme at an early stage.</p> <p>Please note, the threshold for providing cycle parking does vary depending on the development type so it is recommended further advice is sought from the SPD.</p>
11	All applications	<p>All new residential developments with dedicated off-street parking or 10 or more units with unallocated parking; and</p> <p>Non-residential development with 10 or more new or replacement car parking spaces are proposed.</p>	Details of locations of EV charging points or a statement setting out why none are provided.	T 5 and SPD	<p>Details of the position of the charging points shall be provided on a site plan. The specification of the charging points should be in accordance with Annex A of the SPD and outlined in a short statement.</p> <p>The location of these should be designed into the scheme from the start.</p>
12	Applications in a Conservation Area or World Heritage Site	One or more dwellings or building(s) over 100sqm	Design and Access Statement		The Design and Access Statement must include an explanation of how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					<p>Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application.</p>
13	All residential development	5 residential units or more	Details of domestic waste storage		<p>Details of bin storage and route for collection.</p> <p>Tracking drawings may also be required where vehicles need to turn within the site/access is narrow.</p> <p>For dwellings which do not have a frontage/driveway which abuts the kerbside (e.g. those which are accessed off a private drive), details of a communal collection point will also be required.</p> <p>Link to guidance documents – Communal Waste and Recycling Container Specification, Storage and Collection from Flats, apartments and new developments, individual waste and recycling container specification.</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
14	All development within Flood Zone 2, 3 or 3b Or If site area is 1ha or more	All applications in Flood Zone 2, 3 and 3b All applications over 1ha in Flood Zone 1	Flood Risk Assessment A Sequential Assessment will also be required (unless householder development, small non-residential extensions (with a footprint of less than 250m ²) and changes of use; except for changes of use to a caravan, camping or chalet site, or to a mobile home or park home site) and whether the development will be safe and pass the Exception test , if applicable.	NPPF ENV 1 ENV 3 DM 40 DM 42	<p>You can check the flood risk of your site here: Check the long term flood risk for an area in England (www.gov.uk)</p> <p>Flood risk assessments if you're applying for planning permission (www.gov.uk)</p> <p>You must follow the Environment Agency's standing advice if you're carrying out a flood risk assessment of a development classed as:</p> <ul style="list-style-type: none"> • a minor extension (household extensions or non-domestic extensions less than 250 square metres) in flood zone 2 or 3 • more vulnerable in flood zone 2 (except for landfill or waste facility sites, caravan or camping sites) • less vulnerable in flood zone 2 (except for agriculture and forestry, waste treatment, mineral processing, and water and sewage treatment) • water compatible in flood zone 2 <p>You also need to follow standing advice for developments involving a change of use into one of these vulnerable categories or into the water compatible category.</p> <p>You don't need to do a flood risk assessment for a development that's less than 1 ha in flood zone 1 unless it could be affected by sources of flooding other than rivers and the sea, for example ordinary watercourses (which are streams, ditches and culverts).</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
15	Conversion of rural buildings (including conversion of part of a building)	All development which results in a material change of use where the end use would be occupied by humans (e.g. dwellinghouse or office) This will predominantly relate to barn conversions in the rural area.	Bat and breeding bird survey	DM 44	<p>You'll need an expert to do a bat survey. You can find one using the following links:</p> <ul style="list-style-type: none"> • Chartered Institute of Ecology and Environment Management directory • Environmental Data Services directory <p>Note that this survey or your ecologist may recommend further protected species and/or habitat surveys are required, in which case the additional surveys should also be carried out and details submitted.</p> <p>Please note that bat and bird surveys will be required for the conversion (or part demolition) of brick and slate barns to residential use. However, there are other buildings and developments that may also generate the need for a survey. Please seek advice from an ecologist.</p> <p>Natural England's standing advice Prepare a planning proposal to avoid harm or disturbance to protected species (www.gov.uk) and a map based search can be carried out using Natural England's Magic Map here: Magic Map Application (defra.gov.uk)</p>
16	All applications (excluding change of use)	All development (excluding change of use)	Biodiversity Checklist*		The checklist is available here: Biodiversity net gain requirements

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
			*The need to submit this document is likely to be superseded once net gain becomes a national mandatory requirement.		In addition to the checklist, the DEFRA Biodiversity Net Gain metric will also be requested for minor development when biodiversity net gain becomes a national mandatory requirement. In the interim, the metric is required for minor development where there is a loss or significant impact on priority habitat (see Interim Guidance Note).
17	Conversion of rural buildings (including conversion of part of a building)	All development which results in a material change of use where the end use would be occupied by humans (e.g. dwellinghouse or office) This will predominantly relate to barn conversions in the rural area.	Structural Survey detailing which parts of the building will be retained.	STRAT 9 DM 22	A standard structural survey will not usually suffice. The survey must indicate which parts of the building will be retained, and which parts will be replaced. If areas of re-building are required, these should be marked on a plan. It may also be useful to submit a method statement of works.
18	All residential development on a rural exception site	Rural affordable housing exception site	Assessment of housing need prepared by, or in collaboration with, the Parish Council (where	DM 24	This must be done in collaboration with the Parish Council (where there is one) and Council's Housing Officer.

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
			there is one) for the area		
19	New dwellings (excluding changes of use)	New built dwellings (one or more new-build houses/flats in use class C3)	Sustainable construction checklist AND Sustainable Housing Statement	DM 4	See guidance note: Sustainable construction information requirements
20	Development on land that has previously been built on (including agricultural buildings and previously developed sites)	All minor residential development (Excluding single replacement dwellings and changes of use)	Phase 1 Contaminated Land Report	DM 32	For example, sites with a former agricultural or commercial use. Please note that if your Phase 1 report recommends further testing/surveys, you are advised to carry these out prior to submitting your application. Whilst not a validation requirement, a report may also be requested for changes of use (depending on the existing and proposed use of the site).
21	All applications which involve the installation of flood lights (not fixed to a building)	All applications where new free-standing flood light columns are proposed E.g. around the perimeter of a sports pitch or riding arena	Light Assessment	DM 2 DM 44	Proposals must be accompanied by details of the lighting and the proposed hours when the lighting would be switched on. The details/plan shall include full details of: <ul style="list-style-type: none"> • Location, size, design of luminaries and fittings

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					<ul style="list-style-type: none"> Type/output of light sources with lux levels Location and design of associated equipment
22	All residential development (including Specialist accommodation -and Use Class C2 and C3)	<p>For sites in the urban area, development of 10 or more units or sites over 0.3 hectares</p> <p>For rural sites (includes Key and Local Service Centres and Countryside), development of 3 or more units or over 0.1 hectare.</p>	Affordable Housing Statement	SOC 1 DM 23	<p>To find out whether your site is in the urban or rural area, please use the Local Plan policy map. Please note, the urban area includes Ellesmere Port, Winsford, the greater Northwich area, Neston and Chester. The rural area includes Key and Local Service Centres and Countryside.</p> <p>Details of the type, tenure, size and number of affordable units. Details of any Registered Providers involved.</p> <p>First preference is for this to be provided on site. Justification for any off-site provision or payment in lieu (commuted sum) will be required.</p>
23	Stand alone wind turbine(s)	All applications	<p>Landscape Appraisal or Landscape and Visual Impact Assessment (LVIA)</p> <p>AND</p> <p>Assessment of Shadow Flicker, Flashes of</p>	DM 51	<p>You'll need an expert to produce this. The following documents provide guidance on what should be included.</p> <p>Low Carbon Energy Study</p> <p>Local Landscape Character Assessment - Landscape Strategy 2016</p> <p>Landscape Sensitivity Study (March 2016) - Main Report</p> <p>Landscape Sensitivity Study (March 2016) - Technical Appendix Wind Energy</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
			Reflected Light including mitigation measures		<p>Landscape Strategy (March 2016) - Part 1 and Part 2</p> <p>Local Landscape Designations - Areas of Special County Value (June 2017) (ASCVs are also shown on the Local Plan policy map (policy GBC 2)).</p> <p>Local Landscape Policy Review Part 1 (January 2016)</p> <p>Local Landscape Policy Review Part 2 - Key Settlement Gaps (February 2016) (Key Settlement Gaps are also shown on the Local Plan policy map (policy GBC 3)).</p> <p>In the case of development requiring Environmental Impact Assessment, a Landscape and Visual Impact Assessment will be required, the scope of which should be agreed at the outset with the Council. Any cumulative impacts of renewable schemes must be carefully considered as part of this assessment.</p>
24	Solar Energy Development (ground-mounted)	All applications (not within the curtilage of a dwelling)	Landscape Appraisal OR Landscape and Visual Impact Assessment (LVIA)	DM 52	<p>You'll need an expert to produce this. The following documents provide guidance on what should be included.</p> <p>In the case of development requiring Environmental Impact Assessment, a Landscape and Visual Impact Assessment will be required, the scope of which should be agreed at the outset with the Council. Any cumulative impacts</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
			(For those requiring an EIA)		<p>of renewable schemes must be carefully considered as part of this assessment.</p> <p>Local Landscape Character Assessment - Landscape Strategy 2016</p> <p>Landscape Sensitivity Study (March 2016) - Main Report</p> <p>Landscape Sensitivity Study (March 2016) - Technical Appendix Solar PV</p> <p>Landscape Strategy (March 2016) - Part 1 and Part 2</p> <p>Local Landscape Designations - Areas of Special County Value (June 2017) (ASCVs are also shown on the Local Plan policy map (policy GBC 2)).</p> <p>Local Landscape Policy Review Part 1 (January 2016)</p> <p>Local Landscape Policy Review Part 2 - Key Settlement Gaps (February 2016) (Key Settlement Gaps are also shown on the Local Plan policy map (policy GBC 3)).</p>
25	New agricultural buildings	All new agricultural buildings or extensions to existing agricultural building	Agricultural Supporting Statement	DM 6	<p>The Statement must include:</p> <ul style="list-style-type: none"> the size of the agricultural unit (in hectares); what agricultural activity new agricultural buildings are intended for;

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					<ul style="list-style-type: none"> • why that activity requires a new building of the size proposed; • why the building needs to be in the proposed location (detailed justification if it's remote from the main farm complex); and • details of surface water drainage and (where applicable) disposal of animal waste.
26	Main town centre uses not in an existing sub-regional centre, town centre or key and local services centre .	All development with a floorspace over 200sqm	Sequential Test Please note, an Impact Assessment may also be required for retail and office development. Please see the thresholds in ECON 2 .	NPPF ECON 2 DM 14 DM 15	<p>A Sequential Test is not required for small scale rural developments (as outlined in the NPPF) but is highly likely to be requested for other minor applications for town centre uses that are not in an existing centre.</p> <p>Main Town Centre uses are defined in the Glossary in Part Two of the Local Plan as; “retail development (including warehouse clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities)”.</p> <p>The existing centres include sub-regional centres, town centres and local retail centres.</p> <p>Further details can be found here: Town centres and retail (www.gov.uk)</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					Local Plan policy map
27	Hot Food Takeaways (for the sale of hot food where consumption of that food is mostly undertaken off the premises) and mixed use developments including hot food takeaways. This includes changes of use.	All applications for new establishments AND applications where additional/replacement plant is proposed on establishments	Assessment of noise and odour impacts	SOC 5 DM 2 DM 31	Link to Guidance Note: Hot food takeaway requirements To produce this you are likely to need an Air Quality Specialist. The following guidance provides more information Control of Odour and Noise from Commercial Kitchen Exhaust Systems . Whether mitigation is required, depends on the outcome of the assessment. Please note, the assessment should ensure that there is compliance with the current British Standard (currently BS4142) in relation to noise.
28	Installation of non-domestic external plant, machinery and extraction (including HVAC , air conditioning units)	All applications including where installed as part of a wider scheme	Details of the specification of the plant to be installed, including noise rating	SOC 5 DM 2 DM 30 DM 31	To produce this you may need an Air Quality Specialist and/or Noise Specialist. Whether mitigation is required depends on the outcome of the assessment. Further details can be found in the following document: air-quality-planning-guidance_Jan17.pdf (environmental-protection.org.uk)
29	Equestrian development (such as stables and riding arenas)	All applications	Equestrian Supporting statement	DM 8	The statement must include: <ul style="list-style-type: none"> • Details of any external lighting;

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
					<ul style="list-style-type: none"> • Whether the development would be for personal use or a commercial enterprise; • Details of surface water drainage; • For new stables, disposal of animal waste. <p>For new stables the storage for animal waste shall include;</p> <ul style="list-style-type: none"> • Storing waste no closer than 10m to a watercourse to prevent leachate entering controlled waters.. • Providing a covered, dry area (to control odour and flies) to be emptied and waste removed off site when it reaches capacity. <p>Further information can be found on the following links:</p> <p>Statutory nuisances: how councils deal with complaints (www.gov.uk)</p> <p>Keeping horses: Dealing with waste (www.gov.uk)</p>
30	Applications for Rural workers dwellings	Any rural workers dwelling	Rural Workers Dwelling Supporting Statement	DM 25	<p>Further guidance is available in the Rural worker dwellings advice note</p> <p>Details of what the statement must include are provided in the above Guidance Note.</p>
31	Any planning application that includes a claim		Vacant Building Credit Statement		<p>Further guidance is available in the Vacant Building Credit guidance note</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
	for Vacant Building Credit				Details of what the statement must include are provided in the above Guidance Note.
32	Applications which involve the loss or change to open space and/or sport and recreation facilities	All applications	Open Space Impact Assessment AND/OR Sport and Recreation Facilities Impact Statement	DM 35 DM 36 SOC 6	<p>Application proposals should be accompanied by plans/details showing any areas of existing or proposed open space or sport and recreation facility within or adjoining the application site. If open space is to be lost, a statement should be submitted outlining how the proposals meet the requirements of SOC 6. Where the proposals involve the loss of a playing field (or part of), the statement will need to address the Sport England Exception Policies. Applicants are also encouraged to engage with the relevant National Governing Body.</p> <p>If the development involves a new or replacement grass playing pitch, you will also need an Agronomy Report.</p> <p>A Community Use Agreement is also likely to be required for new facilities - Community Use Agreements Sport England</p> <p>For the purposes of the Local Plan, types of open space are defined in Paragraph 7.42 in the explanation of SOC 6. Indoor sport and recreation facilities would include sports halls, swimming pools and fitness and studio provision.</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
33	Applications within the Cheshire Brine Board Consultation Zone (shaded in yellow on the map)	1 or more dwellings Major commercial development	Land Stability report	DM 32	<p>Details of foundation design for dwellings (1 and above) and major commercial development (over 1,00sqm).</p> <p>Please note, for development also covered by DM 32 – a Phase I Desk Study and/or Phase II Geotechnical Ground Assessment undertaken by a suitably experienced consultant, which takes into account natural halite subsidence as well as geotechnical constraints and detailed ground modelling, will be required.</p>
34	Applications for development that will not comply fully with the Council's policies as regards affordable housing or infrastructure		Viability Appraisal		<p>Viability Statement will be required where the required provision (affordable housing or infrastructure) is not proposed.</p> <p>Viability Statements will be published online and should include:</p> <ul style="list-style-type: none"> • An executive summary prepared in accordance with the government's data format, setting out key findings; • An explanation (supported by evidence) of any deviation from the figures used in the viability assessment of the development plan; • The proposed developer contributions and how this compares with policy requirements. <p>*Please note that the costs of reviewing this will need to be borne by the applicant.</p>

	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
All applications minor and major (excluding householders)					
35	Buildings containing two or more dwellings or educational accommodation	Over 18m tall or over 7 storeys	Fire Safety Statement (using the template available on the gov.uk website - Planning application and fire statement forms: templates (www.gov.uk))		Guidance can be found at Fire safety and high-rise residential buildings (from 1 August 2021) (www.gov.uk)
36	All developments that involve a new building (not extensions) and/or a material change of use	All those where the end use would be occupied by humans (e.g. dwellinghouse or office)	An Information Connection Networks Statement	DM 18	<p>Statement setting out how fast internet connection speeds are likely to be. If the connection proposed is not fibre to the premises (FTTP) then justification should be provided.</p> <p>New development should be accessed by fibre to the premises (FTTP) or similar technology enabling access to superfast broadband speeds of at least 30 megabits per second (or the most recent Government requirements, if higher). Where this is not possible, adequate ducting should be provided to enable fibre to the premises connection at a later date, unless it can be shown that this is not economically viable in this location.</p>

Additional requirements for major developments only (except waste)

Table 3 Validation requirements - major applications only

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
1	All from minors list above.				
2	All applications	All major applications	Design and Access Statement		<p>The Design and Access Statement must include an explanation of how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application.</p>
3	All applications that increase/propose floorspace or hardstanding (Excluding Changes of use)	All major applications	Drainage Strategy (SUDS) including maintenance proposals	DM 41	<p>Further details can be found here: Surface water management and Sustainable Drainage Systems (SuDS)</p> <p>This information will also be requested for minor schemes depending on the drainage infrastructure (e.g. availability of the public sewer or water courses) or where there are surface water drainage issues (you can check the flood risk of an area here: Where do you want to check? (www.gov.uk)).</p>

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
					This will be required for smaller developments too when it becomes a national mandatory requirement.
4	All major applications (Excluding Changes of Use)	All major applications	Preliminary Ecological Appraisal/Assessment	DM 44	<p>This must be carried out by a suitably qualified ecologist. Note that this assessment may recommend further protected species and/or habitat surveys, which should be carried out prior to submission of the application to avoid delays.</p> <p>Additional and/or updated surveys may also be required at the reserved matters stage.</p> <p>Please note, this type of survey might also be requested for minor applications or changes of use depending on the site location and development type.</p> <p>Further information can be found here: Wildlife Assessment Check – Partnership for Biodiversity in Planning</p> <p>Natural England standing advice: Prepare a planning proposal to avoid harm or disturbance to protected species (www.gov.uk)</p>
5	All major applications	All major applications	Biodiversity Metric (completed spreadsheet) (e.g. DEFRA 3.1)	DM 44	See Guidance Note: Biodiversity net gain requirements

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
					<p>The metric will also be requested for minor development when biodiversity net gain becomes a national mandatory requirement.</p> <p>In the interim, the metric is required for minor development where there is a loss or significant impact on priority habitat (see Guidance Note).</p>
6	Development in a Mineral Safeguarding Area - Sand and Gravel Safeguarded Area	All major applications excluding change of use and agricultural buildings.	Minerals Resource Assessment	ENV 9 M 2	<p>See Local Plan policy map and Minerals safeguarding guidance note</p> <p>If the site is already land-locked, options to use the sand and gravel on the construction site should be explored.</p> <p>Please note that new agricultural businesses setting up in a sand and gravel safeguarded area may also require a Minerals Resource Assessment.</p>
7	All new-build major development except dwelling houses (Use Class C3) (Excludes Changes of use)	All major applications other than dwellings (only Use Class C3. Other types of residential accommodation are included.	BREEAM Assessor Report	DM 4	<p>See Sustainable Construction Guidance Note: Sustainable construction information requirements</p> <p>Please note that an 'Excellent' BREEAM rating should be achieved – please see Policy DM 4</p>

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
8	Major applications for new dwelling houses	All major applications for new dwelling houses	A Housing Mix Statement	DM 20	<p>The Housing Mix Statement will take into account the most up to date housing information (SHMA available on the following link Cheshire West and Chester Council - Local Plan (Part Two) evidence documents) and, where relevant, policies in Neighbourhood Plans, and will demonstrate how the proposal addresses:</p> <ol style="list-style-type: none"> 1. the need for smaller properties for first time buyers; and 2. requirements of an ageing population and people wishing to downsize, including where justified the provision of adaptable and accessible homes and/or single-storey dwellings; and 3. demand for self-build and custom build housing.
9	Student Accommodation Development	All major development for Student Accommodation	Student Management Plan	DM 27	<p>Management plans must include the following:</p> <ul style="list-style-type: none"> • appropriate security measures, such as security door and window locks, intercom entry systems, lighting, wardens and CCTV, which can all help to make the local environment safer for occupants and reduce opportunities for crime; • appropriate soundproofing to address both internal and external noise transmission; • appropriate supervision and reporting mechanisms such as a resident tutor within the block or a designated helpline

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
					<p>available throughout the day and night to deal with inappropriate behaviour or complaints from occupants and local residents;</p> <ul style="list-style-type: none"> • appropriate means of storing and dealing with waste; • appropriate secure cycle storage facilities; • an on-site and off-site car parking management plan (including car ownership, parking allocation, servicing and deliveries); and • implementation guidance. <p>The Plan may also be requested for minor applications.</p>
10	<p>Residential development outside of an identified settlement (i.e. within the countryside)</p> <p>(Excluding changes of use)</p>	All major applications	<p>Landscape Appraisal</p> <p>OR</p> <p>Landscape and Visual Impact Assessment (LVIA)</p>	<p>STRAT 9 ENV 2 GBC 2 DM 3</p>	<p>You'll need an expert to produce this.</p> <p>A Landscape Assessment or LVIA may also be required for smaller schemes in more sensitive locations.</p> <p>The following documents provide guidance on what should be included and any designations:</p> <p>Local Plan policy map</p> <p>Local Landscape Character Assessment - Landscape Strategy 2016</p>

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
					<p>Landscape Sensitivity Study (March 2016) - Main Report</p> <p>Landscape Strategy (March 2016) - Part 1 and Part 2</p> <p>Local Landscape Designations - Areas of Special County Value (June 2017)</p> <p>Local Landscape Policy Review Part 1 (January 2016)</p> <p>Local Landscape Policy Review Part 2 - Key Settlement Gaps (February 2016)</p>
11	<p>Applications for non-residential development</p> <p>(Excluding Agricultural buildings)</p> <p>All residential development within 50m of an A-classified road or a railway</p>	All major applications	Noise survey	DM 30	<p>You'll need an expert to produce this. Further details can be found here: Noise (www.gov.uk)</p> <p>Agricultural buildings are excluded as they are more likely to be in remote locations but will be assessed on a case by case basis.</p> <p>A noise report may also be required where new residential development (or another sensitive use) would be close to other existing noise sources (such as a commercial use).</p>

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
12	All new build major development (excluding changes of use)	All new build major applications	Phase 1 Contamination Assessment	DM 32	<p>If a change of use from non-sensitive use to sensitive use (e.g. B8 to C3), a Phase 1 Contaminated Land Assessment may still be required.</p> <p>Please note that if your Phase 1 report recommends further testing/surveys, you are advised to carry these out prior to submitting your application.</p>
13	Major non-residential development	<p>Those which introduce a new combustion source to power an industrial process</p> <p>e.g. biomass, energy from waste.</p>	Air Quality Assessment	DM 31	<p>This would not usually include combustion for heating of buildings for human occupation.</p> <p>An Air Quality Assessment must contain sufficient information to:</p> <ul style="list-style-type: none"> • Assess the existing air quality in the study area (existing baseline); • Predict future air quality without the development in place (future baseline); and • Predict with sufficient certainty future air quality with mitigation in place (with mitigation). <p>Full details can be found in the following document (table 6.2): Land-Use Planning & Development Control: Planning For Air Quality (environmental-protection.org.uk)</p>

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
14	All applications for new build major development (Excluding Changes of Use).	All applications	Topographical survey identifying features and levels, including proposed finished ground/floor levels	DM 2 DM 3	For Outline applications, this will be an existing topographical survey. For full applications, this will be an existing and proposed topographical survey.
15	All major development (Excluding agricultural buildings)	All applications	Construction Management Plan	SOC 5 DM 30 T 5	This statement must include the following (unless not applicable): <ul style="list-style-type: none"> • Location of site compound/height of cabins (on a site plan); • Dust mitigation; • Details of piling/sub-surface vibration if applicable; • Hours of operation and deliveries (8am-6pm for hours of construction unless it can be demonstrated that longer hours would be acceptable having regard to SOC5). Sites close to schools should avoid deliveries during school pick up/drop off; • Named contact for site management (particularly noise); • Provision of contractor parking (marked on a site plan); • Wheel washing facility (marked on a site plan); and • Provision for road sweeping/road cleansing.

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
					For larger sites, details of the phasing of the demolition/construction will be required.
16	Residential Development (including changes of use, conversion, student accommodation and care homes)	All major residential development	Open Space Statement	DM 35	<p>Details of provision to demonstrate the requirements of policy DM 35 would be met.</p> <p>The statement should include details of the local open space provision (i.e. surplus or shortfall for the Ward/Parish) and/or Playing Pitch Strategy position. This information can be found in the Open Space Study: Cheshire West and Chester Council - Open Space Study and Playing Pitch Strategy - March 2017(or as amended). A flow chart to show how on-site provision is calculated is available in Figure 31 (page 103).</p> <p>If on-site provision is not required, please provide details of the nearest public open spaces and parks.</p>
17	All development	<p>All major non-residential development less than 2,500 square metres</p> <p>All residential developments of 50 – 79 units</p>	Transport Statement	T 5 and SPD	<p>Travel Planning Guidance SPD</p> <p>You may also need a Transport Statement for a lower threshold depending on the site location and use. Please see the SPD for further guidance.</p>

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
18	All development	All major non-residential developments of 2,500 square metres or more All residential developments of 80 units or over	Transport Assessment	I 5 and SPD	Travel Planning Guidance SPD You may also need a Transport Assessment for a lower threshold depending on the site location and use. Please see the SPD for further guidance.
19	All development	All major non-residential development over 2,500 square metres All residential developments of 80 units or over	Travel Plan	I 5 and SPD	Travel Planning Guidance SPD You may also need a Travel Plan for a lower threshold depending on the site location and use. Please see the SPD for further guidance.
20	All development (Except non-residential Changes of Use)		Health Impact Statement	DM 29	Template available at: Health impact information requirements
21	Development involving ground works within Chester's Area of Archaeological Importance, those within one of the	All major development involving ground works	Appropriate Archaeological Assessment	DM 50	You'll need an expert to do this Assessment. Please note that this is a minimum requirement and development that is likely to affect the setting of a Scheduled Ancient Monument may also require an assessment.

Major applications only					
	Development or application type	Threshold	Minimum requirement	Policy	Details and guidance
	Areas of Archaeological potential or where there is a Scheduled Ancient Monument within the site boundary				For minor applications, the need for this type of Assessment will be considered on a case by case bases depending on the site location and development proposed.
22	All applications for new build residential development (except change of use)	All applications for new build major residential development	<p>A statement setting out how the development takes into account the 12 'Building for a Healthy Life' considerations</p> <p>OR</p> <p>A statement setting out how the development takes into account the National Design Guide</p> <p>OR</p> <p>Any relevant Local Design Code (once in place)</p>	ENV 6 DM 3	<p>Building for a Healthy Life design toolkit</p> <p>National_design_guide.pdf (www.gov.uk)</p> <p>Locally specific design policies and guidance are also included in Neighbourhood Plans.</p>