



# Liverpool City Council Planning Department Validation Criteria

## 4. APPLICATIONS FOR PLANNING PERMISSION

<b>NATIONAL REQUIREMENTS (three copies of all documents unless stated otherwise or submitted electronically)</b>			
Completed form		<input type="checkbox"/>	
Completed Ownership Certificate (one copy)		<input type="checkbox"/>	
<b>Agricultural Holdings Certificate</b> as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995		<input type="checkbox"/>	
<b>Design and Access Statement</b> unless change of use or engineering/mining operation (see advice note)		<input type="checkbox"/>	
<b>The appropriate fee</b>	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Location plan</b> (at a scale of 1:1250 or 1:2500)		<input type="checkbox"/>	
<b>Site plan</b> (at a scale of 1:200 or 1:500)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Block plan</b> (at a scale of 1:100 or 1:200)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Elevations</b> (requirements even for blank elevations)			
Existing front elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Existing rear elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Existing side elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Existing opposite side elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Proposed front elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Proposed rear elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Proposed side elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Proposed opposite side elevation (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Floor plans</b>			
Existing floor plans (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Proposed floor plans (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Sections and finished floor and site levels</b>			
Existing and proposed site sections (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Existing and proposed finished floor levels (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Roof plans</b> (for dormer extensions/roof alterations etc).			
Existing roof plans (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>
Proposed roof plans (at scale 1:50/1:100)	YES	<input type="checkbox"/>	N/A <input type="checkbox"/>

<b>LOCAL REQUIREMENTS FOR ALL APPLICATIONS</b>		
<b>Housing Market Renewal Initiative Statement</b> for conversion or new build proposal resulting in new dwellings or conversions from 1 or more residential units.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Air Quality Assessment</b> for New housing development within, or adjoining, an Air Quality Management Area, All development requiring an Environmental Impact Assessment or Transport Assessment, All development resulting in increased traffic congestion, All development Create a change in traffic volumes or vehicle speed, All development significantly altering the traffic composition in an area (i.e. bus stations, HGV Parks etc), All development include proposals for new car parking (>300 spaces) or coach / lorry parks, and; All development having an effect on sensitive areas such as ecological sites or areas previously defined as having poor air quality.	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Arboriculture statement</b> for development of 4 dwellings or less or non-residential development of less than 500 square metres (for trees within falling distance of any proposed external works).	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Archaeological assessment</b> for proposed development includes new building or ground disturbance on or adjoining a site of archaeological interest.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Bat/barn owl survey</b> for all developments where bats are known to be present in buildings and barn conversions and for development involving the demolition of any currently or previously occupied pre-war building.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Contaminated land report</b> with identification of mitigation measures for operational development on all Part 1 identified sites or sites where contamination is known to exist, or the proposed development would be particularly vulnerable to the effects of contamination.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Draft Section 106 Agreement</b> for conversion or new build proposal resulting in 10 dwellings or more.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Environmental Impact Assessment (EIA)</b> as per the requirements set out within the (Environmental Impact Assessment) Regulations (1999). Where EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Please refer to guidance for further information.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Flood Risk Assessment</b> for all development adjacent to brooks, ditches or canals, and for all development on sites of over 1.0 hectare within Zone 1 and all development within Zones 2 & 3 on the Environment Agency Flood Plain.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>

<b>Flues &amp; Ventilation extraction details</b> for all applications relating to the sale or preparation of cooked food, launderettes and other uses where air conditioning or extraction equipment is required.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Foul Sewage Treatment Statement</b> for residential new build/conversion of 25 dwellings or more or for development exceeding 2,500 square metres (excluding change of use).	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Habitat Survey</b> for all operational development on an identified site of nature conservation importance, e.g. SSSI, SAC, Ramsar site, or for all development adjacent to a brook/ditch/canal.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Heritage statement</b> for all developments when proposals affect the historic environment, including historical, archaeological features and for development affecting a Scheduled Ancient Monument.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Landfill risk assessment</b> for all operational development within 250 metres of an identified landfill site with scheme for removal of and/or protection from migration of landfill gases.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Landscaping plan at scale of 1:200</b> for all new residential development, conversion of properties to residential, and new build non-residential exceeding 200 square metres, detailing: Details of all existing trees and those to be removed, Details of existing and/or proposed ground cover planting, Size, species, density and position of proposed trees, Details of all existing and proposed boundary treatments, Details of all existing and proposed hardstanding/parking areas.	YES <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Lighting assessment</b> for all proposals including the provision of external lighting or for all applications involving floodlighting.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Noise assessment</b> For new major development adjacent to a railway line or classified road, For conversion of buildings to more than one residential unit, For development resulting in link between residential or A3/A4/A5/B1/B2/B8 development where the neighbouring development is not within the applicant's control, and; For development where external plant and equipment is proposed.	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Parking layout/access plan</b> for all development including parking layout and access alterations. Plan at scale of 1:100/1:200 detailing parking layouts and manoeuvring space.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Renewable Energy Report/Statement</b> for all development exceeding 1,000 square metres (including change of use).	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Retail Impact Assessment</b> for out-of-town centre retail/town centre uses exceeding 2,500 square metres in gross floorspace.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>

<b>Retail Supporting Statement</b> for out-of-town centre retail/town centre uses exceeding 500 square metres in gross floorspace.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Street scene elevation</b> required at scale of 1:100/1:200 for new build residential development fronting highway to include minimum one property either side or two street scene drawings for corner sites.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Structural survey</b> for all proposed barn conversions for residential purposes.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Sunlighting/Daylighting Assessment</b> where height of the proposed development at ridge level exceeds that of any principal building within 2 metres of the application site by 4 metres or more.	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Transport Assessment and Draft Green Travel Plan</b> for Office/hospital development exceeding 2,500 square metres net in floorspace. Industrial development exceeding 5,000 square metres net in floorspace. Storage/distribution development exceeding 10,000 square metres net in floorspace.	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Tree survey</b> incorporating red squirrel assessment for new build development of 5 dwellings or more or non-residential development exceeding 200 square metres, where the site is covered by Tree Preservation Order, or where trees are within falling distance of any proposed external works).	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Utilities Statement</b> for residential new build/conversion of 25 dwellings or more or for other development exceeding 2,500 square metres (excluding change of use).	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>LOCAL REQUIREMENTS FOR SPECIFIC APPLICATION TYPES</b>		
<b>Pavement cafes</b> Site layout plan at scale of 1:100/1:200 detailing position of barrier(s), position of front and back edge of footway and position of all tables and chairs, and existing street furniture. Elevations/materials of proposed barriers at scale of 1:50/1:100. Brochure detailing proposed type of tables, chairs and parasols, including materials.	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>For new external access ramps</b> Ground floor plan at scale of 1:50/1:100 detailing position and gradient of ramp Drawing of barrier/handrails at scale of 1:20/1:50	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>For residential conversions involving use of basements</b> Sections at 1:50 detailing both internal floor level of conversion and external ground level for minimum distance of 12 metres from external wall	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>For residential conversions involving use of roofspace</b> Internal section at 1:50 through roofspace demonstrating headroom and position of rooflights/other openings	YES <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/>

<p><b>For new shopfronts</b>  Section at 1:50 detailing projection of any signage, canopies and roller shutters  Detailed specification of any proposed roller shutters including colour, materials and degree of permeability</p>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><b>For planning applications involving telecommunications development</b></p>	YES <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>Evidence that the developer has given appropriate notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 of the General Permitted Development Order 1995.</p>	<input type="checkbox"/>	
<p>Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of Woodvale Airfield, evidence that the developer has notified the Civil Aviation Authority, Secretary of State for Defence or the Aerodrome operator in accordance with A.3 (2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.</p>	<input type="checkbox"/>	
<p>Layout Plan at scale of 1:100/1:200 detailing position of structure.</p>	<input type="checkbox"/>	
<p>Elevation Plan at scale of 1:50/1:100 detailing height of structure.</p>	<input type="checkbox"/>	
<p>Section through structure at scale of 1:10/1:20 detailing width of structure.  Certificate/Statement confirming compliance with of ICNIRP (International Commission on Non-Ionizing Radiation Protection) and diagram indicating beam of greatest intensity.</p>	<input type="checkbox"/> <input type="checkbox"/>	
<p>Existing and proposed coverage maps.</p>	<input type="checkbox"/>	
<p>Details of <b>alternative sites</b> rejected with a justification for rejecting them: This should include existing masts, structures and other buildings within the search area.</p>	<input type="checkbox"/>	