

## Receipt of File Procedure

| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Completed                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>1. Plans</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Yes/no</b>                    |
| <p>a. Check the description of development accurately reflects the details of the submission. Is the description accurate?</p> <p>Note: One of the key purposes of the description is to ensure that those who have been notified are able to appreciate what is proposed as that may influence whether they decide to look at the detailed plans and comment. Small changes to the description may not require neighbours to be re-notified but changes which include elements of the development not previously captured will likely require new notification letters.</p> | Yes                              |
| b. Is the red line correct?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes                              |
| c. Check whether the certificate of ownership has been completed correctly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Yes                              |
| d. Is the proposal within the boundary of the site?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yes                              |
| e. Does the boundary of the site include access to the development site from a public highway?                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Yes                              |
| f. Check plans are correct and to scale.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes                              |
| g. Are any documents missing?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | No                               |
| h. Is Biodiversity Net Gain required?<br>If so, has an assessment been submitted?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | No                               |
| i. For large scale developments: <ul style="list-style-type: none"> <li>i. Is the scheme EIA development?</li> <li>ii. Is a Screening Opinion required?</li> <li>iii. Does the scheme require referral to the secretary of state?</li> </ul>                                                                                                                                                                                                                                                                                                                                 | N/A                              |
| <b>2 Designations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                  |
| a) Check site designations in uniform                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Primarily Residential Area       |
| b) Check any designations which may affect consultation requirements e.g. flood risk areas/ Conservation Areas, coal risk, etc                                                                                                                                                                                                                                                                                                                                                                                                                                               | No                               |
| <b>3 Neighbours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                  |
| a. Have the correct neighbours been notified? Consider whether additional neighbours should be notified based on the likely impact of the development, the GDPO and the adopted SCI.                                                                                                                                                                                                                                                                                                                                                                                         | Yes                              |
| b. Check if site and press notices are required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Site Notice – open space to rear |
| c. Note: Site and press notices need to specify the reason for the notice and are required for: <ul style="list-style-type: none"> <li>i. Major development;</li> <li>ii. Development which affects the setting of a Listed Building;</li> </ul>                                                                                                                                                                                                                                                                                                                             |                                  |

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| <ul style="list-style-type: none"> <li>iii. Development which affects the character or appearance of a conservation area;</li> <li>iv. Application for Listed Building Consent;</li> <li>v. Where an application is accompanied by an Environmental Statement;</li> <li>vi. Development which does not accord with the provisions of the development plan;</li> <li>vii. Development which would affect a right of way to which the Wildlife and Countryside Act 1981 applies (see s.66) (i.e. "a public path or byway open to all traffic". This includes bridleways and footpaths (other than at the side of a public road)).</li> </ul> |     |
| <p>d. For potentially controversial developments, check with DM Manager whether ward members should be notified.</p> <ul style="list-style-type: none"> <li>i. E.g. Large scale housing</li> <li>ii. Children's Care Homes</li> <li>iii. Mobile Phone masts</li> <li>iv. Casino's /gambling uses</li> <li>v. Hot Food Takeaways</li> <li>vi. Major applications in the Green Belt</li> <li>vii. Any other potentially controversial applications.</li> </ul>                                                                                                                                                                               | No  |
| <b>4 Consultees</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |
| <p>a) Check whether all relevant Consultees have been consulted in uniform.</p> <p>i. Table 2 set out statutory consultee requirements.<br/> <a href="https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees-on-applications">https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees-on-applications</a></p>                                                                                                                                                                                                                                                               | Yes |
| b) For tall structures or large scale solar panels, does Liverpool John Lennon Airport need to be consulted?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | No  |
| c) Check whether site near to Knowsley boundary, if so, does a neighbouring authority need to be consulted?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | No  |
| d) Do Parish / Town Councils need to be consulted?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | No  |
| <b>5 Amendments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |
| For apps excluding majors - are amendments required? When are you going back to the agent for amendments?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | -   |