

Validation List of Planning Applications Requirements

February 2013

Introduction

- 1.1 This document explains the national requirements that will be required for all applications, and sets out the local requirements that the London Legacy Development Corporation (LLDC) Planning Policy and Decisions Team (PPDT) as local planning authority proposes to ask for in some cases.

The validation process

- 1.2 The PPDT will aim to register all valid planning applications within three working days of their receipt. If you do not submit an application in accordance with the requirements set out in this document, your application may be considered not to be valid and will not be registered. If your application is invalid, the PPDT Officer will set out the reasons in writing to you and specify the information required in order to register the application.
- 1.3 If you decide not to provide information required by this published list of national and local list requirements, you should provide written justification with your application.

Pre-application discussions

- 1.4 You are encouraged to discuss your application with a PPDT Officer before making an application. This is particularly important for large and more complex schemes. Not all applications need to be accompanied by all of the supporting documents identified in the PPDT's local list of planning application requirements. Through pre-application discussion PPDT Officers will help to identify which information from the local planning application requirements list is specifically required for your proposed development at the particular site in question. Further information on pre-application discussions with PPDT can be found on the PPDT section of our website.
- 1.5 The PPDT's list of local planning application requirements has been drawn from the national list of most common types of information. There will be cases where additional detail is necessary for a particular application, based upon the proposal or its site context, which is not on PPDT's local list of planning application requirements below (examples of which are set out later in this document). The requirement for this additional information will be established through pre-application discussion and it is strongly recommended that these are provided as part of the application submission (where needed) as this assists in ensuring that the application is considered in an efficient and timely manner.

Formation of this Validation List

- 1.6 This February 2013 version of this document follows on from a draft approved by the LLDC Planning Committee at the 27 November 2012 meeting. The December 2012 draft version was the subject of an eight week consultation period in accordance with the DCLG guidance, with the proposed list issued to the local community (including

applicants and agents) and displayed on the Planning Policy and Decisions section of the Corporation's website. No consultation responses were received. Minor changes have been made to form this February 2013 version.

Review of this Validation List

- 1.7 In line with the Department for Communities and Local Government's *Streamlining information requirements for planning applications consultation, Government response* (December 2012), PPDT will keep this Validation List of Planning Application Requirements under frequent review.

National List of Planning Application Requirements

2.1 The national set of statutory requirements includes, where applicable:

Standard application form

2.2 Electronic version completed and signed. There is a standard application form which is to be completed online and is available via the Planning Portal: www.planningportal.gov.uk

Location plan

2.3 Should:

- Be based upon an up-to-date base map;
- Be at a scale of 1:1250 or 1:2500;
- Outline the application site clearly with a red line and outline in blue any other adjoining land owned by the applicant;
- Show at least two named roads and surrounding buildings;
- Show the direction of North;
- Name/number all properties shown.

Site and other plans,

2.4 Including:

- **Site plan**

Should:

- Be at a scale of 1:500 or 1:200 and accurately show:
 - a. the direction of North;
 - b. the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
 - c. all the buildings, roads and footpaths on land adjoining the site including access arrangements;
 - d. all public rights of way crossing or adjoining the site;
 - e. the position of all trees on the site and those on adjacent land that could influence or be affected by the development;
 - f. the extent and type of any hard surfacing; and
 - g. boundary treatment including walls or fencing where this is proposed.

- **Block plan of the site**

Should:

- Be drawn at a scale of 1:100 or 1:200, showing any site boundaries and show the type and height of boundary treatments (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries. Where development is adjacent to rivers, canals or culverts these should also be shown.

- **Existing and proposed elevations**

Should:

- Be drawn at 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building material(s) and the style(s), material(s) and finish(es) of windows and doors. Blank elevations must also be included if only to show that this is in fact the case.
- Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property.

- **Existing and proposed floor plans**
Should:
 - Be drawn at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

- **Existing and proposed site sections, finished floor and site levels**
Should:
 - Be drawn at a scale of 1:50 or 1:100 and should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels, to include details of foundations and eaves, and how encroachment onto adjoining land is to be avoided.

 - Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site), and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

 - In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of the Design and Access Statement.

- **Roof plans**
 - Drawn at 1:50 or 1:100, details such as the roofing material and locations should be typically specified.

Ownership certificates and notice

- 2.5 An ownership certificate A, B, C or D (as set out on the standard application form) must be completed stating the ownership of the property. A notice to all owners (freeholders and leaseholders with at least seven years of leasehold left unexpired) of the application site must be completed and served in accordance with Article 11 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

Agricultural holdings certificate

- 2.6 This is required whether or not the site includes an agricultural holding, and is part of the standard application form. It is not required with applications for reserved matters, renewal of temporary planning permissions, discharge or variation of conditions, tree preservation orders, conservation area consent, listed building consent, non-material amendment, or express consent to display an advertisement.

- 2.7 **Note** – The Department for Communities and Local Government's *Streamlining information requirements for planning applications consultation Government response* (December 2012) states that DCLG intends to take forward the proposal to merge the standard application form requirements for agricultural land declarations and ownership

certificates. This change will be introduced in due course and amended on the Planning Portal.

Correct fee (where one is necessary)

- 2.8 The Planning Portal provides guidance on how to calculate the relevant fee. The PPDT Officer can also confirm the correct fee category in pre-application discussions.

Design and Access Statement (where relevant)

- 2.9 A Design and Access Statement must accompany applications for both outline and detailed planning permission unless they relate to one of the following development types summarised below (as set out in full in Town and Country Planning (Development Management Procedure) (England) Order 2010 Article 8(1)):

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments - however, statements are required for householder applications where any part of a dwellinghouse or its curtilage falls within a 'designated area', which includes conservation areas;
- Permission to develop land without compliance with conditions previously attached, made pursuant to section 73 of the Town and Country Planning Act 1990;
- The alteration of an existing building which will not increase the size of the building – unless within a 'designated area';
- An extension of a non-residential building that will create less than 100 square metres of new floor space – unless within a 'designated area';
- The erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure which does not exceed the greater of a height of 2 metres above ground or the existing height - unless within a 'designated area';
- The erection, alteration or replacement of plant or machinery which as a result of the development will not exceed a height of 15 metres or its former height – unless within a 'designated area'; or
- The erection of a building on operational land which does not exceed a volume of 100 cubic metres, and the greater of a height of 15 metres or its former height – unless within a 'designated area'.

- 2.10 A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development in relation to layout, scale, landscaping, appearance and amount of development and how issues relating to access to the development have been dealt with. The applicant should also demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account in relation to its proposed use.

- 2.11 For further information on what a Design and Access Statement should address, the applicant should refer to:

- the Town and Country Planning (Development Management Procedure) (England) Order 2010;
<http://www.legislation.gov.uk/ukxi/2010/2184/contents/made>
- the Government's "*Guidance on information requirements and validation*" (2010);

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1505220.pdf>

- and also the CABA guidance document; “*Design and Access Statements: How to write, read and use them*” (2006) <http://www.cabe.org.uk/AssetLibrary/8073.pdf>

2.12 Circular 01/2006 sets out the requirements for an outline application;

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/144854.pdf>

2.13 Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building’s setting.

2.14 The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990:

<http://www.legislation.gov.uk/ukxi/2006/1063/regulation/3/made>

2.15 **Note** – The Department for Communities and Local Government’s *Streamlining information requirements for planning applications consultation Government response* (December 2012) states that DCLG intends to review opportunities to simplify Design and Access Statement requirements for outline applications, so the national requirements may change.

Outline planning permission applications

2.16 In addition to the review of the Design and Access requirements for outline planning applications, the Department for Communities and Local Government’s *Streamlining information requirements for planning applications consultation Government response* (December 2012) states that DCLG intends to take forward the proposals to remove the requirements for outline applications (where layout is reserved) to include information regarding the approximate location of buildings, routes and open spaces, and (where scale is reserved) the upper and lower limit for the height, width and length of each building to be indicated.

2.17 Any changes to the national requirements for an outline planning application will be introduced by DCLG in due course, however the local validation requirements for each outline application will be considered by PPDT on a case by case basis.

Number of copies

2.18 The guidance from DCLG states that where a paper copy of the application is submitted, the original plus three copies must be provided to the LPA (i.e. a total of four copies), unless the LPA indicates a less number is required, which is the case with the PPDT. A total of two hard copies of an application and one “soft” copy (i.e. an electronic copy on CD or via the Planning Portal) is considered to be sufficient by PPDT: please refer to the “Number of copies of the application documents” on page 20 below regarding electronic copies. Additional copies may be required as set out in the PPDT’s Local List of Planning Application Requirements, and should be agreed in advance of submission as part of the pre-application discussion.

Local List of Planning Application Requirements

- 3.1 Different types and scales of applications will require different levels of supporting documentation. In addition to the national planning application requirements set out in the previous section, the following information may be required by the LLDC Planning Policy and Decisions Team (“PPDT”) as Local Planning Authority (“LPA”) when validating a planning application. The LLDC PPDT’s list of local planning application requirements has been drawn from the national list of most common types of information.
- 3.2 In this local list PPDT has identified the drivers for each of the items on the list – statutory requirements, national, regional or local plan policies, or published guidance that explains how adopted policy should be implemented. The local plan policies are those adopted by the London Boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest until PPDT adopts its own Local Plan. The National Planning Policy Framework (“NPPF”) encourages the local list to be proportionate to the nature and scale of development proposals, and to recognise the cost burden on the applicant of providing additional information.
- 3.3 In addition to the NPPF, the DCLG publication “*Guidance on information requirements and validation*” (March 2010) has also been considered in the formation of this local list. This DCLG guidance sets out five principles to guide the preparation and review of local lists:-
- Necessity – all local list requirements should be based on statutory requirements, national, regional or adopted local policy, or on published guidance which explains how adopted policy should be implemented. The statutory requirements are a national requirement and need not be repeated in the local list.
 - Precision – It should be clear what types of development require the provision of particular supporting information. Where appropriate, the LPA should also identify specific areas where the information requirement arises.
 - Proportionality – The information required is likely to be dependent on the nature and scale of the proposal and sensitivity of its location. Where possible, the LPA should identify size thresholds below which certain information is not required or where only limited information is required.
 - Fitness for purpose – It should be clear what information is required to satisfy the requirement, with a strong emphasis on a proportionate approach and succinct documents.
 - Assistance – for each element of the list it should be clear where further information or answers to queries can be obtained.
- 3.4 The PPDT has considered these five principles in the preparation of this local list, and will consider them in applying the list when validating applications. In order to demonstrate how PPDT has taken the principle of “necessity” into account in prescribing each document contained on PPDT’s Local List, the policy source of the requirement for the document, for example the NPPF, London Plan and Government circulars is given in the Local List. Taking into account the principle of “assistance”, links to guidance documents to aid the applicant in fulfilling the requirements of the Local List, and providing a source of further information has been provided where available.
- 3.5 The summary chart on page 21 of this validation list is intended as an indicative guide as to the information that will be required for each type of development. However, PPDT requests applicants to note that as the necessary information will vary, depending upon the particular proposal and application site, there will need to be an element of flexibility and proportionality in terms of applying PPDT’s Local List to each

application. The applicant is encouraged to engage in pre-application discussion with PPDT Officers to discuss the necessary information. Further information on pre-application discussions with PPDT can be found at this link;
<http://www.londonlegacy.co.uk/planning-policy-and-decisions/development-management/>

- 3.6 The PPDT Officers will ensure the information required for each application is proportionate to the type and scale of development proposed at each site, and will encourage the applicant to submit succinct documents.
- 3.7 The PPDT Local List of Planning Application Requirements includes, where applicable and relevant to the proposal:

Affordable Housing Statement

- 3.8 Development plan policies in the London Plan (policies 3.8, 3.11, 3.12 and 3.13), and four borough Core Strategies (policies 20 of the London Borough of Hackney Core Strategy, H2 of the London Borough of Newham Core Strategy, SP02 of the London Borough of Tower Hamlets Core Strategy, CS2 of the London Borough of Waltham Forest Core Strategy), require the provision of affordable housing in new residential developments of 10 dwellings or more or where the site has capacity to provide 10 or more homes. Where the proposed development meets this threshold, the PPDT will require information concerning both the affordable housing and any market housing, including, for example: the numbers of residential units; the mix of units with numbers of habitable rooms and/or bedrooms; or the floor space of habitable areas of residential units; plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Providers acting as partners in the development. Such a statement is usually required for any detailed or outline planning application containing 10 or more residential units, or where the site has capacity to provide 10 or more homes.

- 3.9 If the level of affordable housing being proposed is less than that expected by the London Plan (or the relevant borough's Core Strategy as set out above, or the PPDT's Local Plan), a full open book financial appraisal should be provided with the application. Further information on financial appraisal can be found on the GLA's website at:

<http://www.london.gov.uk/who-runs-london/mayor/publications/planning/affordable-housing-development-control-toolkit>

Biodiversity Survey and Report

- 3.10 The LPA has a duty to consider the conservation of biodiversity when determining a planning application, and policies within the NPPF (in section 11), London Plan (policy 7.19), the London Borough of Hackney Core Strategy (policy 27), the London Borough of Newham Core Strategy (policy SC4), the London Borough of Tower Hamlets Core Strategy (policy SP04) and the London Borough of Waltham Forest Core Strategy (policy CS5) support this. Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. There is no minimum development size for the requirement of a biodiversity survey, but is dependent on the characteristics of each specific site and the proposal. Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act

1992. This information might form part of an Environmental Statement, where one is necessary.

- 3.11 Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.
- 3.12 Government planning policies for biodiversity are set out in the NPPF (at section 11 in particular) as well as a Government Circular: “*Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system*” (ODPM Circular 06/2005, Defra Circular 01/2005). Where a proposed development is likely to affect protected species, the applicant must submit a Protected Species Survey and Assessment to inform the Biodiversity Survey and Report. The survey should be undertaken and prepared by competent persons with suitable qualifications and experience and must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. The survey may be informed by the results of a search for ecological data from a local environmental records centre. The survey must be to an appropriate level of scope and detail and must record which species are present and identify their numbers and map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).
- 3.13 The assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey (these should include both direct and indirect effects both during construction and afterwards). Where harm is likely, evidence must be submitted to show: how alternatives designs or locations have been considered; how adverse effects will be avoided wherever possible; how unavoidable impacts will be mitigated or reduced; and how impacts that cannot be avoided or mitigated will be compensated. In addition, proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species. The assessment should also give an indication of how species numbers are likely to change, if at all, after development e.g. whether there will be a net loss or gain.
- 3.14 Further information on appropriate survey methods can be found in “*Guidance on Survey Methodology*” published by the Institute of Ecology and Environmental Management. Further background information on the London-wide biodiversity considerations can be found within “*The Mayor’s Biodiversity Strategy – connecting with nature*” on the GLA’s website;
http://legacy.london.gov.uk/mayor/strategies/biodiversity/biodiversity_strategy.jsp
and the “*Improving Londoners’ Access to Nature*” at;
http://legacy.london.gov.uk/mayor/strategies/sds/related_pubs.jsp
[Community Infrastructure Levy - additional information requirement form](#)
- 3.15 The NPPF, at paragraph 175, states that the Community Infrastructure Levy should support and incentivise new development, particularly by placing control over a meaningful proportion of the funds raised with the neighbourhoods where development takes place.
- 3.16 A planning application for any new building (a new building or an extension) of over 100sqm of gross internal floor space, or the creation of a dwelling, must be accompanied by a “*Community Infrastructure Levy (CIL) – Determining whether a development may be CIL liable, planning application additional information requirement form*” available from the Planning Portal. Development at or the change of use of property that has been vacant for more than 6 months of the previous 12 months may

also be liable for CIL and the form should be submitted to accompany such an application. The relevant CIL for the LLDC Local Planning Authority area is the Mayor of London's Crossrail CIL. PPDT is preparing its own CIL charging schedule and applicants are advised to check with PPDT to confirm any requirements in addition to the Mayoral CIL.

3.17 Further information, guidance and the relevant form can be found at the Planning Portal;

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil>

3.18 Further information on the Mayoral CIL can be found on the GLA's website;

<http://www.london.gov.uk/publication/mayoral-community-infrastructure-levy>

Daylight/Sunlight Assessment

3.19 One of the core planning principles set by the NPPF is to seek to secure a good standard of amenity for all existing and future occupants of land and buildings. Policies SP10 of the London Borough of Tower Hamlets Core Strategy and CS15 of the London Borough of Waltham Forest Core Strategy seek to ensure development protects the amenity of adjoining properties, including preventing access to daylight and sunlight. In circumstances where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties, building(s) or watercourses, including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in the BRE guidelines on daylight assessments; "*Site layout planning for daylight and sunlight: a guide to good practice*" (BRE Report 209, 1991). Note: The grant of planning permission would not confer immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.

Energy Statement

3.20 All major planning applications (for either detailed or outline planning permission) should include an Energy Statement, as required by policy 5.2 of the London Plan. The statement should show the predicted energy demand of the proposed development, and how the development would meet current energy efficiency standards. The statement should describe the measures proposed to maximise the development's energy efficiency and reduce carbon emissions – including orientation, passive solar gain, and choice of energy supply, use of renewable energy, choice of ventilation and heating systems, control systems and choice of materials. Reference should be made to the energy hierarchy set out in the London Plan (at policy 5.2). A feasibility assessment of providing energy requirements on-site from renewable energy sources will be required, as well as the feasibility of combined heat and power systems either through connection to an existing network or a new system.

3.21 Guidance on how to prepare an energy assessment is outlined in Appendix D of the Mayor of London's supplementary planning guidance on Sustainable Design and Construction which can be found here;

http://www.london.gov.uk/thelondonplan/guides/spg/spg_04.jsp

Environmental Statement

3.22 The Town and Country Planning (Environmental Impact Assessment) Regulations (2011) set out the circumstances in which an Environmental Impact Assessment ("EIA") is required. EIA may obviate the need for other more specific assessments.

3.23 Where an EIA is required, Schedule 4 to the Regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the LPA decides

whether to grant planning consent. It is recommended that developers request a “screening opinion” (i.e. to determine whether EIA is required) from the LLDC as Local Planning Authority, and a subsequent “scoping opinion” (i.e. to agree the topics to be assessed in the Environmental Statement) before submitting a planning application especially major development in either detailed or outline form. In cases, where a full EIA is not required, specific relevant environmental information may still be required.

Flood Risk Assessment

- 3.24 The NPPF (at paragraph 100) and London Plan policy 5.12 state that LPAs should avoid inappropriate development in areas at risk of flooding by directing development away from areas at highest risk, but where development is necessary, making it safe without increasing flood risk elsewhere and determine planning applications informed by a site-specific Flood Risk Assessment. This is also required by policy 31 of the London Borough of Hackney Core Strategy, policy SC3 of the London Borough of Newham Core Strategy, policy SP04 of the London Borough of Tower Hamlets Core Strategy and policy CS4 of the London Borough of Waltham Forest Core Strategy.
- 3.25 A Flood Risk Assessment ("FRA") will be required for development proposals of 1 hectare or greater in Flood Zone 1, and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the LPA by the Environment Agency.
- 3.26 The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems and address the requirement for safe access to and from the development in areas at risk of flooding. Details of safe access are particularly required in Hackney Wick as set out by policies 11 and 12 of the London Borough of Hackney's Hackney Wick Area Action Plan.
- 3.27 The FRA should be prepared by an applicant in consultation with the LPA with reference to their published local development documents (the Core Strategies, Development Management DPDs, Area Action Plans and UDPs for the London Boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest) and the relevant borough's Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.
- 3.28 DCLG's "*Technical Guidance to the National Planning Policy Framework*" (March 2012) provides further guidance in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

Heritage Statement

- 3.29 The NPPF at section 12 recognises that in determining applications, the LPA should require the applicant to describe the significance of any heritage assets affected, including any contribution made by their setting, and suggests that as a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. London Plan policies 7.8 and 7.9 support the assessment of the significance of heritage assets in planning applications. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, the NPPF states that the LPA should require developers to submit an appropriate desk-based assessment

and, where necessary, a field evaluation. Therefore there is no minimum threshold of development for when a Heritage Statement will be required; the scope and degree of detail necessary in a Heritage Statement will also vary according to particular circumstances of each application. Applicants are advised to discuss proposals with a PPDT Officer before any application is made.

- 3.30 All applications for Listed Building Consent should be accompanied by a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works, and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings. A structural survey may be required in support of an application for Listed Building Consent.
- 3.31 For applications for Conservation Area Consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of, and justification for, the proposed demolition, and its impact on the special character of the area, may be required.
- 3.32 For all applications either related to or impacting on the setting of heritage assets, a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.
- 3.33 For all applications within or adjacent to a Conservation Area, an assessment of the impact of the development on the character and appearance of the area may be required, and can be included as part of the Design and Access Statement.
- 3.34 For all applications involving the disturbance of ground within an Area of Archaeological Priority, as defined in the London Borough of Hackney Core Strategy, London Borough of Newham UDP, London Borough of Tower Hamlets UDP and London Borough of Waltham Forest Core Strategy, or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.

Land Contamination Assessment

- 3.35 The NPPF states that where a site is affected by contamination or land stability issues, responsibility for securing a safe development rests with the developer and/or landowner. The LPA should ensure that after remediation, as a minimum, land should not be capable of being determined as contaminated land under Part IIA of the Environmental Protection Act 1990; and that adequate site investigation information, prepared by a competent person, is presented. Policy 5.21 of the London Plan seeks appropriate measures to be taken to ensure development on previously contaminated land does not activate or spread contamination. Policies EQ43 of the London Borough of Hackney UDP, EQ49 of the London Borough of Newham UDP, DEV 51 of the London Borough of Tower Hamlets UDP, and CS13 of the London Borough of Waltham Forest Core Strategy similarly require the remediation of contaminated land.
- 3.36 A planning application may need to be accompanied by a land contamination assessment, which should include an assessment of contamination. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risk it may pose and whether these can be

satisfactorily reduced to an acceptable level. Where contamination is known or suspected, or the proposed use would be particularly vulnerable, the applicant should provide sufficient information with the application to determine whether the proposed development can proceed. Planning applications on sites previously used for general and light industrial purposes (Class B1(c) and B2), and sites known to be contaminated will require a land contamination assessment.

Landscaping Details

- 3.37 The proposed landscaping must be included as part of the Design and Access Statement (which is required with most planning applications), which should consider how the landscaping can enhance the building(s) and surrounding area. The NPPF states that planning decisions should aim to ensure that developments are visually attractive as a result of good architecture and appropriate landscaping, and this is repeated in the London Plan policies 7.4 and 7.5, policies CS24 of the London Borough of Hackney Core Strategy, SP3 of the London Borough of Newham Core Strategy, EQ14 and EQ15 of the London Borough of Newham UDP, SP04 of the London Borough of Tower Hamlets Core Strategy, DEV12 of London Borough of Tower Hamlets UDP, and CS5 and CS15 of the London Borough of Waltham Forest Core Strategy. In addition to the Design and Access Statement, planning applications, especially major developments, should be accompanied by further landscaping details (site survey, a plan showing the location of existing and proposed shrubs and trees indicating which are to be retained and which are to be removed, the landscape design proposals, planting plan, hard landscaping details, details of how retained vegetation would be protected during construction) and include proposals for long term maintenance and landscape management. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development (see Tree survey requirements in the section below).

Lighting Assessment

- 3.38 The NPPF states that planning policies and decisions should limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation. There is no threshold over which a lighting assessment is required with a planning application as it depends upon the development proposed. Proposals where external lighting would be provided or made necessary by the development, should be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan showing the number, location and beam orientation of the lighting, the proposed lux levels, resulting light spill and a schedule of the equipment in the design. "*Lighting in the countryside: Towards good practice*" (ODPM, 1997) provides guidance and demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in urban areas as well as the countryside.

Noise Assessment

- 3.39 The NPPF states that planning policies and decisions should avoid noise giving rise to significant adverse impacts on health and quality of life as a result of new development. London Plan policy 7.15, London Borough of Hackney UDP policy EQ40, London Borough of Newham UDP policy EQ49, London Borough of Tower Hamlets Core Strategy policy SP10 and London Borough of Waltham Forest Core Strategy policy CS13 similarly seek to reduce the adverse impact of noise from development. Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise, should be supported by a noise impact assessment prepared by a suitably qualified professional, and detail the mitigation measures intended. As the requirement for a noise assessment will depend upon the type of development being proposed, there is no minimum threshold for when a noise assessment is needed with a planning application.

- 3.40 Further guidance is provided in;
- the “*Explanatory Note to the Noise Policy Statement for England*” (Department for the Environment, Food and Rural Affairs, 2006):
<http://archive.defra.gov.uk/environment/quality/noise/neighbour/documents/envnoiseia2006.pdf>
 - The Noise Action Plan for the London Agglomeration (March 2010);
<http://archive.defra.gov.uk/environment/quality/noise/environment/documents/actionplan/noiseaction-agglom-london.pdf>
 - The GLA’s Mayor’s Ambient Noise Strategy;
<http://static.london.gov.uk/mayor/strategies/noise/>
- 3.41 Proposals for development close to sources of vibration, such as railways and industrial premises with heavy plant, and applications for uses which are likely to cause vibration, may need to include a report of the implications of such vibration on buildings and what measures are to be introduced to ensure the structural integrity of the buildings affected will not be damaged. Such a report would normally be expected to accompany, and be compiled in conjunction with, a noise impact assessment.

Open Space Assessment

- 3.42 The NPPF states that existing open space, sports and recreational buildings and land, including playing fields should not be built on unless an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements. London Plan policies 7.17 and 7.18, London Borough of Hackney Core Strategy policy 26, London Borough of Newham Core Strategy policy INF6, London Borough of Tower Hamlets policy SP04 and London Borough of Waltham Forest Core Strategy policy CS5 protect existing Metropolitan Open Land and local open space. For planning applications for development within open spaces (either in detailed or outline form), proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning permission is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a LPA, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the application (detailed or outline permission application).

Parking Provision

- 3.43 The London Plan at policies 6.3 sets the maximum car and cycle parking standards for different uses, and individual boroughs may set their own standards through their Development Management DPDs. Applications may be required to provide details of existing and proposed parking provision (car, motorcycle and cycle parking) where any change to the existing parking provision is proposed as part of a planning application. These details should be shown on a site layout plan. A Transport Assessment and Travel Plan may also be required (see sections below).

Photographs and Photomontages

- 3.44 Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a Conservation Area or a listed building, and are useful background information for all forms of application. Photographs are generally useful with all types of application by showing the context of the site; they can be incorporated in the Design and Access Statement where one is needed. Photomontages can show how large developments can be satisfactorily integrated within the street scene, and should be provided with major planning applications.

Planning Obligations – draft Heads of Terms

- 3.45 Planning obligations (or “Section 106 agreements”) are private agreements negotiated between the LPA and persons with an interest in a piece of land (or “developers”), which the NPPF states should be used in order to make development acceptable and where it is not possible for a planning condition to be used. In accordance with the London Plan policy 8.2, the LLDC will require a statement of the proposed Heads of Terms to be submitted with all major planning applications.

Planning Statement

- 3.46 A planning statement should accompany major planning applications to identify the context and need for a proposed development and provide an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultation undertaken with the LPA, the wider community and statutory consultees undertaken prior to submission. A separate Statement of Participation is required for major schemes (see below).

Retail Impact Assessment

- 3.47 The NPPF states LPAs should apply a sequential test to planning applications for town centre uses that are not in an existing centre and are not in accordance with an up-to-date Local Plan. It also states that when assessing applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan, LPAs should require an impact assessment if the development is over a proportionate, locally set floorspace threshold (which within the London Borough of Newham is 300sqm as set by policy INF5 of the Core Strategy, and elsewhere where there is no locally set threshold, the default threshold is 2,500sqm as set by the NPPF). This should include assessment of:

- 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
- the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.

- 3.48 The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

Site Waste Management Plan

- 3.49 Planning Policy Statement 10 (PPS10) states that proposed new major developments should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004 “*Site Waste Management Plans: guidance for construction contractors and clients*” which can be viewed on this link; <http://www.constructingexcellence.org.uk/pdf/document/sitewastemanagement.pdf>

- 3.50 A site waste management plan should be included with all major planning applications. It is intended to encourage the identification of the volume and type of materials to be demolished and/or excavated, opportunities for reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed, including its transportation by sustainable modes, including by water and rail where appropriate and feasible. The site waste management strategy should analyse the emission of any pollutants due to the production of waste on or off site and set out the methods to be employed to deal with waste including its reduction, recycling, sorting, separate storage and sustainable disposal. A separate site waste management plan may be needed for the construction phase of the development, especially for major developments, and consideration of the using rail and water to deliver goods and remove waste should be demonstrated.

- 3.51 Further guidance on waste management is included in Planning Policy Statement 10 Planning for Sustainable Waste Management (July 2005) <http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement10>, Planning for Sustainable Waste Management: A Companion Guide to Planning Policy Statement 10 (June 2006), and the Mayor of London's Waste Strategy (2011).

Statement of Convergence

- 3.52 All planning applications that propose more than 100 residential units or 1,000 sq.m of new floorspace or uses in the Olympic Legacy Supplementary Planning Guidance (OLSPG) area should demonstrate how they will help close the deprivation gap between the Olympic host boroughs and the rest of London by including a statement setting out how they will help achieve the convergence outcomes set out in Appendix 1 of the OLSPG which can be viewed at this link; http://www.london.gov.uk/sites/default/files/planning_decisions/OLSPG%20Section%201.pdf

Statement of Participation

- 3.53 One of the core land-use planning principles set by the NPPF is that planning should empower local communities to shape their surroundings, and policy 3.1 of the London Plan encourages engagement with local groups and communities. All major planning applications should be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation, as set out in the relevant borough's Statement of Community Involvement and the PPDT's Statement of Community Involvement. The statement should demonstrate how the views of the local community have been sought and taken into account in the formulation of the development proposals.

Structural Survey

- 3.54 A structural survey may be required in support of an application if the proposal involves substantial demolition, especially within a Conservation Area or of a listed building.

Sustainability Statement

- 3.55 Major schemes should provide a sustainability statement outlining the elements of the scheme that address sustainable development issues, including the environmental, social and economic implications, as required by policy 5.3 of the London Plan. The sustainability statement may include;
- Building design: choice and source of materials, energy and water consumption, carbon emissions, minimisation, and recycling, and features to ameliorate anticipated future global temperature rises. The applicant shall have due regard to guidance from the Building Research Establishment (www.bre.co.uk). The applicant should confirm which level of the Government's Code for Sustainable Homes (with reference to the Mayor of London's London Housing Design Guide) is being targeted for residential development, or which rating of the BREEAM assessment is being targeted for a non-residential development, and provide the preliminary assessment if available.
 - Resource use: use of sustainable natural and semi-natural resources should be considered (including potable water use, and the feasibility of including a non-potable water supply), along with a material use and purchasing strategy (demonstrating green procurement) to cover sustainable construction management activities.
 - Green space: incorporating wildlife corridors, green roofs and green walls, as encouraged by London Plan policies 5.10 and 5.11, and the Mayor's supplementary guidance on Sustainable Design and Construction.

Telecommunications Development

3.56 The NPPF states that planning applications for telecommunications development (e.g. mast and antenna development, and including applications for prior approval under Part 24 of the General Permitted Development Order) should be supported by the necessary evidence to justify the proposed development. Such evidence should include the area of search, details of any consultation undertaken (with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site), details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation (whether an addition to an existing mast or base station, or a new mast or base station) has been designed to be, when operational, in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development (2002).

Transport Assessment

3.57 The NPPF advises that all proposed developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment, and this is supported by policy 6.3 of the London Plan. The coverage and detail of a Transport Assessment (TA) should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance can be found in “*Guidance on Transport Assessment*”, published by the Department for Transport (March 2007), and Transport for London’s “*Transport assessment best practice: guidance document*” (April 2010).

Travel Plan

3.58 A travel plan should be submitted alongside planning applications that are likely to have significant transport implications, and with all major planning applications. The London Plan (at policy 6.3) and TfL Travel Plan guidance “*Travel planning for new development in London*” at table 3.1 set thresholds for when a travel plan is required for a proposed development. This is usually any development that would employ more than 20 staff, or includes 50 or more residential units, or is a school. A travel plan should outline the way in which the transport implications of the development are going to be managed and in particular, car use reduced. The plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan (e.g. a steering group) and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

3.59 Further advice is available in:

- “*Travel planning for new development in London*” (Transport for London, 2011) <http://www.lscp.org.uk/newwaytoplan/resources/file/Travel%20planning%20for%20new%20development%20in%20London.pdf>
- The Department for Transport’s “*Good Practice Guidelines: Delivering Travel Plans through the Planning Process*” (2009), “*Making residential travel plans work; guidelines for new development*” (2005) and “*Using the planning process to secure travel plans: best practice guidance for local authorities, developers and occupiers*” (2002).

Tree Survey/Arboricultural Assessment

- 3.60 Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained/removed and on the means of protecting these trees during construction works. This is supported by policy 7.21 of the London Plan, policy EQ31 of the London Borough of Hackney UDP, policies EQ13, EQ14 and EQ15 of the London Borough of Newham UDP, policies DEV14 and DEV15 of the London Borough of Tower Hamlets UDP, and policy CS5 of the London Borough of Waltham Forest Core Strategy. The information should be prepared by a suitably qualified arboriculturist. All types of application may therefore need to provide this information depending on the site and its context. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the latest BS5837 "*Trees in relation to construction – Recommendations*" (currently the 2012 publication). Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

Ventilation/Extraction Statement

- 3.61 The NPPF states that planning policies and decisions should avoid noise giving rise to significant adverse impacts on health and quality of life as a result of new development, and mitigate and reduce to a minimum the adverse impacts. London Plan policy 7.15, London Borough of Hackney UDP policy EQ40, London Borough of Newham UDP policy EQ49, London Borough of Tower Hamlets Core Strategy policy SP10 and London Borough of Waltham Forest Core Strategy policy CS13 similarly seek to reduce the adverse impact of noise from development. All types of planning applications (except for householder proposals) may need to provide a ventilation/extraction statement if ventilation equipment is included within the proposal. Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (Drinking establishments - use as a public house, wine-bar or other drinking establishment) and A5 (Hot food takeaways - use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial). The details should include the external appearance, and the technical specification should include:
- A schematic of the proposed ducting showing the location of all components (fan, filters, silencers, etc)
 - The noise levels generated by the fan in decibels (dB) at the specified distance (i.e. 1.0m, 3.0m)
 - Details of the means of mounting the ducting to the structure including details of all anti-vibration measures proposed.
- 3.62 This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

Further supporting information

- 3.63 There will be cases where additional detail is necessary for a particular application, based upon the proposal or its site context, which is not on the PPDT's Local List of Planning Application Requirements. The requirement for this additional information will be established through pre-application discussion with the PPDT Officer and it is strongly recommended that these are provided as part of the application submission as

this assists in ensuring that the application is considered in an efficient and timely manner. Examples of these types of information include (but are not limited to):

- Air quality assessment; where the development is proposed inside, or adjacent to an air quality management area (“AQMA”, see London Plan policy 7.14), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with elements of a local authority’s air quality action plan, 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. Such projects may include infrastructure proposals, highway schemes, waste incinerators. Further information on air quality in London is contained in the Mayor’s Air Quality Strategy which is available from the GLA’s website at;
<http://www.london.gov.uk/publication/mayors-air-quality-strategy>
- Amenity/play space assessment; major applications for residential development must demonstrate how the policy requirements in the London Plan (at policies 2.18, 3.6, 3.19 and 5.11), and/or relevant borough Core Strategy (such as policies INF6 of the London Borough of Newham Core Strategy, 26 of the London Borough of Hackney Core Strategy, SP04 London Borough of Tower Hamlets Core Strategy and CS5 of the London Borough of Waltham Forest), Development Management Documents, and retained UDPs (including OS5 of the London Borough of Hackney UDP and SO9 and OS13 of the London Borough of Tower Hamlets UDP) for amenity land and playspace have been met on site, or where an off-site contribution is proposed to enhance off-site provision, the justification for this and the extent to which the needs of the development would be properly met must be provided.
- Aviation safeguarding/impact assessment; all drawings which accompany an application for a tall building will need to show the development with above Ordnance Datum (AOD) levels and heights on an OS base map with relevant eight figure coordinates for the application site, the detailed elevation plans, details of the landscaping proposed and details of the external lighting proposed, for the purposes of consulting London City and other relevant airports, the Civil Aviation Authority and other relevant consultees.
- Code of Construction Practice; policy 5.3 of the London Plan requires major developments to meet the standards outlined in the Mayor’s supplementary planning guidance on Sustainable Design and Construction which includes key principles and standards that are applicable to the construction phase of new development. A Code of Construction Practice should be provided with all major applications, and detail how the developer intends to control and reduce dust and emissions from the construction site. Information on the hours of operation, dust control measures from site haul routes, stockpiles, crushing, grinding operations, vehicle emission control, and a schedule of all plant, non-road and road mobile vehicles. Due consideration needs to be given to construction materials and best practice environmental standards.
- Secured by Design Statement; this should be included in all major applications to show how community safety and crime prevention has been considered in the design of the proposal (as required by London Plan policy 7.3, policy 24 of the London Borough of Hackney Core Strategy, policy SP3 of the London Borough of Newham Core Strategy, policy SO20 of the London Borough of Tower Hamlets Core Strategy and policy CS15 of the London Borough of Waltham Forest Core Strategy), with particular reference to the principles and practices of the Secured by Design award scheme. The level of detail required

will depend on the scale and complexity of the application. It may be appropriate to include this within the Design and Access Statement.

- Equalities Impact Assessment; policy 3.1 of the London Plan encourages equal life chances for all Londoners, and the protection and enhancement of facilities and services that meet the needs of particular groups and communities. An Equalities Impact Assessment is the thorough and systematic analysis of a proposed development to determine what effect, or likely effect, it will have on different groups in the community. The assessment can anticipate and identify the equality consequences of a proposal and ensure that as far as possible any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures. Equalities Impact Assessments are intended to encourage a more proactive approach to the promotion of equality, identify any adverse equalities impact and detail actions to reduce this impact and detail positive equalities impacts. It is likely to only be required for large major development proposals.
- Foul sewage and utilities assessment; policy 5.14 of the London Plan requires development to ensure that adequate wastewater infrastructure capacity is available. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include an assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory.

Information on how the development would connect to existing utility infrastructure systems may also be required. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. The application should demonstrate:

- (a) that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;
 - (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
 - (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
 - (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.
- Inclusive access statement; London Plan policy 7.2 requires all development to achieve the highest standards of accessible and inclusive design. Where a planning application is to be submitted and a Design and Access Statement is not required (for example a proposed change of use), an inclusive access statement should be included demonstrating how the development has been designed to ensure equal and convenient access to buildings, parking provision, public realm and the public transport network, and how changes in level are negotiated, and how the development can be accessed for emergency services where relevant. The LLDC Inclusive Design Standards document is applicable to all development projects within the LLDC administrative boundary. Download it at:

<http://www.londonlegacy.co.uk/media/LLDC-Inclusive-Design-Strategy-March-2013.pdf>

- Micro-climate assessment (including wind tunnel test results); where a tall building is proposed, a wind study of the impact the building will have on surrounding wind conditions may be required in addition to a micro-climate assessment, as required by London Plan policy 7.7. This should be prepared by a suitably qualified wind engineer indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development. If a tall building is proposed on the waterside, the wind study should consider the impact on navigation.
- Refuse disposal details – London Plan policy 5.17, London Borough of Hackney Core Strategy policy 32, London Borough of Newham Core Strategy policy INF3, London Borough of Tower Hamlets Core Strategy policy SP05, and London Borough of Waltham Forest Core Strategy policy CS6 require suitable waste and recycling storage in all new developments. On minor developments, the plans should clearly show the means by which refuse will be stored and include details of how waste will be disposed of.
- Surface water drainage proposals (including SUDS); London Plan policies 5.13 and 5.14 require development to utilise sustainable urban drainage systems unless there are practical reasons for not doing so, and require development to take account of wastewater infrastructure capacity. If an application proposes to connect a development to the existing surface water drainage system and/or foul water drainage system then details of the existing system should be shown on the application drawing(s). If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification.
- TV and radio reception impact assessment; the NPPF (at paragraph 44) requires the LPA to consider the possibility of the construction of new buildings and other structures interfering with broadcast services. Policy 7.7 of the London Plan states that tall buildings should not cause telecommunications interference, and policy EMP17 of the London Borough of Newham UDP requires an evaluation of a proposals impact on the reception of TV signals, and implementation of measures to prevent such interference. For major development including a tall building an impact assessment will be required to demonstrate the predicted impact on TV and radio reception in the surrounding area. Digital and satellite TV and radio reception should be considered. Pre-construction and post-construction surveys are likely to be required by conditions on any approval.
- Visuals, perspective views and model; for major development, visuals and perspectives of the proposal in its context should be provided, using an eye level datum. The use of 3D computer models using verified views and/or unmeasured artist's impressions should be discussed with the PPDT Officer. For very large major developments, a scale model of the proposal in its context may be requested.
- Waterway wall assessment; policy SC3 of the London Borough of Newham Core Strategy expects development to improve the borough's flood resistance by supporting infrastructure improvements, policy 31 of the London Borough of Hackney expects existing flood defences to be protected and policy SP04 of the London Borough of Tower Hamlets Core Strategy seeks to improve the standard, lifetime and access to existing flood defences. For a waterside site the waterway wall may have an important function in preventing water leakage and may contain valuable heritage features. A survey will be required of the

condition of the wall and a report submitted providing a schedule and method statement for any repair or maintenance proposed. Further guidance on the content of the survey and the requirements of any works can be obtained from the Canal and River Trust at enquiries.london@canalrivertrust.org.uk

Number of copies of the application documents

- 3.64 The application will only be valid if both two hard copies (i.e. printed versions) and one soft copy (i.e. a copy of all of the application documents provided on CD) are provided to the PPDT.
- 3.65 However, PPDT requests that applicants discuss the number of hard and soft copies required with a PPDT Officer in advance of submission. This is particularly necessary with major applications, where the number of copies required to be provided by the applicant is likely to increase.
- 3.66 All applications must include a soft version (via the Planning Portal or a separate and clearly labelled CD) where none of the documents or drawings exceeds 5MB in size to allow the application to be uploaded onto the LLDC public register website.
- 3.67 If any confidential information (i.e. not for public view) is to be provided with the application, these documents should be saved in a folder marked as such on a separate CD for the PPDT.

PPDT Local List of Planning Application Requirements – summary checklist

Application Types →	Householder application	Planning Permission - major	Planning Permission - minor	Planning Permission - other	Outline Planning Permission	Conservation Area Consent	Listed Building Consent	Advertisement Consent	Prior Notification (Telecoms)	Prior notification (demolition)	Approval of Reserved Matters	Removal / Variation of condition	Approval of Details / Conditions	Tree works (including TPOs)	Non-material amendment
National requirements (see DCLG guidance "Validation of Planning Applications" for more details)															
Completed Application form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Location Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	
Site and other plans/information	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Ownership Certificate and notices	✓	✓	✓	✓	✓	✓	✓					✓			
Agricultural holdings certificate	✓	✓	✓	✓	✓							✓			
Design and Access statement	✓	✓	✓	✓	✓		✓				✓	✓			
Correct Fee	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓		✓
Local requirements (to be discussed at pre-application stage with the PPDT)															
Affordable Housing statement		✓			✓							✓*			
Biodiversity survey and report		✓	✓	✓	✓						✓	✓*			
Communities Infrastructure Levy form		✓	✓	✓	✓						✓	✓*			
Daylight/Sunlight assessment	✓	✓	✓	✓	✓						✓	✓*			
Energy statement		✓			✓							✓*			
Environmental statement		✓			✓							✓*			
Flood risk assessment	✓	✓	✓	✓	✓						✓	✓*			
Heritage statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓*			
Land contamination assessment		✓	✓	✓	✓						✓	✓*			
Landscaping details		✓	✓	✓	✓						✓	✓*			
Lighting assessment		✓	✓	✓	✓						✓	✓*			
Noise assessment		✓	✓	✓	✓				✓		✓	✓*			
Open space assessment		✓	✓	✓	✓						✓	✓*			
Parking and access arrangements	✓	✓	✓	✓	✓						✓	✓*			
Photographs and photomontages	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓*		✓	
Planning Obligations – draft Heads of Terms		✓			✓						✓	✓*			
Planning statement		✓			✓			✓	✓	✓	✓	✓*			
Retail impact assessment		✓			✓						✓	✓*			
Site Waste Management plan		✓										✓*			
Statement of convergence		✓			✓							✓*			
Statement of participation		✓			✓				✓		✓	✓*			
Structural survey		✓			✓	✓	✓					✓*			
Sustainability statement		✓			✓							✓*			
Telecoms development – supplementary information				✓					✓			✓*			
Transport assessment		✓	✓	✓	✓						✓	✓*			
Travel plan		✓			✓						✓	✓*			
Tree survey/ arboricultural assessment	✓	✓	✓	✓	✓				✓		✓	✓*		✓	
Ventilation/extraction details		✓	✓	✓	✓						✓	✓*			

✓* The items required will depend upon the nature of the removal or variation of condition being sought and so should be discussed with the PPDT Officer prior to submitting the application.