



This document sets out the information Wirral Council requires you to submit with different types of planning applications. This document is described as Wirral's Local Validation Checklist.

Wirral's Local Validation checklist:

	Validation Requirement	Type of application to which it relates	Information required
1	Existing and Proposed Plans and Elevations	All applications	<p>All plans and drawings must be drawn to an identified scale with each drawing and document having a unique name and number. Plans must show the direction of north and include a linear scale bar.</p> <p>Plans must not include a disclaimer stating that the plan should not be scaled unless this disclaimer is worded to exclude the planning decision and enforcement processes from the restriction.</p> <p>Full details of the existing and proposed site layouts, block/floor plans and elevations.</p> <p>The footprint of the proposed extension or new building(s) etc. should be clearly identified (hatched or shaded). It should be shown in relation to site boundaries and existing buildings on the site with written metric dimensions of the extension/building and distances to all adjacent boundaries.</p>
2	Photographs, photomontages & 3D visualisations	Where the proposal involves the demolition of an existing building or development within or affecting the setting of a conservation area or a listed building.	Including important verified views towards the proposal, into and within the conservation area, and towards and from the listed building as applicable.

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3	Levels survey and cross sections	Where proposals involve a change in ground levels or is on a sloping site.	Details of existing and proposed site levels including those adjacent to neighbours for all new developments. The levels survey should include a benchmark that is outside the red line area, and which is not subject to change during the development of the site, such as a manhole cover.
4	Planning Statement including Statement of Community Involvement	All major applications (including change of use), development within the Green Belt and those relating to any Listed Building.	The statement should identify the context and need for the proposed development and should include an assessment against the relevant national and local planning policies.
5	Tree and hedgerow information	All applications where there are trees either within or adjacent to the site.	Drawings which show the accurate position of existing trees and hedgerows (including species, stem diameter and crown spread) within and adjacent to the site that will be retained or lost as part of the development and how retained trees and hedgerows will be protected during construction. Where a development proposal is likely to affect trees on or adjacent to the site, a full tree survey will be required and must be in accordance with the BS 5837: 2012 and undertaken by a qualified arboriculturist.
6	Heritage Statement	Development proposals on sites which include or are considered to have the potential to include Heritage Assets, or assets comprising archaeological interest. Relates to designated and non- designated Heritage Assets and their settings	The Heritage Statement must include the following details: <ul style="list-style-type: none"> • Understanding of the form, materials, and history of the affected heritage asset(s), and/or the nature and extent of archaeological deposits. • an assessment of the significance of the heritage asset or assets which may be affected by the proposed development, including their setting. (Significance is defined as the value of a heritage asset to this and future generations because of its heritage interest. That interest may be of archaeological, architectural, artistic, or historic). • A schedule of works and an assessment of the likely impacts of the proposed development of the heritage asset(s) and their setting.

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			<ul style="list-style-type: none"> • a statement outlining a mitigation strategy to avoid, minimise and mitigate any negative impacts of the proposed development on the significance of the heritage asset(s). This might include modification of methods, materials chosen or design and/or archaeological or architectural investigation and recording. • Look for opportunities to better reveal or enhance significance. • Where the potential for archaeological interest has been identified, the approach in NPPF requires an applicant to submit an appropriate desk-based assessment and, where necessary, a field evaluation. • The Heritage Statement should be informed by a search of the Merseyside Historic Environment Record.
7	Ecological Assessment	<p>Any development proposal within or adjacent to designated nature conservation sites or development proposals which will result in disturbance to wildlife habitats including semi-natural open space and trees and buildings.</p> <p>Minor applications which include demolition works and / or loss of trees.</p> <p>Householder applications</p>	<p>Ecological survey reports should include a description of the proposal; desk study and field survey (extended Phase 1 habitat survey or UK Habitat Classification) 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; detailed mitigation, compensation and enhancement measures should be included with in 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.</p> <p>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. (e.g. BS42020:2013). Surveys should be informed by a desktop study which includes, but is not limited to, data from the Local Record Centre (Cheshire Record).</p> <p>For applications affecting the national site network (i.e. SACs, SPA and Ramsar) the Council, as competent authority, will be required to undertake a Habitats Regulations Assessment (HRA) in accordance with the requirements of the Habitats Regulations 2017 (as amended). The onus is on the applicant to provide sufficient information to enable the Council to complete the HRA (i.e. survey data and / or CEMP). If a proposal leads to a net increase in the number of dwellings in Wirral recreational pressure effects upon European sites arising because of the development will need to be assessed and mitigated as part of the HRA. Further information regarding recreational pressure can be found at</p>

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			<p>http://www.meas.org.uk/1383.</p> <p>For minor applications which are restricted to demolition works and / or loss of trees, a bat roost potential assessment will be required in line with Collins (2016). If impacts are restricted to loss of trees, bat roost potential survey could be undertaken at the same time as the arboricultural survey, provided that the arboriculturist is suitably qualified and experienced with bats.</p> <p>For householder applications affecting the roof space of a dwelling, photographs of the affected section of roof must be provided with the application to assist the LPA in determining whether a bat roost potential survey will be required in support of the application.</p>
8	Affordable Housing Statement	Major applications for new market sector housing including specialist and supported housing of 10 or more dwellings and for development of 9 dwellings or less where the combined gross floor space is 0.5ha or more.	<p>New market housing will normally be required to provide affordable housing on-site at the following rates:</p> <ul style="list-style-type: none"> • within areas of greatest need – 10 percent • outside areas of greatest need – 20 percent <p>Areas of greatest need are defined as a geographical area falling within the lowest 20% of scores within the national Index of Multiple Deprivation for England.</p> <p>The Affordable Housing Statement should include the number and mix of units and floor space of habitable areas of residential units. Plans showing the location, type, floor space of units and number of bedrooms should be submitted. If agreement has been reached with a Private Registered Provider of Social Housing (RP) to purchase the affordable housing units subject to planning permission, the name of the RP should be provided.</p> <p>A reduced level of provision will only be considered where a site- specific assessment has been submitted to demonstrate that the site would not be viable for housing development at the rate specified. This detail will be scrutinized by an appropriate independent organization and a view will be provided to the Council and the applicant on viability. This may result in further discussion on what affordable housing on site can be provided which is viable. If however the Council is satisfied that on-site provision would not be practicable or appropriate, development will be permitted subject to a legal agreement or suitable planning condition to secure the necessary affordable housing provision on an alternative site or through a financial contribution (commuted sum). Any planning obligation will need to be compliant</p>

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			<p>with the statutory tests for planning obligations and National Planning Guidance. If a commuted sum is proposed rather than onsite provision, the independently verified site-specific assessment would also need to provide the proposed commuted sum, which should be justified using the following methodology. The number of affordable units required to be delivered off-site is calculated as follows:</p> <ul style="list-style-type: none"> • The Council accept that the units would be transferred to a Registered Social Landlord at 80% of the open market value. The ‘cost’ to the developer is therefore 20%. • The policy requirement for affordable housing is either 10% or 20%, depending on the location. • Therefore, the commuted sum will constitute: <ul style="list-style-type: none"> - In areas subject to 10% provision: 2% (10% of the 20%) of the total open market value of the site. - In areas subject to 20% provision: 4% (20% of the 20%) of the total open market value of the site. <p>The open market value of each type of property should be based on the most up-to-date Land Registry average ward house price date, or other verifiable source.</p>
9	Viability Assessment	In instances where an applicant is proposing that they cannot meet their contribution requirements (including affordable housing) as it would render the proposal unviable.	<p>Viability assessment is a process of assessing whether a site is financially viable, by looking at whether the value generated by a development is more than the cost of developing it. This includes looking at the key elements of gross development value, costs, land value, landowner premium, and developer return.</p> <p>National Planning Guidance sets out the government’s recommended approach to viability assessment for planning.</p> <p>Viability — GOV.UK (www.gov.uk)</p> <p>Any viability assessment should be supported by appropriate available evidence informed by engagement with developers, landowners, and infrastructure and affordable housing providers. Any viability assessment should follow the</p>

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			<p>government’s recommended approach to assessing viability as set out in this National Planning Guidance and be proportionate, simple, transparent, and publicly available.</p> <p>Where a Viability Assessment is submitted it should be accompanied by a written commitment from the applicant to pay the Council’s costs of having it independently assessed, prior to the determination of the planning application.</p>
10	Flood Risk – Sustainable Urban Drainage and Surface Water Management	<p>All major developments should be supported by a drainage strategy and SUDS proforma.</p> <p>Site Specific Flood Risk Assessments:</p> <p>In Flood Zone 1 when:</p> <ul style="list-style-type: none"> • The site is 1 hectare or greater — 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 	<p>Site Specific Flood Risk Assessment (FRA) Prepared by suitably qualified professional and in accordance with the Planning Practice Guidance.</p> <p>https://www.gov.uk/guidance/flood-risk-and-coastal-change</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>Completed SuDS Pro-forma – The SuDS pro-forma summarises and confirms the details contained within your Sustainable Drainage Strategy and Site-Specific Flood Risk Assessment. It is intended to ensure all aspects of sustainable drainage have been considered. There is a guidance note to assist in completing the pro- forma.</p>

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		<p>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). In Flood Zones 2 and 3 for all new development, including minor developments and change of use.</p>	
11	Air Quality Assessment	<p>Where development is proposed inside, or adjacent to an Air Quality Management Area (AQMA), or could lead to significant impact on an AQMA, or where the development could result in the designation of an AQMA, or where the grant of planning permission would conflict with, or render unworkable, elements of any local authority air quality</p>	<p>Applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application.</p> <p>The Government’s Planning Practice Guidance discusses the requirements relating to air quality assessments:</p> <p>https://www.gov.uk/guidance/air-quality—3</p>

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		action plan.	
12	Land Contamination Study	Where the development site is known or suspected to be affected by land contamination (such as existing or previously industrial land), or the development has a proposed sensitive end use i.e., residential or nursery/school.	The assessment 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.
13	Flues & Ventilation extraction	All applications which relate to the sale or preparation of cooked food.	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: - <ul style="list-style-type: none"> • A schematic of the proposed ducting showing the location of all components (fans, filters, silencers, flue terminal type, etc.) • The noise levels generated by the fan in decibels (dB) at a specified distance (i.e., 1.0m / 3,0m / etc.) • Details of the means of mounting the ducting to the structure including details of all antivibration measures proposed. • Location, design, and appearance of external flues • An assessment of the potential for smoke, grease, and odour from commercial kitchen extracts • The location and specifications of any smoke, grease or odour abatement systems and a schedule of maintenance for those abatement systems.

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14	Noise Impact Assessment	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.	An assessment of the source and the impact together with any necessary mitigation measures to reduce disturbance due to noise or vibration to acceptable levels. This should be prepared by a suitably qualified acoustician.
15	Environmental Impact Assessment (EIA)	Where required by The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as amended, Schedules 1 and 2.	All Schedule 1 developments will need to be accompanied by an Environmental Statement. Schedule 2 developments may require an Environmental Statement. Applicants can request a Screening Opinion to determine whether an EIA is required before an application is submitted. Schedule 4 of the Regulations sets out the information to be included. Further guidance is provided in the Government's Planning Practice Guidance. A screening opinion can be requested from the council before submitting the application to determine if an EIA is required.
16	Parking and Access details including servicing details	All applications where parking/access are required to be part of the proposal.	Should include details of any existing/proposed access and parking provision/layout on a scaled plan including motorcycle and cycle parking as well as provisions for servicing, including refuse collection and tracking diagrams demonstrating the safe collection of refuse.
17	Transport Assessment	<ul style="list-style-type: none"> • Major traffic generating proposals. • Proposals that would generate a material increase in traffic entering or using any motorways, 	Person and vehicle trip rates. Junction modelling using recognised software / network assessment including latest 3-year accident analysis. The assessment should include a 5-year design horizon from the time of the planning submission. Parking accumulation and/or parking beat surveys. Accessibility assessment of the development by walking, cycling, public transport and private vehicle. Proposed car, cycle and disabled parking and servicing details, including vehicle swept paths and details of areas to be offered up for adoption.

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		trunk roads or other primary routes	
18	Travel Plans	<ul style="list-style-type: none"> • Major traffic generating proposals. • Smaller development proposals which (either by themselves or in conjunction with other proposals) would generate significant amounts of traffic 	<p>Details of the Travel Plan Co-Ordinator.</p> <p>Survey data and modal splits and time frame of critical actions / method used to acquire travel information. Action Plan and targets for future travel including measures to promote sustainable travel options such as travel passes, bicycle discount scheme, car club, car share, EV charging points, bicycle user groups and public transport information packs</p>
19	Biodiversity Net Gain (BNG)	<p>All applications subject to mandatory BNG</p> <p>Please note that these local requirements are in addition to the</p>	<ol style="list-style-type: none"> 1. Statutory biodiversity metric calculation tool (metric) completed with both pre-development baseline habitats and post-development baseline habitats. 2. Statutory biodiversity metric condition assessment spreadsheets (major development only). 3. GIS (Geographical Information System) layers in tab file format of pre-development baseline and post-development baseline 4. Draft Landscape and Planting Plan. 5. Draft Biodiversity Gain Plan.

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		national BNG validation requirements set out under Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015	<p>6. Draft Habitat Management and Monitoring Plan for any on-site significant enhancements or gains.</p> <p>The metric must state within it the qualifications and experience of the person(s) completing the Metric.</p> <p>BNG Planning Practice Guidance paragraph 016 states that “Decision makers may need to consider more broadly whether the general BNG condition is capable of being successfully discharged.” The above information is necessary to enable the Local Planning Authority to carry out this assessment.</p>
20	Section 106 Agreement	All applications that are expected to be subject to a S106 legal agreement	Heads of Terms
21	Minerals	Any application that falls within a Minerals Safeguarding Area	A Minerals Assessment will be required.
22	Waste	<p>Any application for waste management use. New waste management facility (no pre-application discussion)</p> <p>Extension of existing waste management facility</p> <p>For Energy from Waste facilities</p>	<p>Strongly recommend pre-application consultation to ensure the correct policies are applied and therefore the relevant information submitted.</p> <p>Report containing assessment against policies WM1, WM2, WM3, WM5, WM7, WM8, WM10, WM11, WM12 and WM13 as a minimum.</p> <p>Report containing assessment against policies WM7, WM8, WM10, WM11, WM12, as a minimum.</p> <p>As above but also assessment against policy WM14.</p>