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Introduction

The Growth and Infrastructure Act (2013) requires that Local Information Requirements must be:

- Reasonable having regard, in particular, to the nature and scale of the proposed development; and
- A matter that it is reasonable to think will be a material consideration in the determination of the application

This reflects the Town and Country Planning (Development Management Procedure) Order 2015 and Paragraph 193 of the National Planning Policy Framework (2012).

This document is provided to help ensure that you understand what we expect to receive with a planning application to make it valid and why. It also comprises the Council's local information requirements or local validation list.

The information required for a valid planning application consists of:

1. Mandatory national information requirements (set out in the Town and Country Planning (Development Management Procedure) Order 2015)
2. Information provided on the standard application form; and
3. Information to accompany the application as specified by the local planning authority on their local list of information requirements. This document comprises the Council's local list of information requirements.

The Council will only ask for what is required in order to determine the application. Each requirement has been tested against the Growth and Infrastructure Act and it is considered that the matters set out are reasonable having regard, in particular, to the nature and scale of the proposed development triggers and are matters that it is reasonable to think will be a material consideration in the determination of a planning application.

When received, all planning submissions will be reviewed against the requirements set out within the local list. The level of detail to be provided should always be proportionate to the scale of the development, however, the advice below sets out when such information is likely to be required and the **minimum** detail that all submissions will need to address in order for a submission to be valid.

If your application is made invalid due to lack of submission of any of the documents required by the Council which form part of our Local Validation Requirements, and you disagree with the requirement, you are encouraged to discuss your concerns with us initially. If we can't reach an agreement, there is a right of appeal – for information on the appeal process please refer to the website below

<http://www.planningportal.gov.uk/planning/appeals>



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There are checklists provided for each application type on the Council's website at www.bromley.gov.uk/planningchecklists to help you make sure your application is valid and will be accepted.

For major applications (10+ dwellings of 1000sqm of floorspace there are additional requirements – highlighted in a blue text box for ease within this document.

Requirements for all planning applications

Standard application form including ownership certificates and agricultural land declaration (national requirement)

All applications for planning permission must include the appropriate standard application form fully completed and signed. The form includes appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property. **You should not sign more than one certificate as this will result in the application being invalid.** For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years.

Further advice on completing certificates and forms can be found at <http://www.planningportal.gov.uk/general/faq/faqonlineappsforms>

The agricultural land declaration must be completed for most applications to confirm whether the site includes an agricultural holding and ensure that any agricultural tenants. All forms must be signed and dated by or on behalf of the applicant.

Why is this needed?: The application form provides basic information required to register and assess the application and the declaration and certificates ensure that anyone with an interest in the application land is aware of the application.

The correct fee (national requirement)

All applications must be accompanied by the correct fee, or confirmation as to why no fee is provided where an exemption applies. You can check with the Council if you are unsure as to what fee applies (contact details at the end of this document). Payment can be made over the phone once the application has been submitted, by cheque at the time of making the application or online using the Planning Portal.

Why is this needed?: The government sets fees nationally to help Local Planning Authorities cover the cost of processing planning applications.

Site location plan (national requirement)

All applications must include 4 copies (unless submitted electronically) of a site location plan which should:

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1. Be based on an up-to-date map.
2. At an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).
3. Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.
4. Show the application site edged clearly with a red line. The site must include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.
5. Show a blue line drawn around any other land owned by the applicant, close to or adjoining the application site.

Why is this needed?: To identify the land to which the application relates and any nearby land also in the control of the applicant

Site plan or block plan (national requirement)

All applications must include a site or block plan which should:

1. Be to an identified standard metric scale (normally 1:100, 1:200 or 1:500 but wherever possible the plan should be scaled to fit onto A4 or A3 size paper)
2. Show the direction of north, and the proposed development in relation to the site boundaries and other existing buildings on the site **with written dimensions to the boundaries.**

The plan should also include the following, unless these would not influence or be affected by the proposed development:

3. All buildings, roads and footpaths on land adjoining the site including access arrangements
4. All public rights of way crossing or adjoining the site
5. The position of all trees on the site, and those on adjacent land
6. The extent and type of any hard surfacing
7. Boundary treatment including walls or fencing where proposed

Why is this needed?: To ensure that the Council has sufficient information to understand how the development will relate to its surroundings and assess the impact of the proposal.

Design and access statement

The purpose of a Design and Access Statement is to provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.

Statement are required only for the following applications (although it may be helpful to provide one to help justify other proposals such as for new dwellings)

- Planning applications for Major Development
- Applications in Conservation Area but only if for one or more dwellings or for building works with a floor space of over 100sqm

- Listed Building Consent

The statement should be proportionate to the scale of the development forming the basis of the application. The document should be very visual, using diagrams, sketches, plans and photographs to provide the necessary explanations and descriptions wherever possible and appropriate.

For major applications Design and Access Statements shall:

- Explain the design principles and concepts that have been applied to the development
- Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account
- Include all options considered in the evolution of a scheme with a clear explanation as to why other options were discounted
- Explain the policy adopted as to access
- Explain how any specific uses which might affect access to the development have been addressed

In addition for Outline Planning Applications where scale and/or layout are Reserved a Design and Access Statement must include details of the design approach and design intent for future Reserved Matters Applications.

For Listed Building or Conservation Area Applications reference must be made as to how the development will affect the heritage asset.

Why is this needed?: To ensure that the Council has sufficient information to understand what is proposed, how the development will relate to the existing situation and assess the impact of the proposal.

Drawings

General guidance for drawings

Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable. Drawings which say 'Do not scale' are not generally acceptable.

All drawings should include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- Indicate the direction of North on site location and block plans.
- A scale bar indicating a minimum of 0-10 metres (to assist with reading online).
- A title to identify the development and subject of the drawing
- A unique drawing number which also indicates any revisions
- All revisions should be described to identify any changes
- The date of the drawing and any changes made.
- Key external dimensions in metric.

Existing and proposed elevations and floor plans

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Required for any new building work and certificates of lawfulness for proposed development (applications relating only to use require floor plans only) and should:

- Be at a scale of 1:50 or 1:100
- Only show existing or proposed development and not include any other proposed works, for example permitted development not yet carried out
- Include key written dimensions and a scale bar
- For applications for new buildings or substantial extensions to sensitive buildings, elevations and sections at 1:20 should be provided to show typical window sections, entrances and balconies. It may also be necessary to provide 1:5 details for important design features or at important junctions (further advice can be given during pre-application discussions).
- For Listed Building Consent applications 1:20 existing plans must be submitted to show all existing doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details that are to be removed or altered and 1:20 proposed plans and sections to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details

Why is this needed?: To ensure that the Council has sufficient information to understand what is proposed, how the development will relate to the existing situation and assess the impact of the proposal. Large scale plans and sections are required to demonstrate design detail and quality can be achieved in new buildings and/or sensitive extensions.

Existing and proposed site sections and finished floor levels

Normally required for any new building works for sites which slope or where a change in ground level is proposed and should:

- Be at a scale of 1:50 or 1:100
- Only show existing or proposed development and not include any other proposed works, for example permitted development not yet carried out
- Include key written dimensions and a scale bar

Why is this needed?: To ensure that the Council has sufficient information to understand what is proposed, how the development will relate to the existing situation and assess the impact of the proposal.

Section Drawings and Levels

Application trigger: Proposals that involve a change in levels and on sloping sites and tall buildings

Locations: Borough-wide

Such plans drawn at a scale of 1:50 or 1:100 should show cross sections through the proposed works, building(s) or extension(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, including 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.

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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 Design and Access Statements.

Existing and proposed street elevations

Normally required for any new building or proposals consisting of or including the increase in height of existing buildings and should:

- Be at a scale of 1:50 or 1:100
- Only show existing or proposed development and not include any other proposed works, for example permitted development not yet carried out
- Include key written dimensions and a scale bar
- Should show at least the property either side of the proposed development with clearly identifiable boundary lines

Why is this needed?: To ensure that the Council has sufficient information to understand what is proposed, how the development will relate to the existing situation and assess the impact of the proposal.

Existing and proposed roof plan

Normally required for building works where any changes to the roof of the building are not evident from the elevations and should:

- Be at a scale of 1:50 or 1:100
- Only show existing or proposed development and not include any other proposed works, for example permitted development not yet carried out
- Include key written dimensions and a scale bar
- Where a living/green/brown roof is proposed to address climate change policies it will be necessary to provide full details (see living roof section below).

Why is this needed?: To ensure that the Council has sufficient information to understand what is proposed, how the development will relate to the existing situation and assess the impact of the proposal.

Existing site layout plan

Normally required for certificates of lawfulness for an existing use and should:

- Be at a scale of 1:50, 1:100 or 1:200
- Include key written dimensions and a scale bar
- Show the precise area for each existing use

Why is this needed?: To set out what is being sought in the application and ensure that the Council has sufficient information to assess the lawfulness of the use.

Photographs of existing site

Whilst photographs are not required to validate an application, it is very helpful for photographs of the existing site and building(s) to be submitted in particular with listed building consent and conservation area consent applications and for major applications.

Whilst not a substitute for scaled plans, for major applications Computer Generated Images (CGIs) are very useful to demonstrate the visual impact of a proposal particularly for third parties who wish to comment on an application. In some instances Fully Verified Views will also be required. Further advice can be given by planning officers as part of the pre-application discussions.

Why is this needed?: It is helpful for consultees to be able to see the existing site (and where relevant visual images of the proposed development in its context) at an early stage in the application process as they are normally consulted before a site visit is carried out.

Advertisement drawings

Required for applications for advertisement consent showing advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination if applicable and should:

- Be at a scale of at 1:50 or 1:100
- Include written dimensions and a scale bar

Why is this needed?: To enable the Council to consider the impact of the advertisement

Section 96a (Non-material) and Section 73 (Minor-material) Amendments

Required for any application seeking amendments to an existing planning permission:

- Proposed plans, elevations and sections that meet the requirements set out above
- Copies of the approved plans marked up to show where the changes are for information purposes (the copies can be to A3 size even if the originals were larger).
- The proposed plans must be a full update/revision of that originally approved including all information originally shown on the plans that is not subject to change as well as the amendments sought (i.e. you cannot partially supersede a plan)
- A full schedule of originally approved and proposed replacement plans must be provided. The schedule must explicitly state which of the original plans is to be superseded by the proposed amendments.

Submission of Applications

Applications can be submitted electronically via the planning portal or in paper copy. When paper copies are submitted it is necessary to provide 4 copies of all plans and documents.

Whilst it is appropriate for householder and minor applications to be submitted electronically major applications are often accompanied by a number of large sized plans and range of technical supporting documents, which cannot be adequately assessed electronically. To prevent delays with validation and to assist with a more efficient assessment all major applications should be submitted in hard copy with a minimum of 4 paper copies and a disk (even if also submitted via the planning portal)

Supporting documents required for common types of applications

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Supporting documents are most frequently required with applications for larger or more complex developments rather than householder extensions and are required to help explain the impacts of the proposal. In addition to the guidance in this document, the need for such further information can also be identified at pre-application meetings with Council planning officers, for which there is a charge.

The information submitted should provide material to enable the Council to assess the specific relevant impacts of the proposed development and put forward mitigation measures in relation to the effects identified. Material should also be provided to justify the proposal in relation to specific planning policies.

As a general rule it is suggested that the documents required for a planning or other application be prepared by a professional in the relevant field. If the Council finds during processing an application that the material included in a submitted document does not address the relevant issues, permission / consent may be refused on grounds of inadequate information.

Supporting documents that the Council may, at its discretion, require to be submitted for particular types of application are set out in the following section. The list is alphabetical and each item includes a summary of the relevant policies and the type of application and area of the Borough for which the item is likely to be required. There is also a detailed explanation of the expected content, reasons for requiring the item and where to look for further information.

Accommodation Schedule

Relevant policies: UDP Policies H1 Housing Supply, H2 & H3 Affordable Housing; London Plan Housing Policies 3.3, 3.4, 3.8, 3.10, 3.11, 3.12 and 3.13; Mayor's Housing SPD: Housing (2012); NPPF (2012) and NPG (2014)

Application trigger: All developments proposing new residential dwellings

Locations: Borough-wide

This document is required to demonstrate how the proposal will meet National Planning Legislation and Guidance and development plan policies in terms of housing provision, unit size and mix, affordable housing, standard of accommodation and density

The accommodation schedule must be submitted as a standalone document (not included within any other supporting statement) and must include the following details:

- Existing floor space Gross and Net (broken down into occupied and vacant floorspace at the time the application is submitted)
- Gross proposed floorspace
- Proposed unit numbers (broken down into size and tenure)
- Proposed habitable rooms
- Confirmation of unit sizes for each new dwelling
- Confirmation of residential density by unit number and habitable rooms
- Identified wheelchair units

For development proposals that trigger an affordable housing requirement it will also be necessary to provide a full Affordable Housing Statement (see below). If as part of the application, you are seeking to benefit from Vacant Building Credit it will be necessary to demonstrate that all existing floorspace within each building is vacant on the day that the application is submitted.

Affordable Housing Statement

Relevant policies: UDP Policies H2 & H3 Affordable Housing; London Plan Housing Policies 3.10, 3.11, 3.12 and 3.13; Mayor's Housing SPD: Housing (2012); NPPF (2012) and NPG (2014)

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Application trigger: Residential developments of 11 or more dwellings or site area exceeding 0.4 hectares

Locations: Borough-wide

This will be required for all residential developments of 11 or more dwellings and residential proposals with a combined floorspace of 1000 sqm. Policy H2 of the UDP requires that 35% of the habitable rooms in such developments be affordable, comprising 70% social-rented and 30% intermediate housing, also 35% of the affordable housing should be family accommodation.

The Statement should include the number and mix of dwellings, with the 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 Provider acting as partners in the development. A planning obligation will be necessary to secure the provision of affordable housing.

All Affordable Housing should meet the current Homes and Communities Agency (HCA) Quality Standards and 10% should meet the South East London Housing Partnership Wheelchair Design Guide Standards – see Lifetimes Homes / Wheelchair Housing Statement below. See also Planning Obligations – Draft Head(s) of Terms below.

Useful references: Bromley Affordable Housing Supplementary Planning Document (SPD)
http://www.bromley.gov.uk/download/downloads/id/197/adopted_affordable_housing_spd

Air Quality Assessment

Relevant policies: London Plan Climate Changes Policies 5.1, 5.2 and 7.14 Improving Air Quality; NPPF (2012); NPG (2014)

Application trigger: Major developments and other potentially polluting & traffic generating development

Locations: Air Quality Management Areas (AQMA) and adjacent to them

This will be required for major developments and other potentially polluting and traffic-generating developments in or adjacent to the AQMA. The information should be sufficient to enable full consideration of the impact of the proposal on the air quality of the area. Where increased building and/or transport emissions are likely, reduction/mitigation measures should be set out in a detailed emissions statement.

Useful references: Bromley AQMA Map
http://www.bromley.gov.uk/downloads/file/682/bromley_air_quality_management_area_aqma_map

Biodiversity and Geological Survey and Report

Relevant policies: UDP Policies NE1, 2, 5 and 6 Nature Conservation and Development, Protected Species and World Heritage Site; Bromley Biodiversity Action Plan; London Plan Policies 7.19 Biodiversity and Nature Conservation and 7.20 Geological Conservation; NPPF (2012); Countryside / Wildlife Acts and related legislation

Application trigger: Major developments; Non-Major Developments in relevant locations; Hedgerow Removal

Locations: Within or adjacent to Site of Special Scientific Interest (SSSI), Local Nature Reserve (LNR), Site of Interest for Nature Conservation (SINC), Kent Downs Area of Outstanding Natural Beauty (AONB), and where protected species may be present on or adjacent to the site.

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Developments within and adjacent to designated sites (Sites of Special Scientific Interest, Local Nature Reserves, Sites of Importance for Nature Conservation, the proposed World Heritage Site, Kent Downs Area of Outstanding Natural Beauty and Regionally Important Geological Sites) will need to be accompanied by such survey/report material.

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. 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.

Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, floodlighting, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information about them, any potential impacts on them and any mitigation proposals for such impacts.

Useful references: See <http://www.biodiversityplanningtoolkit.com>; , www.naturalengland.org.uk and the Bromley Biodiversity Action Plan <http://www.bromley.org/ciswebpl/bbap/introbio.asp>

Construction Logistics Plan (CLP)

Relevant policies: UDP Policies T2 Assessment of Transport Effects, Policy T15 Traffic Management, T6 Traffic Management and Sensitive Environments, T18 Road Safety and London Plan Policy 6.14 Freight.

Application trigger: All major applications and others likely to have a significant impact on traffic congestion or pedestrian safety. Any application where loading activities associated with the construction phase of a development would cause congestion or obstruction on the highway.

Locations: Borough-wide

CLPs help to manage all types of freight movement to and from construction sites. They improve the safety and reliability of deliveries to a site, reduce congestion and minimise environmental impact. A CLP may be included within a Transport Assessment.

Depending on the scale of the development or particular sensitivities of the site the following information may be needed for an application to be determined:

- Construction vehicle routing (swept path analysis may be required) to demonstrate that construction vehicles can access the development and to limit or prevent HGV movements on residential roads
- Details for maintaining clean roads (wheel washing)
- Security and Access Controls (for larger sites)
- Details of waste management
- Numbers and times of deliveries

You are advised to speak to the Highways Team at an early stage to discuss your scheme and to agree the necessary scope of the application.

Further guidance can be found at

http://www.tfl.gov.uk/microsites/freight/documents/construction_logistics_plans.pdf

Daylight/Sunlight Assessment

Relevant policies: UDP Policy BE1 Design of New Development, NE1, 2 and 5 Nature Conservation and Development, Protected Species and Policy 7.7 Location and Design of Tall and Large Buildings

Application trigger: All major developments and any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or buildings including associated gardens or amenity space or in the vicinity of a river or open space

Locations: Borough-wide

A Daylight / Sunlight Assessment may be required for major developments, particularly in town centres, in circumstances where there is a potential adverse impact upon the current levels of sunlight / daylight enjoyed by adjoining properties or buildings, including associated gardens or amenity space or upon areas of public open space or rivers. An Assessment may also be required in situations where the application site itself is subject to potential adverse impact from adjoining buildings or features or where one part of the development is affected by another part of the same development. However the impacts of most developments on the amenities of adjoining and nearby properties will continue to be assessed on a case-by-case basis on their individual merits, without the need for a Daylight / Sunlight Assessment.

The assessment should be carried out in accordance with the Building Research Establishment document Site Layout Planning for Daylight and Sunlight – A guide to Good Practice. A daylight, vertical sky components, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the BRE document.

Useful references: Building Research Establishment <http://www.bre.co.uk/index.jsp>

Economic Statement

Relevant policies: UDP Policies EMP1, 4, 5 & 7 Office & Business Development and London Plan Economic Policies 4.1, 4.2, 4.3 and 4.4

Application trigger: Major developments >2000 sq m or >1ha; Redevelopments where loss of employment may arise

Locations: Borough-wide; Business Areas; Town / District Centres; Biggin Hill Airfield, applications that propose loss or creation of employment floorspace

The statement should set out any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported: the relative floor space totals for each proposed use (where known), any community benefits and reference to any regeneration strategies that might lie behind or be supported by the proposal. Proposals for redevelopment of employment sites should include details of existing employment that will be lost. The statement should include justification for the proposal in planning policy terms.

Energy Statement

Relevant policies: London Plan Climate Change Policies 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 and 5.7; NPPF (2012) and NPG (2014)

Application trigger: Major developments

Locations: Borough-wide

The London Plan provides the policy framework in respect of sustainable construction and renewable energy, and attention is drawn to Chapter 5 of the London Plan and the Supplementary Planning Guidance entitled Sustainable Design and Construction

www.london.gov.uk/thelondonplan/guides/spg/spg_04.jsp - this document provides an example of a report format for an Energy Statement that is relevant and comprehensive.

The Statement should include an energy assessment which shows how the need for energy is to be minimised, and how it will be supplied. In accordance with the energy hierarchy, developments should firstly be designed to use less energy; secondly the energy needed should be supplied as efficiently as possible and thirdly should use renewable energy where feasible. The Energy Statement should show how building construction will provide energy efficiency savings that exceed the requirements of the Building Regulations and should include calculations of both carbon dioxide emissions and energy (in kWh) and show how options for producing renewable energy have been considered.

To comply with LP Policy 5.2 the development should provide at least a 40% reduction in carbon dioxide emissions (improvement on 2015 Building Regulations) through the energy efficient design of buildings, use of decentralised energy and then from onsite renewable energy generating technology. If a reduction of 40% carbon dioxide emissions on site is not feasible, the energy statement should explain why and any shortfall will be met through a cash in lieu contribution .

The Energy Statement should be related to the particular development proposed for the site and should demonstrate the feasibility of installing the particular measures proposed. The layout of the scheme should ensure that there is sufficient space on site for any equipment and fuel storage, if required, and should investigate implications of fuel delivery. The potential site and form of buildings and flues should be included in the information submitted with the application.

In cases where the form of renewable energy cannot be fully determined at time of application, feasible options must still be presented. It is unlikely to be possible to submit details for the compliance of a condition regarding energy efficient/renewable energy where additional permissions may be required (e.g. for flues or buildings not in the original application).

Useful references: <https://www.london.gov.uk/priorities/environment/tackling-climate-change>

Financial Viability Assessment

Relevant policies: UDP Policies H1 Housing Supply, H2 & H3 Affordable Housing, IMP1 Planning obligations and SPD Planning Obligations; London Plan Housing Policies 3.3, 3.4, 3.8, 3.10, 3.11, 3.12 and 3.13, Policy 8.2 Planning Obligations and 8.3 Community Infrastructure Levy; NPPF (2012) and NPG (2014)

Application trigger: Major development proposals and residential developments (11 + dwellings or site area of 0.4 hectares) that do not offer policy compliant planning obligations or less than 35% affordable housing (by Habitable room)

Locations: Borough-wide

A Financial Viability Assessment (FVA) will be required for any development that generates a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for contributions made by the Local Planning Authority or other stakeholders.

The Council will seek to enter into legal agreements under Section 106 regarding developments which trigger the threshold for planning obligations and affordable housing, in accordance with Government guidance and its Supplementary Planning Document (SPD) regarding Planning Obligations

http://www.bromley.gov.uk/info/856/local_development_framework/160/planning_obligations_supplementary_planning_document

When applicants are not able to offer such obligations (or less benefit than indicated by the SPD), this should be justified by such an Assessment. This requirement also applies where less or no affordable housing than is required by Policy H2 is included in a residential development of 11, or when public subsidy is sought for the affordable housing (SPD Planning Obligations paragraphs 2.16. and 3.2 refer).

The Assessment should set out in detail the costs of carrying out a development and the anticipated return on that investment. The purpose of the Assessment will be to allow the Local Planning Authority to have a clear understanding of the economics of development a particular site, and will be used to assess whether or not a development is able to meet the full requirements for planning obligations normally required.

The Viability Assessment should be in the form of a fully detailed land appraisal including reference to the scheme revenue and sales values. Details should also include the full costs of carrying out the development including for example land cost, construction costs, fees and the costs of the various contributions thought likely to be required (e.g. for community infrastructure, off site highway works etc). Viability information should be set out using Argus software (or other software as agreed with the Council in writing prior to submission) and must include a scheme layout plan and Land Registry Plan with a Statement of Ownership.

Such material may be submitted on a commercial and confidential basis. However, it may become open to public inspection as the Freedom of Information Act 2000 and Environmental Information Regulations 2004 apply. The Council will require the applicant to pay for an RICS certified consultant / organisation to be commissioned to independently appraise the FVA in order to assist the Council in processing the application.

See Planning Obligations – Head(s) of Terms below.

Flood Risk Assessment

Relevant policies: London Plan Policies 5.12 Flood Risk Management and 5.13 Sustainable Drainage.; NPPF (2012); NPG (2014)

Application trigger: Sites of 1ha or more in Flood Zone 1 and any development in Flood Zones 2 & 3, except “minor development” as defined by Environment Agency

Environment Agency Guidance defines Flood Zones as follows-

Zone 1 – low probability of flooding (less than 1 in 1000 annual probability of river or sea flooding)

Zone 2 – medium probability – between 1 in 100 and 1 in 1000

Zone 3 – high probability – 1 in 100 or greater annual probability

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. It is a statutory requirement that such proposals be referred to the Agency, with the exception of “minor developments” (domestic extensions and garden buildings, and non-domestic extensions of <250m²).

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 (SUDs) and address the requirements for safe access to and from the development in areas at risk of flooding. It should be prepared with reference to the Council’s Strategic Flood Risk

Assessment (SFRA).

Though an FRA will not be required for “minor development” in Zones 2 and 3, flood resistance and resilience measures may be required and a condition will be imposed on planning permissions granted for such extensions. See Foul Sewage and Surface Water Drainage Assessment below.

Useful references: Environment Agency flood risk guidance <http://www.environment-agency.gov.uk/research/planning/82587.aspx>

Foul Sewage and Surface Water Drainage Assessment

Relevant policies: London Plan Policies 5.15 Water Quality and Wastewater Infrastructure, 5.15 Water Use and Supplies and 5.16 Water Self-Sufficiency

Application trigger: Developments that will increase surface water runoff and/or result in increased demand for sewerage and sewage treatment; Sites traversed by public sewers

Locations: Borough-wide

Most new developments need to be connected to existing utilities, particularly to mains foul drainage and (if on-site filtration like soakaways is not feasible) to the mains surface water sewer. Particular issues arise if there are existing sewers crossing a development site, as the proposal will need to take such infrastructure into account, including possible diversion, and the Assessment should put forward suitable proposals if this is necessary.

Proposals for disposal of surface water should be in line with the criteria set out in London Plan Policy 5.15, using the principles of Sustainable Drainage Systems (SUDS) to reduce and attenuate run-off from the proposal so that the development does not exacerbate the risk of flooding elsewhere. The use of soakaways is desirable where ground conditions are suitable, and this should be evidenced by percolation tests. The proposals for on-site infrastructure should show service routes that avoid as far as possible the potential for damage to trees and archaeological remains.

See Flood Risk Assessment above, and Tree Survey and Arboricultural Implications Report below.

Useful references: <http://www.thameswater.co.uk/home/11425.htm>

Heritage Statement

Relevant policies: UDP Chapter 6 Conservation & the Built Environment, in particular Policies BE8 – 16; NPPF (2012)

Application trigger: Planning applications in Conservations Areas, and affecting the setting of a Listed Building Conservation Area Consent; Listed Building Consent; Scheduled Ancient Monument Consent; Hedgerow Removal

Locations: Conservation Areas; Listed Buildings; Historic Parks & Gardens; Scheduled Ancient Monuments; Areas of Archaeological Significance

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with the conservation officer before any application is made. Pre-application advice relating only to heritage matters is currently not subject to a fee. The following is a guide to the information that may be required for different types of application:

One way of setting out a Heritage Statement is to assess the significance of the “heritage asset” the subject of the application in terms of the building or feature concerned (that part specifically affected by the proposal and the whole building / feature) and its site and setting, under the following

headings –

- historic significance – the age and history of the asset, its development over time, the strength of its tie to a particular architectural period, the layout of the site, the plan form of a building, and internal features of special character
- cultural significance – the role a site plays in a historic setting, village, town or landscape context, the use of a building perhaps tied to a local industry or agriculture, social connections of an original architect or owner
- aesthetic / architectural significance – the visual qualities and characteristics of the asset (settlement site or building), long views, legibility of building form, character of elevations, roofscape, materials and fabric, special features of interest
- archaeological significance – evolution of the asset, phases of development over different periods, important features, evidence in building fabric, potential for below ground remains.

For applications for listed building consent, 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 may be required. When photographs are necessary they should be dated, numbered and cross-referenced to a plan. Perspectives, photomontages, models or computer visualisations may be helpful to show the impact of new works on the heritage asset and its setting.

Plans for listed building consent should usually be at 1:50 scale and show existing and proposed floor plans, internal and external elevations, and sections through affected floor, roof and wall structures. A structural survey by an engineer or surveyor familiar with historic buildings which identifies defects and proposes remedies is likely to be required in support of an application for listed building consent, when significant elements of demolition or rebuilding are proposed. When partial or complete demolition is proposed, a statement of justification should be based on the following criteria – the condition of the building, cost of repairing and maintaining it in relation to its importance and the value derived from its continued use, adequacy of efforts to retain the building in use (including evidence that it has been offered on the open market at a realistic price) and merits of alternative proposals for the site.

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.

For 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, historic parks and gardens and scheduled ancient monuments and an analysis of the significance of the 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 a listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For 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, to assist the Local Planning Authority in determining whether the proposal preserves or enhances the character and appearance of the conservation area.

For all applications involving the disturbance of ground within an Area of Archaeological Significance in the Unitary Development Plan and on sites >0.4ha, an desktop Archaeological Assessment is required.

It is suggested that the Heritage Statement be prepared by a professional with experience of working with historic structures and features. Descriptive information about the heritage asset should include photographs of the site and its surroundings, so that the context of the proposal can be understood. See also Landscape and Assessment Views impact below.

Useful references: Advice can be found on the joint English Heritage CABE website Building in Context (www.building-in-context.org)

Land Contamination Assessment

Relevant policies: UDP Policy ER7 Contaminated land; London Plan Policy 5.21 Contaminated Land; NPPF (2012) and National Planning Policy for Waste (2014)

Application trigger: Any redevelopment in relevant locations, in particular where the proposed use is sensitive eg residential, schools or where the previous use of land could give rise to contamination

Locations: Borough-wide - On and near former landfill sites; Sites that have a history of commercial use or where previous uses are unknown

This should comprise a desktop study setting out the previous uses of the site. Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks 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 sensitive (e.g. residential, children's nursery, school), the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. If permission is granted, a condition will be imposed requiring submission of a contaminated land assessment (comprising sampling of soil, gas, surface water and groundwater) and details of proposed remediation works.

Useful references: Further advice on contaminated land can be found on the Environment Agency's website www.environment-agency.gov.uk/research/planning/40407.aspx And in Bromley's Contaminated Land Strategy http://www.bromley.gov.uk/info/418/pollution_control-contaminated_land/558/contaminated_land.

Landscaping Scheme

Relevant policies: UDP Policy BE1 Design of New Development, BE7 Boundary Walls and Other Means of Enclosure, Policy NE7 Trees; London Plan Policy 7.1 Building London's Neighbourhoods and Communities, 7.4 Local Character and 7.5 Public Realm.

Application trigger: All new build residential development, developments that include external amenity space and any proposals including alterations to a front garden

Locations: Borough-wide

Landscaping schemes are integral to good design and should be incorporated into schemes from the earliest stage of the design process. Good landscaping and trees designed in as a positive part of the design process can add amenity value to a development and the public realm as well as benefiting wildlife habitats and biodiversity.

The detail provided should be proportionate to the scale of the development. At the outset of a proposal areas for hard surfaces, soft landscaping, playspace etc... should be identified even if detailed soft planting specification is not yet known.

The landscaping scheme should include plans showing details of hard and soft landscaping proposals for all parts of the site where no buildings are proposed. This must indicate the relevant site features and note those to be retained and the presence of any species of nature conservation interest;

- Proposed plans must specify the plant species, their size and planting densities and any trees proposed stating their size and identify hard landscaping materials;
- Site levels, gradients and any earthworks required, storage areas for bicycles and/or refuse storage areas, boundary treatments and SUDs must be shown as relevant; and
- A management plan for a period of 5 years identifying how and by whom any communal landscaping or public realm areas would be managed.
- Applications proposing **hardstandings** must specify the location and area of porous paving materials if proposed.

Living Roof and Wall Details

Relevant policies: London Plan Policies 5.10 Urban Greening, 5.11 Green Roofs and Development Site Environs, 5.12 Flood Risk Management, 5.13 Sustainable Drainage; NPPF (2012)

Application trigger: All proposals that are seeking to include living roofs and walls as a way to address climate change policies

Locations: Borough-wide

Living roofs are an essential sustainable design consideration and can make a significant contribution to flood mitigation and climate change particularly when paired with other renewable energy sources such as PV panels. However, it is essential to ensure that a living roof has been design into a building from the outset and that appropriate maintenance is secured to ensure its success.

For applications proposing the incorporation of a living roof the following information must be provided

- Fully detailed plans (to scale) showing and stating the area of the roof. This should include any contoured information depicting the extensive substrate build up and details of how the roof has been designed to accommodate any plant, management arrangements, and any proposed photovoltaic panels and fixings.
- A scaled section through the actual roof (i.e. not a generic section of a living roof) showing the details of the extensive substrate base and living roof components.
- Details of the proposed plug planting and seed composition and planting methodology
- Details of the proposed plug plant and seed composition.
- A statement outlining a management strategy detailing how the living roof would be maintained and monitored for a period of at least 5 years post installation shall be provided.

Useful references: <http://livingroofs.org/>

Landfill and Waste Transfer Statement

Relevant policies: UDP Policy ER2 Waste management facilities; London Plan Policy 5.16 Waste Self-Sufficiency, 5.17 Waste Capacity, 5.19 Hazardous Waste, the Mayor's Waste Strategy and National Planning Policy for Waste (2014).

Application trigger: All proposals for transfer, treatment and deposit of waste

Locations: Borough-wide

This guidance applies to applications for all types of waste management and waste transfer facilities and proposals for landfill or re-contouring land with refuse or waste materials.

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The Statement should supplement an application with the following information:

- details of the type of waste to be deposited or transferred, including source of input and destination of output, tonnage and expected duration of the landfill / waste management operation. Where relevant, a topographical survey including
- existing and proposed levels / contours and cross sections, showing relationship with adjacent land
- detailed technical information relating to the plant and equipment proposed for the site and a method statement for the processes involved, including on-site procedures / machinery and a phasing programme
- detailed assessment of the impact of the proposed processes in terms of surface water runoff, air quality, noise, vibration, odour, dust, gas, leachate and energy produced, attraction of birds and vermin and measures to mitigate these impacts (including the plant and equipment concerned). Effects assessed should include hydrology / geology / groundwater and risks of flooding, subsidence, landslides or avalanches on landfill sites
- details of the visual impact of all buildings, plant and structures including information relating to land levels, screening and landscaping, if necessary – see Landscape / Townscape and Views Impact Assessment
- details of all vehicular movements to and from the site, based on the maximum capacity of the site, including vehicle size, frequency of movements and load capacity – see also Transport Assessment
- details of proposed restoration works, landscaping and aftercare, including timing / phasing.

Details of any relevant information relating to the requirements of the Environment Agency should also be included in the Statement. In the case of applications for landfill sites, sufficient information should be provided in the Statement to enable the waste planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002.

If the application site lies within the Green Belt or on Metropolitan Open Land, a Planning Statement (see below) setting out details of 'very special circumstances' should be submitted, and it should also include an assessment of alternative sites to demonstrate the need for the development on designated land.

Separate statements may also be required in the form of a Flood Risk Assessment and / or Foul Sewage and Surface Water Drainage Assessment (see above). Pre-application discussions are recommended on all proposals in this category to ensure that individual site requirements can be identified and addressed in the Statement and other documents that may be required.

Useful references: National Planning Policy for Waste (2014) and PPG (2014)

Landscape/Townscape and Views Impact Assessment

Relevant policies: UDP Policies in Chapters 6 Conservation and the Built Environment, Chapter 8 Green Belt and open space; Bromley Town Centre AAP Policy BTC19 Building height; London Plan Policies 7.1 Buildings London's Neighbourhoods and Communities, 7.4 Local Character, 7.6 Architecture and 7.7 Location and Design of Tall and large Buildings. Kent Downs AONB Management Plan Policies incl LLC Policies Landscape and landform character

Application trigger: Development that may affect the openness of protected open spaces, important local views, or views of landmarks or major skyline ridges. Proposals for tall buildings

Validation Guidance and Local Information Requirements for Planning Applications

Locations: Borough-wide including Areas of Special Character; Town Centres, Conservation Areas, Historic Parks and Gardens, Green Belt / MOL, Urban Open Space, Kent Downs AONB and its setting

Some developments will have a visual impact over a wide area, not just on their immediate surroundings. An Assessment is likely to be necessary for developments-

- that exceed the general height of buildings in the area (see Policy BE19)
- that affect important local views, or views of landmarks or major skyline ridges (see Policy BE20 and Appendix VII of the UDP)
- for high buildings in Bromley Town Centre
- that are located in or adjoining open land
- that affect heritage assets - Conservation Areas, Historic Parks and Gardens , Kent Downs Area of Outstanding Natural Beauty, and nearby listed buildings.

Generally an Assessment for such proposals will be required in respect of major developments, though not for all. Some Assessments can comprise photographs and photomontages to help show how the development proposed can be satisfactorily integrated into the street scene and / or the surroundings generally, but for some proposals verified computer-generated visualisations/photomontages will be necessary. In such cases, the assessment should include a computer generated zone of visual influence and the impact on local, medium and long distant views which should be done through accurate visual modelling of proposals – photomontages or three-dimensional computer models (buildings fully rendered) – from relevant assessment points defined by the Council. Proposals should be shown in daylight and night conditions and in different seasons. The Assessment should be carried out by an appropriate professional in accordance with Guidelines for Landscape and Visual Impact Assessment 2nd Edition Landscape Institute and IEMA 2002.

If the proposal affects heritage assets the Assessment should include a historical analysis of the evolution of the landscape / townscape. It may also be necessary to produce a Heritage Statement (see above).

See relevant UDP policies, and (if relevant) the Kent Downs AONB Management Plan www.kentdowns.org.uk/Management%20Plan%202004%20-%202009

Lifetime Homes and/or Wheelchair Housing Statement

Relevant policies: UDP Policy BE1 Design of New Development; London Plan Policies 3.8 Housing Choice, 7.1 Building London’s Neighbourhoods and Communities and 7.2 An Inclusive Environment; the Mayor’s SPG: Accessible London: Achieving an Inclusive Environment Supplementary Planning Guidance (2014), SPD: Housing (2012) and South East London Housing Partnership Wheelchair Design Guide (2012)

Application trigger: Lifetime Homes Checklist – all new residential developments. Wheelchair Housing - proposals for major residential developments which trigger a requirement of 10% wheelchair provision

Locations: Borough-wide

London Plan Policies require all new housing to be built to “Lifetime Homes” standards and 10% of new housing to be designed to be wheelchair accessible or easily adaptable for residents who are wheelchair users. Bromley Council require all affordable rent wheelchair units to meet SELHP Standards. Wheelchair units of other tenures will be required to meet Wheelchair Housing Design Guide (WHDG) Stephen Thorpe and Habinteg Housing Association 2006, the main elements of which are set out in Mayoral Housing SPG 2012 Annex 2 “Best Practice Guidance for Wheelchair Accessible Housing”

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Provision of new housing with these criteria in mind will allow householders to remain in their homes when their mobility is reduced, due to illness, old age or other causes, thereby providing a sustainable housing stock that is adaptable, flexible, convenient, appropriate to changing needs and enabling independent living in a cost-effective way.

Lifetime Homes

In order to demonstrate compliance with the standards floor plans at a scale of 1:50 for each unit type proposed must be submitted. The floor plans must be annotated to show compliance with the 16 lifetime homes criteria.

A statement/checklist alone is not sufficient to demonstrate compliance.

Where standards cannot be met (for example due to existing access arrangements into a building) this must be clearly set out and justified in the application.

Wheelchair Homes

In order to demonstrate compliance with the standards floor plans at a scale of 1:50 for each unit type proposed must be submitted. The floor plans must be annotated to show compliance with **full** relevant criteria which for SELHP Units will include the provision of 2 lifts for units located above the ground floor and plans to show sufficient width of communal corridors and entrances.

A statement alone is not sufficient to demonstrate compliance.

For non affordable rent properties if the first occupants are unknown, the home should be designed to be easily adaptable for future occupation by a wheelchair user i.e. the home is designed from the outset with suitable accessibility, storage capacity, refuse storage, approach space to facilities and furniture, and circulation as defined by the WHDG, that enables later minor alterations to be easily undertaken to suit individual needs. Easily adaptable should not require structural alterations (such as removing walls to enlarge rooms) to make it suitable for wheelchair users, but might require minor alterations such as installing grab rails, replacing a bath with a shower or changing the kitchen units.

Useful references: Further information is available on the Lifetime Homes website and the South East London Housing Partnership Wheelchair housing design guidelines.

<http://www.lifetimehomes.org.uk/pages/revised-design-criteria.html>

http://www.selondonhousing.org/downloads/file/43/wheelchair_homes_design_guidelines

<https://www.london.gov.uk/priorities/planning/publications/housing-supplementary-planning-guidance>

Lighting Assessment

Relevant policies: UDP Policies BE1 Design of new development and NE1, 2 and 5 Nature Conservation and Development, Protected Species

Application trigger: Floodlights and other lights that may impact on visual or residential amenity or nature conservation interests on or adjacent to an application site

Locations: Borough-wide, particularly near residential property and in / close to Green Belt / MOL; Within or adjacent to SSSI, LNR and SINC, and where protected species may be present on or adjacent to the site

All proposals that include floodlighting or involve the provision of publicly accessible developments in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, 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 with beam orientation, a schedule of the equipment in the design, and a lighting diagram showing the intensity of illumination.

Lighting schemes should take account of –

- any possible effects on wildlife that is sensitive to lighting eg bats
- security lighting being low level / low key to avoid adverse effects on nearby properties
- lighting of public and communal areas in developments including access drives and car parking should comply with BS5489-1:2003.

Useful references: Lighting in the Countryside: Towards Good Practice (1997)

<http://archive.defra.gov.uk/environment/quality/noise/neighbour/documents/lighting-in-the-countryside-970701.pdf> is a valuable source of advice which demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. It is applicable in towns and cities as well as in the countryside. Conditions may be imposed on permissions that include lighting eg to control hours of use.

Marketing Evidence

(including means and period of marketing, and justification for departure from policy)

Relevant policies: UDP Chapter 10 Business & Regeneration, in particular Policies EMP3, 4 & 5, also C1 Community facilities, H12 Conversion of non-residential buildings & S4 / S5 Local and neighbourhood centres and Chapter 4 of the London Plan: London's Economy.

Application trigger: Development / reuse of business premises for non-business purposes; Loss of community facilities; Change of use of retail shops to non-retail purposes

Locations: Business Areas, other business sites; shopping centres

Applications which involve the loss of retail use, loss of commercial use, and the loss of social and community uses will need to demonstrate that harm will not be caused by weighing market and other economic information alongside environmental and social information, take full account of any longer term benefits, as well as the costs, of development, such as job creation or improved productivity including any wider benefits to national, regional or local economies, and consider whether those proposals help to meet the wider objectives of the development plan.

The evidence should set out clearly the means and period of marketing (which should not normally be less than 18 months), and the justification for any departure from planning policies.

Marketing should include use of the Councils commercial property database

http://www.bromley.gov.uk/info/200018/commercial_property/250/bromley_commercial_property_database

Useful references: See The Economic Development and Employment Land Study prepared for the Council by GVA Grimley.

http://www.bromley.gov.uk/downloads/file/714/btcaap025-bromley_economic_development_employment_land_study

Material Samples

Relevant policies: UDP Policy BE1, London Plan Design Policies 7.1, 7.4, 7.5, 7.6 and 7.7.

Application trigger: Major development proposals and other complex or sensitive proposals as advised by Planning Officers as part of the pre-application process.

Locations: Borough-wide

Good design is indivisible from good planning and the detailing of a scheme and how it is delivered is key to ensuring that a scheme is capable of being delivered as designed and is of necessary high

quality. Such details, if not considered fully as part of the early design stages, can cause difficulties at a condition stage and this detail is therefore needed up front for major or complex/sensitive proposals which will make a significant contribution towards place-making in the Borough.

Details must include:

- A full specification of all materials (including windows, doors and balconies) with at least brochure details showing the appearance of materials or ideally samples of the materials to be provided. The specification must be accompanied by a statement explaining the choice and appropriateness of materials proposed.
- A clear explanation of the longevity of the materials chosen as well as details of any measures taken to prevent adverse weathering and/or staining
- Elevations and sections at a scale of at least 1:20 showing a bay study of the buildings which shall include a window within the façade and the reveals, cills etc...
- All pipework, drainage, vents etc... must be shown

Noise and Vibration Impact Assessment

Relevant policies: UDP Policy BE1; London Plan Policy 7.15 Reducing Noise and Enhancing Soundscapes; Kent Downs AONB Management Plan Policies GNR5 & SDT 6 & 10 Geology and natural resources, and Sustainable development and travel

Application trigger: All mixed use developments and Noise-sensitive development (including residential) close to noise generating activities; Proposals that include noise generating activities & equipment / machinery

Locations: Borough-wide

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 survey and report prepared by a suitably qualified acoustician.

Surveys should be carried out in accordance with British Standard 7445-1:2003 (see www.standardsuk.com) to determine the range of ambient and background noise levels, the report should contain details of noise assessments, predictions and calculations, and give recommendations and specifications of any works necessary to control noise – such works should be detailed on the planning application drawings.

Any works necessary to control noise should be detailed on the planning application drawings. Where external noise attenuation equipment is proposed, such as acoustic enclosures or acoustic screens, the noise survey report should demonstrate the location, size and visual impact of equipment on the site/building. This is especially important with regard to historic buildings or buildings situated in conservation areas. Noise measurement surveys undertaken to establish ambient and background noise levels should be undertaken in accordance with the recommendations of BS7445. Noise surveys and reports will generally be required for developments including:

- building services and other external plant
- Other commercial proposals that include noise-generating activities and equipment / machinery
- Places of entertainment, or uses which attract large numbers of people
- Residential and other noise-sensitive developments close to busy transport routes and other noise-generating activities.

Certain of the above will also require an assessment of the impact of vibration e.g. residential development adjacent to railway tracks, proposals that include use of heavy machinery or mobile

plant.

Useful references: Advice can be sought from the Environmental Health team on 020 8313 4953.

Parking Provision for Cars and Bicycles

Relevant policies: UDP Policies T3 & T7 Parking & Cyclists, UDP Appendix II; London Plan Policies 6.9 Cycling and 6.13 Parking

Application trigger: Residential development, places of employment, education & entertainment / leisure

Locations: Borough-wide

This requires that the level of parking for certain types of development should be determined by a Transport Assessment. The Council will seek a flexible approach to on-site parking for housing schemes which considers planning applications on their individual merits in the light of the particular circumstances of the locality, to deliver parking provision that is consistent with the character of the area, so as to minimise impact on on-street parking.

A site layout showing car parking spaces (including disabled and electric vehicle spaces) and bicycle parking should be provided for all residential, commercial, retail and business developments and other uses as set out in the UDP Appendix. The layout should clearly show how space can be provided within the development for bicycle parking appropriate to the particular use (in accordance with London Plan Standards), including secure/covered facilities, and details of the proposed bicycle stands and their spacing. In residential development, cycle parking can be provided within domestic garages and garden sheds, or in purpose-built secure structures.

The car and bicycle parking should be well related to the property they are intended to serve in terms of proximity, and secure in terms of surveillance from the relevant property within the development. Layouts should also show clearly where on-site Refuse and Recycling Storage will be provided (see below). See also Transport Assessment below.

Useful references: Appendix II Parking standards of the UDP

http://www.bromley.gov.uk/info/1004/planning_policy/162/unitary_development_plan_udp gives guidance on criteria for numbers of parking spaces and acceptable layouts

Planning Obligations – Draft Heads of Terms

Relevant policies: UDP Policy IMP1 and SPD Planning obligations; London Plan Policy 8.2 Planning Obligations and 8.3 Community Infrastructure Levy; NPPF (2012); NPPG (2014)

Application trigger: Commercial and residential major proposals and residential developments comprising floorspace of more than 1000 sqm or 10+ residential dwellings. Certain Non-Major developments e.g in town centres

Locations: Borough-wide

Planning obligations (or “Section 106 agreements”) are private agreements negotiated between Local Planning Authorities and persons with an interest in land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

In accordance with the Council’s adopted Supplementary Planning Document on Planning Obligations (December 2015),

http://www.bromley.gov.uk/info/856/local_development_framework/160/planning_obligations_supple

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[mentary planning document](#)

In appropriate cases where S106 requirements are known, developers will be required to submit a draft “Heads of Terms” statement regarding those matters regarding which they are willing to enter into a legal agreement with the Council. Alternatively a draft legal agreement can be submitted with the application, using the template in the SPD. The matters that would be appropriate to include in a planning obligation should be identified in pre-application discussions with planning officers.

Applicants are also encouraged to prepare Unilateral Undertakings where appropriate.

For major applications, in order to facilitate the preparation of a legal agreement prior to a scheduled committee date so that decisions can be issued swiftly after a committee resolution, it will be necessary for the applicant to provide:

- Proof of the **owner’s title** (including title plan). All the owners of the site will need to enter into the agreement. If the land is registered this will be by recent office copy entries (no more than 21 days old). If it is unregistered, an epitome of title should be provided.
- **Names and addresses of any chargees, lessees, mortgages** or other holders of security on the land, as all parties with an interest in the land would need to sign the agreement.
- A written **agreement to pay the Council’s reasonable legal costs** in connection with the negotiation, preparation and monitoring of the legal agreement. In the event that the application is refused (contrary to Officers recommendation) it will still be necessary for the applicant to pay any legal fees associated with the draft of the s106.
- Contact details if there is a solicitor acting on behalf of the applicant

Useful references: Further information on planning obligations is available in the Planning Practice Guidance 2014
See also Financial Viability Assessment above.

Planning Statement

Relevant policies: Wide range of UDP Policies including G1, G2, G8 Green Belt, MOL & Urban Open Space, those in Chapter 10 Business & Regeneration, and C1 Community Facilities; BTC AAP

Application trigger: Major developments which raise a wide range of planning issues, including justification of “very special circumstances” regarding Green Belt / MOL

Locations: Borough-wide including applications in Green Belt / MOL / Urban Open Space and Town Centres

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies.

A Planning Statement will be required for certain “major” developments, developments not in accordance with the Unitary Development Plan / Local Development Framework (LDF), and other developments if specified in pre-application advice. One example is the need to submit a statement regarding any “very special circumstances” regarding “inappropriate” development in the Green Belt or on Metropolitan Open Land.

Another circumstance where a Planning Statement is likely to be required is when a proposal would lead to a loss of community facilities - if it can be demonstrated that there is no longer a need for the

facilities or alternative provision can be made in an equally accessible location, this should be explained in the Statement.

The statement will explain how the proposal relates in policy terms to national and regional planning guidance, the development plan and adopted Supplementary Planning Guidance; and as they emerge, the LDF and Supplementary Planning Documents. It should also include details of consultations with the Local Planning Authority and statutory consultees undertaken prior to submission. Pre-application consultation with the local community should be set out in the Statement of Community Involvement.

Refuse and Recycling Storage

Relevant policies: UDP Policy BE1 Design of New Development

Application trigger: Residential development, places of employment, education & entertainment / leisure

Locations: Borough-wide

The layout for developments should show where storage can be provided for refuse and recycling before it is collected. The location shown should be convenient for collection from an adopted highway in terms of distance, route and gradient, and comprise an adequate area for storage in relation to the proposal. Layouts should also show clearly where on-site Parking Provision for Cars and Bicycles will be provided (see above).

Useful references: Guidance is given in Notes for Developers and Architects (December 2009) The Storage and Collection of Refuse from Residential and Commercial Buildings, which is available on the Council's website.

Statement of Community Involvement (SCI)

Relevant policies: LDF Statement of Community Involvement

Application trigger: Major developments sites

Locations: Borough-wide

An SCI will normally only be required for major developments. It will explain how the applicant has complied with the requirements for pre-application consultation set out in Section 4 of the Local Development Framework Statement of Community Involvement http://www.bromley.gov.uk/info/856/local_development_framework/154/statement_of_community_involvement and demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.

Structural Survey and Rebuilding Method Statement

Relevant policies: UDP Policies BE8, 9, 10 and 12 G1 & G2 Listed Buildings / Conservation Areas, Green Belt & MOL; NPPF 2012

Application trigger: Listed Building Consent; Demolition of Statutory & Locally Listed Buildings; Conversion / reuse of buildings in Green Belt /MOL

Locations: Borough-wide

Proposals for the conversion / reuse of an existing building in the Green Belt and Metropolitan Open Land are "appropriate" development providing certain criteria are met, including that the building is of permanent and substantial construction. A Structural Survey / Rebuilding Method Statement should be submitted with such proposals and include a survey of the structure and building fabric and a method statement setting out what existing fabric can be retained and what will be replaced, and the construction work and new materials necessary to bring the building up to modern standards to

comply with the Building Regulations.

A Statement may need to be submitted with an application for Listed Building Consent, though this material could form part of a Heritage Statement (see above). A Statement should be submitted with a planning application that involves the substantial alteration or demolition of a statutory or locally listed building, and for Conservation Area Consent applications to demolish – in the case of the latter, if the building concerned has a negative impact on the character and appearance of the area, a Statement will not be required. Pre-application advice can be given by the Council's conservation officer. The Statement could form part of a Heritage Statement (see above).

Sustainability Statement

Relevant policies: London Plan Climate Change Policies 5.1 and 5.3; NPPF (2012) and NPG (2014)

Application trigger: Non majors (i.e 1-10 dwellings which do not generate the need for a full energy assessment)

Locations: Borough-wide

The purpose of a Sustainability Statement is to demonstrate how a development has been designed to improve the environmental performance and efficiency of a building, at the construction and operational phase. The need for this type of assessment is outlined in London Plan Policies.

The statement must demonstrate energy efficiency and water saving measures and details of how these will be delivered as far as practically possible within the scale of the development proposed.

Further advice can be found in the GLA's supplementary planning guidance on Sustainable Design and Construction http://www.london.gov.uk/thelondonplan/guides/spg/spg_04.jsp

Telecommunication Development Information

Relevant policies: BE22 Telecommunications Apparatus

Application trigger: Telecommunications masts, base stations & related apparatus

Locations: Borough-wide

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, 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 has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Useful references: Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11486/codemobilenet_work.pdf

Town Centre Uses and Retail Impact Assessment

Relevant policies: Policies in UDP Chapter 11 "Town Centres & Shopping"; London Plan Retail Policies 4.7 – 4.9; NPPF 2012

Application trigger: Major developments; Non-Major developments including changes of use of

retail premises

Locations: Commercial floorspace within and outside retail centres

Town Centre uses include retail, leisure / entertainment, sport / recreation, office and hotel developments. Dependent on their floor space and location (which type of Centre, or other location), evidence may need to be submitted providing-

- a needs assessment, including quantitative and qualitative need, justifying the development
- details of the sequential approach undertaken that have led to the proposed site being selected (excluding extensions to existing developments if they are less than 200 sq. m)
- an assessment of the proposed development's impact on the vitality and viability of existing centres
- an assessment of how the chosen location is accessible.

Applications for changes of use of ground floor premises in shopping centres from retail to other uses should be accompanied by a mapped survey of the uses of nearby premises and a statement to address issues in the relevant policy in Chapter 11 of the Unitary Development Plan

http://www.bromley.gov.uk/info/1004/planning_policy/162/unitary_development_plan_udp

See also Marketing Evidence above.

Useful references: Planning for Town Centres

<http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/goodpracticeguides/towncentres>

Transport Assessment

Relevant policies: UDP Policies T1, T2, T3 & T18 Transport demands, Transport effects, Parking & Road safety; London Plan Policy 6.3 Assessing Effects of Development on Transport Capacity, Policy 6.9 Cycling, 6.10 Walking, 6.11 Smoothing Traffic Flow and Tackling Congestion, 6.12 Road Network Capacity and 6.13 Parking; NPPF 2012

Application trigger: Major developments and other developments which would have an impact on the highway

Locations: Borough-wide

A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. 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 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 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. It may be necessary for the TA to determine the car parking requirement for the development.

Useful references: Further guidance can be found in the Department of Transport's Guidance on Transport Assessment (March 2007)

<https://www.gov.uk/government/publications/guidance-on-transport-assessment> and Transport for London's Transport Assessment Best Practice Guidance Document

<http://www.tfl.gov.uk/assets/downloads/businessandpartners/transport-assessment-best-practice-guidance.pdf> . See also Policies T1 and T2 and Appendix II.16 of the Unitary Development Plan.

http://www.bromley.gov.uk/info/1004/planning_policy/162/unitary_development_plan_udp

See Parking Provision for Cars and Bicycles above.

Travel Plan

Relevant policies: UDP Policy T2 Transport effects; London Plan Policy 6.3 Assessing Effects of Development on Transport Capacity, Policy 6.9 Cycling, 6.10 Walking, 6.11 Smoothing Traffic Flow and Tackling Congestion, 6.12 Road Network Capacity and 6.13 Parking; NPPF 2012

Application trigger: Major developments

Locations: Borough-wide

A Travel Plan is a general term for a package of measures tailored to meet the transport needs of individual developments and aimed at promoting environmentally sustainable travel choices for residents, staff, visitors and customers, including reductions in car use, particularly single occupancy car journeys. They are just as important as other transport infrastructure and mitigation measures addressed in a Transport Assessment and can be used to identify measures that would reduce the level of potential traffic impact of development proposals. These can include car sharing, encouraging cycling, providing information about public transport and promoting flexible working. Travel Plans can address commuter journeys, business travel undertaken during the working day, visitors and deliveries.

They should be submitted with applications for major developments that are likely to have significant transport implications. The Travel Plan should be worked up in consultation with the Council and local transport providers. In the case of speculative development it may be difficult to fully detail all aspects of a Travel Plan in the absence of a known occupier. The implementation of a Travel Plan is normally secured by a planning condition which will require that the Plan is regularly reviewed, and this can include updating once the development is occupied.

Useful references: Further information can be found in the Department for Transport's "Delivering Travel Plans Through the Planning System",

<http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/goodpracticeguides/deveringtravelplans> and Transport for London's Guidance for residential travel planning in London

www.tfl.gov.uk/microsites/interchange/documents/guidance-residential-travel-planning-2008.pdf and Guidance for workplace travel planning in London

www.tfl.gov.uk/microsites/interchange/documents/guidance-workplace-travel-planning-2008.pdf .

Transport for London also have a travel plan tool ATTrBuTe for drawing up and evaluating Travel Plans www.attrbute.org.uk

Tree Survey and Arboricultural Implications Report

Relevant policies: UDP Policy NE7 Development & trees

Application trigger: Development on sites where there are existing trees

Locations: Borough-wide

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 and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current British Standard 5837:2005 'Trees in relation to construction – Recommendations', see www.standardsuk.com. 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.

Seeking pre-application advice from the Planning Divisions' Tree Officer is recommended to establish what level of information is required. The following information should normally be

submitted-

- Land Survey – this should be precise and show all relevant site features, including accurate location and identification of all trees, hedgerows and shrubs over 2 metres in height and/or with a stem diameter of 7.5cm measured at 1.5 metres above ground level. It should be made available at pre-application stage as scale drawings (1:100 or 1:200) and in a commonly agreed digital format, if available. The survey should also include spot heights of ground level throughout the site and location of trees on adjoining land less than half a tree height from the site boundary.
- Tree Survey – All trees should be numbered on the land survey plan. Where appropriate, due to dense tree cover, tags with a corresponding number should be attached to all trees. A tree survey should only be undertaken by a suitably qualified arboriculturist with experience of trees on development sites and will be expected to meet the requirements of sections 4.2 to 4.4 of BS5837 (or the current revision of this document). It should assess all existing trees, including those on neighbouring land that may be affected by the development, and should include at least the following information; Species of tree, height (in metres), diameter of the trunk (measured at 1.5m above ground level on single stem trees and immediately above the root flare on multi-stemmed trees), canopy spread in metres in relation to all four compass points (to be recorded on tree survey plan), height of crown base (i.e. clearance above ground of lowest branches; in metres), age class (young, middle age, mature, over mature, veteran), assessment of condition (physiological and structural), tree management recommendations (e.g. Remove deadwood, crown lift etc), desirability for retention in accordance with Table 1 of BS5837. The category of each tree should be clearly differentiated on the survey schedule and plan i.e. A, B, C and R (good, medium and low quality and value, or removal for reasons of sound arboricultural management respectively).

Unless otherwise agreed with the planning tree officers, the Tree Survey and Arboricultural Implications Report should be prepared in at least draft form prior to pre-application discussions regarding the proposed development, to establish which trees are desirable to retain. Where appropriate, the Council will impose conditions on planning permissions to protect trees on development sites during the construction period.

Useful references: Other sources of information are Arboricultural Practice Note 12 (APN 12) Through the Trees to Development www.treesource.co.uk and NJUG10 Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees <http://www.njug.org.uk/category/3/pageid/5/>

Ventilation/Extraction Details and Specification

Relevant policies: UDP Policies ER9 & S9 Ventilation & Food & drink premises; 7.14 Improving Air Quality; NPPF (2012); NPG (2014)

Application trigger: Restaurants, cafes & hot food takeaways (Classes A3, A4 & A5) and other commercial extraction flues

Locations: Borough-wide

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), A5 (Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial).

This information (excluding odour abatement techniques unless specifically required) will also be



Validation Guidance and Local Information Requirements for Planning Applications

required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. Please contact us for information about ventilation and ductwork systems for food and drink premises.

Even when a future occupier is not known, applicants are likely to be required to demonstrate that any necessary equipment and ducting can be provided without any harmful visual or amenity impact.

Contact Information

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