CROYDON COUNCIL VALIDATION CHECKLIST

This advice note explains how to prepare your planning application so that it has the best chance of success. The note contains information on planning policy and legislative requirements, design issues, the different type of plans you need to prepare and what forms and other documents you need to submit.

Submitting the right type of application

Different types of planning applications are required for different development proposals so before submitting your application you need to make sure you are making the right type of submission.

Information on which type of application is required for your development can be found online at www.planningportal.co.uk, available over the telephone (020 8726 6800), at the Access Croydon Counter and through the Duty Planner Service for certain types of developments\(^1\). For all other types of development, the Council has a pre-application charging system, whereby more detailed advice can be given.

Pre-Application Advice

The Council offers an extensive range of pre-application services and you are strongly encouraged to engage with the Council prior to submitting your application to obtain advice on your proposals.

This is an invaluable process as it can identify areas of concern and suggest improvements to a scheme before an application is made. It can also identify situations where an application has little or no prospect of success.

There are specialist services offered within the pre-application process, such as independent reviews by the Croydon Place Review Panel, which can further help in elevating the quality of an application. Further information can be found online [here](#).

Planning Policy

Further information on the development plan for Croydon can be found online [here](#).

MAKING YOUR APPLICATION

To ensure that your application is validated without delay you need to provide the relevant information required by the Regulations. This means that you need to provide the National Planning Application Form (1APP) and any documents required by the National Planning Application Requirements\(^2\) and/or the Council’s Local List\(^3\) for your proposed development.

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\(^1\) Appointments can be made for the following; householder applications (excluding those in conservation areas), changes of use and minor commercial applications


\(^3\) Set out on pages 8-27 of this document
The National Planning Application form

The national form is designed to be completed online at [www.planningportal.co.uk](http://www.planningportal.co.uk). The vast majority of applications can be submitted online through the Planning Portal.

For the small number of applications\(^4\) that cannot be submitted via the Planning Portal, the forms should be downloaded from the Planning Portal and submitted to the Council using the following email address: [development.management@croydon.gov.uk](mailto:development.management@croydon.gov.uk).

Applications will only be accepted by the Council in electronic format either through the Planning Portal or any other related Portal the Council supports or by email (when it is an application type that cannot be submitted through the Portal)\(^5\).

Electronic submissions should be in PDF format\(^6\) and clearly stating the paper size and scale. Individual documents should be no larger than 5mb in size.

The Statutory National Planning Application Requirements List

The national set of statutory requirements includes the following:

- Completed relevant 1APP form
- Site location plan
- Other plans to describe the proposed development
- Ownership certificate\(^7\) (A, B, C or D) and Notice 1 or 2
- Agricultural holdings certificate
- Design and access statement\(^8\)
- Appropriate fee
- Community Infrastructure Levy forms

Preparing your planning application

The plans, drawings and other supporting information that describes your proposal should be comprehensive, accurate and unambiguous. Plans are placed on the statutory register so that members of the public can inspect them. It is helpful to prepare your plans and drawings with this in mind. The test is not whether a planning officer can work out what is proposed on the site, but whether the details would allow interested parties to understand your proposals and to judge whether or not it would affect them.

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\(^4\) This includes applications for prior approval and hybrid applications

\(^5\) In exceptional circumstances will other formats be accepted.

\(^6\) PDF documents submitted to the council must have the measuring functionality enabled.

\(^7\) Ownership certificate

\(^8\) Where applicable
Plans must be drawn to a recognised standard metric scale, include a scale bar, have a drawing number and be titled. Plans must not say ‘DO NOT SCALE’. Alternatively, in exceptional circumstances they should show all scaled dimensions, including those to boundaries. The following will usually be required:

**Site Location Plan**

All applications require an Ordnance Survey based site location plan, usually at a scale of 1:1250, clearly showing the boundary of the land outlined in red and any adjoining land that the applicant owns outlined in blue. The site area red line should go around what is called the planning unit. This is all the land that is owned, or occupied, for a single purpose and includes all areas where works are proposed as part of the planning application. Examples include:

- For an extension to a factory, it would be the whole site, including parking/turning areas, buildings, external storage etc.;
- For an extension to a house it would include the whole of the residential plot including the front and rear gardens;
- For backland sites, it would include the land providing access to the public highway.

**Block Plan**

Applications that involve building or engineering works or changes of use need a plan at an appropriate scale, usually 1:200 or 1:500, showing the boundaries of the site and all existing and proposed buildings, structures, hard surfaces etc. within it. Please make sure you include details on:

- Any existing or proposed vehicular or pedestrian access(es) to the site.
- Any public rights of way within the site.
- Vehicle parking within the site (including cycles) and provision for loading/unloading.
- Provision for access to any building and parking for disabled people.
- Arrangements for refuse storage, including separate storage of recyclable waste.
- The position, species and spread of any existing trees (marking if any are to be felled.)
- Any adjoining properties to show the relationship between them and the application site.

**Detailed Plans and Drawings**

Applications that involve building works require:

- Plans of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100, and indicate which parts of the building are to be used for which purpose.
- Street elevations showing the proposal in relation to neighbouring buildings
- Existing and proposed drawings of all sides of the exterior of the building/structure at an appropriate scale, usually 1:50 or 1:100. Please make sure you include the
make, type and colour of external materials (walls, roofs, windows, doors, rainwater goods, amenity spaces etc.).

On sites where there are existing (and/or proposed) changes in land levels, i.e. where a site is sloping, where neighbouring land is at a different height or where land levels are proposed to be changed, drawings of sections through the site showing the relationship to adjoining properties or land is required.

Applications that involve engineering works require plans of those works (existing and proposed if necessary) at an appropriate scale, usually 1:50 or 1:100.

Applications for changes of use should include plans of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100, and you should indicate which parts of the building are to be used for which purpose.

Where existing buildings are proposed to be demolished it is often necessary to show comparative drawings indicating the footprint and elevation(s) of existing buildings compared to proposed buildings.

Design and Access Statements

Design and Access Statements (DAS) are required to be submitted with all planning applications except those for householders, change of use and engineering and mining operations. They are also required to accompany applications for listed building consent. The DAS should address the following aspects of the proposed development.

- Amount,
- Layout,
- Scale,
- Landscaping,
- Appearance, and
- Accessibility

A DAS must 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 and each of the above aspects. The purpose of DAS is to explain how you have considered the proposal and to ensure that you understand what is appropriate and feasible for the site in its local context and to make it accessible for everyone. Where a development has been reviewed by Croydon’s Place Review Panel, the panel’s response should be included in the DAS.

A DAS to accompany a listed building consent application must also include an explanation of the design principles and concepts that have been applied to the proposed works specifically in relation to the special architectural or historic importance of the building and its setting. This should be informed by the accompanying heritage statement (see page 17).
Fees for Planning Applications

Most applications submitted to the Council require the payment of a fee. Information on what fee is required for your development can be found online here.

On receipt of a new application for planning permission, we will check that the fee has been received. If it has not been received we will wait until receipt of the fee before we review the documentation submitted with the application to check that all of the requirements outlined in this checklist have been met. The receipt of a letter requesting that the fee is paid should therefore not be taken as an indication that all other necessary documentation has been correctly provided. If documents are missing, you will be notified once the fee has been received.

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a planning charge that came into force nationally on 6 April 2010. Both the Council and the Mayor of London have decided to charge CIL for certain types of developments. For more information about CIL, the chargeable rates and the forms that are required to accompany planning applications, please click here.
## The Croydon Planning Application Requirements List

The list set out below comprises the information that Croydon Council requires to validate an application\(^9\). The scope and degree of detail necessary in any assessment, statement etc. will vary according to particular circumstances of each application. Therefore, applicants are advised to discuss proposals with the Council via the pre-application advice service before any application is made as depending on specific site characteristics not all of the assessments outlined below may be necessary. Users of the pre-application advice service will be provided with a tailored list of requirements meeting their specific circumstances.

If an application meets the threshold for a supporting document this needs to be submitted at the time of application, otherwise the application will be invalid. If the documentation submitted with applications is subsequently found to be inadequate, additional information may be requested during the determination process. If this information is not submitted within a strict timescale, the application may be delayed or refused on the grounds of inadequate information.

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<thead>
<tr>
<th>Document</th>
<th>Details</th>
<th>Policy Justification</th>
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<tbody>
<tr>
<td>Affordable Housing</td>
<td>Required for major residential schemes of 10 or more units. Details are required of the type and tenure, the numbers of residential units, the mix of units, with numbers of habitable rooms and/or bedrooms and/or the floorspace of the habitable areas of residential 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. It is recommended that early contact is made with the Council for advice on affordable housing requirements and housing need. Where an application proposes an affordable housing provision below the quantum required by policy or the tenure mix differs from that also required by policy the Affordable Housing Statement should make reference to the Viability Assessment that is also required by this list.</td>
<td>CLP1 2013 - Policy SP2 and Table 4.1.</td>
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\(^9\) The list is provided in alphabetical order.
| **Air Quality Assessment** | Required for all major development, developments that will generate elevated emissions and development that will result in additional traffic generation.  

The entire Borough is within an Air Quality Management Area (AQMA). Therefore developers should give very careful considerations to the air quality impacts of their proposed development. Since very few developments are ‘zero emission’ developments, most development will have a negative impact on air quality. Developers should consider all appropriate measures to minimise emissions of air pollution at the design stage and should incorporate best practice in the design, construction and operation of the development. Where a development has a negative impact on air quality, developers should identify mitigation measures that will minimise or offset the emissions from the development.

It is recommended that developers agree proposals for the Air Quality Assessment with Croydon’s Pollution Team at the pre-application stage and prior to the submission of a planning application. Further information in relation to the requirement of London Council’s Air Quality and Planning Guidance can be found [here](#) and further information on the Council’s approach to Air Pollution can be found [here](#). |
|---|---|
| **Amenity/Playspace/Open Space Assessment** | Required for major residential schemes of 10 or more units and any development on open spaces.  

The assessment can be contained within other documents such as the Planning Statement, Design and Access Statement or Landscaping/Public Realm Assessments.  

An amenity/playspace/open space assessment will detail how open space will be provided on-site or provide justification for where there is off-site provision that will serve the development.  

For development within open spaces, application proposals should be accompanied by a full assessment of open space in the vicinity of the application site and should include London Plan 2015 – policies 3.5 and 3.6; CLP1 2013 – policies SP5 and SP7; UDP Saved Policies 2013 – policy RO12. |
| Archaeological Assessment | Required for development located in Archaeological Priority Areas where building or engineering works are proposed. Not normally required for development outside of Archaeological Priority Areas, unless it is a major development with a site area greater than 0.5 Ha.

The assessment must be at an appropriate level for the archaeological potential of the site. At the very least, a desk based assessment of previous uses on the site and any previous ground disturbance must accompany an application. On more archaeologically important sites, preliminary archaeological site investigations may be required prior to the submission of a planning application.

It is recommended that developers discuss archaeology issues at pre-application stage to ensure that the archaeological assessment is pitched at the correct level and to allow advice to be sought from Historic England on the amount of detail required. | London Plan 2015– policy 7.8; CLP1 2013 – policies SP4.13-15; UDP Saved Policies 2013 – UC11 and UC13. |
|---|---|---|
| Aviation Impact Assessment | Required for development proposed in the Gatwick, Kenley Airfield and Biggin Hill identified fly zones that have the potential to be sensitive to aviation (such as tall buildings and wind turbines).

The assessment must demonstrate that any potential impacts have been properly identified and assessed for both the construction and operational phases. |
Construction Logistics Plan

Required for major developments.

A construction logistics plan (CLP), should be submitted detailing exactly how the developer intends to control and reduce dust and emissions from constructions sites; including dust control measures from site haul routes, stockpiles, crushing, grinding operations etc. and vehicle emission control (off and on-road vehicles). This should also include a submission of a schedule of all plan, non-road and road mobile vehicles. These vehicles should comply with the European Emissions Standards for the construction phase.

A risk assessment should be conducted of the site. The details of person(s) that are responsible for environmental and dust control should be included. Additionally, due consideration needs to be given to construction materials and best practice environmental standards. Developers should refer to the London-wide Code of Construction Practice to produce a fully integrated construction management and monitoring plan, including:

- A broad outline of a CLP
- Phasing of the scheme and programme
- Hours of operation
- Dust control measures on site haul routes
- Processes, e.g. Cement batching
- Details of vehicles entering and leaving the site, including schedule of lorry movements, site plant etc.
- A risk assessment in relation to the existing environments, the scale of the activity, proximity of sensitive receptors, prevailing meteorological conditions and seasonal conditions, length of the construction phase.
- Preparation of a health and safety report, which in particular focuses on the health and safety of site workers and a contingency plan in case of accidents, as required under the Guide for Site Investigations and Remediation.

It is suggested that developers discuss requirements for a CLP at the pre-application stage. Further information on drafting Construction Logistics Plans can be found online here and here.

| Community Facilities Statement | Required where the loss of community facilities or community land is proposed. The statement should include details of how the site has been marketed for an alternative community use, including contacting community use providers on the Council’s list. The statement should include evidence of both need and development viability and these should both be addressed. The Council is able to provide details of who the site should be marketed to at pre-application stage. | Community Involvement Statement | Required for major developments, environmentally sensitive developments, and sites and developments of known or anticipated public interest. The assessment should set out how the developer has complied with the requirements for pre-application consultation set out in the Council’s adopted Statement of Community Involvement. The Community Involvement Statement should report the outcome of community involvement efforts and should set out honestly the views expressed by the community about the proposed development. Developers may wish to support this report by a statement which indicates how the community’s views have helped shape the proposals they are applying for. The Community Involvement Statement should also include the response of Croydon’s Place Review Panel where applicable. Developers are encouraged to enter into pre-application enquiries with the Council to assess whether or not the proposal is of a scale or nature which should have pre-application consultations and engagement with the local community. The Council is able to advise developers on techniques for community involvement. CLP1 2013 – policies SP5.3; UDP Saved Policies 2013 – policy CS2. |
| **Contaminated Land Assessment** | Required for applications for sensitive land uses (such as residential, education, children’s nursery or play area and food production), where development is proposed on land which is known or suspected to be contaminated to the extent that it is likely to have an adverse impact on development or occupiers.  

The Council will need to be satisfied that the condition of the land is appropriate for the proposed use. The results of an investigation into the nature and extent of contamination should be submitted at the time of application and this will also be expected to include proposals for remediation measures. A Contaminated Land Assessment will not be required if there is no evidence of contamination from previous land uses.  

It is recommended that developers enter into pre-application discussions to determine the extent of contamination with the Council’s Pollution Team. | London Plan 2015 – policy 5.21; CLP1 2013 – policy SP6.3e; UDP Saved Policies 2013 – EP2 and EP3. |
| **Daylight/Sunlight Assessment** | Required for applications where new buildings are proposed in close proximity to existing development and would cast a shadow.  

The Council will need to be satisfied that there would be no adverse impact on the current levels of daylight/sunlight enjoyed by adjoining properties or building(s), including associated gardens or amenity space, as well as levels of daylight in the proposed spaces. An assessment will not be required where new buildings are not proposed in close proximity to existing buildings and will not have an impact on existing windows.  

It is recommended that developers enter into pre-application discussions to determine the requirement for a daylight and sunlight assessment as associated scope. | UDP Saved Policies 2013 – UD2 and UD8. |
| **Demolition Methodology Statement** | Required for applications for prior approval for demolition.  

The statement should describe in full why demolition needs to take place; details of the method of demolition and details of the proposed restoration of the site. |  |
| Ecological Assessment | Required for sites where there may be 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. Where proposals are 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. Certain proposals, which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to watercourses, may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts.

Where proposals are made for mitigation and/or compensation measures, information to support those proposals will be needed.

The Council can provide advice at pre-application regarding whether or not proposals are likely to have an ecological impact and the need for an ecological assessment. |
| Economic/ Employment Assessment | Required for applications for development for other uses of Tier 3 and Tier 4 employment locations than those permitted by policy.

Innovation, investment and enterprise are encouraged. The CLP1 ‘4-Tier’ approach to employment locations ensures that the Borough continues to help safeguard industrial capacity. Applications for such development must be accompanied by an assessment that demonstrates that there is no demand for Tier 3 and Tier 4 employment locations and that the site has been marketed appropriately for 18 months prior to the application being submitted. The assessment must show that the property has been marketed at an appropriate price in the local commercial press and circulated to clients on the appointed commercial agents list at reasonable intervals throughout the 18 month period. | London Plan 2015 – policy 7.19; CLP1 20132 policy SP7.4; UDP Saved Policies 2013 – policies NC1-NC4. |
The Council is able to provide advice on the quality of marketing information at the pre-application stage.

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<tr>
<th>Energy Statement</th>
<th>Required for all major applications.</th>
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<tr>
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<td>All major residential developments are required to demonstrate that they are zero carbon and this requirement will apply to non-domestic buildings from 2019. The energy statement should identify how this will be achieved on site and should include the following details:</td>
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<td>- Calculation of the energy demand and CO2 emissions covered by Building Regulations and separately, the energy demand and CO2 emissions from any other part of the development, including plant or equipment that is not covered by the Building Regulations at each stage of the energy hierarchy.</td>
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<td>- Proposals to reduce CO2 emissions through the energy efficient design of the site, buildings and services</td>
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<td>- Proposals to further reduce CO2 emissions through the use of decentralised energy where feasible, such as district heating and cooling and combined heat and power.</td>
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<td></td>
<td>- Proposals to further reduce CO2 emissions through the use of on-site renewable technologies.</td>
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<td>CO2 reduction targets should be met on site. Where it is clearly demonstrated that they cannot be achieved on site, the shortfall may be provided off-site or through a cash in lieu contribution which will be applied through the use of planning obligations.</td>
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<td></td>
<td>The Council is able to provide advice at the pre-application stage as to whether all CO2 reduction measures should be provided on site, whether they can be provided off-site or if a cash in lieu contribution will be acceptable. The Council will also be able to advise the minimum level of on-site provision and the amount for any cash in lieu contribution.</td>
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| **Environmental Statement** | The Town and Country Planning (Environmental Impact Assessment) Regulations (2017) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Schedule 1 of the Regulations lists development that require an EIA and Schedule 2 lists developments that may require an EIA.

Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Further details can be found by clicking [here](#).

If an EIA is required for an application, many of the documents required as part of Croydon’s Planning Application Requirements List will be included within the Environmental Statement and will therefore not have to be provided separately.

Where an EIA is not required, the Local Planning Authority may still require the submission of environmental information. An applicant may request a “screening opinion” to determine whether an EIA is required from the planning authority before submitting the application. The Local Planning Authority has three weeks to determine a screening opinion. If an EIA is not required we will advise you what environmental information will be required to accompany your application.

It is suggested that pre-application discussions are undertaken with the Local Planning Authority to determine the requirements for an EIA. |

| **Flood Risk Assessment** | Required for all developments at risk of flooding\(^{10}\).

A site-specific flood risk assessment is required for proposals of 1 hectare or greater in Flood Zone 1; all proposals for new development (including minor development and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 which has critical drainage problems (as notified to the local planning authority by the Environment Agency); and where proposed development or a change of use to a more vulnerable class may be subject to other sources of flooding.  |

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\(^{10}\) Except householder applications where no additional floor area is proposed (e.g. dormer roof extensions).
Due to the high risk of surface water flooding across the Borough, all major developments are required to be accompanied by a Flood Risk Assessment, even if they are not in areas at risk of flooding, to demonstrate that they are not contributing to and are reducing flood risk beyond the site. In these instances, the Flood Risk Assessment should focus on surface water and sustainable drainage techniques to reduce run off.

The information provided in flood risk assessment should be credible and fit for purpose. Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a Strategic Flood Risk Assessment for the area, and the interactive flood risk maps available on the Environment Agency’s web site.

A flood risk assessment should also be appropriate to the scale, nature and location of the development. For example, where the development is an extension to an existing house (for which planning permission is required) which would not significantly increase the number of people present in an area at risk of flooding, the local planning authority would generally need a less detailed assessment to be able to reach an informed decision on the planning application. For a new development comprising a greater number of houses in a similar location, or one where the flood risk is greater, the local planning authority would need a more detailed assessment.

Further information can be provided by the Council at pre-application stage regarding the level of detail required and also detail required in relation to surface water flooding. Additional guidance provided by central Government can also be viewed here.

Information required in relation to Sustainable Urban Drainage Systems (SUDs) is provided in the relevant section below.

| Foul Sewage and Utilities Assessment | Required for largescale developments (full and outline) where there will be significant additional loading on utilities requirements. | London Plan 2015 – policy 4.11, 5.14 & 5.15; CLP1 2013 – |
The assessment should contain details of the following:
- Connections to foul and storm water sewers
- Disposal of trade waste
- Connections to existing utility infrastructure systems – including electricity and gas supplies; telecommunications and water supply.

The assessment should demonstrate 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.
- That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures.
- That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains.
- Where the development impinges on existing infrastructure, the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

Further information can be provided at pre-application stage.

| Heritage Statement | Required for all applications that affect a heritage asset (scheduled monument, listed building, conservation area, registered historic park and garden, locally listed building, local area of special character, locally listed historic park and garden or other non-designated heritage asset), or works affecting the setting of a heritage asset. The statement should include:
- Details of all heritage assets affected
- A summary of the historic development of the site and affected asset(s)
- A summary of the significance or 'special interest' of the asset(s)
- A summary of the proposals/schedule of works | London Plan 2015 – policy 7.8; CLP1 2013 – policies SP4.11-4.15; UDP (Saved Policies) 2013 – policies |
- A structural survey (where demolition is proposed)
- A statement regarding how the proposals will impact on the significance of the asset(s)
- Justification of the impact of the proposal, including details of how the proposal has been designed to conserve/minimise harm to the special interest of the asset and any heritage benefits which may outweigh the harm caused (mitigation)

The level of detail necessary in a heritage statement will vary with each application and should be proportionate to the significance of the asset and the proposed impact. Applicants are encouraged to enter into pre-application discussions and liaise with the Council’s Conservation Officer

| Lighting Assessment | Required for developments that are publicly accessible.  
|                     | The assessment will need to include details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. The impact of illuminated adverts on such areas should also be assessed. Regard should be had to the most recent ILE Guidance Note (2005) and the document ‘Lighting the Environment – A Guide to Good Urban Lighting’ Chartered Institution of Building Services Engineers (CIBSE) and Institution of Lighting Engineers (ILE) 1995.  
|                     | Any lighting proposals that are located in the vicinity of residential properties, a listed building, conservation area or other heritage asset, will need to be sensitively designed.  
|                     | Further detail on specific requirements can be provided at pre-application stage.  | UDP (Saved Policies) 2013 – policy EP1

<p>| Microclimate Wind Assessment and TV/Radio Reception | Required where development proposals include tall buildings. (Tall buildings are defined as those that are significantly taller than most of the surrounding buildings or in excess of six storeys or 25m) | London plan 2015 – policy 7.7; CLP1 2013 – policy SP4.5; Opportunity Area Planning Framework |</p>
<table>
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<tr>
<th>Impact Assessment</th>
<th>Development proposals must be accompanied by an assessment of their impact on the environment and local/microclimatic conditions and must be deemed acceptable as they can funnel wind and create wind circulation vortices. Such applications will also need to assess what impact they may have on TV and radio reception and set out measures to mitigate those impacts. Pre-application discussions can help determine the survey area for TV and radio reception surveys.</th>
<th>and town centre Masterplans.</th>
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<tr>
<td>Noise and Vibration Impact Assessment</td>
<td>Required for any applications that raise issues of disturbance for adjoining occupiers or are considered noise sensitive developments or in noise sensitive areas. The assessment should be prepared by a suitably qualified acoustician. Appropriate sound insulation and other mitigation measures need to be considered and included in the design of the proposals so that any requirements under the building regulations are taken into account. Details of this will be essential to the noise and vibration impact assessment. Noise sensitive land uses include residential properties, schools, hospitals and offices. In built up areas the main sources of noise are busy roads and railways. More information can be obtained by undertaking a pre-app with the Council in consultation with the Council’s Pollution Team.</td>
<td>London Plan 2015 – policy 7.15; UDP (Saved Policies) 2013 – policy EP1</td>
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<td>Photographs and photo-montages</td>
<td>These provide useful background information that can help show how large developments can be satisfactorily integrated into the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or is development affecting a conservation area, listed building, or other heritage asset. For the larger schemes, verified views will be required to allow the full assessment of proposals, including assessing impacts of scale, massing and height on the townscape, impacts on local character etc.</td>
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<td><strong>For householder certificate of lawful development (proposed)</strong> up to date photos of the front and rear elevations of the building, taken from the bottom of the garden/opposite side of the road will be required.</td>
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<tr>
<td><strong>Planning Obligations – Draft Heads of Terms</strong> Required for all major residential applications and other applications that are required to mitigate the impact of the development. The planning obligations requirements will be specific to the site and guidance should be obtained from the Council at pre-application stage to determine what these will be.</td>
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<tr>
<td><strong>Planning Statement</strong> Required for all applications with the exception of householder applications and prior approvals. The planning statement should be proportionate and identify the context and need for a proposed development and should include an assessment of how the proposed development accords with policies in the development plan. It may also include details of consultations with the local planning authority and the community undertaken prior to submission. It may also contain summary details of other requirements specified in this document.</td>
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<tr>
<td><strong>Safety appraisal for pedestrian and vehicular traffic</strong> Required for applications for advertisement consent that are likely to cause distraction to highway users. In assessing the suitability of advertisements, regard must be had to public safety. The assessment must demonstrate that the advertisement is no so distracting, or so confusing that it creates a hazard to, or endangers people (including drivers) in the vicinity. (A Stage 1 Safety Audit for traffic will be required for larger developments. However, this should form part of the Transport Assessment that is required for such applications).</td>
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<td>UDP (Saved Policies) 2013 – policy UD5</td>
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</table>
The London Plan requires a Social Impact Assessment to be carried out for significant developments in or within the potential to impact on, areas for regeneration where significant social impacts are anticipated. If you are proposing a large scheme where this might be the case, you should contact the Council to discuss pre-application options.

SUDs

Required for all major developments.

Decisions on planning applications relating to major development must ensure that sustainable drainage systems for the management of runoff are put in place, unless demonstrated to be inappropriate. Additionally, the applicant must demonstrate that the proposed minimum standards of operation are appropriate and that there are clear arrangements in place for ongoing maintenance.

Development should utilise sustainable urban drainage systems (SUDS) unless there are practical reasons for not doing so and should aim to achieve greenfield run-off rates and ensure that surface water run-off is managed as close to its source as possible in line with the following drainage hierarchy:

1. store rainwater for later use
2. use infiltration techniques, such as porous surfaces in non-clay areas
3. attenuate rainwater in ponds or open water features for gradual release
4. attenuate rainwater by storing in tanks or sealed water features for gradual release
5. discharge rainwater direct to a watercourse
6. discharge rainwater to a surface water sewer/drain
7. discharge rainwater to the combined sewer.

Developers will be expected to clearly demonstrate how all opportunities to minimise final site runoff, as close to greenfield rate as practical, have been taken. The minimum expectation for development proposals is to achieve at least 50% attenuation of the site’s (prior to re-development) surface water runoff at peak times.

Further information can be provided for applicants at pre-application stage.
| **Sustainability Assessment** | Required for all major developments.  
The sustainability assessment should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications, and must include details of climate change mitigation measures by a suitably qualified energy consultant. | CLP1 2013 – policy SP6.3. |
|------------------------------|-------------------------------------------------------------------------------------------------|------------------|
| **Telecommunications – Supplementary Information** | Required for both applications for planning permission and prior approval in relation to telecommunications development.  
The supplementary information should demonstrate that there is no suitable alternative site to the one proposed. Site and mast sharing options should be explored and applicants should demonstrate that a practicable alternative to the location proposed. Applicants should provide examples of alternative design solutions to the one proposed and should provide full information of proposals to landscape or screen proposed masts.  
Where a mast (or other apparatus) is proposed on a listed building, listed building consent will also be required and applicants will be required to demonstrate that there will be no adverse impact on the listed building.  
A Declaration of Conformity with ICNIRP Public Exposure Guidelines should accompany all telecommunications applications.  
Applicants are encouraged to have pre-application discussions with the local planning authority on all applications for telecommunications development. Where a mast (or other apparatus) is proposed in the vicinity of a school or college, pre-application discussions with the school or college are mandatory. Evidence of such discussions should be submitted with such telecommunications applications. | CLP1 2013 – policy SP8.5; UDP (Saved Policies) 2013 – policy CS6. |
| **Topography** | On sloping sites, a site survey will identify features and land levels. Sometimes changes to land levels will require sections to demonstrate the relationship of building works to existing and proposed site levels and where necessary details of retaining walls should | |


be shown. Sections should also demonstrate the relationship to adjoining and adjacent properties.

<p>| Town Centre Uses Impact Assessment and Sequential Test | The requirement for a Town Centre Use Impact Assessment and/or Sequential Test should be derived from the National Planning Policy Framework (NPPF) (paragraphs 24-27), The London Plan, CLP1 and the UDP. The boundaries of defined centres and frontages are set out on the Policies Map. | NPPF – chapter 2; London Plan 2015 – policies 2.15, 4.5-4.8; CLP1 2013 – policy SP3.6 and 3.12; UDP (Saved Policies) 2013 – policy SH3 and SH6. |
| Transport Assessment | Required for major development proposals. Applications should be accompanied by transport assessments, travel plans, construction logistics plans and delivery/servicing plans. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, the TA or Transport Statement should simply outline the transport aspects of the application, whilst for large 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. A travel plan will not be required for small scale developments that have no impact on traffic generation. Details should also be provided on the level of parking and how this complies with parking standards. This should include details of the number and location of blue badge bays and Electric Vehicle Charging Points. Guidance on the level of detail required for specific proposals can be obtained through pre-application discussions. | London Plan 2015 – policies 6.3, 6.9, 6.10, 6.12, 6.13 and the parking addendum; CLP1 2013 – policy SP8; UDP (Saved Policies) 2013 – policies T2, T4, T6 and T8. |</p>
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<th>Travel Plan</th>
<th>Required (in draft form) for applications that are likely to have significant transport implications such as major planning applications (traffic implications from proposed developments will be highlighted by the TA above). The Travel Plan should outline the way in which the transport implications of a development are going to be managed in order to ensure the minimum environmental, social and economic impacts. The Plan should have a strategy for its implementation that is appropriate for the development under consideration. It should identify the Travel Plan Co-ordinator, 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.</th>
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| Tree Survey – Arboricultural Implications | Required where new building works are proposed on sites where there is a Tree Preservation Order in existence or where trees are proposed to be removed as part of development proposals. Tree surveys should include the following information for all trees on the application site:  
- Tree reference number  
- Species  
- Height in metres  
- Stem diameter  
- Branch spread in metres  
- Height in metres of crown clearance above ground  
- Age class  
- Physiological condition  
- Structural condition  
- Management recommendations  
- Estimated life expectancy and category grading  
- Tree protection radius | CLP1 2013 – policy SP7; UDP (Saved Policies) 2013 – policies UD2 and NC4 |
All of this information should be provided in accordance with BS5837 Trees in relation to design, demolition and construction – Recommendations 2012. In addition, an Arboricultural Impact Assessment should be included which shows all of the trees to be retained and those to be removed, including trees both on and adjacent to the site. A Tree Protection Plan is also required.

On sites with Tree Protection Orders where only external alterations are proposed to existing buildings, a tree survey with schedule and a plan showing which trees are to be retained and which are to be removed is required. A tree protection plan will also be required.

On development sites with trees where new buildings are proposed, but where there are no Tree Preservation Orders, a full tree survey is required with a schedule and a plan showing which trees are to be removed and which are to be retained. The survey should include trees both on and adjacent to the site.

On such sites where only external alterations are proposed and there are no Tree Preservation Orders, a plan should accompany the application plotting the position of trees.

| Ventilation/Extraction Statement | Required for all applications for the use of premises for purposes within Use Classes A3 (Restaurants and Café’s – 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). It will be required for significant retail, business, industrial or leisure or other similar developments where substantial external ventilation or extraction equipment is proposed to be installed.

The statement will need to include details of the position and design of external ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics. | UDP (Saved Policies) 2013 – policy EP1. |
| **Viability Assessment** | Required for all residential planning applications for 10 or more units where the amount of affordable housing proposed falls below the quantum required by policy or the tenure mix differs from that also required by policy.  

The assessment should include a full financial appraisal of the scheme detailing costs and income generated by the scheme, details of how the affordable housing will be delivered and the proposed tenure mix. The assessment should also link to the Affordable Housing Statement.  

Viability assessments will be independently assessed by a third party, instructed by the Council and the cost of this will be covered by the applicant. The results of the independent assessment will inform Section 106 negotiations. | London Plan 2015 – policies 3.10-3.12; CLP1 2013 – policy 2.3-2.4 and table 4.1. |
| **Waste Management Plan** | Required for major development proposals.  

These type of applications 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’. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. |