



*Knowsley Council*

# **Guidance on the local validation requirements for planning applications submitted to Knowsley Council**

Adopted July 2025

## **1 Introduction**

- 1.1 This guidance document sets out to provide users of Knowsley Council's Development Management Service with an overview of all supporting assessments and plans required at the time of submitting a planning application (made under the Town and Country Planning Acts) to make it valid. If an application on receipt has the correct level of supporting information, then it is considered to be "valid" and it can progress towards a decision.
- 1.2 The guidance aims to:
- assist in ensuring that your application is valid when submitted;
  - ensure that all applications can be dealt with effectively and efficiently;
  - respond positively to best practice advice issued by government; and,
  - ensure that Knowsley Council complies with legislation in relation to planning applications.
- 1.3 The Validation Checklist included within this document is designed to help ensure that your application is valid when we receive it from you. The checklist highlights the relevant local policies and provides links to where you can read and download these.
- 1.4 It is recommended that the content of technical documents supporting your application be informed by pre-application discussions with us and by reference to our planning policies and guidance, particularly Supplementary Planning Documents.
- 1.5 The content and detail of the supporting information we require should be proportionate to the scale of the development. If you are in any doubt about this, please do talk to us further before preparing and submitting your application. If the information required, as set-out in our Validation Checklist, is not submitted with your application then the application will not be valid, and it will not start to be progressed towards a decision.

- 1.6 Please read this document carefully before completing your application form and submitting your application. If you intend to submit an application for large-scale development or for a complex proposal, or if you are in any doubt about a specific issue, you should agree these matters with us during pre-application discussions.

Please remember also that planning permission, Listed Building and advertisement consents may not be the only permissions or consents you need from Knowsley Council. Other consents include building regulations, licensing and food safety.

## **The Validation Process**

- 1.7 Only valid applications will be progressed toward a decision. “Valid” means that all the information specified by us, in order to determine your application is, from the outset, provided in full. If relevant information or the correct fee is missing, we will not be able to start determining your application and there will be a delay in deciding your application until the appropriate fee and required information is received.
- 1.8 There are different types of applications, and some types require more detailed information than others. All information needs to be accurate, and some information can be complex and technical. It is required so that all people with an interest in the outcome of your application can accurately assess what the impacts of your planned development will be. For example, neighbours to your site may be interested in the potential impact on them from noise or additional traffic.
- 1.9 You may need to appoint an architect, surveyor or specialist consultant to prepare information to support your application and in order to make it valid; for example, to undertake an ecology survey and prepare a report.
- 1.10 We want to make the planning process as clear as possible and the Checklist below confirms what information is required for different types of applications. You are required to use our Checklist to ensure that your application is complete when you send it to us.

- 1.11 Upon receipt of your application, we will crosscheck the information submitted against national planning application requirements, together with Knowsley Council's local requirements, as set out in this document. If all the required information is included, your application will be classed as "valid" and it will then progress to a decision.
- 1.12 If when we receive your application, we consider that it is lacking information, it will be held as 'invalid' and it will not start to progress towards a decision until the necessary information is received.
- 1.13 In the event that your application is invalid (because you have submitted insufficient information or an incorrect application fee), we will write to you to tell you what you need to do to make it valid. You must then submit the required information in a timely manner to ensure that your application can progress to a decision. If, within 28 days for major applications or 14 days for all other types of application, you do not provide us with the information we require, we will not be able to deal with your application and it will be treated as Withdrawn and the Council will retain a proportion of the fee as an administrative charge. Thereafter, if you wish to progress with your plans you will need to submit your application to us again as we do not keep any documents relating to Withdrawn applications.
- 1.14 If you consider that exceptional circumstances are present such that, in your view, you do not need to comply fully with our Local Validation Checklist you should discuss this with us before you submit your application. You should then tell us in writing in your application why you consider that specific information is not required. The Council will consider such requests on their merits in accordance with the relevant legislation.
- 1.15 The application fee and some of the information we require when an application is submitted are national requirements set by Government. In addition, the government has empowered us to require applicants to provide additional information in the interests of good and efficient decision making and having regard to local circumstances.
- 1.16 This draft Local Validation Checklist is for public and stakeholder consultation.

## Validation Dispute

1.17 We want to avoid disputes with you about whether your application is, or is not, valid; this is why we have prepared the clear advice provided here. National legislation provides the Council with the power to decide whether an application is valid. We consider that the information and evidence we require satisfies legislation because it is:

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

1.18 Nevertheless, if you disagree with what we are asking you to do (to make your application valid) you should always in the first instance talk to us. If you are unable to achieve agreement with us you have the right to seek a resolution by following national procedures, which can be read [HERE](#). In these circumstances, you must send a notice to us which: -

- (i) specifies which particulars or evidence you consider do not meet the requirements;
- (ii) sets out the reasons why you hold that view; and, (iii) requests that we waive the requirement to include those particulars in the application.

1.19 We will then send a validation notice or non-validation notice to you.

## Pre-application Discussions

1.20 We strongly encourage you to discuss your plans with us before submitting a formal application. This can save you both time and money and ensure that your application has the best chance of success because we can agree with you the issues relevant to the consideration of your application and that the information required to make it valid at the outset, thereby avoiding delays in a decision. It is useful to include details of any pre application advice you have had with us within the application form within the relevant section.

1.21 Full details of our pre-planning application advice protocol (including charges) can be found [HERE](#).

## Householder Applications

1.22 If you are submitting an application to extend a dwelling, the validation requirements are largely set out with the National Validation Requirements, contained immediately below, and within point (1) of the Local Validation Requirements, which follows (plans and elevations). Exceptions to this are if your application relates to a property, which is:

- a nationally Listed Building;
- located in the Green Belt or in a Conservation Area; or,
- it would involve works to trees.

1.23 In such instances, you should refer to the relevant documents within the Local Validation Requirements section and email us at [planning@knowsley.gov.uk](mailto:planning@knowsley.gov.uk) if you have any queries and we would be pleased to help you.

## Online and electronic submissions

1.24 We would prefer to receive your application electronically via the Planning Portal (<http://www.planningportal.co.uk>), however if you do provide it by email or post the application fee can be paid online [here](#) (selecting all other payments – planning). Please email a copy of the payment receipt to [planning@knowsley.gov.uk](mailto:planning@knowsley.gov.uk) once the payment has been made.

1.25 We do not accept applications which are handed to officers of the Council. Hard copies of applications must be posted to the Council at the following address: Knowsley Metropolitan Borough Council, Nutgrove Villa, Westmorland Road, Huyton, L36 6GA

## Section 2: Validation Criteria

## National Validation Requirements

2.1 Applicants are encouraged to supply documentation which has been produced electronically in a pdf format. This applies whether the application is made on-line or whether a paper application is made. This facilitates the transfer of information to consultees and for the public to view planning proposals on-line. It would be appreciated if the scale of the plans and paper size is no larger than is required to illustrate the proposals.

2.2 The information detailed below is required for every planning application. Applications that are missing any of this information will automatically be invalid. **i. Application form:**

The Council's relevant application form(s) are required, and these must be signed and dated with all relevant sections completed, including the correct ownership certificate, a copy of the appropriate notices should Certificate B, C or D be completed, and the Agricultural Land Declaration.

### **ii. Application Fee:**

Planning applications and other submissions cannot be processed without payment of the correct fee. The correct fee, as determined in The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended), where one is necessary. As fees are subject to change, the latest version of these regulations should be checked, or the Planning Portal's fee calculator can be used.

Applications which propose 'Flexible Uses', that is an application which proposes the erection of one or a number of buildings and asks the council to grant planning permission for the use of that building for a variety of purposes such as Class E or Class B2 or Class B8 development. A 'Flexible' use is not to be confused with a 'Mixed' or 'Dual' use of a building which entail two or more different activities which fall under separate use classes being undertaken in one building (such as a drive thru restaurant where the sale of hot food to take away makes up a high proportion of sales).

When the Council receives an application for 'flexible uses' it is required to consider the merits of each use applied for as a flexible use individually. Therefore, when planning applications for 'flexible' uses are received the Council will expect them to:

- Provide a clear description of the development on the application form

- Include consistent documentation which refer to the flexible use and relevant technical documents (such as Transport Assessments, Air Quality Assessments and Noise Assessments) should include an analysis of each use that has been applied for.
- Provide layout plans (and if relevant elevations) for each use applied for

When calculating the fee for 'flexible uses' the Council will apply Paragraph 10 of Chapter 2 of Schedule 1 of the Town and Country Planning (Fees for Applications etc.) (England) Regulations 2012 (as amended) which states that

"where an application is made for planning permission (or approval of reserved matters) is made in respect of two or more alternative proposals for the development of the same land and the application is made in respect of all of the alternative proposals on the same date and by or on behalf of the same applicant, the fee payable (shall be) an amount equal to the highest of the amounts calculated in respect of each of the alternative proposals; and an amount calculated by adding together the amounts appropriate to all of the other alternative proposals and dividing that total by the figure of 2."

In practice this means that the Council will require a fee for the floor area of the building and the fee for the floor area of each of the other 'flexible' uses x 0.5.

#### **vii. Location Plan:**

This will need to be on an up-to-date ordnance survey map, be at a scale of 1:1250 or 1:2500, plans should be clearly titled, given a unique reference number and where possible show at least two named roads, nearby land and properties, and the application site should be edged clearly with a solid **red** line and a blue line must be drawn around any other land owned by the applicant, close to or adjoining the application site.

#### **vi. Plans**

In most planning applications applicants are required to submit existing and proposed plans that show the site plan, floorplans, elevations and roof plans.

All plans submitted in support of a planning application shall be submitted at an appropriate scale (including a scale bar) and should clearly show the proposed works in relation to what is already there. Plans will not be accepted if they are not



accurately to scale, and the application will be made invalid on this basis. Any location plan or site plan shall include a clearly marked north point.

In addition to the location plan and site plan, other plans must be submitted (dependent on the type of application and development proposed) to explain the proposal in detail. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. Where existing buildings and or walls are to be demolished these should also be clearly shown. Applications will be made invalid if the plans submitted do not clearly identify the extent of the works being applied for.

## **V. Design & Access Statement**

Design & Access Statements are a national requirement for certain types of development. These developments include;

- Applications for major development, as defined in [article 2 of the Town and Country Planning \(Development Management Procedure \(England\) Order 2015](#);
- Applications within a Conservation Area, where the proposed development consists of:
  - one or more dwellings; or
  - a building or buildings with a floor space of 100 square metres or more.
- Applications for Listed Building consent.

## **vi. Biodiversity Net Gain**

Biodiversity Net Gain was introduced through the Environment Act 2021 and is now a requirement for certain types of development. These types of development include:

- All major developments
- All minor applications • Any development of a site which supports a habitat of principle importance.

Applicants should refer to the Guidance Note on Mandatory Biodiversity Net Gain and its Implementation in the Liverpool City Region prior to submitting a planning application. Details of which can be found on the following link:  
[LCR Mandatory BNG Guidance Note FINAL.pdf \(merseysidebiobank.org.uk\)](https://merseysidebiobank.org.uk/LCR_Mandatory_BNG_Guidance_Note_FINAL.pdf).

## SECTION 3

### Local Validation Requirements

	Requirement	National & Local Policy Drivers	Types of application that require this information	What information is required
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1.	<b>3D Visuals</b>	National Planning Policy Framework  Core Strategy Policies: CS2 & CS19	Residential / Commercial developments of more than 150 dwellings / 7,500 sq. metres floorspace.	3D Visuals showing the visual appearance of the proposed development, including in the context of the existing street scene where applicable.
2.	<b>Active Travel England (ATE) Assessment Toolkit</b>	National Planning Policy Framework	ATE is officially a statutory consultee on all planning applications for developments equal to or exceeding 150 housing units, 7,500 sq. metres of floorspace or an area of 5 hectares.	Applicants are required to submit a completed Active Travel England: planning application assessment toolkit  Details of the checklist can be found <a href="#">HERE</a>
3.	<b>Affordable Housing Statement</b>	Core Strategy Policies: CS2 & CS15  Developer Contributions SPD	Major applications for new residential development of 15 or more dwellings or of sites 0.5 ha or more in site area, including specialist and supported accommodation.	The statement should include the number and mix of units of the proposed affordable homes or how the

				<p>required affordable housing provision will be dealt with because of the development.</p> <p>If a commuted sum is proposed rather than on- site provision, a detailed justification of this would be required in addition to the proposed amount based on the calculation contained within the Developer Contributions SPD.</p>
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4.	<b>Air Quality Assessment</b>	Core Strategy Policies: CS2 & CS7	An air quality assessment may be required if the proposed development would exceed the stage 1 criteria (more than 10 residential units) and/or stage 2 criteria (more than 500 AADT for light duty vehicles) as stated in the document Land-Use Planning & Development Control: Planning for Air Quality. air-quality-planningguidance.pdf. If a developer considers that an AQ assessment is	The assessment must be undertaken by a suitably qualified person and include reference to the transport information it has had regard to. The data used must also be from the last 18 months unless it can be clearly justified
			not required, then justification must be provided	why this is not practicable. Further information can be found at: <a href="#">EPUK &amp; IAQM Land-Use Planning &amp; Development Control: Planning For Air Quality (2017)</a>

5.	<b>Archaeological Assessment</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS2 &amp; CS20</p>	<p>Applications for development known to be on or adjacent to a heritage asset with archaeological interest.</p> <p>Applicants can find more information on the Historic Environment Record <a href="#">HERE</a>.</p>	<p>An appropriate desk-based assessment and, where appropriate, a suitable field evaluation undertaken by a suitably qualified person to determine the nature, extent and significance of the archaeology, and to establish the impact of the proposed development on the significance of the archaeology. Where archaeological remains are identified the</p>
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				<p>assessment should demonstrate how the development has been designed to enable the preservation in situ, or if appropriate, propose excavation, recording, analysis and reporting of the remains.</p> <p>Developers are advised to discuss the scope of the initial assessment and subsequent proposals for excavation, recording, analysis and reporting of the remains with the LPA's Archaeological Advisor (Merseyside Environmental Advisory Service). Please note there may be a charge for this advice.</p>
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6.	<b>Coal Mining Risk Assessments</b>	National Planning Policy Framework	Built development in High-Risk Referral Areas as identified by the Coal Authority <a href="#">here</a> excluding change of use and Reserved Matters applications. Winning or working of minerals	The Coal Authority has produced guidance for developers for preparing Coal Mining Risk Assessments that can be found <a href="#">HERE</a> .
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7.	<p><b>Preliminary Ecological Appraisal</b></p> <p><b>NB – this is a separate requirement to the Biodiversity Net Gain metric.</b></p>	Core Strategy Policies: CS2 and CS8	Any development on or adjacent to designated nature conservation sites (including Local Wildlife Sites) or developments which will result in the disturbance of wildlife habitats including semi-natural open space and buildings with bat roost potential.	<p>Preliminary Ecological Appraisals should include a description of the proposal; desk study and field survey (extended Phase 1 habitat survey) and detailed species surveys as necessary relating to the site and adjacent area likely to be affected by the proposals.</p> <p>Evaluation of features and assessment of the likely impacts of the proposal; discussion of mitigation, compensation and enhancement</p>
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				<p>measures should be included within the report. The mitigation strategy should be proportionate to the perceived impacts and should include clear, site-specific prescriptions, rather than general or indicative possibilities, and they should be feasible and deliverable. Surveys should be completed at an appropriate time of the year by suitably qualified and experienced ecological consultants and should comply with published guidance and best practice. The surveys shall be no more than 12</p>
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				months old upon submission of the planning application.
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8.	<b>Economic Statement</b>	Core Strategy Policies: CS4	Any applications seeking to justify a proposal based upon the economic benefits of the scheme.	A supporting statement of any regeneration and economic benefits and costs from the proposed development including details of any new jobs that might be created or supported and any community benefits with reference to any regeneration strategies that might be supported by the proposal. This could be incorporated into a Planning Statement if one is submitted.

9.	<b>External Lighting/ Floodlighting schemes including a light pollution assessment</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS19</p> <p>Saved Knowsley Replacement UDP Policies: ENV3</p>	Schemes involving the provision of floodlighting or where a Preliminary Ecological Appraisal has identified that lighting may affect bat roosts or flight paths.	Details of the floodlighting scheme together with an assessment that will cover such matters as, light spillage (shown on a site plan with the relevant LUX levels
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				<p>at the boundary with neighbouring properties), hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, levels of impact on nearby dwellings and highways and mitigation of potential impacts, which may include the use of demountable columns; retention of screening vegetation; and the use of planting and bunding to contain lighting effects.</p>
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10.	<b>Flood Risk - Sustainable Urban Drainage and Surface Water Management</b>	<p>National Planning Policy Framework</p> <p>National Planning Practice Guidance: Flood Risk and Coastal Change</p>	<p>All Major Developments</p> <p>Site Specific Flood Risk Assessment (FRA):</p> <p>In Flood Zone 1 when:</p> <p>- The site is 1 hectare or greater</p>	<p>Site Specific Flood Risk Assessment (FRA) - Where one is required under the National Planning Policy Framework.</p>
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		<p>Core Strategy Policies: CS24</p>	<p>- The site is less than 1 hectare but has critical drainage problems -  The site is less than 1 hectare and includes the change of use of development type to a more vulnerable class (for example commercial to residential); where they can be affected by sources of flooding other than rivers and sea (e.g. surface water, drains or reservoirs).</p> <p>In Flood Zones 2 and 3 for all new development, including minor developments and change of use.</p> <p>The Environment Agency flood risk map can be found <a href="#">HERE</a>.</p>	<p>Sustainable Drainage Strategy –  This will include your overall approach and is where you will evidence your approach to surface water management. E.g. plans, drawings, calculations, etc.</p> <p>Sustainable Drainage Strategy: Pro-forma – The pro-forma summarises and confirms the details contained within your Sustainable Drainage Strategy. It is intended to ensure all aspects of sustainable drainage have been considered and to provide an assessment of the risk of flooding from all flooding mechanisms and</p>
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				<p>the identification of flood mitigation. Advice note is available to assist in completing the proforma.</p> <p>Flood Zone maps are available from the Environment Agency.</p> <p>The National Planning Policy Framework and National Planning Practice Guidance: 'Flood Risk and Coastal Change' provides comprehensive guidance for applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development.</p> <p>Drainage calculations should</p>
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				allow for 1:30 and 1:100-year flood
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				events with modelling included.
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11.	<b>Flues &amp; Ventilation extraction details</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS19</p> <p>Saved Knowsley Replacement UDP Policies: S2</p>	<p>All applications relating to the sale or preparation of cooked food or where extraction equipment is required.</p> <p>All applications for commercial use where any form of ventilation or extraction equipment is proposed.</p>	<p>The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant. The technical specifications shall include:-</p> <ul style="list-style-type: none"> <li>• A schematic of the proposed ducting showing the location of all components (fans, filters, silencers, etc.)</li> <li>• The noise levels generated by the fan in decibels (dB) at a specified distance (i.e. 1.0m / 3.0m / etc.)</li> <li>• Details of the means of mounting the ducting to the structure including details of all anti-</li> </ul>
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				<p>vibration measures proposed</p> <ul style="list-style-type: none"><li>• Location, design and appearance of external flues</li><li>• An assessment of the potential for smoke, grease and odour from commercial kitchen extracts</li><li>• The location and specifications of any smoke, grease or odour abatement systems and a schedule of maintenance for those abatement systems.</li></ul>
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12.	<b>Health Impact Assessment (HIA)</b>	<p>National Planning Policy Framework</p> <p>National Planning Practice Guidance</p> <p>Core Strategy Policies: CS2</p>	<p>Major development proposals for:</p> <ul style="list-style-type: none"> <li>• Residential developments over 50 units;</li> <li>• Commercial/ industrial buildings (excluding extensions) over 1,000 sq. metres; and,</li> <li>• All new major public buildings and community facilities.</li> </ul> <p>(Note, a Health Impact Assessment (HIA) is not required if incorporated</p>	<p>Knowsley Council have designed its own HIA template for use in planning applications. Where possible please use this format. It is important to read through the explanation before completing the form.</p>
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			<p>into an environmental impact assessment, sustainability statement or other form of assessment or impact statement. However, in such cases If the HIA is not freestanding then a statement needs to be provided explaining how the requirements for an HIA are being met)</p>	<p>This can be found <a href="#">HERE</a>.</p> <p>Details of a proposed development's effects on a healthy community through assessing its impacts (positive, negative and neutral) upon:</p> <ul style="list-style-type: none"> <li>• Supporting active healthy lifestyles that are made easy through: <ul style="list-style-type: none"> <li>○ The pattern of development, good urban design, good access to local services and facilities;</li> <li>○ Green open space and safe places for active play and food growing, and</li> <li>○ Is accessible by</li> </ul> </li> </ul>
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				walking and cycling and public transport.
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				<ul style="list-style-type: none"><li>• Supporting the creation of healthy living environments for people of all ages which supports social interaction. It meets the needs of children and young people to grow and develop, as well as being adaptable to the needs of an increasingly elderly population and those with dementia and other sensory or mobility impairments. Suggested Health Impact Statement report format:<ul style="list-style-type: none"><li>• Introduction – description of proposed development</li><li>• Scope of the HIA – population and geographic area covered</li></ul></li></ul>
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				<ul style="list-style-type: none"><li>• Health profile of the populations affected</li></ul>
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				<ul style="list-style-type: none"><li>• Identification of the health impacts</li><li>• Assessment of the health impacts</li><li>• Conclusions</li><li>• Recommendations</li><li>• Future monitoring and management arrangements</li></ul>
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13.	<b>Heritage Impact Assessment (HIA)</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS20</p>	<p>Development proposals on sites which affect or are considered to have the potential to affect Designated Heritage Assets or their settings.</p> <p>Nationally Designated Sites can be identified via the National Heritage List for England. Details can be found <a href="#">HERE</a>.</p> <p>Conservation Areas are identified on KMBC website. Details can be found <a href="#">HERE</a>.</p> <p>To check the Historic Environment Record for known non-designated heritage assets, contact the Merseyside Environmental Advisory Service. Details can be found <a href="#">HERE</a>.</p>	<p>The HIA must include the results of a check of the Historic Environment Record. It should also include:</p> <ul style="list-style-type: none"> <li>• Identification of relevant heritage assets and any designations</li> <li>• Schedule of works to the heritage asset(s);</li> <li>• Assessment of the heritage significance of the site or building(s)/ structure(s) (e.g. this may be historic, architectural,</li> </ul>
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				<p>archaeological or artistic),</p> <ul style="list-style-type: none"> <li>• Design principles of, and justification for the proposed works</li> <li>• Explanation of the impact of works on the significance of the heritage asset(s), its features, setting and the setting of adjacent heritage assets (if relevant).</li> </ul> <p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>If a Design and Access Statement is also required, the Heritage</p>
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				Assessment may be included within it.
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14.	<b>Land Contamination Desk Study</b>	<p>National Planning Policy Framework</p> <p>Saved Knowsley Replacement UDP Policies: ENV5</p>	<p>Where the development site is known or suspected to be affected by land contamination (e.g. has previously been used for industrial purposes or is on or within 250m of landfill site) and/ or all developments vulnerable to the effects of contamination (for example, residential housing, schools and preschool nurseries).</p>	<p>The assessment must be undertaken by a suitably qualified person and should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are required to ensure the site is suitable for use. The minimum required is a report of a desk top study and site walk-over, which should be submitted with the application and will inform any other investigations and reports that may be necessary.</p>
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15.	<b>Landscape and Visual Impact Assessment (LVIA)</b>	National Planning Policy Framework  Core Strategy Policies: CS2, CS5, CS8, CS19 & CS23	Any development which is likely to have a significant character, or visual impact on an existing landscape, including but not restricted to:	The assessment must be undertaken by a suitably qualified person and should examine the
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			<ul style="list-style-type: none"> <li>• Major development within the Green Belt</li> <li>• Proposals for renewable energy proposals such as solar or wind farms</li> <li>• Developments that affect the character of historic landscapes.</li> </ul>	impacts of proposed developments on the landscape. This should include an assessment of the character of the existing landscape and assess the impact of the development from all relevant viewpoints that have previously been agreed with the Local Planning Authority using an established methodology such as Guidelines for Landscape and Visual Assessment..
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16.	<b>Levels survey information and cross sections</b>	Core Strategy Policies: CS19	Where a proposal involves a change in ground levels, is on a sloping site or the site is at a different ground level to adjacent existing development.	Details of existing and proposed site levels including those to adjacent neighbours for all new housing developments. Information should include spot levels, cross sections and a cut and fill plan.
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17.	<b>Noise and Vibration Impact Assessment</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS19</p> <p>Saved Knowsley Replacement UDP Policies: ENV2</p>	<p>Instances where the development would generate significant levels of noise or vibration, or it proposes a noise-sensitive use in proximity to a known noise source.</p> <p>A Vibration Assessment will be required for development close to existing buildings where piling will be required for their construction.</p>	An assessment by a suitably qualified person of the background noise climate, the noise source and the impact together with any necessary mitigation measures to reduce disturbance due to noise or vibration to acceptable levels.
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18.	<b>Materials</b>	<p>Core Strategy Policies: CS19</p> <p>Saved Knowsley Replacement UDP Policies: S9, G7 &amp; DQ5</p>	<p>Details required for:</p> <ul style="list-style-type: none"> <li>• New/altered shop fronts</li> <li>• Development within Conservation Areas or to Listed Buildings</li> </ul>	<p>Specifications including name and manufacturer (samples may subsequently be requested).</p> <p>Materials should have regard to the existing/ surrounding character of the development site.</p>
19.	<b>Operations Statement and Restoration and Aftercare Plan</b>	<p>Saved Knowsley Replacement UDP Policies: MW2</p>	<p>All applications for the exploration, appraisal, winning and working, processing and handling of minerals, including the provision of aggregate depots.</p>	<p>The Operations Statement should set out how the impacts of the development will be</p>

				minimised (with reference to table 12.1 contained within the Knowsley Replacement UDP). The Restoration and Aftercare Plan should reference matters covered within table 12.2 of the Knowsley Replacement UDP.
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20.	<b>Parking and access details including details for deliveries and refuse collection (parking provision)</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS7, SUE2, CS18, CS19, CS22 &amp; CS27</p> <p>Saved Knowsley Replacement UDP Policies: H5, H7, H8</p>	All applications where parking/access are required to be part of the proposal.	Information will include details of the existing/proposed access and parking provision/layout on a scaled plan including electric vehicle, motorcycle and cycle parking. Information will also include details for servicing, including refuse collection and tracking diagrams demonstrating the safe collection of refuse.
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21.	<b>Photographs &amp; photomontages</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS2, CS19 &amp; CS20</p> <p>Saved Knowsley Replacement UDP Policies: DQ5</p>	Where the proposal involves the demolition of an existing building in or development affecting a Conservation Area; a Listed Building (including internal works to a Listed Building) and all major developments in the Green Belt.	Photomontages should be undertaken at different times of the year when trees are in leaf and bare. They should ensure that they include photos of the heritage asset in its setting and cover the visual impacts on openness when related to developments in the Green Belt.
22.	<b>Planning Statement</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: All</p> <p>Saved Knowsley Replacement UDP Policies</p>	All major applications (including change of use), development within the Green Belt and Sustainable Urban Extensions and departures from the development plan or whether the application is only acceptable 'in the planning balance' relating to any Listed Building.	The statement should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national and local planning policies.

23.	<b>Retail / Other Main Town Centre/ Uses Impact Assessment</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS4 &amp; CS6</p>	Any retail and other main town centre uses (as defined in Appendix A of the Knowsley Local Plan Core Strategy) located outside of town, district or local centres over 1,000 sq. metres of gross floorspace	<p>This assessment should include</p> <ul style="list-style-type: none"> <li>• The impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and</li> <li>• The impact of the proposal on town, district or local centre vitality and viability, including local consumer choice and trade in the town, district or local centre and the wider retail catchment (as applicable to the scale and nature of the scheme).</li> </ul>
24.	<b>A Sequential Test</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS4 &amp; CS6</p>	Any retail and other main town centre uses (as defined in Appendix A of the Knowsley Local Plan Core Strategy)	It is strongly advised that a preapplication enquiry is submitted

			located outside of town, district or local centres	prior to the submission of
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				such a planning application to determine the scope of the sequential test.
25.	<b>Scheme for Site Treatment and Management Plan</b>	Saved Knowsley Replacement UDP Policies: H6	All applications that include demolition works	The scheme shall include phasing, interim treatment of the site and management plan for maintaining the vacant land until such time when redevelopment commences.



26.	<b>Social Value Strategy</b>	<p>Core Strategy Policies: CC4, SD1, CS2 &amp; CS27</p> <p>Adding Social Development: Employment and Skills SPD</p>	<p>Major developments:</p> <ul style="list-style-type: none"> <li>• Of 30 dwellings or more (residential developments);</li> <li>• With an area of 1 hectare or more (commercial developments);</li> <li>• And buildings of 1,000 sq. metres of floorspace or more (new commercial developments, excluding extensions to existing buildings).</li> </ul>	<p>A Draft Social Value Strategy is required which as a minimum, contain realistic estimates of the social value training and employment weeks that the developer, through its appointed contractor and supply chain, would envisage being created by the construction and end use phases.</p>
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27.	<b>Structural survey</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS20</p>	<p>A structural survey will be required in the following circumstances: i) The demolition, or partial demolition of a Listed Building(s), or</p> <p>ii) The conversion of a Listed Building. iii) Conversion of buildings in the Green Belt</p> <p>iv) the proposed re-use of buildings in the Green Belt provided that the buildings are of permanent and substantial construction;</p>	<p>This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion applications. The survey must be carried out by a suitably qualified person and must include plans which clearly relate to the survey findings.</p>
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28.	<b>Telecommunications information</b>	<p>National Planning Policy Framework</p> <p>Saved Knowsley Replacement UDP Policies: ENV8</p>	For all full planning applications for all telecommunications equipment and mobile phone masts	<p>A statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines must accompany all applications.</p> <p>Where new base stations are</p>
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				<p>proposed on non-established telecoms sites, a list of alternative sites considered for the development is required.</p> <p>All applications for masts within 3km of Liverpool John Lennon Airport must provide evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator.</p>
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29.	<b>Transport Assessment (TA)</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS7</p> <p>Saved Knowsley Replacement UDP Policies: T8</p> <p>Ensuring a Choice of Travel SPD</p>	<ul style="list-style-type: none"> <li>• Major traffic generating development proposals (as defined in table 8.1 of the Knowsley Replacement UDP)</li> <li>• Proposals which either by themselves or cumulatively with development of which the application is part of, is likely to cause significant harm as a result of existing road capacity or safety problems in the area</li> </ul>	<p>Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring,</p>
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			<ul style="list-style-type: none"> <li>Proposals that are likely to significantly increase pollution and/or noise as a result of traffic generation; or cause pollution levels in Air Quality Management Areas to exceed guideline levels</li> <li>Proposals that would generate a material increase in traffic entering or using any motorways, trunk roads or other primary routes; and</li> <li>Proposals that would impact on the bus network</li> </ul>	<p>servicing and parking of vehicles should also be clearly identified. The TA should describe and analyse existing transport conditions, how the development would affect those conditions, and any measures proposed to overcome any problems including the scope for acceptable highway improvement works. Any development must satisfactorily integrate into and coordinate with the highway network.</p>
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30.	<b>Travel Plans</b>	<p>National Planning Policy Framework</p> <p>Saved Knowsley Replacement UDP Policies: T9</p> <p>Ensuring a Choice of Travel SPD</p>	<ul style="list-style-type: none"> <li>• Major traffic generating development proposals (as defined in table 8.1 of the Knowsley Replacement UDP), other than housing;</li> <li>• Smaller developments which either by themselves, or in conjunction with other proposals, would:</li> </ul>	<p>A Travel Plan is a long term management strategy that seeks to deliver sustainable transport objectives and is regularly reviewed.</p> <p>Travel</p>
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			<ul style="list-style-type: none"> <li>- generate significant amounts of vehicle traffic in or near to Air Quality Management Areas; or</li> <li>- would exacerbate an existing traffic problem in the surrounding area</li> </ul>	<p>Plans must have an emphasis on securing:</p> <ul style="list-style-type: none"> <li>• Reductions in car use;</li> <li>• Increases in more sustainable forms of travel such as walking, cycling and public transport;</li> <li>• Reductions in traffic speeds and improved safety; and</li> <li>• More environmentally friendly freight movements</li> </ul> <p>Any measures should have defined outputs and arrangements for monitoring.</p>
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31.	<b>Tree survey / arboricultural statement</b>	National Planning Policy Framework  Trees and New Development SPD	All planning applications where there are trees either on or adjacent to the site (excluding householder developments not within a Conservation Area or in the vicinity of trees subject to a Tree Preservation Order)	A report/drawing in full accordance with the guidance set down in BS 5837:2012 Trees in relation to design, demolition and construction. This
				should set out the number of trees impacted by development, their category and health.

32.	<b>Viability Assessment</b>	<p>Core Strategy Policies: CS15 &amp; CS27</p> <p>Developer Contributions SPD</p>	<p>In instances where an applicant is proposing that they cannot provide the full range of policy requirements (including affordable housing), as meeting such requirements would render the proposal not economically viable.</p> <p>Or where enabling development is proposed that would not normally be approved, except for the fact that it would secure a key public benefit. It must be demonstrated that the enabling development is required and necessary and the public benefit would not come forward without the enabling development</p>	<p>Further details set out within the Developer Contributions SPD and Planning Practice Guidance - Viability.</p>
33.	<b>Volume Calculations</b>	<p>Saved Knowsley Replacement UDP Policies: G7</p>	<p>All applications to extend buildings in the Green Belt or proposing the redevelopment of previously developed land in the Green Belt.</p>	<p>As applications in the Green Belt are subject to stricter limitations than other proposals, the volume increase of a proposed extension is an important material consideration.</p>

				Applications must include calculations showing the volume of the property as built (or pre 1948), existing (if it has been previously extended) and as proposed.
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34.	<b>Works to Trees - Specification of Works and Photographic Evidence</b>	<p>National Planning Policy Framework</p> <p>Town and Country Planning Act 1990, (Section 197-198)</p> <p>Trees and New Development SPD</p>	Where works are required to a protected tree (TPO or tree in a Conservation Area).	<p>Give a detailed description of the proposed works, e.g. crown thinning, reduction/topping, lifting, felling or the removal of dead or dying trees, and the reasons for it. Digital photographs of the existing tree(s) should be provided. A structural engineer's or surveyor's report if the work required relates to subsidence damage and arboriculturist's report if the work required relates to the condition of the tree.</p>
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35.	<b>Waste Assessment</b>	Joint Waste Local Plan National Planning Policy for Waste	All applications for waste development	<p>A completed 'Box 1' assessment to demonstrate compliance with Policy WM10.</p> <p>Where the site is not included within the Waste Local Plan, evidence to show that there is a need for the facility and that the need can not be met elsewhere.</p>
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36.	<b>Housing Delivery Statement</b>	National Planning Policy Framework	All major applications for residential development for sites not identified in the Local Plan Core Strategy for residential uses.	Full details of how the proposed development will demonstrate in helping the Council to meet its housing supply requirements. This shall include a timetable for implementing the development, proposed build out rates, evidence of agreement with landowners, and a sustainability
				<p>appraisal to demonstrate the suitability of the site for development, explanation of how the development will meet the 'Golden Rules'</p> <p>A Housing Delivery Pro-Forma</p>

37.	<b>Children's Home Statement</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies: CS1, CS2, CS3, CS16</p>	All applications for new Children's Homes	<p>Evidence on how the Children's home will meet sufficiency needs in Knowsley.</p> <p>Evidence of engagement or certification from Ofsted for the proposed home</p> <p>A Management Plan which details how the home will be run (number of children, staff, shift times, liaison with neighbouring/nearby residents).</p>
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				A Children's Home pro-forma
38.	<b>Evidence of Self Build</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies CS1, CS2, CS3</p>	All applications for a self build scheme	A Self Build ProForma

39	<b>Construction Environmental Management Plan</b>	<p>National Planning Policy Framework</p> <p>Core Strategy Policies CS1, CS2, CS19</p>	All applications for Major Development which are not in an industrial estate.	<p>A CEMP Proforma including at least the following:</p> <ul style="list-style-type: none"> <li>• Methods for dust control and suppression.</li> <li>• Methods for the mitigation of noise and vibration from building works, and also from the operation of any temporary power generation or pumping plant which will operate overnight.</li> <li>• Control of transfer of mud out of the site - details of wheel washing facilities including location and type.</li> </ul>
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				<ul style="list-style-type: none"><li>• The areas for the storage of plant and materials.</li><li>• Location of site compound.</li><li>• A programme of works including phasing, management of deliveries and haul routes, measures for the control of traffic to and from the site, parking and temporary traffic management arrangements during construction and demolition</li><li>• Construction staff parking arrangements and construction working times</li></ul>
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40	<b>Glint and Glare Assessment</b>	National Planning Policy Framework	All applications for solar farms	A Glint and Glare Assessment to demonstrate that the proposed solar
		Core Strategy Policies CS1, CS2, CS19		panels would not harm amenity or cause safety issues to users of the highway or aircraft.

41	<b>Biodiversity Net Gain</b>	Core Strategy Policies: CS2 and CS8	<p>All applications with the exception of:</p> <ul style="list-style-type: none"> <li>• Variations of existing planning permissions approved prior to 12 February 2024</li> <li>• Developments below the threshold that does not impact a priority habitat and impacts less than 25sqm of onsite habitat or 5m of onsite linear habitat</li> <li>• Householder applications • Self and custom build applications consisting of no more than 9 dwellings on sites no larger than 0.5ha and are exclusively for self or custom houses defined in Section 1(A1) of the Self-build and Custom Housebuilding Act 2015 • Applications fulfilling the purpose of a planning condition for another development for BNG</li> <li>• Permitted Development</li> <li>• Urgent crown developments • Development forming part of high-speed railway network.</li> </ul>	<ul style="list-style-type: none"> <li>- Statutory biodiversity metric calculation completed with both pre-development baseline habitats and post development baseline habitats.</li> <li>- Statutory biodiversity metric condition assessment spreadsheets.</li> <li>- GIS layers in table file format of pre-development baseline and post development baseline.</li> <li>- Draft landscape and planting plan</li> <li>- Draft biodiversity gain plan</li> </ul>
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				<ul style="list-style-type: none"><li>- Draft habitat management and monitoring plan for any on-site significant enhancements or gains.</li><li>- Draft S106 heads of terms or an agreement that the applicant will pay the Council's Biodiversity Monitoring Fee..</li></ul> <p>A Small Sites Metric Calculation should be submitted for minor applications and should be completed by a 'competent person' in accordance with BS 8683:2021 standards. If statutory protected sites or priority habitats are located within 500m of the</p>
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				proposed development boundary,
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				<p>consideration should be given to using the main metric. If the Small Sites Metric has been used, then justification will be required as to why the proposed development will not impact priority habitats and/or protected sites.</p> <p>If the applicant considers that the development falls under the 'de minimis' threshold (i.e. exempt development) then a statement providing justification for this is required together with details and photographs of the site to assess the baseline to determine if any</p>
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				biodiversity features are present.
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The list of local requirements is not exhaustive, and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

## **Section 4 - Recommended Submissions to Avoid Conditions or Delay for the Development**

### **Additional Recommended Submissions**

- 4.1 Although the following details are not essential in all circumstances, in order for us to validate your planning application, their submission, where appropriate, is likely to reduce the time between submitting your application and starting development as the details would be agreed as part of the application process rather than being addressed through the use of planning conditions. For further advice about where this additional information is appropriate, please speak directly to the Council:
1. A schedule and samples of external facing materials, including those relating to all land surfaces not built upon.
  2. The design and location of all fences and walls.
  3. Refuse and recyclable storage arrangements.
  4. A detailed hard and soft landscaping scheme to include:
    - Land-levels and gradients resulting in the formation of any banks, terraces or other earthworks
    - Hard surfaced areas and materials
    - Planting plans, specifications and schedules, planting size, species and numbers/densities, trees to be retained and detailed regime for the ongoing and longer-term maintenance of all soft landscaping
    - A scheme for the timing / phasing of work.
    - Details of car parking spaces, including their surfacing.



