

# Full, Outline, Reserved Matters & Variation/Removal of Conditions Planning Applications

## Is Your Application Valid?

**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](http://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?
- 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 fee for your 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 site identified in **red** and other land in the same ownership/control edged in **blue**?
- Provide full information about site layout, relationship of proposal to site boundaries and surrounding buildings, car parking areas etc.
- Provide full information about internal arrangements of new buildings (floor plans), all existing and proposed elevations, existing and proposed sections throughout the building (for larger scale developments we would expect to see 1:20 detailed sections showing architectural details/recess), and fully detailed contextual drawings set within the surrounding street scenes. For a major development this should include 3D visualisations, verified views and coloured elevations.

- Show existing vehicular and pedestrian access points, proposed access points, visibility splays and gradients and details of proposed vehicle (including disabled car parking spaces and electric charging points) and service areas (Core Strategy Policy EN4)
- Details of space and facilities (i.e. location and number of spaces) for secure cycle parking to be provided within the scheme. A minimum of one cycle space per apartment plus cycle parking for the commercial units should be provided (Core Strategy Policy CC5, Policy DM1)
- 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.
- A topographical survey across the site will be required, showing both existing and proposed site levels.
- Show all new boundary treatments across the site, including elevations, cross sections and proposed materials.
- Indicate clearly on the drawings what materials are to be used and where.
- Details of how and where refuse is to be stored within the building and how the refuse is to be collected (if the use is mixed please confirm where refuse is to be stored within the residential element and the commercial element). Please provide a scaled plan of the building showing these refuse storage and collection areas and provide information on the number of bins proposed, the size of the bins, the frequency of collection and details regarding who will collect the refuse. Please note that separate containers for recycling should be used and you should provide details on these.  
You will also need to fill in and submit the proforma in Appendix E of the City Council's Waste Storage and Collection Guidance for New Developments, which you can find using the following link:  
[http://www.manchester.gov.uk/downloads/download/6048/waste\\_management\\_strategy](http://www.manchester.gov.uk/downloads/download/6048/waste_management_strategy)  
If the proposed waste management strategy is as existing please confirm the existing waste management details (Core Strategy Policy EN19).
- Confirmation that direct and level access is proposed to the site, into the building and throughout the building for disabled persons. How and where would this be achieved? Please provide details of how disabled and able-bodied people would enter and move between floors within the building. Where buildings are adapted, provision of access for disabled people will be sought. Indeed, when adapting buildings, full access should be made available, unless practical considerations dictate otherwise. If you believe full access is not going to be possible at the building, you must comprehensively explain all the options you have considered in order to make the building fully accessible and explain and justify the reasons why each option has been discounted. You are advised to provide scaled drawn information to back up your findings (Core Strategy Policy CC10 and DM1).

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

### **Acoustic (Noise)**

An acoustic assessment under the requirements of paragraph 180 of the National Planning Policy Framework, (Core Strategy DM1 and Saved Unitary Development Plan Policy DC26) which provides details of the existing noise levels in the area including levels during daytime, night time and weekends along with an indication of noise levels that you propose to achieve within the accommodation and details of the acoustic glazing and acoustically treated ventilation you propose to use and what measures will need to be implemented on site to meet internal noise requirements. In terms of the proposed uses, the study should identify the acoustic treatment and measures that will limit the breakout of noise in accordance with a noise study of the premises. The scheme proposed shall include measures such as acoustic lobbies at access and egress points of the premises, acoustic treatment of the building structure, sound limiters linked to sound amplification equipment, and specified maximum internal noise levels (Core Strategy DM1 and Saved Unitary Development Plan Policy DC26).

### **Affordable Housing Statement**

On schemes for 15 or more dwellings (Core Strategy Policy H8) a statement will be required which sets out how the proposals contributes to the housing mix in the city; and,

- The number of proposed units that fall into the Council's definition of affordable housing
- The type of housing being proposed (social rent, shared ownership etc)
- Where no affordable housing is being proposed, a full un-redacted viability assessment will be submitted; and
- Why the proposal meets any other policy exception.

The statement should also include for all types of housing;

- The total number of residential units
- The mix of units, with number of bedrooms

### **Air Quality Assessment**

Air Quality Management Strategy - to evaluate the impacts of the development and proposed mitigation within the context of compliance with Greater Manchester Air Quality action plan 2016. (Core Strategy Policy EN16)

### **Archaeological**

Where development may impact upon buildings or structures of Archaeological Interest an Archaeological Desktop Study or Scheme of Investigation may be required. (Core Strategy Policy EN3, Section 12 NPPF)

### **Broadband Connectivity Assessment**

All new build residential developments must incorporate measures to facilitate digital connectivity for all new build residential properties having regard to the Data Ducting Infrastructure Guidance produced by the Department for Communities and Local Government. (Section 10 NPPF)

### **Crime Impact Statement**

As outlined within paragraph 127 of the National Planning Policy Framework and Core Strategy Policy DM1, any submission will require an assessment of how crime and safety issues will be addressed through the development. For all major applications, a Crime Impact Statement must accompany the submission, a copy of the criteria required to produce a CIS is available from: [www.designforsecurity.org](http://www.designforsecurity.org). The development shall incorporate measures to minimise the risk of crime and to meet the specific security needs of the application site and the development. Any security measures to be implemented shall seek to achieve the 'Secured by Design' accreditation awarded by Greater Manchester Police and you should submit a letter from GMP

confirming that the scheme has or would achieve 'Secured by Design'. (Core Strategy Policy DM1)

### **Coal Mining**

Under the requirements of Section 17 of the National Planning Policy Framework, if the application site is located within a defined coalfield area, a Coal Mining Risk Assessment will be required for submission. Details of the coal mining risk and the relevant coal mining development referral maps are available from The Coal Authority.

### **Community Involvement Statement**

Evidence of Statement of Community Involvement Community Consultation should be supplied if this has been undertaken.

### **Construction Management Plan**

The Construction management plan should include, but is not limited to, details of the following:

- Hours of site opening / operation
- A Site Waste Management Plan,
- Air Quality Plan;
- A plan layout showing areas of public highway agreed with the Highway Authority for use in association with the development during construction;
- The parking of vehicles of site operatives and visitors;
- Loading and unloading of plant and materials;
- Storage of plant and materials used in constructing the development;
- Construction and demolition methods to be used, including the use of cranes;
- The erection and maintenance of security hoarding;
- Measures to control the emission of dust and dirt during construction and;
- A scheme for recycling/disposing of waste resulting from demolition and construction works;
- Details of and position of any proposed cranes to be used on the site and any lighting;
- A detailed programme of the works and risk assessments;
- Temporary traffic management measures to address any necessary bus re-routing and bus stop closures.
- Details on the timing of construction of scaffolding,
- A Human Impact Management Plan,
- Details of how access to adjacent premises would be managed to ensure clear and safe routes into buildings are maintained at all times.

(Core Strategy Policy DM1 and SP1)

If you are unable to provide full details then a Framework or Draft Construction Management Plan can be provided which outlines areas to be covered as part of the detailed plan which will then be subject to a condition.

### **Construction Waste Management Plan**

Waste Management Plan that demonstrates how both construction and demolition waste would be minimised and recycled on site wherever possible and how the sustainable waste management needs of the end user would be met.

(Core Strategy Policy DM1, SP1 and EN19)

### **Daylight/Sunlight Assessment**

An assessment of daylight, sunlight and overshadowing should be undertaken, using computer software to measure the amount of daylight and sunlight that is available to windows in a number of neighbouring buildings. The assessment should make reference to the BRE Guide to

Good Practice – Site Layout Planning for Daylight and Sunlight Second Edition BRE Guide (2011). Which is generally accepted as the industry standard and is used by local planning authorities as a guide to assist in terms of considering these impact (Core Strategy Policy DM1 and EN2)

### **Design and Access Statement**

Design and Access Statement, the requirements of which are set out in Paragraph 127 of the National Planning Practice Guidance (<http://planningguidance.planningportal.co.uk>). The statement should explain why you consider a development of this size and character is consistent with its urban design setting, particularly in terms of the application site, the immediate surroundings and street scene, and the wider City Centre context. The statement should also include a justification for the scale and design of the development proposed. (Core Strategy Policy DM1 and EN1)

### **Ecology**

As outlined within paragraph 170 of the National Planning Policy Framework, have you identified any ecological features or wildlife habitats on your site and how your proposals intend to deal with them with regards to biodiversity? Have you considered protected species such as bats or great crested newts? If the proposal includes the demolition of any buildings or the felling of any trees, then a bat survey will be required.

### **Economic Statement**

Applications involving the loss of land or buildings for employment purposes should include a statement which sets out:

- The floorspace being lost
- The number of jobs being lost and/or relocated
- Why the site is no longer capable of offering accommodation for employment use
- A relocation strategy for existing employment uses
- Why an alternative use offers a greater benefits

This statement should show how the proposals would adhere to the City Council's growth objectives set out in the Core Strategy, Manchester Strategy (January 2016), Stronger Together: Greater Manchester Strategy 2013 and any relevant Strategic Regeneration Frameworks. (Core Strategy Policy SP1, and EC1)

### **Environmental Impact Assessment / Environmental Statement**

If the development falls within Schedule 1 or Schedule 2 of the Town and Country Planning (Environmental Impact Assessments) (England and Wales) Regulations 2017, then an Environmental Impact Assessment may be required. This is a detailed assessment of a project's likely significant environmental, economic and social effects.

### **Environmental Standards Statement**

As outlined within the City Council's Guide to Development in Manchester SPD/SPG, (chapter 4) and Core Strategy policies EN4 and EN6 an Environmental Standards Statement should be submitted with your application, which addresses sustainability ratings and the provision of renewable energy within the development (Please refer to Appendix A of the Core Strategy for guidance on preparing this statement). This should include a BREEAM pre-assessment rating through the submission of a pre-estimator report which should demonstrate that a rating level of at least Very Good would be achieved. Where this standard is not achievable clear reasons why need to be set out within the submission. This statement must address the guidance within Chapter 4 of the 'Guide to Development in Manchester and policies EN4 and EN6 of the Core Strategy for the City of Manchester, confirm the proposals for the provision of onsite renewable energy to provide 20% of final site energy demand and CO2 reduction.

**Blue and Green Infrastructure Statement** – 'Manchester's Great Outdoors – A Green and Blue Infrastructure Strategy for Manchester 2015-2025' (G&BIS) sets out objectives for

environmental improvements within the City within the context of objectives for growth and development and there is a need to explore opportunities for such improvements as part of this proposal and how it seeks to respond to the Vision and Objectives of the plan with reference in particular to pages 12, 16, 20, 31 and 39.

### **Flood Risk**

Under the requirements of section 14 of the National Planning Policy Framework, if the application site is either located within a designated Flood Zone or is over 1 hectare in size, you will need to provide a Flood Risk Assessment. In Critical Drainage Areas, Flood Risk Assessment need to be provided for sites over 0.5 hectare in size.

Have you considered the impact of development upon foul sewerage and utilities?

### **Heritage Statement**

For applications which affect **Designated Heritage Assets** (Listed Buildings, Buildings within Conservation Areas and buildings or structures of Archaeological interest) and **Non Designated Heritage Assets** (some proposals affecting the setting of a Conservation Area – the need for this will be dependent on the scope of the proposals and further advice should be sought from the appropriate area team) a full justification for the works in line with Government guidance given in Section 16 (Conserving and Enhancing the Historic Environment) of the Policy Framework (NPPF).

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;
- a written assessment of the impact of the proposals to the significance of the heritage asset; and
- a statement of justification for the works together with details of any mitigation measures proposed.
- a full method statement for the proposed works
- a written specification of the proposed works
- details should include plans showing where the building fabric (original and non-original) will be removed, altered or concealed
- details of wall finishes and how any columns, downstand beams or other features such as cornices, skirting boards etc are to be dealt with.
- details of remedial / restoration works to existing historic fabric / finishes etc.
- photographs of all areas of the building (internal and external) affected by the proposal.

(Core Strategy Policy EN3, CC9; Saved UDP Policy DC18 and DC19)

Advice from Historic England on Conservation Principles, Policies and Guidance can be found on the [Historic England website](#).

### **House in Multiple Occupation**

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

### **Land Contamination**

Under the requirements of paragraphs 178 -179 of the National Planning Policy Framework, a site investigation survey of ground contamination or landfill gas migration will be required.

## **Lighting**

If your proposals involve illumination, you will need to provide details of the nature and location of the lighting, and show how any impacts, including glare, are to be mitigated. (Core Strategy Policy DM1)

## **Local Labour Agreement**

Details of a Local Employment Agreement which should contain a commitment to work with the Work and Skills Team to ensure that employment opportunities resulting from this development are made available to Manchester residents through the existing recruitment offer and allow hard to reach groups equal opportunity to be successful in applying. Email [workandskillsadmin@manchester.gov.uk](mailto:workandskillsadmin@manchester.gov.uk) for further advice about what this should entail. (Core Strategy Policy EC1)

## **Mixed use**

In terms of the proposed commercial uses, please clearly indicate on the proposed plans the areas within the building where each individual use would operate.

## **Open Space**

If there are any playing fields or open space currently on the site that will be relocated or lost, an open space assessment will be required making full reference to paragraph 97 of the National Planning Policy Framework. This should include a full audit of existing open space versus proposed.

## **Operating Schedule / Management Strategy**

The development may require an Operating Schedule / Management Strategy for either a commercial operation outlining dispersal procedures for a premises (prevention of crime and disorder, prevention of public nuisance), which may include details of a strategy for managing smokers, in particular noise from smokers. A management strategy may also be required for a residential scheme, which could include details of maintenance, security, energy management, janitorial services, common parts cleaning, exterior services, and building policies in relation to waste disposal, storage and deliveries. (Core Strategy Policy C10 / DM1)

## **Planning Obligations and Heads of terms (S106)**

Where it is known that a S106 agreement is likely to be required, draft heads of terms should be provided following discussions with the relevant planning officers.

## **Planning Statement**

A Planning Statement that addresses planning issues and makes reference to National and Local Planning policies and guidance.

## **Residential Standards**

Apartment Size – Development should adhere to the Councils adopted Space Standard Design Guidelines. It is important to remember that these minimum space standards should not be taken as maximum areas. Housing which exceeds minimum dwelling sizes will always be encouraged. Additional rooms, including utility rooms, studies and en-suite bathrooms, are encouraged, but will require additional floor area above the minimum GIA to avoid compromising the space and functionality of other parts of the home. (Core Strategy Policy DM1, SP1, NPPF)

Apartment Mix - The Council at present would only look to 33% of any residential development to be one bedroom units, with the rest being two bedrooms or larger units, in order to achieve a more sustainable and stable population within the City Centre.

You are therefore required to justify the apartment mix if your proposal includes a greater % of one bed apartments.

Please also provide:

- Full details of accessible bedrooms.

- At least 10% of the residential units need to be DDA compliant.
- Details showing a minimum of 5 per cent of car parking spaces being suitable for use by disabled persons (wheelchair users).

(Core Strategy Policy DM1, SP1 and CC3)

### **Retail Impact**

If the development is for a main town centre use as defined by Section 7 of the National Planning Policy Framework, a statement will be required to justify the provision of this use in the location proposed. If this location is out of centre (city centre, district centre, town centre or neighbourhood centre) then a sequential assessment and impact assessment will also be required.

### **Servicing**

Full details of the proposed servicing (deliveries, collection and maintenance etc.) to the proposal. This should include a plan demonstrating how the servicing would operate, what size of vehicles would be used and the frequency of servicing.

(Core Strategy Policy DM1 and SP1)

### **Shopfronts**

Details of the design strategy for the shop fronts and signage at the property.

(Core Strategy Policy DM1, SP1 and CC9; Saved UDP Policies 14 and 15)

### **Street tree planting**

Where there appear to be opportunities for street tree planting in or around the development, you may be required to explore this. In terms of any street trees we would be looking for species with Tree size 18-20cm/20-25cm subject to service location (Please note that Utilities Service plans are indicative only and trial pits will have to be carried out to establish if there are opportunities to plant trees). With regards to pit specification we would advise the following pit dimensions as follows to meet the City Centre standard that we are now working to achieve (Depth up to 1m, width 1-1.2m and length 3m), preferably modular systems containing top soil and subsoil conforming to BS 3882:2015 and BS 8601:2013 respectively. The surface should be permeable to allow water and oxygen through. The above details should be included within the application and may require adjustments to Site Edged Red and serving of Certificate B on the City Council as Highway Authority. (Core Strategy Policy EN6, EN8, EN9, DM1 and SP1)

### **SUDs Strategy**

MCC encourages use of green types of sustainable drainage systems as part of the green infrastructure on site. Both types of SuDS (infiltration or attenuation) should be considered and reasons for not utilising them needs to be provided if alternative solutions are proposed. Surface water drainage works need to be designed in accordance with Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015) or any subsequent replacement national standards should be submitted to ensure proper drainage and to manage the risk of flooding and pollution. (Core Strategy Policy EN14, EN17, NPPF).

### **Tall Buildings**

If the proposed building is considered to be a 'Tall Building'. You will need to make a case for the height of the tall element and take into consideration Historic England and Design Council guidance on 'Tall Buildings'. The design statement should make reference to Design Council guidance to assess its impact on the surrounding area. A visual impact assessment with visualisations of the building form key views needs to be included. The statement should include details of pre-application discussions held with local residents and the outcome of these discussions.

If the Proposal is a Tall Building, it may requires an Environmental Statement, as it would have the potential to generate significant impacts over and above the existing use(s) on site. Most notably impacts relating to visual impact; wind microclimate; sunlight/daylight/shading/solar



dazzle/privacy and overlooking; transport issues; noise and vibration; air quality; ground conditions and contamination; water resources hydrology; radio and television interference; and sustainability. (Core Strategy Policy EN2)

### **Television Reception**

Information on TV and radio reception and interference. Please provide a report on the possible interference created by the proposed development on TV and radio reception within the area. You may wish to contact the Office of Communications (Ofcom) on tel. 0207 981 3000 for suggestions of companies who may be able to carry out such work. (Core Strategy Policy EN2)

### **Transport**

A Transport Statement to assess the potential transport impacts of developments and if relevant propose mitigation measures to promote sustainable development. This includes the provision of electric charging points now or to ensure developments are future proved in this regard. Where that mitigation relates to matters that can be addressed by management measures, the mitigation may inform the preparation of Travel Plans.

A transport statement regarding the available public transport and details of a parking management strategy for the use being proposed. Where there is no on site provision we would expect that residents/customers are made aware of this in any promotional material and that details of nearby parking arrangements are also made available along with details of public transport options available for getting to the accommodation.

Travel Plan - Long-term management strategies for integrating proposals for sustainable travel into the planning process based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). Your travel plan should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets.

Under the requirements of Section 9 of the National Planning Policy Framework, applications must also make reference to green travel, and applications should be accompanied by a Framework Travel Plan.

(Core Strategy Policy DM1, SP1, CC5, T1, T2 and T3)

### **Ventilation, Extraction and odour**

For the avoidance of doubt all equipment associated with extraction should be located internally within the building; if not currently shown in the submitted drawings – you will need to look at how fumes can be extracted without the need for an external flue i.e. using existing building services terminating at rooftop extraction. If this is not possible provide a full explanation of why – this can be provided in the Design and Access Statement.

An odour impact Assessment may be required and should include the following information:

- The location and appearance of any external equipment for fume extraction/ventilation, e.g. grilles/flues.
- Scaled plans and elevational drawings as existing and proposed
- Relevant floorplans showing the location of any equipment internally and the route any ducting would take to the internal riser/exterior walls
- The noise levels that would be generated from the proposed equipment and the acoustic attenuation measures proposed to reduce the equipment's noise output externally. Please note that any externally mounted ancillary plant, equipment and servicing shall be selected and/or acoustically treated in accordance with a scheme designed so as to achieve a rating level of 5dB (LAeq) below the typical background (LA90) level at the nearest noise sensitive location
- A technical specification of the proposed equipment from the manufacturer
- Information regarding the proposed cleaning/maintenance regime for the fume extraction equipment

Please note that mixed use schemes shall ensure provision for internal ducting in risers that terminate at roof level. Schemes that are outside the scope of such developments shall ensure that flues terminate at least 1m above the eaves level and/or any openable windows/ventilation intakes of nearby properties.

Defra have published a document entitled 'Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems'. It describes a method of risk assessment for odour, guidance on minimum requirements for odour and noise control, and advice on equipment selection. It is recommended that any scheme should make reference to this document (particularly Annex B). Details should also be provided in relation to replacement air. \*Please note that this document has been withdrawn but the standards are still used by Environmental Health and should still be adhered to until further notice.

Please also see section 4 within the 'Environmental protection information for developers' document at the following link:

[www.manchester.gov.uk/downloads/download/5199/information\\_for\\_developers](http://www.manchester.gov.uk/downloads/download/5199/information_for_developers)

and fill in Appendix A (pages 20 and 21) from the same document as a complementary piece of information to go with all the information asked for above. Where end user is not known we will need to see a Strategy Document that tenants will have to comply with to meet the requirements detailed above.

(Core Strategy DM1, EN16 and Saved Unitary Development Plan Policy DC26)

### **Viability**

For all applications where the proposal does not include the necessary policy provision or financial contributions, and this is being justified on viability grounds, a viability assessment, to include an executive summary will be required.

Information should be provided in its entirety. Applicants should also be aware that the assessments will be made publically available in the same manner as other documents that form part of the planning submission. (Core Strategy policy H8, Para 57 NPPF)

The assessment should include the following:

- Existing use value plus a premium supported by an independent valuation
- Land acquisition price and the basis of its purchase (eg subject to planning)
- Purchase process
- Purchase costs including legal fees and agent fees
- Estimated sales values with independent supporting evidence including a schedule of unit sizes
- Estimated construction costs, including a specified contingency, contract related fees and defined 'abnormals'
- Preliminary costs
- Professional fees (under respective headings)
- S106 costs
- Financing rate
- Estimated profit/developers target returns
- Value/cost of affordable housing provision where relevant together with tenure assumptions and any commuted sum

### **Vibration**

If the development is located close to any major source of vibration (e.g. railway or motorway), then a vibration survey will be required showing how this will be addressed within the development structure.

## Further information for specific proposals/developments...

### Applications involving Demolition

- A scaled site plan clearly indicating the structures proposed to be demolished.
- A method statement for the proposed demolition works.
- A demolition management plan
- For demolition which affects **Designated Heritage Assets** (Listed Buildings, Buildings within Conservation Areas and buildings or structures of Archaeological interest) and **Non Designated Heritage Assets** (some proposals affecting the setting of a Conservation Area –your application will need to include a comprehensive Heritage Statement for the demolition that takes its lead from the requirements of The National Planning Policy Framework (NPPF), in particular Section 16. You should assess the existing historical, technical and architectural significance of the building and explain how the proposal would impact on the architectural and historical character and appearance of the heritage asset. Your statement should include:
  - the relative importance of the building, its intrinsic architectural and historic interest and rarity (see Conservation Area Practice published by English Heritage October 1995) for advice on making this assessment;
  - the merits of particular physical features of the building;
  - the merits of the building's setting and its contribution to the street scene;
  - the condition of the building, the cost of repairing and maintaining it in relation to its importance and to the value derived from its continued use;
  - the adequacy of efforts made to retain the building in use; and
  - the merits of alternative proposals for the site.

(Core Strategy DM1, EN16, CC9; Saved UDP Policy 18 and 19)

### Applications involving external seating areas

- Full details and specifications of tables, chairs and any other ancillary equipment proposed in association with the external seating area.
- Confirmation that any tables, chairs and any other ancillary equipment used in association with the proposed external seating area would be stored within the unit at the end of the operating hours of the external seating until the start of the operating hours of the external seating area the next day. Please also provide details of where in the building the items would be stored.
- A detailed management strategy that includes information on how the proposed external seating area would be managed in terms of potential noise and disturbance, additional movement and activity, storage of furniture, security and litter as well as the proposed hours.
- Confirmation of whether or not the proposed external seating area would be table serviced.
- Confirmation that no amplified sound or any music would be played in the proposed external seating area.
- Confirmation of the proposed hours of use for the external seating area. Are these different from the hours of use for the bar/restaurant? If so, how?
- Full details of the measures proposed to ensure that the proposed external seating area is fully accessible by disabled people.
- Please note that we may require a detailed acoustic assessment of the likely impact the proposed external seating area would have upon noise levels within the area, including any potential impact upon nearby residential accommodation. Please contact a representative from Environmental Health via the City Council website

[www.manchester.gov.uk](http://www.manchester.gov.uk) to ascertain whether or not this will be required, taking into account the proposed location, activity and the hours of operation.

- Confirmation and evidence that the highway in question is owned by the applicant and is not local authority highway land. If the land is City Council highway, please serve notice appropriately and fill in Certificate B as needed.
- For information, any logos displayed on barriers/canopies would require separate advertisement consent.

(Core Strategy policy DM1, SP1, CC10; Saved UDP Policy DC26)

### **Applications involving car parking**

- Details of the improvements that will be made to the appearance of the site including boundary treatments, hard surfacing and lighting.
- Confirmation of length of time for which consent is sought.
- Confirmation of how the spaces will be marked out on a loose bound tarmac surface.
- Car Park Management strategy alongside proposed access / egress arrangements have been discussed and agreed with Engineering Services, which may need to be supported by sweep path plans.
- Details of how any oil run off from cars will be intercepted. The Environment Agency provides advice on the use and design of oil interceptors. This includes car parks larger than 800m<sup>2</sup> in area or comprising 50 or more car parking spaces
- For information, any logos displayed on barriers/canopies would require separate advertisement consent.

(Core Strategy Policy DM1, SP1, CC5, T1, T2 and T3)

### **Applications involving A3/A4/AA uses**

- An Operating Schedule and dispersal procedure for the premises (prevention of crime and disorder, prevention of public nuisance). Details of a strategy for managing smokers, in particular noise from smokers.
- Confirmation that you have discussed the proposals with the Licensing section of the Great Manchester Police and provide any comment that they have made. If this has not taken place you should contact them and advise us of the outcome of your discussions.
- Confirmation if an application for a license has been made or granted and on the basis of what hours of operation has / will that application be made.

(Core Strategy policy DM1; Saved UDP Policy DC26)

### **Applications involving D1 Education facilities**

- Which subjects would be taught here and how would they be taught?
- At what level would subjects be taught?
- How does this fit in with educational provision in Manchester?
- How many students would attend this facility in total? Additionally, how many students would be in each class, how many classes would take place at once and how many students would be in attendance in total at any one time?
- Please provide a management plan detailing how students congregating outside the building would be prevented.
- Please confirm who the educational facility is regulated by and registered with, e.g. is it licensed/recognised by the Home Office or Ofsted?
- Confirmation if any amplified sounds be played.
- Confirmation of when the units will be in operation.
- Photographs of the proposed locations.

(Core Strategy policy SP1 and EC1)

## **Applications involving taxi bases**

- Confirmation that the application is for a radio base only, with no provision for waiting members of the public.
- Confirmation of the number of vehicles that would be controlled by the business, as we need to understand exactly (not approximately) what size of operation you are seeking consent for.
- A management strategy for the vehicles to ensure that they do not wait in the immediate area prior to picking up fares.
- A description of the equipment needed to operate a taxi base. If this includes a transmitting aerial you should provide information that will demonstrate that it will not have an impact on television reception within the area. Scaled elevation drawings will be required if any external alterations are proposed.
- If the proposal is for a 24 hour operation we need to be confident that the premises and use is unlikely to create noise or nuisance within the area, which has residential accommodation as well as commercial activity and confirmation of how this will be achieved is required. Your answers to the above will help us to understand the potential for this and may also result in a need for information and explanation to be submitted.

(Core Strategy policy DM1, CC5 and T1; Saved UDP Policy DC26)

## **Applications involving Substations, Gas Station etc.**

- A risk assessment in relation to the location and operation of the facility.
- Details of who is responsible for monitoring the installation, siting and servicing of the store.
- What involvement if any the HSE have in the design, operation and maintenance of the facility.

(Core Strategy policy DM1, SP1 and CC5)

## **Applications involving Telecommunications Proposals**

- Full written description, clearly setting out what equipment is the subject of the application/notification.
- Evidence of notice(s) served on site owner.
- Evidence of statutory consultations with third parties e.g. Civil Aviation Authority (and responses received if available).
- Statement as to whether equipment will meet ICNIRP guidelines and commentary on cumulative effect if other installations present.
- Evidence of any consultations undertaken with (and responses received from, if available) local third parties e.g. schools, civil societies, residents groups etc.
- Supporting Statement, including:-
  - purpose of proposal in terms of operator's network (including cell maps);
  - other sites/buildings considered, including mast sharing, and reasons for rejection;
  - any technical reasons for particular design or array configuration to be adopted;
  - commentary about likely visual impact and impact upon character of conservation area or listed buildings (if relevant) supported by visual material as appropriate;
  - Commentary about relationship between proposal and nearest sensitive sites (e.g. schools, day nurseries, housing) including material about likely exposure levels and visual impact.
  - Focussed (i.e. not generalised) discussion of relationship between proposal and approved council policies and development plan policies (which should be clearly identified) and relevant national planning guidance.

(Core Strategy policy DM1; Saved UDP Policy DC17)