

Validation Guidance and Local Information Requirements for Planning Applications

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Introduction

The Council has produced this document to assist the process of validation of planning applications. It sets out clearly what documents are required for different types of application and the basic requirements for those documents.

All planning submissions will be reviewed against the requirements set out within the local list but we will only ask for documents which are necessary to validate the application.

The relevant national legislation¹ sets out that Local Information Requirements must be:

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

The information required for a valid planning application consists of:

1. Mandatory national information requirements
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).

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 formal process you can follow - please refer to the government's Guidance: Making an application at <http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/receipt-of-an-application/delay-in-the-validation-of-an-application/>

For quickest validation we recommend online submission via the Planning Portal website <https://www.planningportal.co.uk/applications> with the fee paid online at the time of submission either via the portal or using the Bromley Council website <https://www.bromley.gov.uk/PlanningApplicationPayment>

¹ Section 62(4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act (2013) (supported by Article 11(3)(c) of the Town and Country Planning (Development Management Procedure) Order 2015 and Paragraph 193 of the National Planning Policy Framework (2012))

If making a paper submission please note that 2 copies of all documents are required. 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 2 paper copies and a disc (even if also submitted via the Planning Portal).

Please note that if an application is considered to be invalid you will be notified in writing. All invalid reasons must be fully addressed in the first response to the Council's invalid letter and a response must be received within 21 days. It is not possible to deal with invalid reasons in a piecemeal approach. Failure to address all of the invalid reasons as part of one comprehensive response will result in the application being treated as invalid and formally disposed of. This will result in the need for a fresh application to be submitted should you wish to proceed with the proposal.

The Council expects applicants to have carried out pre-application discussions before submitting an application, as set out in the National Planning Policy Framework and to be fair to those who do choose to engage in pre-application discussions officers are not normally able to negotiate schemes once an application has been submitted. Minor revisions to applications could be accepted at the discretion of the Council, and if revised plans or documents are submitted we will require an extension of time for determination to be proposed / agreed at the same time.

The list is divided into two sections below. The first section includes national requirements for all applications as well as local requirements for householder and basic applications. The second section includes supporting information usually required for more complex proposals. Please be aware that in certain circumstances it might be necessary for a basic/householder application to be supported by documents in the second section (the local planning authority retains the right to request such information on a case by case basis)

National and Bromley standard requirements for all application types (including householder applications)

Validation Requirement	When Required	Minimum Content and/or advice
The correct fee	National requirement for all applications. If you are seeking an Exemption you must clearly set out the reasons why in your submission	<p>Fees can be calculated on the planning portal website https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1</p> <p>Fees can be paid on the Planning Portal at the time of submitting the application or on the Bromley Council website https://www.bromley.gov.uk/PlanningApplicationPayment</p>
Site location plan	Bromley requirement for all applications including Section 73 applications	<p>Must be at a scale 1:1250 or 1:2500</p> <p>This must be an up to date map</p> <p>Must identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear</p> <p>Must include the direction of North</p> <p>Site must be outlined in Red and must include all land necessary to carry out the proposed development</p> <p>Adjoining land in the same Ownership must be outlined in Blue</p> <p>For Certificate of Lawfulness Applications for an Existing Use the plan must address the above requirements but must also show the precise area for each existing use.</p>
Block plan	National requirement for all applications	<p>Must be at a scale 1:100,1:200 or 1:500</p> <p>Must show the proposed development hatched/outlined in red</p> <p>Must include a scale bar</p> <p>Must show the direction of North</p>

<p>Design & Access Statement</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • Major applications • One or more dwelling in a Conservation Area • New building/s of 100 sqm in a Conservation Area • Applications for Listed Building Consent 	<p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.</p> <p>Guidance on the minimum requirements for D&A Statements for both Planning Applications and Listed Building Consent can be obtained from https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission</p> <p>For Major Applications, Design and Access Statements shall:</p> <ul style="list-style-type: none"> • 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
<p>Existing and Proposed Elevations</p> <p>(This must include all elevations and where appropriate a section. For example both flank elevations must be provided for rear extensions)</p> <p>Where changes to a roof are proposed and these cannot be</p>	<p>Required for any application or certificate of lawfulness for new buildings/extensions and alterations.</p> <p>For changes of use only then it is only necessary to provide existing and proposed floorplans.</p> <p>This is to ensure that the Council has</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) • A date, title, drawing number (indicating revisions) to identify the development and subject • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out) <p>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).</p>

<p>easily assessed from the elevation plans a roof plan will also be requested.</p>	<p>sufficient information to understand what is proposed.</p>	<p>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</p> <p>For Advertisement Applications – plans must show 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</p> <p>Additional Plans for Section 96a (Non-material) or Section 73 (Minor-material) amendments applications – in addition to meeting the general requirements above, copies of the approved plans clearly marked up to show where the changes are for information purposes should be submitted (the copies can be to A3 size even if the originals were larger).</p> <p>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)</p>
<p>Existing and Proposed Floor Plans</p>	<p>Required for any application or certificate of lawfulness for new buildings/extensions and alterations.</p> <p>For changes of use only then it is only necessary to provide existing and proposed floorplans.</p> <p>This is to ensure that the Council has</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) • A date, title, drawing number (indicating revisions) to identify the development and subject • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out) <p>For applications for new dwellings - proposed floor plans must be annotated with unit size</p> <p>Additional Plans for Section 96a (Non-material) or Section 73 (Minor-material) amendments applications – in addition to meeting the general requirements above, copies of the approved plans clearly marked up to show where the changes are for information purposes should be submitted (the copies can be to A3 size even if the originals were larger).</p>

	sufficient information to understand what is proposed.	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)
Existing and Proposed Section Drawings	<p>Required for</p> <ul style="list-style-type: none"> • Conversions to residential units or • Creation of new residential units • Applications to raise the roof height <p>Needed to show finish floor to ceiling height to confirm compliance with Standard 31 of the Housing SPG and Part 10 Section (i) of the National Housing Standards</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) • A date, title, drawing number (indicating revisions) to identify the development and subject • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out) • Clearly annotate floor to ceiling heights
Site sections and finished floor levels	<p>Required for any new building works on sites which slope or where a change in ground levels is proposed</p> <p>This is to ensure that the Council has</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) • A date, title, drawing number (indicating revisions) to identify the development and subject • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out) • Show both existing and finished levels (with levels related to a fixed datum point off site), including details of foundations and eaves and how encroachment onto adjoining

	sufficient information to understand what is proposed.	land is to be avoided
Existing and proposed street elevations	<p>Required for proposals that increase the height of a building or for the erection of new buildings.</p> <p>This is to ensure that the Council has sufficient information to understand what is proposed.</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) • A date, title, drawing number (indicating revisions) to identify the development and subject • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out) • Annotate overall proposed building height (AOD) of the application site and both neighbouring properties
Community Infrastructure Levy (CIL) Form	<p>Required for all applications that propose:-</p> <ul style="list-style-type: none"> • Additional/new residential units (including conversions) • Extensions over 100sqm 	<p>Community Infrastructure Levy forms and guidance are available to download in pdf format using this link</p> <p>http://www.bromley.gov.uk/info/485/planning_applications/105/planning_application_forms/10</p> <p>An application should be accompanied by the form entitled 'Determining whether a Development may be CIL Liable'.</p>
Photographs/Photo Montages/Computer Generated Images	<p>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</p> <p>Whilst not a substitute for scaled plans, for major applications Computer Generated Images (CGIs) are very useful to</p>	

	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.	
Supporting Statement for Lawful Development Certificates for Outbuildings over 50sqm	If the floorspace of a proposed outbuilding is over 50sqm additional supporting information is required by the Local Planning Authority to justify why the outbuilding is incidental to the enjoyment of the main dwelling, since an outbuilding for domestic use would not normally require such a large floor area. The covering statement should outline the incidental purposes the applicant intends to enjoy and the reasonable requirement for such a large building.	
Technical supporting statements/documents required for more complex applications (could be requested for householder applications if required, this will be determined on a case by case basis)		
Accessible/Adaptable Homes and/or Wheelchair Housing Statement	<p>Accessible/adaptable homes applies to all new build residential development</p> <p>Wheelchair requirements apply to major proposals and trigger a requirement of 10% wheelchair user provision</p>	<p>London Plan Policy 3.8 requires all new build housing to be built to ensure ninety percent of new housing meets Building Regulation requirement M4 (2) 'accessible and adaptable dwellings' and ten percent of new housing meets Building Regulation requirement M4 (3) 'wheelchair user dwellings' i.e. is designed to be wheelchair accessible, or easily adaptable for residents who are wheelchair users. Detailed guidance on how to meet these requirements is set out in "The Building Regulations: Access to and use of Buildings. Approved Document M. Volume 1 Dwellings 2015 Edition."</p> <p>Bromley Council require all affordable rent wheelchair units to meet SELHP Standards. Wheelchair units of other tenures will be required to London Plan (Part M) Standards.</p> <p>Affordable rented units must be fitted out and market or intermediate units must be adaptable.</p>

		<p><u>Accessible and Adaptable Homes</u> Applicants must submit a statement to confirm compliance with the standards; compliance will be controlled by way of a planning condition.</p> <p><u>Wheelchair Homes</u> 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).</p> <p>A statement alone is not sufficient to demonstrate compliance.</p> <p>Useful references: https://www.gov.uk/government/publications/access-to-and-use-of-buildings-approved-document-m http://www.selondonhousing.org/downloads/file/43/wheelchair_homes_design_guidelines</p>
Accommodation Schedule	<p>Required Major Residential proposals (although helpful for all proposals for new residential units).</p> <p>If this is provided within another document such as Planning Statement or Design and Access Statement this must be clearly set out in the applicant's</p>	<p>The information submitted must include the following details:</p> <ul style="list-style-type: none"> • 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 <p>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</p>

	<p>covering letter.</p> <p>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</p>	<p>application is submitted</p>
<p>Affordable Housing Statement</p>	<p>Required for residential developments of 11 or more dwellings and residential proposals with a combined floorspace of 1000 sqm</p>	<p>Applicants will be required to address current adopted development plan policy requirements in terms of provision of affordable units, tenure split, unit size or payment in lieu so should refer to the GLA and Bromley Council's website for relevant development plan policies.</p> <p>The Statement must include:-</p> <ul style="list-style-type: none"> • 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 • Confirmation as to whether grant funding with Registered Providers has been explored • Confirmation of rent levels for Intermediate units (demonstrating compliance with London Living Rent Levels) • 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 • details of any Registered Provider acting as partners in the development.

		<p>A planning obligation will be necessary to secure the provision of affordable housing.</p> <p>All Affordable Housing should meet the current Homes and Communities Agency (HCA) Quality Standards. . See also Planning Obligations – Draft Head(s) of Terms below.</p> <p>Useful references: Bromley Affordable Housing Supplementary Planning Document (SPD) http://www.bromley.gov.uk/download/downloads/id/197/adopted_affordable_housing_spd</p> <p>London Plan Affordable Housing and Viability Supplementary Planning Guidance SPG https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance/affordable-housing-and</p>
Air Quality Assessment	Major Developments and other potentially polluting & traffic generating development in or adjacent to a AQMA (to be decided on a case by case basis by the Planning officer)	<p>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.</p> <p>Useful references: Bromley AQMA Map http://www.bromley.gov.uk/downloads/file/682/bromley_air_quality_management_area_aqma_map</p>
Biodiversity and Geological Survey Report	Required for Major developments and non-major developments in designated areas (SSSI/SINC/AONB or Local Nature Reserves) or where protected species may be affected by a	<p>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.</p> <p>Applications for development in the countryside that will affect areas designated for their</p>

	proposal	<p>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.</p> <p>Useful references: British Standard 'BS 42020:2013 Biodiversity. Code of practice for planning and development; http://www.biodiversityplanningtoolkit.com; www.naturalengland.org.uk and the Bromley Biodiversity Action Plan http://www.bromley.org/ciswebpl/bbap/introbio.asp</p>
Construction Management Plan (CMP) or Construction Environmental Management Plan (CEMP)	<p>Required for</p> <ul style="list-style-type: none"> • all major applications, applications • for 5+ dwellings and • others likely to have a significant impact on traffic congestion or pedestrian safety. • Any application where loading activities associated with the construction 	<p>A CMP may be included within a Transport Assessment or submitted as a standalone document.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>A Construction Environmental Management Plan must include details of measures to address the effects of demolition and construction noise and dust management.</p> <p>Further guidance can be found at http://www.tfl.gov.uk/microsites/freight/documents/construction_logistics_plans.pdf</p>

	<p>phase of a development would cause congestion or obstruction on the highway.</p>	
<p>Daylight/Sunlight Assessment</p>	<p>Required for 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</p>	<p>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.</p> <p>Useful references: Building Research Establishment http://www.bre.co.uk/index.jsp</p>

Economic Statement	<p>Required for:-</p> <ul style="list-style-type: none"> • Major developments >2000 sq. m or >1ha; • Redevelopments where loss of employment may arise 	<p>The statement should set out:-</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Energy Statement	Major developments	<p>The London Plan provides the policy framework for sustainable design and construction and carbon reduction in new development, and attention is drawn to Chapter 5 of the London Plan and the Sustainable Design and Construction Supplementary Planning Guidance https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance/sustainable-design-and</p> <p>The Energy Assessment should demonstrate 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 Assessment should show how building construction will reduce carbon emissions and provide energy 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.</p> <p>Since 6 April 2014, the Mayor has applied a 35% carbon reduction target beyond Part L 2013 of the Building Regulations – this is deemed to be broadly equivalent to the 40% target beyond Part L 2010, as specified in Policy 5.2</p> <p>From 1 October 2016 a zero carbon standard will be applied to new residential development. The Housing SPG defines 'Zero carbon' homes as homes forming part of major development</p>

		<p>applications where the residential element of the application achieves at least a 35 per cent reduction in regulated carbon dioxide emissions (beyond Part L 2013) on-site . The remaining regulated carbon dioxide emissions, to 100 per cent, are to be off-set through a cash in lieu contribution to the relevant borough to be ring fenced to secure delivery of carbon dioxide savings elsewhere (in line with policy 5.2E).</p> <p>Non-domestic development should continue to seek to achieve a 35 per cent reduction against Part L 2013.</p> <p>The Energy Assessment should be related to the particular development proposed for the site and should demonstrate the feasibility of installing the particular measures proposed.</p> <p>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.</p> <p>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).</p> <p>Useful references: GLA Energy Planning Guidance March 2016 https://www.london.gov.uk/sites/default/files/gla_energy_planning_guidance_-_march_2016_for_web.pdf</p>
Financial Viability Assessment	Required for major development proposals and residential developments (11 + dwellings or site area of 0.4 hectares) that	<p>A Financial Viability Assessment (FVA) will be required for any developments that generate 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.</p> <p>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</p>

	<p>do not offer policy compliant planning obligations or less than 35% affordable housing (by Habitable room)</p> <p>Or</p> <p>Required when policy compliant schemes are not implemented within two years of planning permission having been granted (in accordance with London Plan SPG Requirements)</p>	<p>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</p> <p>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 current development plan policy is offered, or when public subsidy is sought for the affordable housing.</p> <p>The Assessment should be prepared in accordance with the GLA Affordable Housing and Viability SPG 2017. 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.</p> <p>This information should be provided to the Borough in its entirety. Applicants should be aware that the assessment will be made available in the same manner as other documents that form part of the submission.</p> <p>See Planning Obligations – Head(s) of Terms below.</p> <p>Useful References: https://www.london.gov.uk/sites/default/files/ah_viability_spg_20170816.pdf http://www.bromley.gov.uk/info/856/local_development_framework/160/planning_obligations_supplementary_planning_document</p>
<p>Flood Risk Assessment</p> <p>and/or</p> <p>Householder and other minor</p>	<p>Required for sites of 1ha or more in Flood Zone 1 and any development in Flood Zones 2 & 3, except “minor development” as defined by</p>	<p>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</p> <p>A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or</p>

<p>extensions in Flood Zone 2.3 Declaration</p>	<p>Environment Agency</p>	<p>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).</p> <p>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).</p> <p>Though an FRA will not be required for “Householder and other minor development” in Zones 2 and 3 the applicant should complete the relevant declaration which can be downloaded from the Councils website</p> <p>http://www.bromley.gov.uk/downloads/file/2821/householder_and_other_minor_extensions_in_flood_zone_2_and_3_declaration_form</p> <p>Useful references: Environment Agency flood risk guidance http://www.environment-agency.gov.uk/research/planning/82587.aspx</p>
<p>Foul Sewage and Surface Water Drainage Assessment</p>	<p>Required for developments that will increase surface water runoff and/or result in increased demand for sewerage and sewage treatment; Sites traversed by public sewers</p>	<p>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.</p> <p>Proposals for disposal of surface water should be in line with the criteria set out in London Plan Policy 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</p>

		<p>should show service routes that avoid as far as possible the potential for damage to trees and archaeological remains.</p> <p>See Flood Risk Assessment above, and Tree Survey and Arboricultural Implications Report below.</p> <p>Useful references: http://www.thameswater.co.uk/home/11425.htm</p>
Heritage Statement	<p>Required for:-</p> <ul style="list-style-type: none"> • Affecting the setting of a Listed Building • Listed Building Consent • Scheduled Ancient Monument Consent; • Hedgerow Removal 	<p>This can be submitted as a standalone statement or as part of a Design and Access Statement.</p> <p>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 –</p> <ul style="list-style-type: none"> - 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. <p>For applications which propose partial demolition of a heritage asset – a demolition plan which clearly identifies what parts of a building will be demolished and what parts will be</p>

		<p>retained following alteration/extensions.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
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Land Contamination Assessment	<p>Required:-</p> <ul style="list-style-type: none"> • Where the proposed use is sensitive e.g. residential, school; • Where the previous use of land could give rise to contamination • On and near former landfill sites; • Sites that have 	<p>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.</p> <p>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.</p>

	a history of commercial use or where previous uses are unknown	
Landscaping Scheme	<p>Required:-</p> <ul style="list-style-type: none"> • All new build residential development • Developments that include external amenity space • Any proposals including alterations to a front garden 	<p>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.</p> <p>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.</p> <p>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;</p> <ul style="list-style-type: none"> • 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	Required for all proposals that are seeking to include living roofs and walls as a way to address	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.

	climate policies change	<p>For applications proposing the incorporation of a living roof the following information must be provided</p> <ul style="list-style-type: none"> • 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. <p>Useful references: http://livingroofs.org/</p>
Landfill and Waste Transfer Statement	Required for all proposals for transfer, treatment and deposit of waste	<p>The Statement should supplement an application with the following information:</p> <ul style="list-style-type: none"> - 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

		<p>sites</p> <ul style="list-style-type: none"> - 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. <p>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.</p> <p>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.</p> <p>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.</p> <p>Useful references: National Planning Policy for Waste (2014) and PPG (2014) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p>
Landscape / Townscape and	Required for:- <ul style="list-style-type: none"> • Developments 	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-

Views Impact Assessment	<p>that that exceed the general height of buildings in the area</p> <ul style="list-style-type: none"> • That affect important local views, or views of landmarks or major skyline ridges • For high buildings in Bromley Town Centre • Developments 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 building 	<p>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.</p> <p>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).</p> <p>See relevant UDP policies, and (if relevant) the Kent Downs AONB Management Plan www.kentdowns.org.uk/Management%20Plan%202004%20-%202009</p>
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	<ul style="list-style-type: none"> Proposals for tall buildings 	
Lighting Assessment	<p>Required for floodlights and other lights that may impact on visual or residential amenity or nature conservation interests on or adjacent to an application site</p>	<p>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.</p> <p>Lighting schemes should take account of –</p> <ul style="list-style-type: none"> - any possible effects on wildlife that is sensitive to lighting e.g. 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. <p>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 e.g. to control hours of use.</p>
Marketing Evidence	<p>Required for:-</p> <ul style="list-style-type: none"> Development / reuse of business premises for non-business purposes; Loss of community 	<p>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.</p> <p>The evidence should set out clearly the means and period of marketing (which should not</p>

	<p>facilities;</p> <ul style="list-style-type: none"> • Change of use of retail shops to non-retail purposes 	<p>normally be less than 18 months), and the justification for any departure from planning policies.</p> <p>Marketing should include use of the Councils commercial property database</p> <p>http://www.bromley.gov.uk/info/200018/commercial_property/250/bromley_commercial_property_database</p> <p>Useful references: See The Economic Development and Employment Land Study prepared for the Council by GVA Grimley.</p> <p>http://www.bromley.gov.uk/downloads/file/714/btcaap025-bromley_economic_development_employment_land_study</p>
Material Samples	<p>Required for Major development proposals and other complex or sensitive proposals as advised by Planning Officers as part of the pre-application process.</p>	<p>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.</p> <p>Details must include:</p> <ul style="list-style-type: none"> • 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 plans to show the location of the proposed materials • 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

<p>Noise and Vibration Impact Assessment</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • All mixed use developments and Noise-sensitive development (including residential) close to noise generating activities; • Proposals that include noise generating activities & equipment / machinery 	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Useful references: Advice can be sought from the Environmental Health team on 020 8313 4953</p>
<p>Parking provision for Cars and Bicycles</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • New residential development, places of 	<p>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.</p>

	<p>employment, education & entertainment / leisure</p>	<p>A site layout showing car parking spaces (including disabled and electric vehicle spaces) , bicycle parking and buggy parking for elderly persons (if appropriate) 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.</p> <p>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.</p> <p>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</p>
<p>Planning Obligations – Draft Heads of Terms</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • Major development proposals • Certain Non-Major developments e.g. in town centres 9to be advised as part of the pre Application Process) 	<p>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.</p> <p>In accordance with the Council’s adopted Supplementary Planning Document on Planning Obligations (December 2010 as amended Jan 2012, June 2013 and June 2015),</p> <p>http://www.bromley.gov.uk/info/856/local_development_framework/160/planning_obligations_supplementary_planning_document</p> <p>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</p>

		<p>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.</p> <p>Applicants are also encouraged to prepare Unilateral Undertakings where appropriate.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>Useful references: Further information on planning obligations is available in the Planning Practice Guidance 2014 See also Financial Viability Assessment above</p>
<p>Planning Statement</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • Major developments <p>Or</p> <ul style="list-style-type: none"> • Proposals which raise a wide range of planning 	<p>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. The level of detail will be dependent upon the proposal but should be proportionate.</p> <p>For major residential proposals the statement must include details of the play space strategy which should demonstrate compliance with London Plan Policies.</p>

	issues, including justification of “very special circumstances” regarding Green Belt / MOL	
Refuse and Recycling Storage Details	<p>Required for proposals for new (including conversion)</p> <ul style="list-style-type: none"> • Residential development, • Places of employment, education & entertainment / leisure 	<p>The layout for developments should show where storage can be provided for refuse and recycling before it is collected. Details must also show the swept path analysis for a LBB size refuse vehicle where the waste vehicle must enter the site to collect waste.</p> <p>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).</p> <p>Useful references: Guidance is given in Notes for Developers and Architects and The Storage and Collection of Refuse from Residential and Commercial Buildings, which is available on the Council’s website. http://www.bromley.gov.uk/downloads/200074/planning</p>
Statement of Community Involvement	Required for Major proposals	<p>This can be provided as a standalone document or within a planning statement (if provided as part of another document this must be made clear in the application covering letters. It must 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</p> <p>http://www.bromley.gov.uk/info/856/local_development_framework/154/statement_of_community_involvement</p> <p>and demonstrate that the views of the local community have been sought and taken into</p>

		account in the formulation of development proposals.
Structural Survey and Rebuilding Method Statement	<p>Required for:-</p> <ul style="list-style-type: none"> • Demolition of Statutory & Locally Listed Buildings; • Conversion / reuse of buildings in Green Belt /MOL 	<p>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.</p> <p>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).</p>
Telecommunication Development Information	Required for telecommunications masts, base stations & related apparatus	<p>Planning applications for mast and antenna development by mobile phone network operators in England must 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.</p> <p>Planning applications must 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).</p> <p>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/codemobilenetwork.pdf</p>

<p>Town Centre and Retails Impact Assessment</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • Major development • Non-Major developments which propose changes of use of retail premises 	<p>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-</p> <ul style="list-style-type: none"> - 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. <p>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 set out in current adopted policies.</p> <p>Useful references: Planning for Town Centres http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentenglishpolicy/goodpracticeguides/towncentres</p>
<p>Transport Assessment</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • Major development • Other developments which would have an impact on the highway network(to be identified by a Planner on a 	<p>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.</p> <p>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.</p>

	case by case basis)	<p>Useful references: Further guidance can be found in the Department of Transport's Guidance on Transport Assessment (March 2007) https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guidance</p>
Travel Plan	Major Proposals	<p>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.</p> <p>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.</p> <p>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</p>

<p>Tree Survey and Arboricultural Implications Report</p>	<p>Required for development on sites where there are existing trees that could be affected by the proposal</p>	<p>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.</p> <p>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.</p> <p>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-</p> <ul style="list-style-type: none"> - 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
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		<p>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).</p> <p>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.</p> <p>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/</p>
<p>Ventilation/Extraction Details and Specification</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • Restaurants, cafes & hot food takeaways (Classes A3, A4 & A5) and other commercial extraction flues 	<p>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).</p> <p>This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. Please contact us for information about ventilation and ductwork systems for food and drink premises.</p> <p>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</p>

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