



HILLINGDON  
LONDON

# **LOCAL PLANNING VALIDATION CHECKLIST**

**Adopted June 2020**

## Contents

Introduction	3
Submission of planning applications	4
Full Planning Applications (Major and Minor)	5
Outline Planning Applications (Major and Minor)	7
Reserved Matters applications	10
Householder applications	13
Full planning application for change of use (involving no external work)	14
Full planning application for change of use (involving external works)	15
Prior notification (telecommunications)	16
Prior approvals (householder)	17
Prior approvals (non householder)	18
Prior notification (demolitions)	19
Listed Building Consent	20
Discharge of Conditions	21
Non Material Amendment	22
Advertisement Consent	23
Certificate of lawfulness (existing and proposed)	24
Tree works either with TPO or in a Conservation Area	25
Permissions in Principle and Technical details consent	26
Definitions	27

**Note: Any confidential data should be sent separately clearly stating its confidentiality.**

## Introduction

This document has been produced in order to advise agents and applicants of the information required when submitting applications for planning permission or other similar consents.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO 2015) sets out that for a planning application to be valid:

- It should be submitted using the appropriate planning application form (1APP available from the Planning Portal website);
- The form should be completed on line, the correct fee paid and information provided to meet national information requirements; and
- It should include additional information as required by the local planning authority and specified by the local planning authority on their local list of information requirements.

The DMPO 2015 requires local planning authorities to review their local lists, if they have them, at least every 2 years to ensure that the requirements remain robust and justified. In addition the Growth and Infrastructure Act 2013 makes clear that local planning authority information requirements must be reasonable by having regard to the nature and scale of the proposed development and the information required must be a material consideration in the determination of the application.

The local requirements list includes a list of documents that are required so that a full assessment of the application can be made. It is in the interests of applicants to ensure all the relevant information is provided at submission. The list is not exhaustive and it is possible that, once an application has been validated, further information may be required in order for the application to be determined. The list does not limit the Council's ability to request additional information should further issues arise during the planning application determination period.

The local list suggests a number of different documents that are required to allow for the assessment and determination of an application. If you are unsure on what information to submit, then please contact the planning team.

To understand which items can be required for different types of application, use the application type checklists.

The local planning authority must consult on a draft local list, formally adopt the local list and publish it on its website, and review the local list every two years.

## **Submission of Planning Applications**

Online planning applications are simple and easy to make using the Planning Portal: [www.planningportal.co.uk](http://www.planningportal.co.uk) . You can use the forms and tools to create your proposal, calculate your fee and add any attachments. You can also pay the fee online on the Planning Portal by credit or debit card on.

<https://www.hillingdon.gov.uk/article/12300/Applying-for-planning-permission>

## **Pre-application advice service**

The Council offer a pre-application advice service for all applications (major and minor) to discuss proposals prior to formal submission. Further information and the relevant application form can be found on the following link:

<https://www.hillingdon.gov.uk/article/28270/Full-pre-application-advice>

## **Validation Criteria**

Applications will be checked on receipt to make sure the requirements are met. Applications that pass validation checks will be validated with the start date given as the first working day after the application is received. For those applications that fail checks applicants (or their agents) will be notified by email or phone and given 28 days to provide the required information.

If the information, or a notice challenging the need for the information, is not provided by the applicant within 28 days the application will be disposed of. The start date will commence when all required information is received.

## **Using the Checklist**

Please include a completed checklist with your application as this will help us to check and validate the application more quickly. The checklist alerts you to information that may be required and allows you to confirm whether or not the information is provided with your application.

## **Consultation**

The checklist was subject to public consultation between 19<sup>th</sup> December 2018 and 13<sup>th</sup> February 2019.

## Full Planning Applications (Major and Minor)

Two hard copies and 2 CDs for major applications. One electronic copy for minor applications

<b>National Requirement List</b>	
<input type="checkbox"/> Completed Application form– including the completed ownership certificate and declaration	
<input type="checkbox"/> Copy of notice if ownership certificate B, C or D has been completed	
<input type="checkbox"/> Correct application fee	
<input type="checkbox"/> Location Plan (scale of 1:1250 or 1:2500)	
<input type="checkbox"/> Site Plan/Block plan (scale of 1:100 or 1:200)	
<input type="checkbox"/> Existing and Proposed Floorplans (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Elevations (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Sections (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Roof Plans (scale of 1:50 or 1:100)	
<input type="checkbox"/> Environmental statement – only for qualifying applications	
<b>Local Requirement List</b>	
<input type="checkbox"/> Accessibility Statement	
<input type="checkbox"/> Affordable Housing Statement	
<input type="checkbox"/> Air Quality Assessment	
<input type="checkbox"/> Airport Safeguarding Report	
<input type="checkbox"/> Arboricultural Impact Assessment	
<input type="checkbox"/> Archaeological Assessment	
<input type="checkbox"/> Basement Impact Assessment/Structural Survey	
<input type="checkbox"/> CIL Additional Information Form	
<input type="checkbox"/> Contaminated Land Survey	
<input type="checkbox"/> Data required by the Greater London Authority Data Standard	
<input type="checkbox"/> Daylight/Sunlight assessment	
<input type="checkbox"/> Demolition and Construction Method Statement	

<input type="checkbox"/> Design and Access Statement if a Major Planning Application or in designated area	
<input type="checkbox"/> Drainage Assessment and Plans (including SUDS details)	
<input type="checkbox"/> Ecological survey & reports	
<input type="checkbox"/> Employment Assessment (if the proposal involves the loss of office)	
<input type="checkbox"/> Energy Statement	
<input type="checkbox"/> External Lighting details	
<input type="checkbox"/> Existing and proposed plans, elevations and sections;	
<input type="checkbox"/> Financial Viability Assessment	
<input type="checkbox"/> Fire Statement (majors only)	
<input type="checkbox"/> Flood Risk Assessment	
<input type="checkbox"/> Flood Risk Sequential Test	
<input type="checkbox"/> Heads of Terms (draft)	
<input type="checkbox"/> Heritage Statement	
<input type="checkbox"/> ICNIRP Statement for Telecommunications Apparatus	
<input type="checkbox"/> Landscape Strategy	
<input type="checkbox"/> Levels Survey Information	
<input type="checkbox"/> Materials details	
<input type="checkbox"/> Microclimate and Wind Assessment for Tall Buildings	
<input type="checkbox"/> Noise and Vibration Impact Assessment	
<input type="checkbox"/> Planning Statement	
<input type="checkbox"/> Refuse Management Plan	
<input type="checkbox"/> Sequential Test	
<input type="checkbox"/> Servicing Plan	
<input type="checkbox"/> Statement of Community Involvement	
<input type="checkbox"/> Technical Detail (including brochure) of proposed plant or ventilation equipment	
<input type="checkbox"/> Town Centre/Retail/Leisure Uses Impact Assessment	
<input type="checkbox"/> Townscape Visual Impact Assessment	
<input type="checkbox"/> Transport Assessment including swept analysis and road safety audits	

<input type="checkbox"/> Travel Plan (draft)	
<input type="checkbox"/> Tree Survey	
<input type="checkbox"/> Utilities Surveys and proposals	
<input type="checkbox"/> Vehicle Parking	
<input type="checkbox"/> Water Cycle Strategy - Major Development (incorporating water efficiency, collection, reuse and drainage)	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Outline Planning Application (Major and Minor)

**Two hard copies and 2 CDs for major applications. One electronic copy for minor applications**

<b>National Requirement List</b>	
<input type="checkbox"/> Completed Application form– including the completed ownership certificate and declaration	
<input type="checkbox"/> Copy of notice if ownership certificate B, C or D has been completed	
<input type="checkbox"/> Correct application fee	
<input type="checkbox"/> Location Plan (scale of 1:1250 or 1:2500)	
<input type="checkbox"/> Site Plan/Block plan (scale of 1:100 or 1:200)	
<input type="checkbox"/> Maximum envelope of the proposed building or proposed elevations, floor plans and sections (1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Floorplans (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Elevations (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Sections (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Roof Plans (scale of 1:50 or 1:100)	
<input type="checkbox"/> Other plans or details to be considered e.g. access arrangements, external appearance and internal room layout	
<input type="checkbox"/> Environmental statement – only for qualifying applications	
<b>Local Requirement List</b>	
<input type="checkbox"/> Accessibility Statement	
<input type="checkbox"/> Affordable Housing Statement	
<input type="checkbox"/> Air Quality Assessment	
<input type="checkbox"/> Airport Safeguarding Report	
<input type="checkbox"/> Arboricultural Impact Assessment	
<input type="checkbox"/> Archaeological Assessment	
<input type="checkbox"/> Basement Impact Assessment/Structural Survey	
<input type="checkbox"/> CIL Additional Information Form	
<input type="checkbox"/> Contaminated Land Survey	



<input type="checkbox"/> Data required by the Greater London Authority Data Standard	
<input type="checkbox"/> Daylight/Sunlight assessment	
<input type="checkbox"/> Demolition and Construction Method Statement	
<input type="checkbox"/> Design and Access Statement if a Major Planning Application or in designated area	
<input type="checkbox"/> Drainage Assessment and Plans (including SUDS details)	
<input type="checkbox"/> Ecological survey & reports	
<input type="checkbox"/> Employment Assessment – if the proposal involves the loss of office	
<input type="checkbox"/> Energy and Sustainability Statement	
<input type="checkbox"/> External Lighting details	
<input type="checkbox"/> Existing and proposed plans, elevations and sections;	
<input type="checkbox"/> Financial Viability Assessment	
<input type="checkbox"/> Flood Risk Assessment	
<input type="checkbox"/> Flood Risk Sequential Test	
<input type="checkbox"/> Heads of Terms (draft)	
<input type="checkbox"/> Heritage Statement	
<input type="checkbox"/> ICNIRP Statement for Telecommunications Apparatus	
<input type="checkbox"/> Landscape Strategy	
<input type="checkbox"/> Levels Survey Information	
<input type="checkbox"/> Materials details	
<input type="checkbox"/> Microclimate and Wind Assessment for Tall Buildings	
<input type="checkbox"/> Noise and Vibration Impact Assessment	
<input type="checkbox"/> Planning Statement	
<input type="checkbox"/> Refuse Management Plan	
<input type="checkbox"/> Sequential Test	
<input type="checkbox"/> Servicing Plan	
<input type="checkbox"/> Statement of Community Involvement	
<input type="checkbox"/> Technical Detail (including brochure) of proposed plant or ventilation equipment	
<input type="checkbox"/> Town Centre/Retail/Leisure Uses Impact Assessment	

<input type="checkbox"/> Townscape Visual Impact Assessment	
<input type="checkbox"/> Transport Assessment including swept analysis and road safety audits	
<input type="checkbox"/> Travel Plan (draft)	
<input type="checkbox"/> Tree Survey	
<input type="checkbox"/> Utilities Surveys and proposals	
<input type="checkbox"/> Vehicle Parking	
<input type="checkbox"/> Water Cycle Strategy - Major Development (incorporating water efficiency, collection, reuse and drainage)	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Reserved Matters Application (Major and Minor)

Two hard copies and 2 CDs for major applications. One electronic copy for minor applications

<b>National Requirement List</b>	
<input type="checkbox"/> Completed Application form– including the completed ownership certificate and declaration	
<input type="checkbox"/> Copy of notice if ownership certificate B, C or D has been completed	
<input type="checkbox"/> Correct application fee	
<input type="checkbox"/> Location Plan (scale of 1:1250 or 1:2500)	
<input type="checkbox"/> Site Plan/Block plan (scale of 1:100 or 1:200)	
<input type="checkbox"/> Maximum envelope of the proposed building or proposed elevations, floor plans and sections (1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Floorplans (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Elevations (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Sections (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Roof Plans (scale of 1:50 or 1:100)	
<input type="checkbox"/> Other plans or details to be considered e.g. access arrangements, external appearance and internal room layout	
<input type="checkbox"/> Environmental statement – only for qualifying applications	
<b>Local Requirement List</b>	
<input type="checkbox"/> Accessibility Statement	
<input type="checkbox"/> Affordable Housing Statement	
<input type="checkbox"/> Air Quality Assessment	
<input type="checkbox"/> Airport Safeguarding Report	
<input type="checkbox"/> Arboricultural Impact Assessment	
<input type="checkbox"/> Archaeological Assessment	
<input type="checkbox"/> Basement Impact Assessment/Structural Survey	
<input type="checkbox"/> CIL Additional Information Form	
<input type="checkbox"/> Contaminated Land Survey	

<input type="checkbox"/> Data required by the Greater London Authority Data Standard	
<input type="checkbox"/> Daylight/Sunlight assessment	
<input type="checkbox"/> Demolition and Construction Method Statement	
<input type="checkbox"/> Design and Access Statement if a Major Planning Application or in designated area	
<input type="checkbox"/> Drainage Assessment and Plans (including SUDS details)	
<input type="checkbox"/> Ecological survey & reports	
<input type="checkbox"/> Employment Assessment – if the proposal involves the loss of office	
<input type="checkbox"/> Energy and Sustainability Statement	
<input type="checkbox"/> External Lighting details	
<input type="checkbox"/> Existing and proposed plans, elevations and sections;	
<input type="checkbox"/> Financial Viability Assessment	
<input type="checkbox"/> Fire Statement (majors only)	
<input type="checkbox"/> Flood Risk Assessment	
<input type="checkbox"/> Heads of Terms (draft)	
<input type="checkbox"/> Heritage Statement	
<input type="checkbox"/> ICNIRP Statement for Telecommunications Apparatus	
<input type="checkbox"/> Landscape Strategy	
<input type="checkbox"/> Levels Survey Information	
<input type="checkbox"/> Materials details	
<input type="checkbox"/> Microclimate and Wind Assessment for Tall Buildings	
<input type="checkbox"/> Noise and Vibration Impact Assessment	
<input type="checkbox"/> Planning Statement	
<input type="checkbox"/> Refuse Management Plan	
<input type="checkbox"/> Sequential Test	
<input type="checkbox"/> Servicing Plan	
<input type="checkbox"/> Statement of Community Involvement	
<input type="checkbox"/> SUDS details	

<input type="checkbox"/> Technical Detail (including brochure) of proposed plant or ventilation equipment	
<input type="checkbox"/> Town Centre/Retail/Leisure Uses Impact Assessment	
<input type="checkbox"/> Townscape Visual Impact Assessment	
<input type="checkbox"/> Transport Assessment including swept analysis and road safety audits	
<input type="checkbox"/> Travel Plan (draft)	
<input type="checkbox"/> Tree Survey	
<input type="checkbox"/> Utilities Surveys and proposals	
<input type="checkbox"/> Vehicle Parking	
<input type="checkbox"/> Water Cycle Strategy - Major Development (incorporating water efficiency, collection, reuse and drainage)	

## Note

The submission of some of the local requirements will be dependent on the reserved matters for which approval is being sought e.g. access, appearance, landscaping, layout and scale.

# Householder Applications

<b>National Requirement</b>	
<input type="checkbox"/> Completed householder application form	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Existing and Proposed Block Plan (scale 1:500);	
<input type="checkbox"/> Existing and Proposed Floor Plans (scale of 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Elevations (scale of 1:50 or 1:100)	
<input type="checkbox"/> Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal	
<input type="checkbox"/> The appropriate fee	
<b>Local Requirement</b>	
<input type="checkbox"/> Basement Impact Assessment/Structural Survey (for all schemes proposing a basement)	
<input type="checkbox"/> CIL additional information form	
<input type="checkbox"/> Data required by the Greater London Authority Data Standard	
<input type="checkbox"/> Flood Risk Assessment (if the site is in Flood Zones 2 and 3a)	
<input type="checkbox"/> Environment Agency Flood Risk Matrix (if the site is in Flood Zones 2 or 3 and the proposal is for a basement or ground floor extension)	
<input type="checkbox"/> Heritage Statement (if Listed Building or Locally Listed Building)	
<input type="checkbox"/> Tree Survey (if felling a tree covered by a Tree Preservation Order or located in a Conservation Area)	
<input type="checkbox"/> Vehicular parking and access details	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Full Planning Application for Change of Use (no external work)

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Existing and Proposed Block Plan (scale 1:500);	
<input type="checkbox"/> Existing and Proposed Floor Plans (scale of 1:50 or 1:100)	
<input type="checkbox"/> Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal	
<input type="checkbox"/> The appropriate fee	
<b>Local Requirement</b>	
<input type="checkbox"/> Accessibility Statement	
<input type="checkbox"/> Air Quality Assessment (if major application and within an AQMA and change of use increases the amount of vehicular traffic)	
<input type="checkbox"/> Contaminated Land Assessment (if change of use introduces more sensitive receptors to areas likely to be contaminated)	
<input type="checkbox"/> Data required by the Greater London Authority Data Standard	
<input type="checkbox"/> Heritage Statement (if Listed Building or Locally Listed Building)	
<input type="checkbox"/> Planning Statement	
<input type="checkbox"/> Flood Risk Assessment (if development is in Flood Zone 3 and change of use is to a more vulnerable use type)	
<input type="checkbox"/> Retail/Office Assessment (if the proposal involves the loss of retail/office floorspace)	
<input type="checkbox"/> Details of existing and proposed car parking arrangements (if these would be used by the proposed use)	
<input type="checkbox"/> CIL additional information form	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Full Planning Application for Change of Use (external work)

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal	
<input type="checkbox"/> The appropriate fee	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Block Plan (1:500)	
<input type="checkbox"/> Existing and proposed floor plan (scale 1:500);	
<input type="checkbox"/> Existing and proposed elevations (scale 1:50 or 1:100)	
<input type="checkbox"/> Existing and proposed sections (1:50 or 1:100)	
<input type="checkbox"/> Existing and proposed roof plan (1:50 or 1:100)	
<b>Local Requirement</b>	
<input type="checkbox"/> Data required by the Greater London Authority Data Standard	
<input type="checkbox"/> Design and Access Statement (including accessibility statement)	
<input type="checkbox"/> Planning Statement	
<input type="checkbox"/> Retail/office assessment (only if the proposal involves the loss of retail/office floorspace)	
<input type="checkbox"/> Details of existing and proposed car parking arrangements (if these would be used by the proposed use)	
<input type="checkbox"/> Heritage Statement (if Listed Building or Locally Listed Building)	
<input type="checkbox"/> Air Quality Assessment (if major application and within AQMA and change of use increases the amount of vehicular traffic)	
<input type="checkbox"/> Contaminated Land Assessment (if change of use introduces more sensitive receptors to areas likely to be contaminated)	
<input type="checkbox"/> Planning Statement	
<input type="checkbox"/> Flood Risk Assessment (if development is in Flood Zone 3 and change of use is to a more vulnerable use type)	



<input type="checkbox"/> External lighting plan	
<input type="checkbox"/> Sunlight and daylight assessment	
<input type="checkbox"/> CIL additional information form	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Prior Notification (Telecommunication)

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Block Plan (1:500)	
<input type="checkbox"/> Existing and Proposed Block Plan (scale 1:500);	
<input type="checkbox"/> Existing and Proposed Plans (scale 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Elevations (scale 1:50 or 1:100)	
<input type="checkbox"/> Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal	
<input type="checkbox"/> The appropriate fee	
<b>Local Requirement</b>	
<input type="checkbox"/> ICNIRP signed	
<input type="checkbox"/> Details of consultation undertaken	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Prior Approval (Householder)

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form (help is provided on planning portal)	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Block Plan (1:500)	
<input type="checkbox"/> Existing and Proposed Block Plan (scale 1:500);	
<input type="checkbox"/> Existing and Proposed Plans (scale 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Elevations (scale 1:50 or 1:100)	
<input type="checkbox"/> Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal	
<input type="checkbox"/> The appropriate fee (help is on the planning portal website)	
<b>Local Requirement</b>	
<input type="checkbox"/> CIL additional information form	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Prior Approval (Non- Householder)

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Block Plan (1:500)	
<input type="checkbox"/> Existing and Proposed Block Plan (scale 1:500);	
<input type="checkbox"/> Existing and Proposed Plans (scale 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Elevations (scale 1:50 or 1:100)	
<input type="checkbox"/> Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal	
<input type="checkbox"/> Contaminated Land Report	
<input type="checkbox"/> Flood Risk Assessment	
<input type="checkbox"/> Transport Statement	
<input type="checkbox"/> Air Quality Assessment	
<input type="checkbox"/> Noise Report	
<input type="checkbox"/> Existing and Proposed Car Parking Plan	
<b>Local Requirement</b>	
<input type="checkbox"/> CIL additional information form	
<input type="checkbox"/> Data required by the Greater London Authority Data Standard	

## Prior Notification (Demolition)

<b>National Requirement</b>	
<input type="checkbox"/> Application form – including the completed ownership certificate and declaration	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> The appropriate fee	
<b>Local Requirement</b>	
<input type="checkbox"/> Copy of Notice	
<input type="checkbox"/> A method statement detailing: <ul style="list-style-type: none"> <li>• what the works comprise of</li> <li>• how the building(s) would be demolished</li> <li>• the proposed hours of working</li> </ul>	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

# Listed Building Consent Application

Note: Listed Building Consent applications that require external alterations must be accompanied with a full planning application or a householder application (whichever is relevant).

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Block Plan (1:500)	
<input type="checkbox"/> Existing and Proposed Block Plan (scale 1:500);	
<input type="checkbox"/> Existing and Proposed Plans (scale 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Elevations (scale 1:50 or 1:100)	
<input type="checkbox"/> Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal	
<input type="checkbox"/> Design and Access Statement (including accessibility statement)	
<b>Local Requirement</b>	
<input type="checkbox"/> Heritage Statement	
<input type="checkbox"/> Photographs or photomontages	
<input type="checkbox"/> Schedule of materials and finish (with samples)	
<input type="checkbox"/> Structural survey	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Discharge of Conditions

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Relevant documents/samples/reports relating to the condition to be discharged	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Non Material Amendment

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Correct fee	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<b>Local Requirement</b>	
<input type="checkbox"/> Plans or documents – to show the proposed non-material amendment	
<input type="checkbox"/> CIL additional information form	

Note: Any confidential data should be sent separately clearly stating its confidentiality.



# Advertisement Consent

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Correct fee	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Block Plan (1:500)	
<input type="checkbox"/> Existing and Proposed Floor Plans & Elevations (scale 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Sections (scale 1:50 or 1:100)	
<b>Local Requirement</b>	
<input type="checkbox"/> Photographs and photomontages showing the whole building (optional)	
<input type="checkbox"/> Accessibility Statement (if potential impediment to right of way)	
<input type="checkbox"/> Heritage Statement (if impacts on Listed Building or Locally Listed Building)	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Certificate of Lawfulness (Existing and proposed)

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Correct fee	
<input type="checkbox"/> Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
<input type="checkbox"/> Block Plan (1:500)	
<input type="checkbox"/> Existing and Proposed Floor Plans & Elevations ( scale 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Sections (scale 1:50 or 1:100)	
<input type="checkbox"/> Existing and Proposed Roof Plan ( scale 1:50 or 1:100)	
<b>Local Requirement</b>	
<input type="checkbox"/> Evidence to support existing uses and developments - copy of relevant bills, council tax records, tenancy agreements, sworn affidavits and Completion Certificates. The onus is on the applicant to demonstrate that the uses and developments are lawful.	
<input type="checkbox"/> Photographs	
<input type="checkbox"/> CIL additional information form	
<input type="checkbox"/> Data required by the Greater London Authority Data Standard	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Tree Works to either with TPO or in a Conservation Area

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form (including the completed declaration)	
<input type="checkbox"/> Block plan - location of trees to be shown and numbered as per application form	
<b>Local Requirement</b>	
<input type="checkbox"/> Tree Survey - when felling	
<input type="checkbox"/> Photographs	

Note: Any confidential data should be sent separately clearly stating its confidentiality.

## Permission in Principle

<b>National Requirement</b>	
<input type="checkbox"/> Completed application form	
<input type="checkbox"/> Planning Statement	

## Technical Details Consent

Applications for Technical Details Consent based on a granted Permission in Principle should be submitted as a Full Planning Permission with details of the related Permission in Principle provided in the description.

## Definitions

Validation Requirement	What information is required?
Accessibility Statement	<p>An accessibility statement is required for certain development proposals. The statement can be incorporated into design and access statements where these are required.</p> <p>An accessibility statement will demonstrate a development is inclusive and designed to accommodate all potential users.</p> <p>Accessibility statements will be considered in accordance with the Council's adopted plans:</p> <p><a href="https://www.hillingdon.gov.uk/article/9108/Design-and-accessibility">https://www.hillingdon.gov.uk/article/9108/Design-and-accessibility</a></p>
Air Quality Assessment	<p>An air quality assessment should also be submitted in areas where air quality is already poor and could have an adverse impact on the proposed development.</p> <p>The Air Quality Assessment should confirm whether air quality is an issue and demonstrate what mitigation measures will be implemented to ensure the inhabitants of the proposed development are not negatively affected by the existing poor air quality.</p> <p>Air quality assessments will be required for certain developments in the air quality management area and Focus areas.</p>
Application Form	<p>A completed application form should be submitted as part of any application. The relevant certificate should be signed and a copy of the notice if certificate B, C or D has been completed.</p> <p>Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p>Certificate B should be completed if the applicant is not the sole owner or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be served if the proposals encroach onto adjoining land).</p> <p>Certificate C should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.</p> <p>Certificate D should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.</p> <p>The relevant application forms are available to download from the Planning Portal on the following link;  <a href="https://www.planningportal.co.uk/info/200126/applications/61/paper_forms">https://www.planningportal.co.uk/info/200126/applications/61/paper_forms</a></p>
Appropriate Fee	<p>Full payment at the time of submission by cheque, debit or credit card. Online payments can be made via the Planning Portal at the time of submission or on the</p>

	Council's website once you have been provided with a planning application reference number.
Archeological Assessment	<p>Statements will be required for all proposals involving the disturbance of ground within a Archeological Priority Areas and Zones.</p> <p>National planning policy emphasises the need to carry out an appropriate desk-based assessment and where necessary, a field evaluation where an application site includes, or has the potential to include heritage assets with archaeological interest. The information should include plans showing historic features, listed buildings &amp; structures, historic parks &amp; gardens, historic battlefields &amp; scheduled ancient monuments, an analysis of significance of archaeological, history &amp; character of building/structure, principles of and justification for proposed work. This will ensure that an informed decision can be made and, if planning permission is granted, ensure that appropriate measures are put in place to manage the investigation, recording, analysis and preservation of the remains or otherwise mitigate the effect of the development on matters of archaeological interest.</p>
Basement Impact Assessment/Structural Survey	Where a proposed development includes a new or extended basement, a detailed technical statement assessing the impact of the development on drainage, flooding, groundwater conditions and structural stability is required.
Block plan	A site plan at a scale of 1:500 accurately showing direction of north, proposed development in relation to the site boundaries and other existing buildings on site, all neighbouring buildings, roads and footpaths on land adjoining the site including access arrangements, all public rights of way crossing or adjoining the site.
CIL additional information requirement form	<p>New developments granted planning permission on or after 1<sup>st</sup> April 2012 will be liable to pay Community Infrastructure Levy (CIL) to the Mayor of London with respect to the funding of Crossrail. This is at the rate of £35 per m<sup>2</sup> of new floor space or a new residential dwelling.</p> <p>Additional information is available on the following link;</p> <p><a href="https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/mayoral-community-infrastructure-levy">https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/mayoral-community-infrastructure-levy</a></p> <p>CIL additional information requirement form available from the planning portal – link to form:</p> <p><a href="https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf">https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf</a></p> <p>This form will enable the Hillingdon Council to establish whether or not your development is liable for a charge, and if so to calculate it accurately from the floor areas you provide. It should be submitted with your application.</p> <p>Hillingdon Council's Community Infrastructure Levy (CIL) charge came into force on 10 July 2014. For rates and more information please see the CIL page – link:</p> <p><a href="https://www.hillingdon.gov.uk/article/26611/Hillingdons-Community-Infrastructure-Levy">https://www.hillingdon.gov.uk/article/26611/Hillingdons-Community-Infrastructure-Levy</a></p>

<p>Combined Ownership Certificates and This requires the applicant to certify that 21 Agricultural Land Declaration</p>	<p>This requires the applicant to certify that 21 days before the date of the application nobody other than the applicant was the owner of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding.</p> <p>If you are not the owner you must serve notice on the owner in accordance with Article 13 of the DMPO 2015. Certificates are not required for Reserved Matters applications, renewals of temporary planning permission; non-material amendments; agreement/variation of conditions or for express consent to display an advertisement, listed building consent and conservation area consent.</p>
<p>Contaminated Land Survey &amp; Report</p>	<p>Where contamination is known or suspected or the development site is in the vicinity of such land, and ground-works are proposed; or, where there is a vulnerable or sensitive end user ie Residential, Schools, Nurseries, Hospitals and Allotments.</p> <p>This information is required to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level. A desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination. In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages. For applications involving the decommissioning of underground storage tanks, a method statement for decommissioning of tanks in line with APEA Guidance.</p>
<p>Design and construction method statement</p>	<p>Applications for major developments should submit details of how on- site impacts will be managed during the demolition/construction phase (particularly on homes, other sensitive uses and biodiversity), including traffic management, dust, noise, vibration and stability.</p> <p>Further information is available in the Mayor's Sustainable Design and Construction SPD which is available on the following link;</p> <p><a href="https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Sustainable%20Design%20%26%20Construction%20SPG.pdf">https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Sustainable%20Design%20%26%20Construction%20SPG.pdf</a></p>
<p>Data required by the Greater London Authority Data Standard</p>	<p>The GLA Planning Data Standard sets out the additional information that is required to be submitted as part of any planning application in the GLA area. This combined standard includes the information required by the London Data Standard, together with the information sought for the work being carried out by MHCLG for the development of a single planning register together with additional information required for the monitoring of the Housing Delivery Test. 1This information is required to enable the monitoring of development taking place in London and enable efficient spatial planning to take place.</p> <p>In completing a planning application for any developments in the GLA area, all fields will be mandatory for the relevant application type. The Data Standard can viewed using the following link:</p> <p><a href="https://www.london.gov.uk/sites/default/files/combined_planning_data_standard_0.pdf">https://www.london.gov.uk/sites/default/files/combined_planning_data_standard_0.pdf</a></p>

Daylight/sunlight assessment	<p>A daylight and sunlight assessment should be submitted to illustrate that the development does not cause unacceptable loss of amenity to adjacent occupiers by reducing the amount of daylight or sunlight. It should conform to the methodology identified in the Building Research Establishment guidance 'Site layout planning for daylight and sunlight: A guide to good practice' (2011). It should identify and examine the impacts upon existing properties and sites with extant planning permissions.</p> <p>The report should also cover the final daylight and sunlight values achieved within the proposed scheme to ensure the adequate daylight and sunlight levels are achieved. This assessment should extend to an assessment of any proposed onsite amenity and recreational areas.</p>
Design and Access Statement	<p>A design and access statement should be submitted to illustrate the process that has led to the development proposal, explaining the approach, justification, and detail of the design, and to describe the standards of accessibility that would be designed into the development. Further information is available at:</p> <p><a href="https://www.planningportal.co.uk/faqs/faq/51/what_is_a_design_and_access_statement">https://www.planningportal.co.uk/faqs/faq/51/what_is_a_design_and_access_statement</a></p>
Drainage Assessment	<p>Developers will need to show that the excess runoff will be managed effectively and not cause an increase in flood risk anywhere else, i.e. both to and from the site. The Council is the Lead Local Flood Authority (LLFA) and requires developers utilize sustainable drainage methods wherever possible. All major planning applications need to be accompanied by a detailed drainage assessment clearly demonstrating the use of sustainable drainage methods. Drainage assessments for major development proposals must include details of run off rates, discharge locations as well as the water cycle strategy, i.e reduce, recycle, reuse.</p> <p>All non major new development proposals (excluding householder proposals) must be accompanied by a drainage statement and plan showing how the drainage from the proposed development will be managed.</p> <p>A Drainage Assessment will need to be completed and submitted with the application form.</p>
Ecological Survey and Report	<p>An ecological survey report will be required for applications that could directly or indirectly potentially impact on rare, protected, invasive or notable species or habitats and/or on Local Wildlife Sites or Green Links. This includes all major applications and some smaller applications, particularly those within or close to Local Wildlife Sites, green links or those that will impact upon garden or overgrown land. Proposals that involve the demolition of buildings or alterations to roofs or lofts will often need to be accompanied by a bat survey.</p> <p>Proposals that involve the removal of trees, scrub, hedgerows or alter water courses will need to supply information on species present and potential impacts and the mitigation for such impacts. Statements and surveys will also be required in respect of sites with known protected or priority species and habitats as identified in the UK.</p> <p>Natural England has issued standing advice as to when further appraisal work is required. This can be found here:</p>



	<a href="https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications">https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications</a>
Energy Strategy	<p>All major developments will be required to provide an energy strategy. As set out in the London Plan, an energy strategy should include :</p> <p>A. Calculations of the energy demand and carbon dioxide emissions  B. Proposals to reduce carbon dioxide emissions through the energy efficient design of the site  C. Proposals to further reduce carbon dioxide emissions through the use of decentralised energy where feasible  D. Proposals to further reduce carbon dioxide emissions through the use of on-site renewable energy technologies</p> <p>Guidance on Energy Assessments can be found here:</p> <p><a href="https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0">https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0</a></p>
Environmental Impact Assessment	<p>Where an Environmental Impact Assessment (EIA) is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. Further information is available at:</p> <p><a href="https://www.gov.uk/guidance/environmental-impact-assessment">https://www.gov.uk/guidance/environmental-impact-assessment</a></p>
Existing and Proposed Elevations	<p>Drawings at a scale of 1:50 or 1:100, illustrating all relevant external parts. Where a proposed elevation adjoins another building, or is in close proximity, the drawing should clearly show the relationship between the buildings &amp; detail the relative positions of openings, parapets and levels etc on each property. Blank elevations should also be included for clarity.</p>
Existing and Proposed Floor Plans	<p>Drawings at a scale of 1:50 or 1:100 showing floor plans of the existing buildings &amp; the proposed building, identifying each relevant floor/ part floor, roof, and means of access. Where existing buildings or walls are to be demolished, these should be clearly shown.</p> <p>The proposed plans should be shown in context with the site boundary and any existing adjacent buildings.</p> <p>Applications for change of use need to be accompanied by floor plans to indicate the extent of the existing and proposed use within the land or building.</p>
Existing and Proposed Section Drawings	<p>Drawings at a scale of 1:50 or 1:100 showing cross-sections through the existing and proposed buildings containing details of existing site levels, and finished floor levels.</p>
External lighting details	<p>All proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, Local Wildlife Site, green link or watercourse where external lighting would be provided or made necessary by the development. Details should include the following as relevant:</p> <ul style="list-style-type: none"> <li>• hours of operation;</li> </ul>

	<ul style="list-style-type: none"> <li>● an isolux contour map showing light spillage to 1 lux;</li> <li>● light levels;</li> <li>● column heights; layout plan with beam orientation, a schedule of equipment;</li> <li>● description of the measures such as hoods and cowls that have been provided to avoid glare; and</li> <li>● impact on nearby dwellings or roads and use of planting to mitigate effect.</li> </ul>
Financial Viability Assessment	<p>A full un-redacted viability assessment should be provided at the time of submission. In order to fully assess whether the case made by an applicant for not meeting the policy requirements is reasonable and justifiable the London Borough of Hillingdon will require the applicant to submit a residual valuation with all the following information:</p> <ol style="list-style-type: none"> <li>a. Existing Use Value supported by an independent valuation;</li> <li>b. Land acquisition price and the basis of its purchase; salient terms of acquisition (e.g. subject to planning, soils, ground conditions survey, etc.);</li> <li>c. Purchase process (e.g. private treaty, open market bid, auction, etc.);</li> <li>d. Purchase costs including legal and agents fees;</li> <li>e. Estimated sales values with independent supporting evidence including schedule of unit sizes;</li> <li>f. Estimated construction costs supported by Tender costs or QS schedule to include a specified contingency, contract related fees and itemised/defined 'abnormals';</li> <li>g. Itemised preliminary costs;</li> <li>h. Professional fees presented under each respective heading;</li> <li>i. S106/CIL costs as advised by the LPA;</li> <li>j. Financing rate + evidence of financing terms/details (e.g. debt/equity ratio, etc.);</li> <li>k. Estimated profit together with contextual information appropriate to the developers target returns</li> <li>l. Value/cost of the affordable housing provision, where relevant, together with tenure assumptions and calculation of any commuted sum.</li> </ol> <p>Valuations using standard viability models such as HCA, RICS, Three Dragons, etc., will be acceptable providing they provide all the above information and are supported by an appropriate cash flow analysis.</p> <p>This information should be provided to the London Borough of Hillingdon in its entirety. Applicants should be aware that the assessment will be made available online as part of the application documents. If there is a sensitive information within the report, the applicant is expected to provide a redacted copy of the report.</p>
Fire Statement	<p>An independent fire strategy, produced by a third party suitably qualified assessor. The statement should detail how the development proposal will function in terms of:</p> <ol style="list-style-type: none"> <li>1. the building's construction: methods, products and materials used</li> <li>2. the means of escape for all building users: stair cores, escape for building users who are disabled or require level access, and the associated management plan approach</li> <li>3. access for fire service personnel and equipment: how this will be achieved in an evacuation situation, water supplies, provision and positioning of equipment, firefighting lifts, stairs and lobbies, any fire suppression and smoke ventilation systems proposed, and the ongoing maintenance and monitoring of these</li> </ol>

	<p>4. how provision will be made within the site to enable fire appliances to gain access to the building</p>
Flood Risk Assessment	<p>A Flood Risk Assessment (FRA) identifies and assesses the risks of all forms of flooding to and from the development and demonstrates how these flood risks will be managed, taking climate change into account. An FRA needs to accompany development proposals of one hectare or greater in Flood Zone 1 and all proposals for new developments located in Flood Zones 2 and 3. FRAs will also be required for all new development in critical drainage areas (does not apply to Householder Applications).</p> <p>An FRA will also be required where the proposed development or change of use to a more vulnerable class may be subject to other sources of flooding, or where there are identified drainage problems or high risk of surface water or sewer flooding. For developments that are for new dwellings or for non-residential extensions including industrial, commercial and leisure extensions with a footprint that exceeds 250m<sup>2</sup> that lie within Flood Zones 2 or 3, applicants will need to submit a statement demonstrating how they have applied a sequential approach at a site level to minimise risk by directing the most vulnerable development to areas of lowest flood risk, matching vulnerability of land use to flood risk.</p> <p>Further information is available on the following link;</p> <p><a href="https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications">https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</a></p> <p>The Environment Agency's flood risk matrix is available on the following link;</p> <p><a href="https://www.gov.uk/government/organisations/environment-agency">https://www.gov.uk/government/organisations/environment-agency</a>.</p>
Flood Risk Sequential Test	<p>New development should avoid sensitive flood risk zones. Some proposed developments in flood zones will require justification including that there are no other sites available at a lower risk of flooding. This justification is compiled through the flood risk sequential test.</p> <p>Details of the test including when and how it applies can be found here:</p> <p><a href="https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants">https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants</a></p>
Heritage Statement	<p>New development which affects a 'heritage asset' or its setting or for new development proposals in conservation areas.</p> <p>Designated Heritage Assets are Listed Buildings, Conservation Areas, Registered Historic Parks and Gardens, Scheduled Ancient Monuments and locally listed buildings. A Heritage Statement may also be requested if the Council identifies a building or site as a 'non-designated heritage asset' of architectural, historic, archaeological or artistic interest during the pre-application or application process.</p> <p>The scope and degree of detail necessary in a Heritage Statement or Conservation Area Appraisal will vary according to each application, but it is expected that these documents will contain sufficient detail to understand the history, character and significance of the building, site or area concerned (the 'heritage asset'); describe</p>

	<p>the extent and nature of the proposed development; the impact of that development on the heritage asset; the justification for the works, and any mitigation proposed and demonstrate that the Historic Environment Record has been consulted. For buildings or sites of high significance it is recommended that the statement be prepared by an architectural historian or accredited conservation architect.</p>
ICNIRP Statement for Telecommunications Apparatus	<p>All prior approval and full planning applications need to provide evidence of consultation with local schools and day nurseries. All applications must also be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (international Commission on Non-Ionizing Radiation Protection) guidelines.</p>
Landscape Strategy	<p>For major and minor planning applications for all new development proposals that include external space. A landscape strategy would be required as a minimum with the requirement for further details forming part of a planning condition.</p> <p>Landscape Strategy should demonstrate to the council that a high quality landscaping scheme can be provided within the context of the development. As such the council will require details of existing and proposed planting to be submitted with the application. The details required will depend on the nature of the application but as a minimum the applicant should provide outline details of the proposed landscaping scheme. Particular consideration should be given to the following:</p> <ul style="list-style-type: none"> <li>(a) proposed finished ground levels or contours; means of enclosure; car parking layouts; other vehicle and pedestrian access and circulation areas, structures and ancillary objects (refuse bins, lighting columns etc);</li> <li>(b) proposed and existing functional services above and below ground (e.g drainage, power, communications cables, pipelines etc. indicating lines, manholes etc.);</li> <li>(c) native and or wildlife friendly species, including large canopy trees and species likely to be resilient to the effects of climate change</li> <li>(d) the use of sustainable drainage systems and surface water to irrigate new landscaping</li> <li>(e) boundary treatments to ensure that hedgehogs and other wildlife can traverse the site Landscape principles should seek to retain existing trees and other vegetation, where practicable, and provide details of how they can be protected during the construction of the development. Plans should clearly show which trees or landscape features are to be retained and which are proposed to go.</li> </ul>
Location plan	<p>Up to date map at a scale of 1:1250 or 1:2500 for larger sites. Application site must be clearly edged with a red line &amp; include all land required for the proposed development (including any access). Any other land within the control or ownership of the applicant, that is adjacent or close to the application site, should be edged with a blue line.</p> <p>The location plan <b>must not</b> be sourced from Land Registry.</p>
Material details	<p>All major and minor and householder planning applications involving new development visible from the public realm should submit details of proposed materials.</p> <p>In many cases completing the question on the standard planning application form</p>

	<p>with “to match existing” or a list of proposed materials will be sufficient. However, for sites involving or adjacent to Listed Buildings or in conservations areas a more detailed schedule will be required. You will be advised by the case officer if samples are needed before a decision is made.</p>
Microclimate and Wind Assessment for Tall Buildings	<p>Major applications including tall buildings may require an assessment of their impacts on the surrounding environs. Tall buildings, in particular, can alter the air flow with highly disruptive consequences.</p> <p>Tall buildings will require an analysis of their impacts at ground level.</p>
Noise and Vibration Impact Assessment	<p>Potentially noise generating developments (ie pubs, clubs, takeaways, child care nurseries &amp; schools, industrial/commercial uses, recreation) in the vicinity of existing noise sensitive developments - residential, schools and hospitals; or . Noise sensitive uses in the vicinity of existing noise generating uses, classified roads, railways or in areas with an existing noisy environment such as the city centre; or . Mixed use applications comprising both noise generating and noise sensitive uses; or Commercial applications including extractor or cooling units in the vicinity of noise sensitive uses.</p> <p>Noise Assessments should be prepared by suitably qualified acousticians. They should usually outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures. Advice should be sought from the council's Public Protection Service for individual requirements. (BS4142). The assessment should include information about: the sound power level and the likely resultant noise level of equipment at the site boundary for all noise-producing machinery such as extract ventilation systems, refrigeration equipment etc. that is likely to be installed; where any noise-generating plant or equipment will be located and installed so as to reduce noise impacts on neighbouring properties; delivery times and opening hours for commercial premises within noise sensitive areas; details of waste collection for example pubs/clubs where glass collection could be noisy.</p> <p>Proposed developments immediately adjoining (including below or above) residential premises should provide full details of sound insulation measures, position and design of entrances/exits plus car parking. For pubs and clubs, consideration of location provided for smokers to prevent noise impact from patrons outside the premises.</p>
Non Material Amendment	<p>There is no set definition of non-material, ultimately it is for the Council to decide what changes are 'non-material'. Each case would be judged on its merits. As a general rule, we consider amendments to be non-material if:</p> <ul style="list-style-type: none"> <li>● the proposed change is for a very small change to the development already granted permission;</li> <li>● there is no material impact on any neighbours or other statutory or non-statutory bodies, and the amended scheme would still fall within the description of development on the original decision notice and would still comply with the Local Plan;</li> <li>● The proposed amendment does not alter the development significantly from what was described on the planning permission and does not conflict with any conditions of the permission;</li> <li>● there is a reduction in size (in any dimension) and the design and appearance is not compromised;</li> <li>● the proposal would not increase the height of any roof; and</li> </ul>

	<ul style="list-style-type: none"> <li>alterations that does not compromise the overall design and appearance, particularly in conservation areas.</li> </ul>
Planning Statement	<p>The planning statement should set out how the proposed development conforms to all levels of planning policy.</p> <p>Dependent on the scope and nature of the proposed development, the type of application and the sensitivity of the proposed development location the planning statement may vary in format from a short summary to a detailed document that includes commentary on all planning issues relevant to the proposal.</p>
Proposed planning obligation(s)/draft heads of terms	<p>Section 106 of the Town and Country Planning Act 1990 (as amended) enables planning obligations to be secured through a S106 agreement between a council and a landowner. This mechanism is designed to make a development proposal acceptable in planning terms that would not otherwise be acceptable. Planning obligations provide a means to ensure that a proposal for development contributes towards the creation of sustainable communities and should be used to mitigate the negative site specific impacts of a development.</p>
Retail/office assessment	<p>If the proposal involves the loss of retail floorspace in a town centre location or development proposals in out of centre and edge of centre locations which exceed 200 sqm of gross retail floorspace of 1,000sqm of other main town centre uses then a retail impact assessment will be required. The assessment should include an assessment of the proposal on existing, committed and planned public and private investment and the impact of the proposal on town centre vitality and viability. Any proposal for 1,000sqm of retail or other main town centre uses in an edge-of-centre or out-of-centre location should demonstrate that there are no available or suitable sites in a town centre where an edge-of-centre or out-of-centre location is proposed for retail or other main town centre uses, using a sequential approach as set out in the NPPF.</p> <p>If the proposal involves the loss of B1, B2 or B8 then an assessment demonstrating the following will be required:</p> <ul style="list-style-type: none"> <li>(i) Evidence of active marketing of the site for employment uses for a period of at least 12 months;</li> <li>(ii) An assessment demonstrating that the site is not viable for its existing employment use;</li> <li>(iii) Evidence that the site does not contribute significantly to employment floorspace supply and economic diversity, either individually or cumulatively;</li> <li>(iv) Evidence that surrounding employment uses/sites are not undermined;</li> <li>(v) Where a mixed used development is proposed, retain an appropriate number of jobs.</li> <li>(vi)</li> </ul>
Tall Building Assessment	<p>Required for all buildings over 18 metres in height. For development of tall buildings, application proposals shall be accompanied by an assessment of the plans to demonstrate compliance with the relevant policies in the Local Plan.</p>
Townscape Visual Impact Assessment (TVIA)	<p>TVIAs are required to assess the townscape and visual impact of the proposed development. It should describe the relevant characteristics of the surrounding area. Key views towards the site and the potential impacts which would result as a</p>

	consequence of the development proposals.
Transport Assessment and Travel Plans	<p>A transport assessment should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the assessment should simply outline the transport aspects of the application, while for major proposals, the assessment should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>Further information and guidance is available on the following link;</p> <p><a href="https://www.gov.uk/guidance/travel-plans-transport-assessments- and-statements">https://www.gov.uk/guidance/travel-plans-transport-assessments- and-statements</a></p> <p>All developments which generate significant amounts of movement should be required to provide a travel plan as required by the NPPF, and the London Plan. In addition, workplace and or residential travel plans (including deliveries and services where appropriate) should be provided for planning applications exceeding the thresholds in, and produced in accordance with the relevant TfL guidance which is available on the following link: <a href="https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans">https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans</a></p>
Tree Survey/ Arboricultural report	Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development, 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.