

When we receive your application, it will be vetted for accuracy and for the fullness of the information supplied. It will not be registered if relevant information is missing.

Please read the guidance notes and follow them. You can also submit your application electronically using the Planning Portal (www.planningportal.co.uk).

The following list is not necessarily exhaustive and other points may be identified when your application is received. The information required for submission will depend on what is being applied for, and you may need to check which of the following are applicable for a particular type of development based on the principles of necessity, precision, proportionality, fitness for purpose and assistance.

Before you submit your application, **please check the following:**

Electronic Copies

- An electronic copy of the plans and supporting documents is requested, to enable transfer of information to the City Council's computer system. This can be provided via the Planning Portal or secure file transfer.

Application Forms

Have you...

- Used the correct forms?
- Accurately and fully described the location (preferably with a post code) and the proposed development (e.g. erection of side/rear single/two storey extension)?
- Signed and dated the forms?
- Answered all relevant questions on the form accurately?
- Signed and dated the correct certificate?

Fee

- Is the [correct fee](#) enclosed? The correct planning application fee for this development can also be determined using the online fee calculator on the Planning Portal.

Drawings and Plans

Do your drawings and/or plans...

- Include an appropriate scale bar on the drawings.
- Include a clear, scaled location plan, with the application site edged clearly with a **red** line around the house and garden?
This should be Ordnance Survey based at a scale of 1:1250 or 1:2500. A **blue** line must be drawn around any other land owned by the applicant.
- Illustrate the existing and proposed layout (site setting drawing) at a scale of 1:500 or 1:200?
This should show the proposed development in relation to the site boundaries and other adjacent houses or buildings, with written dimensions including those to the boundaries. Please show position of any trees, garages, parking space(s) and access arrangements, sheds/outbuildings and bin storage location within the curtilage.
- Show existing and proposed floor plans and existing and proposed elevations at a scale of not less than 1:100?
- Show walls to be demolished clearly and include any blank elevations?
- Illustrate details of the materials to be used in the construction (these need to be annotated on the drawings).

- If any part of the design involves renewable energy sources please provide their specification.

Additional Information – you may be required to supply...

Biodiversity

Where appropriate, is a Biodiversity or Ecological survey and report provided (i.e. bay survey)? Further information is available from <http://www.tameside.gov.uk/ecologyunit>.

Driveways

If you are proposing to provide an area for a driveway as part of your planning application, you must provide details of the materials that are to be used for the construction of the driveway and means of drainage to address surface water runoff and flooding.

Flood Risk

Where development may be in an area of flood risk - You may need to provide a plan showing the finished floor levels and the estimated flood levels.

Make sure that floor levels are either no lower than existing floor levels or 300 millimetres (mm) above the estimated flood level. If your floor levels aren't going to be 300mm above existing flood levels, you need to check with Manchester City Council planning section if you also need to take [flood resistance and resilience](#) measures.

State in your assessment all levels in relation to Ordnance Datum (the height above average sea level). You may be able to get this information from the [Ordnance Survey](#). If not, you'll need to get a land survey carried out by a qualified surveyor.

Your plans need to show how you've made efforts to ensure the development won't be flooded by surface water runoff, e.g. by diverting surface water away from the property or by using flood gates.

If your minor extension is in an area with increased flood risk as a result of multiple minor extensions in the area, you need to include an assessment of the off-site flood risk. Check with Manchester City Council planning section if this applies to your development.

Make sure your flood resistance and resilience plans are in line with the guidance on [improving the flood performance of new buildings](#).

(Core Strategy Policy EN8)

Gas Membrane

If the development site lies within 250 metres of a registered landfill site or in close proximity to a potential historical source of landfill gas, the development shall include the installation of a proprietary gas protection membrane, in order to alleviate any possibility of landfill gas ingress to the building.

Heritage Statement

Where development may affect a designated or non-designated heritage asset a heritage statement may be required.

The Heritage Statement should identify historic features and assess their significance and their setting, and assess the impact of the proposals. It should be accompanied by a photographic record, showing the site context and spaces and features which might be affected by the proposal, preferably cross-referenced to survey drawings. It should include:

- a summary of the history and development of the building/asset and its setting;
- a statement of the significance of the interior and exterior as relevant;
- a clear and full explanation of where proposals impact on the historic fabric, the heritage asset and its setting;
- an assessment of the impact of the proposals; and
- a statement of justification for the works together with details of any mitigation measures proposed.

Advice from Historic England on Conservation Principles, Policies and Guidance can be found at:

<https://content.historicengland.org.uk/images-books/publications/conservation-principles-sustainable-management-historic-environment/conservationprinciplespoliciesguidanceapr08web.pdf>

(Core Strategy Policy EN3)

House in Multiple Occupation

Please disclose at the time of making the application whether or not the development proposals relate to a property that is currently a House in Multiple Occupation. (Core Strategy policy H11)

Trees

Where trees are to be affected, have you included a tree survey assessing arboricultural implications?

Show existing trees and shrubs around the site that will be lost or retained as part of the development, and how retained trees will be protected during construction. This should be accompanied by a fully detailed tree survey identifying the age and condition of trees, in accordance with British Standard BS 5837 "Recommendations for Tree Work".

Give a comprehensive quality landscaping scheme for the development including trees and shrubs to be planted, with details of species, size, numbers of plants and locations of planting. Include details of hard landscaping, public realm and lighting where appropriate. Details of a replacement planting scheme for trees lost will be required.