

## APPLICATIONS FOR FULL PLANNING PERMISSION

### VALIDATION CHECKLIST February 2016

Applications for planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documents will be required.

If the application is submitted in paper format, two copies (one original and one copy) will be required.

If samples of materials are submitted, one sample of each material will be required.

A CD/DVD containing the same information will enable the application to be validated more quickly. The maximum file size acceptable is 2 MB (exceptionally 5 MB is acceptable for long reports).

### National List of Requirements

| Information Item   | Notes   |
|--|---|
| 1. Completed application form  | NA  |
| 2. A location plan and a site plan are required. The site should be edged red; other land in the applicant's ownership should be edged blue.   | NA  |
| 3. The completed Ownership Certificate and Agricultural Land Declaration (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015 | Where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) Order 2015 must be given and/or published in accordance with this Article.                              |
| 4. Design and Access Statement   | Many planning and listed building applications and most applications within a Conservation Area must be accompanied by a Design and Access Statement.<br>Information on when a D&AS is required is set out in the guidance note <a href="#">Design and Access Statement</a> |
| 5. The appropriate fee   | NA  |

## LOCAL LIST OF REQUIREMENTS

| Information Item   | Policy Driver  | Types of application  | When or what information is required  |
|--|--|---|---|
| Plans and drawings including:<br>Existing and proposed floor and roof plans (e.g. at a scale of 1:50, 1:100 or 1:200)  | CLG circular - Guidance on information requirements and validation<br>London Plan - Place Shaping policies<br>Local Plan Culture and Heritage, Environmental Sustainability and City Communities policies. | All applications.   | Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered.<br>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished. Applications for change of use must identify the area(s) involved but elevations and sections will not be needed if there are no alterations or building work. |
| Plans and drawings including:<br>Existing and proposed elevations (e.g. at a scale of 1:50, 1:100 or 1:200)<br><br>Existing and proposed sections and finished floor and site levels (e.g. at a scale of 1:50, 1:100 or 1:200) | CLG circular - Guidance on information requirements and validation<br>London Plan - Place Shaping policies<br>Local Plan Culture and Heritage, Environmental Sustainability and City Communities policies  | Applications involving building work, alterations to buildings or open space or display of advertisements<br><br>Section 73 removal or variation of a condition including minor material alterations. | Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered.<br>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, changes to levels, relationship to neighbouring buildings and land, details of foundations and the appearance of new work including materials to be used.      |
| Access Statement   | London Plan Policy 7.2<br>Local Plan policy CS10   | Applications involving alterations to building entrances and open spaces, changes of levels and changes of use.   | Not required if a Design and Access Statement is submitted. It should deal with the access aspects normally covered in a Design & Access statement.   |

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| Acoustic Report                            | NPPF<br>London Plan Policy 7.15<br>Local Plan policy CS15                | Planning applications involving new plant or uses that may create noise disturbance. Section 73 variation of a condition including minor material alterations. | May be required for developments that could affect noise sensitive properties (e.g. residential or educational uses).                              |
| Affordable Housing and Viability Statement | London Plan policy 3.11<br>Local Plan policy CS21                        | Planning applications proposing 10 or more new residential units.  | A report demonstrating how it is intended to comply with London Plan/Local Plan policies on the provision of affordable housing.                   |
| Air Quality Impact Assessment              | Local Plan policy DM15.6.  | For development that proposes to use biomass or biofuel or for major development (1000sq.m non-residential or 10 or more residential units).                   | Needed when the site is adjacent to a 'sensitive building' e.g. school or hospital. An assessment of the impact of the development on air quality. |
| Air Quality Neutral Assessment             | London Plan policy 7.14.<br>Local Plan policy DM15.6.                    | Planning permission for major new buildings or extensions (1000sq.m non-residential or 10 or more residential units) including minor material alterations.     | Demonstration that development is at least air quality neutral and mitigation if necessary.  |
| Biodiversity survey and report             | NPPF<br>London Plan Policy 7.19<br>Local Plan policy DM19.2              | Planning permission for the demolition of existing buildings or construction of new buildings.   | Survey of existing biodiversity on site, impact and proposed measures to protect and enhance biodiversity.   |
| Daylight/Sunlight assessment               | Local Plan policy 10.7   | Planning permission for the construction of a new building or extension.   | Required if the development is near to existing or approved residential premises or open spaces.   |
| Environmental Statement                    | Town and Country Planning (Environmental Impact Assessment) Regulations. | Planning permission for redevelopment. Section 73 removal or variation of a condition including minor material alterations.                                    | An Environmental Impact Assessment (EIA) is required in the circumstances set out in the Environmental Impact Assessment Regulations.              |

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|  |   |   | Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.   |
| Flood Risk Assessment and sequential test evidence | NPPF<br>Local Plan policy CS18                                    | All planning applications including change of use, removal or variation of conditions and minor material alterations. | Required for all planning applications in the Flood Risk Area shown on the Local Plan Policies Map B (as amended by the Strategic Flood Risk Assessment) and for Major development elsewhere. Technical Guidance to the National Planning Policy Framework sets out the required information.  |
| Heritage Assets - Listed Buildings                 | NPPF<br>London Plan Policy 7.8<br>LVMF.<br>Local Plan policy CS12 | Planning permission for redevelopment or alterations affecting a listed building or its setting.                      | A description of the significance of the historic assets affected by the proposal and the contribution of their setting to that significance. The level of information should be proportionate to the importance of the heritage asset and be sufficient to give an understanding of the potential impact of the proposal on the significance of the heritage asset. This information is required with an assessment of the impact of the proposal and an explanation of the design concept. The assessment of significance and impact should be set out in the Design & Access Statement where one is required. |
| Heritage Assets –                                  | NPPF  | Planning permission for   | See above under Heritage Assets  |

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|--|---|--|--|
| Conservation Areas   | London Plan Policy 7.8<br>Local Plan policy CS12  | redevelopment or alterations affecting a conservation area or its setting.   | Listed Buildings   |
| Heritage Assets –<br>Archaeological remains and<br>Scheduled Ancient Monuments | NPPF<br>London Plan Policy 7.8<br>Local Plan policy CS12  | Applications for planning permission or removal or variation of a condition (including minor material alterations) where the proposal involves ground works. | See above under Heritage Assets - Listed Buildings.<br>The information should include a desk based assessment, an assessment of the impact of the proposal, and where appropriate, on-site evaluation.   |
| Heritage Assets –<br>Tower of London World Heritage Site                       | NPPF<br>London Plan Policy 7.8<br>LVFM<br>Local Plan policy CS12<br>World Heritage Site Management Plan<br>Historic Royal Palaces Local Setting Study | Planning permission for new buildings or major extensions.   | Impact assessment required if there could be an impact on views of the Tower of London or the Outstanding Universal Value of the World Heritage Site.<br>The assessment of significance and impact should be set out in the Design & Access Statement where one is required. |
| Heritage Assets –<br>St Paul's Heights assessment                              | NPPF<br>London Plan Policy 7.8<br>Local Plan policy CS12  | Planning permission for new buildings or extensions including minor extensions at roof level in the designated area.   | Development in the designated area to demonstrate that the proposal would not infringe the St Paul's Heights Limits.<br>The assessment of significance and impact should be set out in the Design & Access Statement where one is required.                                  |
| Heritage Assets -<br>Registered Parks and Gardens                              | NPPF<br>London Plan Policy 7.8<br>LVFM<br>Local Plan policy CS12  | Planning permission for new buildings or alterations affecting a Registered Park or Garden.  | See above under Heritage Assets - Listed Buildings   |
| Heritage Assets –<br>Non-designated Assets                                     | NPPF<br>London Plan Policy 7.8<br>Local Plan policy CS12  | Planning permission for new buildings or extensions including minor extensions.  | A description of the significance of the heritage asset affected and the impact of the proposal, set out in the Design & Access Statement  |

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|---------------------------------|---|--|--|
|                                 |   |  | where one is required.   |
| Housing design                  | Local Plan policies CS1(5), DM21.1, DM21.3                      |  | Housing design   |
| Land Contamination assessment   | NPPF<br>London Plan Policy 5.21<br>Local Plan policy DM15.8     | Planning permission for the construction of a new buildings or extensions.   | Required if application site is known to be or is suspected of being contaminated. City of London Interactive Map  |
| Landscaping details             | Local Plan policies CS10 and CS19                               | Planning permission for new buildings or major extensions where open space is affected or provided.  | Drawings showing any proposed landscaping including structures, paving types, plant species and drainage. This should follow the design concept in the Design and Access Statement.  |
| Micro climate impact assessment | Local Plan policies CS14 and CS15                               | Planning permission for new buildings or extensions.   | Required if proposal is likely to have an adverse effect upon microclimate, in particular wind. A wind tunnel test would normally be expected culminating in a report demonstrating the degree of change in conditions.  |
| Office viability report         | Local Plan policy DM1.1.  | Planning permission involving the loss of existing office accommodation and sites, other than where complementary uses are proposed for part of a building (see policy DM1.5) and pre-application discussions suggest the use could be acceptable. | Evidence to demonstrate that the building has depreciated such that office use would not be viable or suitable in the long term, having regard to the physical state of the building and its functional and locational obsolescence. Marketing evidence will be required to show that there is no recent or likely future demand for continued office use of a site or building. |
| Open Space assessment           | NPPF<br>London Plan Policy 7.18<br>Local Plan policies CS15 and | Planning permission for new buildings or major extensions.   | If proposal is for development within or neighbouring an open space an assessment of the impact and  |

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|---|--|--|--|
|   | CS19   |  | provision of replacement space is required.  |
| Parking Provision                             | London Plan Policy 6.13<br>Local Plan policy CS16  | Planning permission for new buildings or major changes of use or major extensions.<br>Section 73 removal or variation of a condition including minor material alterations. | Required if proposal affects existing car, motorcycle or bicycle parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets. Details of all proposed parking should be shown on the drawings.  |
| Photographs/Verified rendered montages        | LVMF<br>Local Plan policies CS10, CS13, CS13, CS14   | Planning permission for new buildings, extensions or alterations.<br>Section 73 removal or variation of a condition including minor material alterations.                  | Should be provided where necessary to support the application.<br>Required in support of large redevelopment schemes and where proposals would involve the demolition of an existing building or affect the settings of listed buildings or conservation areas.<br>Useful to support applications for alterations to buildings including shopfronts. |
| Planning obligations – Draft Head(s) of Terms | NPPF<br>London Plan policies 8.2 and 8.3<br>Local Plan policy CS4.<br>CoL Planning Obligations SPG<br>GLA SPG - Use of Planning Obligations in the funding of Crossrail. | Planning permission for new buildings, major changes of use or major extensions and removal or variation of a condition including minor material alterations.              | Required if proposal will result in a requirement for a legal agreement to secure planning obligations, affordable housing or a Crossrail Contribution.  |
| Planning Statement / Supporting Information   | NPPF   | All applications.  | Provision of a planning statement is optional.   |
| Servicing facilities                          | Local Plan policy DM16.5   | Planning permission for new buildings, changes of use or major extensions.   | To be shown annotated on drawings.   |
| Statement of Community                        | NPPF   | Planning permission for new  | Required where community   |

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|---|--|---|--|
| Involvement   | Localism Act   | buildings, major changes of use or major extensions and removal or variation of a condition including minor material alterations.                             | involvement has been arranged prior to making an application.  |
| Sustainable development and climate change report         | NPPF<br>London Plan policies on climate change.<br>Local Plan policy CS15  | Planning permission for new buildings or major extensions and removal or variation of a condition including minor material alterations.                       | Demonstration of sustainability standard to be achieved and minimisation of carbon emissions.  |
| Sustainable Urban Drainage Systems (SuDS) / Drainage Plan | NPPF.<br>Ministerial Written statement HCWS161 18 December 2014.<br>London Plan policy 5.13.<br>Development Management Procedure Order 2015. | Major applications (1000sq.m non-residential or 10 or more residential units).  | Details of SuDS designs showing compliance with SuDS technical standards.  |
| Town Centre Uses – Evidence to accompany applications     | NPPF<br>London Plan policy 2.15<br>Local Plan policy CS20<br>.   | Planning permission for major shopping proposals.   | Proposals for major shopping uses require evidence to demonstrate a sequential approach to site selection.   |
| Transport Assessment                                      | NPPF<br>London Plan policy 6.3<br>Local Plan policy CS16   | Planning permission for new buildings, major changes of use or major extensions and removal or variation of a condition including minor material alterations. | Required if proposal is likely to have significant transport implications.   |
| Travel Plan   | NPPF<br>London Plan policy 6.3<br>Local Plan policy CS16   | Planning permission for new buildings or major extensions and removal or variation of a condition including minor material alterations.                       | A draft strategy for managing all travel and transport within the development. It should seek to improve access to the site by sustainable modes of transport. |
| Tree survey/Arboricultural implications                   | Local Plan policy CS19<br>Open Spaces in City of London  | Planning permission for new buildings or major extensions.  | Required if proposal is likely to affect trees within the application  |



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|---|---|---|---|
|   | SPG.  | Householder and removal or variation of a condition including minor material alterations.   | site or adjacent to the site including street trees. This must include survey drawings showing the position of any existing trees and their canopy spread, trees to be felled and any pruning required during and after construction.                   |
| Views assessment.                       | London Plan policy 7.7.<br>Local Plan policies CS10, CS12, CS13, CS14.<br>LVMF.<br>Riverside Appraisal of the Thames Policy Area SPG.<br>St Paul's and Monuments Views SPG. | Planning permission for new buildings or major extensions and removal or variation of a condition including minor material alterations. | Studies showing existing and proposed views.<br>Required if the development could affect protected vistas, panoramas, views and prospects identified in the London Plan, LVMF and Local Plan or the settings of listed buildings or conservation areas. |
| Waste storage and recycling facilities. | London Plan policy 5.17.<br>Local Plan policy CS17.   | Planning permission for new buildings, changes of use or major extensions.  | To be shown annotated on drawings.  |