



Wyre Council

Local Validation Checklist

Version 2.0

Planning and Regeneration

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Version Control

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Contents

Introduction	4
Section 1 - National Requirements	5
NR.1 The Standard Application Form	5
NR.2 Ownership Certificates, Declarations and Notices	5
NR.3 The Location Plan	6
NR.4 The Site (Layout) Plan	6
NR.5 Elevation Plans, Sectional Plans and Floor Plans	6
NR.6 The Application Fee	7
NR.7 The Design and Access Statement	7
NR.8 Fire Statement	8
Section 2 – Wyre Requirements	9
WR.1 Affordable Housing Statement	9
WR.2 Agricultural Building Appraisal	10
WR.3 Air Quality Assessment	10
WR.4 AONB Statement	12
WR.5 Biodiversity Report	12
WR.6 Business Plan	14
WR.7 Climate Change Statement	15
WR.8 Coastal Change Management Area Statement	16
WR.9 Community Loss Statement	16
WR.10 Environmental Impact Statement	17
WR.11 Equestrian Development Statement	17
WR.12 Existing Employment Viability Statement	18
WR.13 Flood Risk Assessment and Sequential and Exception Tests	18
WR.14 Green Infrastructure Impact Assessment	21
WR.15 Heritage Statement	22
WR.16 Housing Mix Statement	22
WR.17 Land Contamination Risk Assessment	23
WR.18 Landscape and Visual Impact Assessment	25
WR.19 Lighting Assessment	26
WR.20 Management Plans	26
WR.21 Marketing Assessment	27
WR.22 Noise and Vibration Statement	27
WR.23 Odour Assessment	29
WR.24 Planning Statement and Economic Appraisal	29

WR.25 Refuse and Recycling Statement	30
WR.26 Retail Sequential Test and Impact Assessment	31
WR.27 Rural Worker Accommodation Assessment	31
WR.28 Section 106 Draft Heads of Terms.....	32
WR.29 Sustainability Statement.....	33
WR.30 Sustainable Drainage Strategy and SuDS Pro-Forma	33
WR.31 Transport Assessments and Transport Statements	35
WR.32 Tree/Arboricultural Implications Assessment	36
List of Acronyms	37
Appendix 1 – Local Plan Policies and Climate Change	38

Introduction

This local validation checklist sets out the information that is required to validate a planning application.

This guide comprises of two sections:

- **Section 1** – National requirements set by central government that are universal across all planning authorities. This is known as the “National Validation List”.
- **Section 2** – A “Wyre Validation List”. This is all the information Wyre Council will require depending on the planning application type.

National requirements (NRs) are required for all planning applications, if any item is missing the application will not be suitable for validation.

Local Wyre requirements (WRs) will be required based on the nature of the application, not all elements of the local list will be required in each case. The successful validation of a planning application does not automatically preclude a request for further information later in the decision making process.

National Planning Policy Framework (NPPF) states local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum necessary to make decisions and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question. Wyre council’s local list will be reviewed in accordance with national requirements.

Applicants/ Developers are encouraged to enter into **Pre-application discussions** with the Council’s Development Management Team. To seek pre-application written advice or to request a pre-application meeting please contact planning@wyre.gov.uk with your request. You should specify whether you are seeking a meeting or written advice only and should include any information and plans upon which the advice is sought. The council does make a charge for any advice it provides, this cost is calculated based on the scale and the nature of the proposed development. More information is available [online](#).

If an application is submitted without the required information, the application will be made invalid. If this occurs, a notification will be sent to the agent or applicant giving 21 days to submit the relevant information required. If this information is not provided within the 21 days, a further notification will be sent giving an extra 7 days after which the application will be closed, and any hard copy documents returned.

From 1st April 2023, the council will introduce a service charge for invalid applications due to a high number of invalid applications being handled by the planning department which are returned prior to validation, we will reserve the right to deduct 10% of the planning fee to cover administrative costs.

Should the applicant disagree with the council’s reasons for invalidating a planning application and negotiation has failed, you may send a notice to us. This should set out your reasons for considering the information requested by us when refusing to

invalidate the planning application does not meet the statutory tests. The statutory tests are;

- Reasonable having regard, to the nature and scale of the proposed development.
- About a matter which it is the reasonable to think will be a material consideration in the determination of the application.

(See Section 62 (4A) of the Town and Country Planning Act and Article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) Order) 2015.

On receipt of the notice the LPA will respond with either a Validation Notice stating the information is no longer required or a Non-Validation Notice stating the information is still requested to process the application.

Further information can be found in the Planning Practice Guidance.

Applicants must have submitted all other information required as well as the correct fee to validate the application.

Should we issue a Non-Validation Notice you may then appeal this under Section 78 of the Town and Country Planning Act 1990.

Section 1 - National Requirements

The following requirements make up the national requirements for validating planning applications.

- NR.1 The Standard Application Form
- NR.2 Ownership Certificates, Declarations and Notices
- NR.3 The Location Plan
- NR.4 The Site (Layout) Plan
- NR.5 Elevation Plans, Sectional Plans and Floor Plans
- NR.6 The Application Fee
- NR.7 The Design and Access Statement
- NR.8 Fire Statement

NR.1 The Standard Application Form

Planning applications can be submitted online or by completing a paper application form. Application forms can be downloaded from a few websites or submitted online. The most used online website is the Planning Portal. The Planning Portal also provides information on how to complete the application form and this is available [online](#).

NR.2 Ownership Certificates, Declarations and Notices

Under 65(5) of the Town and Country Planning Act 1990, and Articles 13 and 14 of the Town and Country Planning (Development Management Procedure) (England)

(referred to as DMPO in this document) Order 2015, the applicant is required to make a declaration with regard to ownership of the application site, and in respect of whether the site is an agricultural holding.

If the site is not wholly owned by the applicant (see the definition on the Ownership Certificate) or is occupied by an agricultural tenant, then the applicant must serve notice upon those parties affected. Certificates are available at the Planning Portal [website](#). Please note that if connection to non-mains drainage requires pipework to cross land outside the applicant's ownership, other than the public highway, the land in question must be included within the red edge and the correct ownership certificate B, C or D must be completed and a notice served on the owner(s) of that land.

NR.3 The Location Plan

Every application must include an up-to-date location plan at an appropriate metric scale, usually 1:1250 or 1:2500. When possible, it should be scaled to fit onto A3 or A4 paper. The plan should include;

- A red edge around all of the application site, including 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 edge around any other land in the applicant's ownership that is not subject to the application site.
- The direction of North.
- Sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

NR.4 The Site (Layout) Plan

The Site Layout Plans (existing and proposed) must be at an appropriate metric scale, usually 1:200 or 1:500 and it should accurately show;

- The proposed development in relations to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries.
- All buildings, roads, footways and public rights of way that may cross or adjoin the site.
- The position of all trees on site or any immediately adjoining site, where they are affected by the development.
- The extent and type of any hard surfacing including any parking provisions
- The location of any new or altered boundary treatments.
- The direction of North.

NR.5 Elevation Plans, Sectional Plans and Floor Plans.

The application must be accompanied by existing and proposed labelled plans at an appropriate metric scale, usually 1:50 or 1:100, which explain the proposal in detail. Existing and proposed elevation plans are required for all applications where elevation change is proposed;

- Similarly, existing and proposed floor plans are required for all applications which include new buildings, alterations to buildings or changes to the use of any space within a building.

Sectional drawings will be required

- On sites which have differing ground levels and/or where a change in ground level is being introduced (including garden decking). Such plans should include existing and proposed finished floor and land levels.
- Where habitable rooms are proposed in basements and/or roof spaces.

NR.6 The Application Fee

Planning applications incur a fee which is set out in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012. A fee calculator can be found on the Planning Portal [website](#).

NR.7 The Design and Access Statement

The design and access statement should show how the design and access considerations have influenced the evolution of the proposed development. It should include any alternative options which have been considered and discounted.

Key aspects of a Design and Access Statement are included as a part of Article 9 of the DMPO 2015 and should consider the 10 characteristics of well-designed places as set out in the National Design Guide. The guide can be found [online](#).

The 10 characteristics of well-designed places are;

- Context – enhances the surroundings.
- Identity – attractive and distinctive.
- Built Form – a coherent pattern of development.
- Movement – accessible and easy to move around.
- Nature – enhanced and optimised.
- Public Spaces – safe, social and inclusive.
- Uses – mixed and integrated.
- Homes and Buildings – functional, healthy and sustainable.
- Resources – efficient and resilient.
- Lifespan – made to last.

A Design and Access Statement is a national requirement for the following types of applications;

- Any Major Development which is categorised as a development containing either 10 dwellings or more; outline sites of 0.5 hectares or larger where the number of dwellings is not known; new building(s) with a floor space of 1000sq.m or greater; or development carried out on a site having an area of 1 hectare or more.
- Listed Building Consent.
- Development in either a Conservation Area or a World Heritage Site consisting of either; the provision of one or more dwellinghouses, or the provision of a

building(s) where the floor space created by the development is 100 sq. m or greater.

A Design and Access Statement is not required for:

- Development without complying with a condition(s) of an existing permission and submitted under Section 73 of the Town and Country Planning Act 1990.
- Engineering and Mining operations or waste development.
- Material change of use.

Note: The DMPO 2015 requires that electronic planning application submissions do not need to be accompanied by paper copies. Where an applicant submits a paper-based application, only one paper copy is required. The Development Management Team reserves the right to request further hard copies of supporting information from applicants where appropriate.

NR.8 Fire Statement

Following the Grenfell Tower fire on 14th June 2017, the government commissioned the independent review of Building Regulations and Fire Safety. As a result of this developers are now required to submit a fire statement setting out fire safety considerations specific to the development as a part of a planning application. This is part of planning gateway one.

A fire statement is required for “relevant buildings” under planning gateway one. “Relevant buildings contain two or more dwellings or educational accommodation and meet the height condition of 18 metres or more in height, or seven or more storeys.

Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) that contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

- The principles, concepts and approach relating to fire safety that have been applied to each building in the development.
- The site layout.
- Emergency vehicle access and water supplies for firefighting purposes.
- What, if any, consultation has been undertaken on issues relating to the fire safety of the development, and what account has been taken of this.
- How any policies relating to fire safety in relevant local development documents have been considered

The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a fire statement is focused on fire safety matters as they relate to land use planning.

For further information about Planning gateway 1 and Fire statements is available [online](#).

Section 2 – Wyre Requirements

Section 2 sets out the local list in alphabetical order and does not reflect the importance or weight attributed to a requirement.

Any reference to the Wyre Local Plan (WLP) refers to the adopted local plan at the time of publishing, which at the time of this document is the Wyre Local Plan (2011 – 2031) (incorporating partial update of 2022). The Wyre Local Plan can be accessed [online](#).

Each item below has a description of what the item is, why the item is required and, when it is required i.e., which types of applications the item would be required for. As mentioned above not all items on the following list are required for every planning application.

Note that in all cases below where policy wording is replicated or summarised below applicants are strongly advised to familiarise themselves with the original wording in the adopted Wyre Local Plan referred to above.

Please note that meeting the requirements of this list for any given application type does not automatically preclude a request for further information later in the decision making process.

Any documents submitted either digitally or otherwise that include sensitive details of a personal or commercial nature must be clearly marked as ‘confidential’.

WR.1 Affordable Housing Statement

What?

An affordable housing statement (AHS) should explain how the development will address the provision of affordable housing. Applicants are advised to consider Wyre Local Plan **Policy HP2 Housing Mix** and **Policy HP3 Affordable Housing**.

The AHS should contain:

- Details of the overall number of proposed residential units. On full applications we would expect to see the location of the proposed dwellings including the affordable units shown by tenure.
- Details of the affordable housing provision as a percentage of the overall number of units proposed.
- Details of the tenure mix of the affordable units (e.g. social, intermediate etc.)
- Details of the affordable unit types and size.
- Details of the affordable unit space standards.
- Details of any Registered Providers acting as development partners.

If no on-site affordable housing is being offered, the AHS must provide a reasoned justification. If the reason for no provision or a provision below the council’s requirements in Policy HP3 is viability, then a detailed financial appraisal must be provided as part of the AHS.

Why?

NPPF states the need to boost housing including supporting the need to provide affordable homes. Furthermore, the 2017 SHMA Addendum III shows an annual need

of 189 units beginning in 2023. The specific policy requirements set out in Policy HP3 has been informed by the Local Plan Viability Study to ensure they are deliverable.

When?

An AHS will be required where the proposal provides for 10 or more residential dwellings.

WR.2 Agricultural Building Appraisal

What?

An Agricultural Buildings (and Infrastructure) Appraisal demonstrates that there is an essential need for the building in connection with an existing farm or agricultural business. The appraisal should demonstrate the functional need for the building and contain details of the agricultural holding (size and type), details of uses, sizes of existing buildings, and the type of activities undertaken on the site.

Why?

Policy SP4 Countryside Areas details what development is acceptable in the countryside. Agricultural buildings should also comply with **Policy EP8 Rural Economy** that requires a proposal to demonstrate the need for any new building or supporting infrastructure.

When?

An Agricultural Buildings Appraisal is required for all developments which propose a new agricultural buildings being constructed in the countryside.

WR.3 Air Quality Assessment

What?

An Air Quality Assessment (AQA) considers the existing air quality in the locality, a calculation of the air pollution arising from the proposed development and, how the impact will be fully mitigated as part of the proposed development. The Air Quality Assessment must demonstrate the likely changes in air quality or exposure to air pollution, as a result of a proposed development and in relation to health based statutory and proposed air quality standards and objectives. This would normally involve screening and where appropriate dispersion modelling to:

- Assess the existing air quality in the study area (existing baseline).
- Predict the future air quality without the development in place (future baseline which may or may not include the contribution of committed development).
- Predict the future air quality with the development in place (with development).
- Assess the significance of the effect of any impacts identified. (The factor of greatest importance would be the difference in air quality with the proposed development, compared to the baseline (without the development)).
- The cumulative impact of developments should be considered. It may be necessary to model another future scenario, with committed development excluded, to allow the cumulative impact of all such future developments with planning permission to be assessed as one combined impact at sensitive receptors. In most circumstances, it is more likely that committed development

would be included in the future baseline where the information exists to facilitate this.

Further details can be found in the NPPF, NPPG, the Institute of Air Quality Management guidance on Land-Use Planning and Development Control: Planning for Air Quality: (Latest Version).

Why?

NPPF requires new development in Air Quality Management Areas (AQMAs) to accord with the relevant Local Air Quality Action Plan. Applicants are advised to consider policies **SP8 Health and Well-Being** and **CDMP1 Environmental Protection** when forming an AQA. Further information about air quality in Wyre can be found [online](#).

When

An AQA will be required for:

- Any Development in, or within 500m of an existing Air Quality Management Area
- Food Retail development >0.2HA (1000m² gross floor space)
- Office Development >0.8Ha (2500m² gross floor space)
- Housing Development >1.0 Ha or >80 units
- Any large scale retail / leisure development
- Development likely to lead to an increase of >60 vehicle movements per hour
- Development likely to result in increased congestion, or changes in either traffic volumes (such as change in annual average daily traffic or peak flows of more than +/-5% or +/-10% - depending on local circumstances), or a change in vehicle speeds (new junctions, roundabouts etc.)
- Development likely to significantly change the traffic composition (such as an increase in the proportion of HGV's in an area)
- Development significantly increasing car parking provision (>300 spaces or 25% increase)
- Development likely to result in a significant change in air quality, or development of residential properties in an area of already poor air quality.
- Poultry Establishments > 400,000 birds (mechanical ventilation) or >200,000 (natural ventilation) or > 100,000 (Turkeys) and with relevant exposure within 100m of the unit.
- Introduction of / extension of existing Biomass / CHP / Combustion / Industrial Installations
- Developments likely to impact on nearby receptors during construction
- Developments likely to result in significant dust emissions

It should however be noted that the above list is not exhaustive. Each application is considered individually on its own merits and there may, on occasion, be other circumstances in which we will consider the need for an air quality assessment, particularly where we consider the recent approval / completion of a number of developments in the area may result in a cumulative impact.

WR.4 AONB Statement

What?

An Area of Outstanding Natural Beauty (AONB) statement outlines how development in and near the Forest of Bowland AONB will protect the character, appearance and setting of the AONB, even if the development lies outside of the AONB. The statement should include an assessment detailing:

- The need for the development, including in terms of any national considerations, and the impact of permitting or refusing it, upon the local economy.
- The cost and scope for developing elsewhere outside the AONB.
- Any detrimental effects on the environment, the landscape and recreational opportunities and the extent to which that could be moderated,

Why?

Local Plan **Policy SP5 Forest of Bowland AONB** requires planning applications to be accompanied with an assessment outlining the need for the development, the cost and scope for developing outside the AONB as an alternative approach or meeting the need in some other way and any detrimental effect on the environment, the landscape and recreational opportunities and the extent to which that could be moderated.

When?

An AONB Statement is required when a development is within the boundary of the AONB or is in the vicinity and could pose significant harm to the AONB. The AONB statement should address all issues listed under **Policy SP5**.

WR.5 Biodiversity Report

What?

A biodiversity report will include desktop information and surveys for any protected and priority species or protected and priority habitats that have the potential to be affected by the development, or where the development may directly or indirectly affect international, national or locally designated sites.

Biodiversity report must be undertaken by an appropriately qualified person during appropriate times of the year, in suitable weather conditions and using recognised surveying techniques. The survey must have been undertaken in an 18-month period immediately preceding the validation date of the application.

Biodiversity surveys cannot be required by Conditions placed on a planning approval. They should be submitted as part of the information provided to inform a planning application.

The report must include:

- An assessment of the possible effects of the development proposals upon notable habitats and species recorded in the locality.
- Identification and discussion of avoidance and mitigation measures which may be required to avoid adverse impacts on notable habitats and species.

- Where impacts cannot be avoided or mitigated, details of compensatory provision to offset the harm of the development should be provided (likely to include new opportunities for habitat creation/enhancement).
- Identification of any potential impacts upon notable geological interests, such as Limestone Pavements.

Included in the report should be species specific surveys, if the development meets the following criteria:

- A bat survey should be included where the development is likely to disturb an existing roof structure within 100 metres of freshwater or woodland, or if the development involves a conversion or disturbance of any kind to an existing barn, farmhouse, stable or church regardless of location.
- A great crested newt survey should be included where the development involves development within 250 metres of a pond or lake. Please note that a District Level Licensing Scheme (DLL) now operates in Lancashire. DLL, administered by Natural England, may remove the need for great crested newt surveys to be carried out by developers. Instead, an applicant can pay Natural England a fee for providing compensation for great crested newts off-site. Details of this scheme is available [online](#).
- An otter and water vole survey should be included where the development area includes natural water courses, or the development is within 50 metres of a main river or 25 metres of a stream bank.

Why?

The NPPF places particular importance on conserving and enhancing the natural environment and sets out the principles that should inform planning decision.

Wyre Local Plan policies **SP2 Sustainable Development**, **CDMP 4 Environmental Assets** and, **EP12 Renewable Energy** all make reference to the importance of protecting the boroughs diversity.

Many species are statutorily protected, and their presence would be a material consideration in the determination of a planning application.

When?

Applicants should include a biodiversity report for all developments that have the potential to affect notable habitat or species protected by the Conservation of Habitats and Species (Amendment) (EU Exit) Regulations 2019, the Wildlife and Countryside Act 1981 (as amended), the Natural Environment and Rural Communities Act 2006 (Section 41) or the Protection of Badgers Act 1992, or any future protective legislation including impacts arising from water quality, air quality, light emission and noise generation as well as loss or damage to habitats.

The Environment Act 2021 will place a statutory duty on most developments to achieve a 10% gain in biodiversity, as measured using a recognised Biodiversity Metric. The Act is expected to become mandatory for most developments in November 2023. After this date, most planning applications will need to be submitted with a Biodiversity Metric and a Biodiversity Gain Plan, demonstrating how the proposals will achieve the required gain in biodiversity. Further details on the type and scope of applications to

which the duty will refer, and how biodiversity net gain will be administered, are expected to be provided by the government in Spring 2023.

Note: Under Article 6(3) of the Habitats Directive 92/43/EEC, the council has a responsibility to undertake an Appropriate Assessment where potential development could affect the integrity of Designated European Sites. In such cases the applicant will be required to provide sufficient information to inform this process. The council will work with Natural England in this regard. Where a proposal has implications for Natura 2000 sites¹, the application will be expected to be accompanied with sufficient information to allow the Local Planning Authority to undertake a Habitats Regulations Assessment (see 2017 Regulations on www.legislation.gov.uk).

Useful sources of biodiversity information include:

[Magic Map Application \(defra.gov.uk\)](http://defra.gov.uk)

[LERN - the Lancashire Environment Record Network - Lancashire County Council](#)

WR.6 Business Plan

What?

A business plan should clearly set out all the information a planning officer would need to reach a view on the viability of a proposed business. This should include (but not limited to):

- a business overview including applicant's background
- market research of the local area including comparison of appropriate competitor sites
- the capital costs of establishing the business (including financing sources)
- costs of daily operational requirements (including when for holiday accommodation - cleaning, changeover/check-in management, bookings)
- occupancy projections, nature of occupancy (short-term rental or privately owned) when for holiday accommodation
- sales and marketing plan
- annual income and expenditure projections (gross and net factoring in the capital costs) over a relevant period (minimum of 5 years)
- break-even projections and risk or sensitivity testing (best case/worst case scenario analysis) to establish the likelihood of meeting those projections. Explanations and/or breakdowns should be provided as necessary to justify the figures stated.

¹ Since leaving the European Union, the government is moving away from referring to 'Natura 2000' and 'European Sites', instead referring to high-level designated sites as part of the 'National Sites Network'.

Why?

A business plan allows the council to consider the viability of a proposed business for holiday accommodation or proposals for commercial stables within rural areas of the Borough. This will allow the council to establish if any proposals are justified and viable and to ensure the development meets the criteria of Local Plan Policies **SP4 Countryside Areas, Policy EP8 Rural Economy, Policy EP9 Holiday Accommodation and Policy EP10 Equestrian Development.**

When?

A business plan must be submitted with all applications for the expansion to and for new tourism accommodation sites, and for proposals for commercial stables. The council has provided a detailed guide to the application of **Policy EP9** [Guidance for applicants Policy EP9 Holiday Accommodation](#)

WR.7 Climate Change Statement

What?

A climate change statement explains how the development responds to the challenge of climate change through design, usage of resources and assets, water and energy efficiency measures, reuse and recycling during construction and in the selection of materials. It would also be expected that developments which involve car parking would make appropriate provision for standard charge Electric Vehicle Recharging (EVR) points. The statement should specifically detail what measures will be implemented through the development in order to:

- Reduce the energy demand associated with your proposed development;
- Limit the carbon consumed through the implementation and construction processes, e.g. by reusing existing on-site materials or sourcing materials locally;
- Utilise renewable or low carbon energy sources;
- Ensure the building design and layout has been optimised for energy efficiency and to minimise heat stress including opportunities for cooling through shading provided by trees;
- Minimise the need to travel and promote active travel options such as walking and cycling;
- Reduce potential impacts of flooding associated with your proposed development;
- Minimise water use associated with your proposed development and ensure the sustainable management of water;
- Ensure that biodiversity, green infrastructure and landscaping proposals are designed in a way that is resilient to climate change impacts now and in the future and provide adaptation benefits now; and
- Reduce air pollution associated with your proposed development.

Why?

The NPPF states plans should take a proactive approach to mitigating and adapting to climate change taking into account the long-term implications for flood risk, coastal change, biodiversity and landscapes. Furthermore, it states that new development should be planned for in ways that avoid increased vulnerability to the range of impacts arising from climate change. Furthermore, the Local Plan Policy **SP2 Sustainable Development part (6)** requires development proposals to demonstrate how they respond to the challenge to climate change. The Local Plan also includes a number of other policies that have a climate change dimension. These policies are listed within **Appendix 1**

When?

All developments except for householder applications such as small residential extensions.

WR.8 Coastal Change Management Area Statement

What?

A Coastal Change Management Area (CCMA) Statement outlines how development in a Coastal Change Management Area will be appropriate by demonstrating that it accords with the permitted uses listed in **Policy SP4 Countryside Areas part (7)** and that:

- It will be safe from coastal flood and erosion risk over its planned lifetime and will not have an unacceptable impact on coastal change;
- The character of the coast including designations is not compromised;
- The development provides wider sustainability benefits; and
- The development does not hinder the creation and maintenance of a continuous signed and managed route around the coast.

Why?

The NPPF requires proposed development to demonstrate compliance with the above-mentioned criteria.

Coastal Change Management Areas are designated on the adopted policies map. **Policy SP4 Countryside Areas part (7)** sets out the council's position on development within a Coastal Change Management Area, listing the types of development considered to be acceptable in such areas, and subject to the requirements of the Core Development Management Policies.

When?

A Coastal Change Management Area Statement is required for all development within a Coastal Change Management Area, as shown on the adopted Policies Map.

WR.9 Community Loss Statement

What?

A community loss statement affects developments that involve conversion/ demolition of existing community buildings. The statement should demonstrate that the existing

use is not financially viable and has been appropriately marketed, in accordance with Local Plan **Policy SP6 Viability**

Why?

The NPPF states planning policies and decisions should enable the retention and development of accessible local services and community facilities. Furthermore, **Policy EP11 Protection of Community Facilities** requires developers to explain why the community loss is acceptable to ensure properties currently in a use considered important to the sustainability of the community are protected where possible.

When?

A community loss statement is required when a proposed development has the potential to affect an existing community use such as a public house, local convenience store or community hall. This includes any conversions (physical modifications) and demolitions of the existing use type as well as a change of use application.

WR.10 Environmental Impact Statement

What?

An environmental impact statement (EIS) assesses the existing and potential environmental impacts of the proposed development either direct or indirect.

The EIS must be structured in accordance with Schedule 4 of the Town and Country Planning Regulations (Environmental Impact Assessment) 2015 – Information for inclusion in Environmental Statements.

Why?

An EIS must be provided for any development that falls within Schedule 1 of the Town and Country Planning Regulations (Environmental Impact Assessment) 2015, and for some projects that are specified under Schedule 2. The NPPF also confirms that this is a formal requirement.

When?

An EIS will be required for all developments listed in Schedule 1 of the above legislation and some developments in Schedule 2. Regard should be had to relevant Local Plan policies including **SP2 Sustainable Development**.

WR.11 Equestrian Development Statement

What?

An equestrian development statement outlines how a proposed development of a commercial stables/ equestrian facilities will meet the requirements set out by Local Plan **Policy EP10 Equestrian Development**. Proposals are required to demonstrate that the following sequential approach has been followed in the selection of the site with regard to the land holding:

- Conversion of an existing building.
- Adjacent to an existing building or a group of buildings.
- Open field.

Proposals are also required to demonstrate that:

- The proposal (for commercial use) has long term viability (through a sound business plan).
- The landholding is of sufficient size to support the number of stables.
- The development will comply with the relevant standards published by DEFRA or its successor and best practice.
- The development as a whole is well screened from the surrounding countryside.

Why?

The Local Plan highlights that while equestrian developments can be beneficial to the rural economy, they can also be harmful to the character of the countryside. **Policy EP10** sets out the criteria for considering applications for equestrian development.

When?

An equestrian development statement will be required for any proposed private or commercial stables/ equestrian developments.

WR.12 Existing Employment Viability Statement

What?

An existing employment viability statement provides an assessment of the proposed development in terms of its impact on the existing employment area or site in which it is proposed to be located. This will include the appropriateness of the use proposed, the impact on the operation of the area and impact on the type, quality or quantity of employment supply. Where a proposal involves the loss of existing employment land (B1 (now part of class E(g)), B2 or B8) outside of an existing employment area, the statement must address the requirements of **Policy EP3 Existing Employment Sites** including the need to retain the site in employment use and consider whether the loss is outweighed by community or regeneration benefits.

Why?

Local Plan **Policies EP2 Existing Employment Areas** and **EP3 Existing Employment Sites** set out the criteria for considering applications relating to existing employment areas. Local Plan paragraph 8.3 states it is important that employment areas and sites are protected from loss to other forms of development either through the redevelopment of individual sites or through the incremental loss of sites in larger employment areas and sites.

When?

An existing employment viability statement is required for any development – including employment-related development - that has the potential to affect the existing employment areas or sites including through redevelopment or through incremental losses where a non-employment use is proposed.

WR.13 Flood Risk Assessment and Sequential and Exception Tests

What?

A site-specific Flood Risk Assessment (FRA) identifies and assesses the extent of flood risk to a proposed development taking into account all sources of flood risk and

climate change, and should consider whether the proposed development will increase flood risk elsewhere. The FRA should identify measures to address any flood impacts on the proposed development or likely to arise from it and describe why and how these measures are appropriate. The FRA should explain how any flood risk will be controlled and then mitigated, and any residual risk managed. The FRA should also consider opportunities to reduce the causes and impact of flooding, including through the use of sustainable drainage systems, and describe the provisions for safe access and escape routes to and from the areas at risk of flooding. The aim of any development should be to avoid flood risk, including through the application of the Sequential Test where required. The FRA should provide the evidence required to pass the Sequential Test. The 'site specific flood risk assessment: checklist' in the National Planning Practice Guidance (NPPG) should be followed as well as the government [guidance](#).

Why?

The NPPF requires that 'inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future). Where development is necessary in such areas, the development should be made safe for its lifetime without increasing flood risk elsewhere'.

Local Plan **Policy CDMP2 Flood Risk and Surface Water Management** sets out all the criteria for development to be approved in an area at risk of flooding in Wyre. Applicants are advised to consider **Policy CDMP2** when submitting their application to ensure their development meets the criteria it sets out, including in using the most up-to-date information, and passing the sequential and exception tests.

When?

An FRA is required for all development (including change of use):

- Within Flood Zones 2, 3a or 3b
- Within Flood Zone 1 where:
- the site area is 1 hectare or more; or
- the most up-to-date Wyre Strategic Flood Risk Assessment (SFRA) shows that it will be at risk of flooding from rivers or sea in the future (for example because of climate change); or
- the site is less than 1 hectare, including a change of use to a more vulnerable type of development (for example commercial to residential), and is on land that is subject to other sources of flooding (e.g., surface water (including critical drainage areas identified in the SFRA), groundwater or reservoirs.

Please note:

- The Environment Agency's [Flood Map for Planning](#) only shows land being at a risk of flooding from rivers and/or the sea. Flood Zone 2 (medium probability of flooding) and Flood Zone 3a (high probability of flooding) are shown on this mapping. Detailed flood risk data can be requested via this mapping service.
- Flood Zone 3b (functional floodplain) is not designated by the Environment Agency and is defined by local planning authorities through their Strategic Flood

Risk Assessment (SFRA), it is therefore not shown on the Flood Map for Planning. Please refer to the [Wyre SFRA](#) mapping for Flood Zone 3b.

A **Sequential Test** should be provided if the development is:

- Within Flood Zones 2, 3a or 3b
- Within Flood Zone 1 where:
 - The most up-to-date Wyre Strategic Flood Risk Assessment (SFRA) shows it to be at risk of flooding from rivers or sea in the future; or
 - It is at risk of flooding from other sources (surface water (including critical drainage areas identified in the SFRA), groundwater or reservoirs) or could be in the future

Exceptions to this requirement are for changes of use (except for changes of use to a caravan, camping or chalet site, or to a mobile home or park site, where the sequential and exception tests should be applied as appropriate), householder development, and non-residential extensions with a footprint less than 250 square metres. The council's guidance for applicants referred to above provides additional guidance on how the Sequential Test is applied in Wyre.

The FRA should include the evidence to address the Exception **Test**, if the Sequential Test is deemed to have been passed. Please note that a proposed development that passes the Exception Test is still required to **first** pass the Sequential Test. The Exception Test is needed for developments with a vulnerability classification of:

- 'Highly vulnerable' in Flood Zone 2
- 'More vulnerable' in Flood Zone 3a
- 'Essential infrastructure' in Flood Zone 3a or b

As set out in Table 2 of the 'Flood risk and coastal change' section of the NPPG, the vulnerability of the use proposed can be established from the 'Flood Risk Vulnerability Classification' set out in Annex 3 of the NPPF.

Applicants are advised to consider:

- Wyre Local Plan (2011-2031) (incorporating partial update of 2022) Adopted – 26 January 2023 – Policy CDMP2
- The National Planning Policy Framework – Section 14. Meeting the challenge of climate change, flooding and coastal change
- The National Planning Practice Guidance – Flood risk and coastal change
- Wyre Strategic Flood Risk Assessment
- Wyre Council [Guidance for applicants Flood Risk Sequential Test](#) v1.2
- The Environment Agency's [advice on flood risk assessment](#)
- Government's [Flood risk assessment in flood zones 2 and 3](#)
- Government's [Preparing a flood risk assessment: standing advice](#)
- Government's [Flood risk assessments: climate change allowances - GOV.UK \(www.gov.uk\)](#)
- Government's [Proximity to watercourses and need for a flood risk activity permit](#)
- Government's [Reservoir flood maps: when and how to use them](#)

WR.14 Green Infrastructure Impact Assessment

What?

Where a development is proposed that would result in the direct loss of any part of land identified as green infrastructure, or where a development would have an indirect impact on the form and function of land identified as green infrastructure, a Green Infrastructure Impact Assessment (GIIA) should be undertaken and provided. Where a proposal involves the loss of green infrastructure the GIIA should review the form and function of the land in question, including considering:

- a) Whether land is surplus to requirements based on clear and appropriate evidence;
- b) whether the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; and
- c) Whether the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use.

When an applicant is proposing residential development of 11 dwellings or more (net) they should be planning for the creation of new Green Infrastructure in accordance with **Policy HP9 Green Infrastructure in New Residential Developments** (. The council has provided a detailed guide to the application of **Policy HP9** including the identification of key design criteria. [Green Infrastructure in New Residential Developments \(Policy HP9\)](#)

Where new green infrastructure is proposed as part of a new residential development, the GIIA should detail how the proposal is compliant with **Policy HP9** and the council's guidance referred to above, including key design principle and designing accessible play space.

Why?

The NPPF seeks to protect existing open space, sports and recreational buildings and land. It also requires an assessment of the open spaces affected by the proposed development. The assessment should satisfy all criteria within the NPPF. Wyre council Adopted Local Plan **policies CDMP3 Design, CDMP 4 Environmental Assets and HP9 Green Infrastructure in New Residential Developments** all make reference to the importance of green infrastructure. HP9 sets out the provision of Green Infrastructure required for residential dwellings of 11 units or more.

When?

A GIIA is required when a proposal affects any of the below:

- Parks or Gardens.
- Amenity Greenspace.
- Natural and semi-natural green space.
- Children and young people's play areas.
- Allotments.
- Outdoor sports facilities including playing pitches

WR.15 Heritage Statement

What?

A Heritage Statement must describe how the development will affect the significance of any heritage assets, including their setting including addressing any harm or loss of significance that may arise as the result of a proposed development. Reference should be made to the detailed criteria established by Local Plan **Policy CDMP5 Historic Environment**. Heritage assets may be architectural, archeological, artistic or historic. The term 'Heritage Asset' includes but is not limited to Scheduled Monuments, Listed Buildings, Conservation Areas, Registered Parks and Gardens and World Heritage Sites. Some local heritage assets may be identified by the local planning authority through the plan making process i.e., local listing. Other local heritage assets may be identified through the development management pre-app process or from reviewing the [Historic Environment Record](#)

The NPPF says that as a minimum, the relevant historic environment record should have been consulted and the heritage asset(s) assessed using appropriate expertise where necessary. Where a site has the potential to include archeological heritage assets, applicants will be required to submit as a minimum, an appropriate desk assessment and potentially a field evaluation.

See also below guidance on marketing assessments which may also apply to proposed developments involving a heritage asset.

Why?

The NPPF sets out all the reasons for conserving the historic environment and requires applicants to describe the significance of any heritage assets affected including any contribution made by their setting. Local Plan **Policy CDMP5** establishes the objective of protecting, conserving and enhancing heritage assets and provides detailed criteria to be addressed by development affecting historic assets.

When?

A Heritage Statement is required for any development which has the potential to affect any heritage asset. Further information is available on the council's [website](#).

WR.16 Housing Mix Statement

What?

A housing mix statement outlines what the mix (size, type, and tenure) of housing will be on a proposed residential development as well as outlining how the development meets the council's requirement for design relating to older people and people with restricted mobility.

Why?

Local Plan **Policy HP2 Housing Mix** states that new development in Wyre is required to widen the choice of housing types available and should provide an appropriate mix in terms of size, type, and tenure of housing in order to meet local need in accordance with the most up to date Strategic Housing Market Assessment and Rural Affordable Housing Needs Survey.

When?

A housing mix statement is required for all major residential developments. The statement should demonstrate how the proposed development complies with **Policy HP2** including **HP9 part (3)** which requires developments of 20 or more dwellings to include 20% of dwellings designed to accommodate older people and people of reduced mobility.

WR.17 Land Contamination Risk Assessment

What?

Contaminated land is a material planning consideration. The potential for contaminated land to exist must therefore be considered at every stage of the planning process, including when considering individual planning applications.

Where development is proposed, the developer is responsible for ensuring that the development is safe and suitable for the purpose for which it is intended. The developer is therefore responsible for demonstrating whether land is suitable or can be made so by reasonably practical remedial action.

Applicants are required to take a phased approach to the investigation of any land contamination risks, commencing with a Phase 1 / Desk Study including site reconnaissance and preliminary risk assessment. If the Phase 1 identifies possible pollutant linkages on site, it will be necessary for applicants to provide details of a Phase II intrusive investigation including risk assessment. If the intrusive investigation identifies exceedances of the appropriate assessment criteria and confirms potential pollutant linkages identified in the Phase 1, a remediation strategy should be submitted to the authority, setting out any necessary remediation measures to break any pollutant linkages identified in the Phase 2. Upon completion and prior to permitted use of the site, a Verification Report validating the completion of those measures should be the final submission to satisfy the contaminated land condition.

For validation purposes, the minimum information that will be accepted at the application stage is a Phase I / Desk Study, including a site reconnaissance and Preliminary Risk Assessment.

Where applicants consider their development is likely to also require a phase 2 intrusive investigation / gas monitoring and they wish to submit the findings of those investigations at the application stage, they are strongly encouraged to make contact with the council's [Contaminated Land Officer](#) to agree the methodology for investigation in advance of any investigatory works taking place. We would encourage applicants to submit proposals for intrusive investigation and, if necessary remediation and await council approval before commencing. Commencing without approval could cost the applicant significant additional time and resources if additional work is required.

All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as British Standard 10175 (2011) Investigation of Potentially Contaminated Sites – Code of Practice), and by a competent person. Reports may be rejected if this requirement is not met. The NPPF states a competent person is 'a person with a recognised relevant qualification, sufficient experience in dealing with the type(s) of pollution or land instability, and membership of a relevant professional organisation.'

Why?

The NPPF requires planning decisions to ensure that land is suitable for its proposed new use. Local Plan **Policy CDMP1 Environmental Protection** which looks at environmental protection, allows for previously developed, contaminated or unstable land to undergo a remediation scheme to become suitable for development. After remediation, as a minimum, land should not be capable of being determined as contaminated land under Part IIA of the Environmental Protection Act 1990. Normally a Verification Report would be completed prior to permitted use to demonstrate this has been achieved.

When?

On a precautionary basis, the possibility of contamination should be assumed when considering individual planning applications in relation to all land subject to or adjacent to previous industrial use and also where uses are being considered that are particularly sensitive to contamination – e.g. housing, schools, hospitals, children's play areas, public open space, allotments, and highly sensitive groundwater used for potable supply, etc.

Applications for sensitive end use, proposed on existing residential / greenfield sites may be exempt from the need to supply a Phase 1 Report, providing that sufficient information detailing the former uses of the site (and its surroundings), together with detail of the site's current condition is provided to the council for approval, and that information removes any potential risk associated with the development site and its surroundings. Where applicants consider that this exemption may apply to their development site, they are recommended to make contact with the council's [Contaminated Land Officer](#) as to how to what information is required to demonstrate this is the case. Applicants whose developments are deemed suitable for possible exemption are recommended to make use of the following [form](#) when submitting the required information.

It should be noted that exemption from the need to supply a Phase 1 Report will not apply to major applications where the number of dwellings to be built is 10 or more, and / or where the site area is 0.5 hectares or more

Applications for a change of use of a site to a more sensitive end use (including barn conversions) are also unlikely to qualify for an exemption. Applicants are however recommended to contact the Council's [Contaminated Land Officer](#) to discuss the detail of their application for confirmation.

Detailed advice regarding the undertaking of a Phase 1 Report or Phase 1 exemption, can be obtained from the Council's Contaminated Land Officer. Applicants should however be aware, that where a Phase 1 exemption fails to provide the council with sufficient information to determine the application, additional information will be required.

Former Contaminative Uses

Contaminated land can originate from a history of industrial use on or adjacent to a site, modern farming, naturally occurring ground gases from peat or radioactive radon from natural underlying geology. In some cases the origin of contamination may not be known if it originated from illegal or pre-licensing dumping of waste etc.

Phase I / Desk Study Report

The minimum requirements for a Phase 1 Report are:

- A commercial environmental search
- Desk Top Study (environmental data search/historical map review)
- Site reconnaissance (photographic evidence of a walk over survey/description)
- A preliminary risk assessment containing an initial conceptual site model (CSM)
- Where the CSM identifies potential pollutant linkages, recommendations for further investigation.

It should be noted that submission of an environmental data/commercial search alone will not be considered sufficient. An assessment of the risk presented by / to the development in the form of a conceptual site model will be necessary in all cases.

Further advice in respects to how to assess and manage the risks from land contamination can be found within the Environment Agency's '[Land Contaminated Risk Management Guidance](#)'.

WR.18 Landscape and Visual Impact Assessment

What?

A Landscape and Visual Impact Assessment (LVIA) includes an evaluation of the existing character of the landscape and an assessment of what the proposed development's impact will be.

Why?

The NPPF advises that planning decisions should contribute to and enhance the natural environment. Local Plan **Policy CDMP4 Environmental Assets part (14)** states that new development will be required to have regard to relevant National Character Areas and take into consideration the site's landscape setting including local and long-distance views, in and out of the site. LVIAs are common amongst applications for wind turbines, pylons and telecommunication infrastructure. The NPPF and the Planning Practice Guidance for Renewable and Low Carbon Energy explain that in respect of renewable energy development, local planning authorities should ensure that adverse impacts are addressed satisfactorily, including cumulative landscape and visual impacts.

When?

An LVIA is required where:

- The proposal is for Schedule 1 Environmental Impact Assessment development.
- The proposal is for wind turbines, pylons, telecommunication mast infrastructure and solar farms.
- The proposal involves significant landscape or visual impacts by virtue of either the sensitivity of the location within or adjacent to an area of outstanding natural beauty (AONB) or the proximity of the proposal to a heritage asset where the proposal is likely to affect the asset's setting.

WR.19 Lighting Assessment

What?

A lighting assessment assesses the impact of artificial lighting and must include details of all external lights and when they will be used.

The assessment should include:

- Details of the external lighting unit(s) specifications, including design and lux values.
- Operational times / schedule of use
- Beam orientation and
- Site location plan and site boundaries

The assessment should be carried out to meet the criterion described within the Institute of Lighting Professionals' 'Guidance for the Reduction of Obtrusive Light, GN01:2011' for specific localities, and demonstrate how the lighting has been designed to avoid light spillage, glare and nuisance into or onto surrounding properties or sensitive areas.

Why?

The NPPF says that planning policies should limit the impact of light pollution from artificial light on local amenities, intrinsically dark landscape and nature conservation. Local Plan **Policy CDMP1 Environmental Protection** requires development to be compatible with the operations of adjacent uses. It also states that development should not lead to significant adverse effects on the health, amenity, safety of surrounding uses and the occupants and users of the proposed use. This includes a consideration of lighting impacts.

When?

A lighting assessment will be required where the proposed development involves the introduction of lighting near established residential properties, heritage assets, protected wildlife areas and countryside areas.

WR.20 Management Plans

What?

A management plan sets out information on the future operation of the development, that is relevant to the proposed use.

Why?

A management plan allows the council to consider the future operation of the facility. This will allow the council to understand the developments compatibly with surrounding existing or proposed uses to ensure the developments is compatible in accordance with Local Plan Policy **CDMP1 Environmental Protection** and it does not lead to unacceptable adverse impact on residential amenity in accordance with **Policy CDMP3 Design**.

When?

A management plan must be submitted with all applications for planning permission for a children's care home (Use Class C2), including change of use and lawful development certificates.

WR.21 Marketing Assessment

What?

A marketing assessment is an assessment demonstrating that there is no demand for a current or preferable use of a site before the use of the site is changed. Where evidence of marketing is required, it should demonstrate that the property should be marketed by an appropriate agent/surveyor and at an appropriate price. It should be advertised for at least 12 months and targeted at the appropriate audience. It should be demonstrated that the availability of the land/ premises was advertised including regular adverts in the local, regional and property press. Advertising by electronic means is also acceptable.

Why?

The Council's priority is to ensure that development is viable. **Policy SP6 Viability** sets out the demands for marketing assessments. Furthermore, Policies **SP4 Countryside Areas** and **CDMP5 Historic Environment** highlight the need for marketing assessments when a proposed change of use affects either an employment area in the countryside, or the loss of a heritage asset.

When?

A marketing assessment is required where a proposal seeks a change of use of property or land, including the departure from site designation, that results in an alternative use, such as and not limited to, the loss of an a employment site or retail unit to alternative use, the change of use of a heritage asset.

All marketing statements should be in accordance with **Policy SP6**.

WR.22 Noise and Vibration Statement

What?

A noise and vibration statement should demonstrate that a development proposal will not have an unacceptable level of noise or vibration impact to residential properties.

The assessment should demonstrate the impact the proposed development may have on either the future occupiers of the site, or the probable impact that a development will have on existing noise sensitive receptors, or both (depending on the nature of the development).

Why?

The NPPF requires planning decisions to avoid adverse impacts arising from noise and other effects, thus impacting on the quality of life of residents. Furthermore, Local Plan **Policy CDMP1 Environmental Protection part (a)** states development will be permitted when it is demonstrated that the development "will not lead to significant

adverse effects on health, amenity, safety, and the operation of surrounding uses and for occupants or users of the development itself with reference to noise, vibration...”

When?

A noise and vibration impact assessment will be required:

- If the proposal will introduce an activity which emits noise to a noise sensitive location such as a residential area, or will introduce a noise sensitive development such as housing to a location with existing noise emissions such as an industrial / commercial area.
- Where the proposal is demonstrably associated with the generation of noise, for example heavy industry.
- Where the proposal could/would result in the generation/transmission of vibration.
- Where the proposal is for residential development close to an existing infrastructure such as a railway line or the M6, or any other busy road where noise will naturally arise.
- Where the proposal is in or adjacent to, a European or nationally designated natural conservation site and that by nature of the method of construction or its operation would generate noise and vibration.

The type of noise assessment required to be submitted will be dependent on the nature of the proposed development, as follows:

- New residential housing (including the conversion of non-residential development to residential) – A noise assessment that meets the criteria of BS8233:2014 Guidance on Sound Insulation and Noise Reduction for Buildings will be required.
- Commercial / industrial activities where noise from equipment / machinery, plant, flues / fans, delivery / collection vehicles, etc, will occur – A noise assessment that meets the criteria of BS4142:2014 +A1:2019 Methods For Rating and Assessing Industrial and Commercial Sound will be required.

The type of vibration assessment required to be submitted will be dependent on the nature of the proposed development / source of vibration, as follows:

- Vibration associated with construction/development of a site- A vibration impact assessment that meets the criteria of BS5228-1:2009+A1:2019 Code of Practice for Noise and Vibration Control on Construction and Open Sites will be required.

Alternatively, an assessment can be submitted that meets the criteria of BS7385-2:1993 the Standard for Evaluation and Measurement for Vibration in Buildings - Guide to damage levels from ground borne vibration. Such an assessment will be relevant if piling will be the sole source of any vibration emissions.

Vibration linked with processes or activities at a development that is likely to lead to existing sensitive receptors being exposed to vibration should provide an assessment that meets the criteria of BS 6472-1:2008 Guide to the Evaluation of Human Exposure to Vibration in Buildings. Such an assessment will be relevant for a vibration source other than blasting.

It should be noted that some developments will due to their nature and location require an assessment which meets multiple assessment criteria.

All assessments should be carried out by an appropriately qualified person. If the proposed development is likely to generate or be subjected to potentially problematic noise but does not fall within the categories listed above, contact should be made with the Council's Environmental Protection Team via pollution@wyre.gov.uk to enable a suitable methodology for assessment to be agreed.

WR.23 Odour Assessment

What?

An odour assessment outlines the impact of any current or future odour sources will have on a proposed development. The assessment should include current and future levels of odour and all details of any mitigation measures where appropriate such as ventilation/ extraction details.

The source of odour emission can vary from commercial activities (e.g., restaurants / takeaways, waste management facilities), agricultural processes (i.e., slurry lagoons, animal liveryes / barns), etc.

The type of odour assessment required to be submitted will be dependent on the nature of the proposed development and source of odour, as follows:

- Commercial source associated with food production – An odour assessment that meets the criterion set out in the EMA “Control of Odour and Noise from Commercial Kitchen Extraction System” will be required to assess the impact any odours may have on the surrounding area.
- Residential development located close to an odour source e.g. a working farm that has a slurry lagoon – An odour assessment which meets the criterion set out in the Institute of Air Quality Management: Guidance On The Assessment Of Odour For Planning - Section 3 (Assessment of Odour) will be required.

Why?

Policy CDMP1 Environmental Protection part (a) states that development will only be permitted if it can be demonstrated that the development does not lead to significant adverse effects on health, amenity, safety and the operation of surrounding uses, or on occupants or uses of the proposed development itself, with reference to odour.

When?

An odour assessment will be required where the proposed development involves the introduction of an odour emitting process or source near either established / proposed odour sensitive properties, or where it is proposed to build sensitive receptors near existing odour sources.

WR.24 Planning Statement and Economic Appraisal

What?

A planning statement assesses the development site and its context, making reference to how the development meets the requirements of national and local planning policy. It should include:

- What is the proposed development.

- An appraisal of the proposed development against the national and local planning policies affecting the site.

Should the statement include any sensitive information, a redacted copy of the document should be submitted for public viewing.

A planning statement should also include an Economic Appraisal where relevant to the proposal. An economic appraisal is a statement that outlines the economic benefits of a given proposal and how this helps mitigate the impact of the development. The economic appraisal should also identify the need for development. It should include details of jobs created, any community benefits and reference any regeneration projects in the area. Economic appraisals can accompany a planning statement.

Why?

All applications for planning permission are required to be determined in accordance with the development plan by Section 38 (6) of the Planning and Compulsory Purchase Act 2004 unless other material considerations indicate otherwise.

When?

A planning statement with an economic appraisal is required for all major applications where relevant to the proposal. It is also recommended for some minor applications which may be controversial or to enable the case for development to be put forward.

WR.25 Refuse and Recycling Statement

What?

A refuse and recycling statement identifies the volumes and nature of waste that the proposed development will create and explains how it will be stored, collected and removed from the development site. The statement should include:

- The type and capacity of refuse bins and recycling containers.
- The position of any bins on site including any screening.
- Where possible details of how refuse vehicles and staff will access and service the site.
- If a development proposes roads which will not be adopted by the local highways authority, the council requests that details of how waste will be collected from the site be submitted within the refuse and recycling statement. This is to avoid any confusion for any future residents/tenants of the site as to how waste will be collected.

Why?

Local Plan **Policy SP2 Sustainable Development** states that proposals must demonstrate how it will reuse and recycle in both the selection of materials and the management of residual waste. Additionally, **Policy CDMP3 Design** states that adequate provision must be made in all new developments to enable the effective and efficient management and removal of domestic or commercial waste.

When?

A refuse statement is required for any proposed development that will result in the need for waste disposal. Additionally for major developments, details of how refuse vehicles will access and service the site would be desirable.

WR.26 Retail Sequential Test and Impact Assessment

What?

A retail sequential test and impact assessment is a statement explaining why a main town centre use is proposed outside of an existing centre. Ordinarily, the proposed main town centre uses should be located in existing centre, or the edges of the centre, sites outside of the centre will only be considered if a preferred location in or near to a centre is not possible. The test must demonstrate:

- That all sites have been assessed for their availability, suitability and viability.
- That all 'in-centre' options have been thoroughly assessed prior to less central sites being considered.
- That there are no centre/ edge of centre sites to accommodate the proposed development

If an edge of centre site is identified, developers are expected to show flexibility on issues such as floor space, format, car parking provision and desegregation.

If the sequential test is passed, retail and leisure developments will be required to be supported by an impact assessment which includes the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area. It should also assess the impact of the proposal on the existing centre viability and vitality, including local consumer choice and trade within the town centre and surrounding area for at least the next 5 years.

Why?

Local Plan **Policy EP5 part (3) EP5 Main Town Centre Uses** sets out the criteria for the granting of planning permission for new retail development outside of the primary shopping areas of town centres and in the district, local and neighborhood centres as identified on the adopted policies map. **Policy EP5 part (5)** outlines that an impact assessment is required for new retail and leisure proposals.

When?

A sequential test is required for any proposal of a main town centre use where the location is on the edge or outside of the centre. The subsequent impact assessment is necessary for;

- 500 square metres of gross new retail floor space.
- 2,500 square metres of gross new leisure floor space.

WR.27 Rural Worker Accommodation Assessment

What?

Policy SP4 Countryside restricts development in the countryside to a range of specific uses. This includes rural workers accommodation in line with **Policy HP7 Rural Workers Accommodation in the Countryside**. A rural workers accommodation assessment is required to demonstrate that the proposal for rural workers accommodation reflects a need and is appropriate to the circumstances. The

assessment should review the proposed development against the detailed criteria set out in **Policy HP7**. This includes:

- The dwelling must be within or close to the land holding of the source of employment; and
- The worker is full-time or primarily employed in agriculture, forestry or another use, demonstrably requiring them to be always present or present in short notice, and a condition can be imposed restricting occupancy to a worker in this position; and
- There is a clear operational need for an additional dwelling; and
- The enterprise is established and economically viable and
- The operational need could not be fulfilled by another dwelling within the land holding or any other accommodation in the area that is suitable and available; and
- The accommodation can be related to an existing group of buildings connected to the enterprise. The Council will not consider applications for isolated dwellings unless it can be shown that this is the only practical solution, or where other exceptional circumstances apply.

Why?

Policies SP4 and HP7 work collectively to ensure that development in the countryside is strictly controlled whilst accepting that there are circumstances where there is a need for rural workers accommodation.

When?

A rural workers accommodation statement is required for any accommodation outside of the settlement boundary that is justified by a need for a rural worker to live in close proximity to existing employment.

WR.28 Section 106 Draft Heads of Terms

What?

A section 106 draft heads of terms is a document that sets out the applicant's/landowner's position on potential section 106 obligations whether financial and/or other to mitigate the impact of the proposed development on infrastructure and/or address site-specific issues. Possible obligations include, but are not limited to affordable housing, healthcare provision, education, transport and green infrastructure.

Applicants should be aware that there is a charge payable to the council's legal department on completion of the section 106 agreement.

Why?

Addressing proposed section 106 obligations on submission will help in the early identification of possible issues and should thereby assist in avoiding unnecessary delays.

When?

For all applications that require section 106 obligations. The requirement for section 106 obligations can be identified at the pre-app stage or within planning and local policies.

WR.29 Sustainability Statement

What?

A sustainability statement should outline the impacts and benefits to the environments that will arise as part of the proposed development. It should also highlight any mitigation strategies proposed to reduce negative impacts of the development.

Why?

Section 39 (2) of the Planning and Compulsory Purchase Act 2004 requires the local plan to promote sustainable development. Local Plan Policies **SP1 Development Strategy** and **SP2 Sustainable Development** detail the council's approach to sustainable development.

When?

All developments except for householder applications.

WR.30 Sustainable Drainage Strategy and SuDS Pro-Forma

What?

A sustainable drainage strategy sets out how surface water from a development site will be managed sustainably in both current and future conditions, using sustainable drainage systems (SuDS). Sustainable drainage systems combine a mixture of built and natural techniques to mimic natural drainage as closely as possible and can bring a range of multifunctional benefits (including biodiversity net gain, amenity value, water quality improvements and replenishment of groundwater resources).

The sustainable drainage strategy will also support the proposed drainage approach with appropriate evidence such as infiltration results and drainage calculations. It is required to demonstrate that the proposed drainage scheme for the development can be delivered satisfactorily and minimise the risk of flooding within the site and elsewhere. It must also consider how sustainable drainage components will be constructed, managed and maintained to ensure that the sustainable drainage system will continue to perform throughout the development's lifetime.

A sustainable drainage strategy should contain proportionate information to the nature and scale of the development, and the application type of application.

Outline Drainage Strategy:

- Ground conditions, including infiltration rates and flow routes
- Existing and proposed surface water drainage arrangements, including runoff rates and volumes (hydraulic calculations and details of software used)
- Details of the flood risks to the development site arising from main rivers, coastal sources, surface water and ground water
- SuDS components

Detailed Design justification (strategy) for full/reserved matters applications

As above, plus:

- Details of the proposed drainage arrangements, including sustainable drainage systems; information about proposed outfalls, the lifetime of the development design storm period and intensity with supporting calculations (1 in 1 , 1 in 30 and 1 in 100 year + allowance for climate change as set out within the [Environment Agency's advice on Flood risk Assessments: climate change allowances](#)' or any subsequent replacement EA advice note), temporary storage facilities, the methods employed to restrict discharge rates, the measures taken to prevent flooding and pollution of the receiving groundwater and/or surface waters, including watercourses, and any required off-site works (refurbishment of existing culverts and headwalls or removal of unused culverts where relevant)
- Demonstration that the surface water run-off would not exceed the pre-development greenfield runoff rate
- Flood water exceedance routes, both on and off site
- Demonstrate that the drainage strategy meets the requirements of the surface water hierarchy
- Where sustainable drainage systems are not considered appropriate, provide clear evidence to justify this
- Set out the multifunctional benefits of the scheme including habitat value
- A timetable for implementation, including phasing as applicable
- Details of adoption, and/or maintenance and management information for non-adopted sections, including access for maintenance and easements
- Details of water quality controls, where applicable

Applications for **major development** should be accompanied by a [SuDS pro-forma](#). The pro-forma will assist you with summarising and evidencing your approach to surface water sustainable drainage proposals.

Why?

The National Planning Policy Framework requires the use of sustainable drainage systems for development in areas at risk of flooding, and major developments.

Wyre Council Adopted Local Plan **Policy CDMP2 Flood Risk and Surface Water Management** sets out surface water management requirements, including the use of sustainable drainage systems for major category development.

When?

In accordance with the National Planning Practice Guidance, a sustainable drainage strategy will be required for any development requiring a Flood Risk Assessment (as set out above), or in any other case for major category development.

When?

In accordance with the National Planning Practice Guidance, a sustainable drainage strategy will be required for any development requiring a Flood Risk Assessment (as set out above, or in any other case for major category development.

Applicants are advised to take into account:

- Wyre Local Plan (2011-2031) (incorporating partial update of 2022) Adopted – 26 January 2023 – Policy CDMP2
- The National Planning Policy Framework – Section 14. Meeting the challenge of climate change, flooding and coastal change
- The National Planning Practice Guidance – Flood risk and coastal change
- Non-statutory technical standards (DEFRA, 2015) about the [design, maintenance and operation of sustainable drainage systems](#)
- Detailed industry guidance (for example CIRIA's SuDS Manual, ICE's SuDS Route Maps)

Applicants for planning permission can seek advice from the [Lead Local Flood Authority](#) regarding their **major development** proposals for surface water and sustainable drainage systems.

Some sustainable drainage systems can be adopted by the relevant water and sewerage company. In considering such an adoption route, consultation with the [appropriate body](#) is recommended at the earliest opportunity.

WR.31 Transport Assessments and Transport Statements

What?

A transport assessment (TA) provides information on existing and predicted trip generation, methods of transport, junction capacity assessments and measures aimed at reducing dependency on the private car.

It should include a travel plan aimed at seeking to reduce reliance on private motorised transport where appropriate and promoting integrated transport and journeys by foot, bicycle and public transport. A travel plan is required by the NPPF on schemes that generate a significant amount of movement.

Transport statements are generally smaller documents and can be submitted where a formal TA is not required but where the information regarding the impact of the development on the highway network or highway safety measures would be material planning consideration.

Applicants must take into account the Government's requirements for development on the Strategic Road Network.

Why?

The NPPF advises that all developments that are likely to generate a significant number of movements should be accompanied by a TA or a transport statement. Adopted Local Plan **Policy CDMP6 Accessibility and Transport** outlines the criteria that will be considered to ensure that development will provide an appropriate and safe transport and highways solution. Parts 3 and 4 of the CDMP6 address the need for off-site mitigation measures where necessary. Part 5 of CDMP6 provides the policy requirement for a Travel Plan where necessary. The transport assessment or statement should evidence how the proposed development is in accord with national planning policy and **Policy CDMP6**.

When?

A transport assessment including a travel plan is required when a proposal exceeds any of the following thresholds:

- New or Extended Developments with a cumulative gross floor space of 1000 square metres (E(a) use class) or Assembly/Leisure (D2 use class).
- New or Extended Developments with a cumulative gross floor space of 2500 square metres for business (E(g) Use Class).
- A development of 100 or more residential units.

WR.32 Tree/Arboricultural Implications Assessment

What?

The Arboricultural Implications Assessment (AIA) is a statement that must include a survey of existing trees and hedgerows, a method statement indicating how the work will be carried out in relation to any trees including site preparation and earth works, a tree constraints plan and a tree protection plan. An AIA must be produced by an appropriately qualified arboriculturalist, and the works proposed must conform to “BS 5837 (2012) Trees in Relation to Design, Demolition and Construction – Recommendations.”

For major developments, all retained trees/hedgerows and any new or compensatory tree/hedgerow planting must be set out in a proposed landscaping plan included with the AIA.

Applicants are advised to consider [Supplementary Planning Guidance – Trees and Development](#).

Why?

The Town and Country Planning Act 1990 (s.197 and s.198) places a duty on local authorities to ensure that there is an adequate provision for the planting and protection of trees when they consider planning applications. Applicants are advised to refer to the Wyre Council Adopted Local Plan policies **CDMP3 Design** and **CDMP4 Environmental Assets** for guidance on acceptable development with regard to trees and hedgerows.

When?

An AIA is required where any part of the proposal has the potential to affect any trees or hedgerows (field or roadside), both within and immediately adjacent to the proposal site that are;

- Subject to a tree preservation order.
- Within a conservation area.
- Perceived to have a significant public amenity value.
- A part of a major development.
- Within influencing distance of demolition or construction activities.

List of Acronyms

AHS – Affordable Housing Statement

AIA – Arboricultural Implications Assessment

AONB – Area of Outstanding Natural Beauty

AQA – Air Quality Assessment

AQMA – Air Quality Management Area

CCMA – Coastal Change Management Area

CDMP – Core Development Management Policy

DLL – District Level Licensing

DMPO – The Town and Country Planning (Development Management Procedure (England) Order)

EIS – Environmental Impact Statement

EP – Economic Policy

EVR – Electric Vehicle Recharging

FRA – Flood Risk Assessment

GI – Green Infrastructure

GIIA – Green Infrastructure Impact Assessment

HP – Housing Policy

LVIA – Landscape and Visual Impact Assessment

NPPF – National Planning Policy Framework

NPPG – National Planning Policy Guidance

NR – National Requirement

SFRA – Strategic Flood Risk Assessment

SHMA – Strategic Housing Market Assessment

SP – Strategic Policy

SuDS – Sustainable Drainage Systems

TA – Transport Assessment

WR – Wyre Requirement

Appendix 1 – Local Plan Policies and Climate Change

SP7 Infrastructure Provision and Developer Contributions - establishes the policy basis for ensuring that development is supported by appropriate infrastructure provision including that related to:

- highway and transport infrastructure including sustainable transport measures
- flood prevention and surface water drainage
- green Infrastructure

SP8 Health and Well-Being - promotes the health and well-being of the borough's local communities. Establishes the requirement that development should help to maximise opportunities to improve quality of life.

CDMP2 Flood Risk and Surface Water Management - seeks to direct development away from areas of flood risk (including application of the sequential test), seeks the use of sustainable drainage systems (SuDS) where major development is proposed and establishes a hierarchy of techniques to manage surface water.

CDMP3 Design - requires development to be of a high standard of design. Includes the requirement that development:

- Is designed to minimise energy consumption having regard to density, siting, layout, height, scale, massing, orientation, landscaping and use of materials.
- Promotes the use of recycled materials where possible.
- Will have regard to the pattern and design of internal roads and footpaths, permeability, connectivity, car parking, open spaces and landscaping.
- Promotes a good standard of amenity for occupants and users of the development.

CDMP4 Environmental Assets - policy designed to ensure that development proposals where possible:

- a) Provide enhancements in relation to the environmental assets in this policy; and
- b) Seek to minimise or eliminate net environmental impact.

Policy areas covered are:

- Green infrastructure, including tree planting and provision for active travel
- Water courses and bodies
- Habitats, species and ecological networks
- Landscapes and geological sites
- Agricultural land
- Water resources
- Trees and Hedgerows

CDMP6 Accessibility and Transport - promotes an effective and efficient transport system, including maximising opportunities for safe pedestrian and cycle movement. It requires that development:

- Includes measures to encourage safe movement on foot, by bicycle and public transport, and reduce car reliance, including consideration of the needs of older people and those with disabilities.
- Provides standard charge Electric Vehicle Recharging points where appropriate.
- Includes sustainable travel measures to mitigate any adverse impacts on the existing highway network.
- Is supported by a Travel Plan designed to reduce reliance on the private car journeys where appropriate.

HP9 Green Infrastructure in New Residential Developments - requires residential development resulting in a net gain of 11 dwellings or more to make appropriate provision of sufficient high quality Green Infrastructure for its residents in accordance with the typologies and standards set out in the Policy.