

VALIDATION OF PLANNING APPLICATIONS LIST OF LOCAL VALIDATION REQUIREMENTS

APRIL 2008

Introduction

From 6 April 2008, new regulations require all planning applications to be made using a standardised national planning application form (1APP). The introduction of this new approach to validation is intended to give applicants more certainty and consistency in the registering and validating of planning applications.

In conjunction with these new regulations, new validation arrangements will apply. Local planning authorities are required to validate applications on the basis of published national and local lists of information required to accompany applications.

The national list sets out statutory requirements and includes items such as the completed application forms and certificates, plans and drawings, the correct fee, and, where relevant, a design and access statement.

The local list includes any other information that a local planning authority may require to determine an application in terms of additional details, reports and supporting information. The local validation requirements set out in this document were adopted by the Council's Planning Committee on 23 April 2008.

Details of the national list are available on the Council's website. This document sets out the local requirements that the Council will ask for in appropriate cases. Different types and scales of applications require different levels of supporting documentation. The scope and degree of detail necessary in any assessment will vary according to the scale and particular circumstances of each application.

A **checklist** is included at the end of the document identifying the types of information that may be required when submitting each type of application, together with details of the relevant application form.

Accessible housing statement

Developments will be expected to meet Council policy requirements for provision of housing for wheelchair users (10% of dwellings in schemes of 10 or more units) and Lifetime Homes (all other units). A statement detailing how the development will meet the Councils Design Guidance for Accessible Housing (which impose additional requirements beyond the minimum set out in the Building Regulations) and the Joseph Rowntree Foundation requirements for Lifetime Homes.

Affordable housing statement

Where local plan policies require the provision of affordable housing (schemes of 10 units or more), applicants should provide a statement detailing;

- The proportion of market and affordable housing proposed.
- The tenure mix for different levels of affordability proposed (social rented, shared ownership, key worker etc)
- The overall mix of unit sizes.
- A plan showing the location of affordable housing units
- Financial appraisal supporting the level of affordable housing being provided (where this does not meet development plan requirements)
- Details of any Registered Social landlords acting as partners in the development (having been selected from the Council's preferred partners list).

Air quality assessment

Development proposed inside or adjacent to an Air Quality Management Area (AQMA), or which involves development likely to affect air quality, should be accompanied by an air quality assessment containing sufficient information to allow full consideration of the impact on, or the effect of, air quality in the area. Further advice is available in Planning Policy Statement 23: Planning and Pollution Control (November 2004).

Biodiversity and Ecology survey and report

Where a proposed development may have impacts on wildlife and biodiversity the report should set out existing biodiversity interests and possible impacts on them. Any mitigation and/or compensation measures proposed should be explained. Where relevant, plans should be included to indicate significant wildlife habitats or features. This information might form part of an EIA (Environmental Impact Statement) where one is required (refer below). Refer to Planning Policy Statement 9: *Biodiversity and Geological Conservation* (August 2005), Circular 06/2005, Circular 01/2005 and *Planning for Biodiversity and Geological Conservation: A Guide to Good Practice*. A guidance template for Biodiversity and Geological Conservation is available at www.alge.org.uk

It should be noted that, where there is evidence of a site being used as bat roosts, a detailed bat survey will be required to have taken place outside the hibernation season and this may affect the timing of determination of an application.

Contaminated Land Survey and remediation report

Applications may need to be accompanied by a land contamination assessment, which should include an assessment of contamination in line with Planning Policy Statement 23 'Planning and Pollution Control' (November 2004). Where contamination is known or suspected, or the proposed use would be particularly vulnerable, the applicant should provide sufficient information with the application to determine whether the proposed development can proceed.

Crime Prevention / Safer Places Statement

A Safer Places Statement will be required for all major applications. The statement should show how community safety and crime prevention has been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in *Safer Places – the Planning System and Crime Prevention*. The level of detail required will depend on the scale and complexity of the application and the statement should detail how the principles and practices of the Secured by Design award scheme will be met. The Waltham Forest Crime Prevention Design Advisor will provide free advice on all aspects of crime prevention within a development proposal.

Daylight / sunlight assessment

Any proposal to do building works or operations that may impact on the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity spaces, may need to be accompanied by a daylight/sunlight assessment.

Further guidance is provided in the BRE guidelines on daylight assessments; *Site layout planning for daylight and sunlight: a guide to good practice* (BRE Report 209, 1991).

For sites adjoining watercourses, the assessment should include an assessment of overshadowing of the watercourse.

NOTE: Planning permission would not confer immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act, 1959.

Energy efficiency statement)

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficiency standards. The statement should describe measures proposed to maximise the development's energy efficiency and reduce carbon dioxide emissions - including orientation, passive solar gain, choice of energy supply, use of renewable energy, choice of heating and ventilation systems, control systems and choice of materials. A feasibility assessment of providing energy requirements on-

site from renewable energy sources will be required, as will the investigation of ways of reaching or improving on the current national target of 10-20%. The development must provide a minimum of 10% of its predicted energy requirements from renewable sources. The applicant shall have due regard to guidance from the Energy Saving Trust (see www.est.org.uk) and the Mayor's Energy Strategy.

Further advice is available in PPS 22: Renewable Energy (2004).

Environmental Impact Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations 1999 (as amended) set out the circumstances in which an Environmental Impact Statement (EIS) is required. Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 of the Regulations must be provided.

An applicant may request a "screening opinion" from the planning authority to determine whether an EIS is required before submitting the application.

If an EIS is required many of the other supporting statements required, such as the biodiversity report, can be included within the Environmental Statement and will therefore not have to be provided separately. Where a full EIS is not required, the local planning authority may still require the submission of environmental information.

Flood risk assessment

All development proposals for sites of 1 hectare or more in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). Refer to the Environment Agency website (www.environment-agency.gov.uk) to confirm whether your site is located within a flood zone.

An FRA should address how the flood risk from all sources of flooding to the development itself, and flood risk to others, will be managed now and in the future, taking into account climate change. The FRA should identify opportunities to reduce the probability and consequences of flooding, design of surface water management systems including Sustainable Drainage Systems and address the need for safe access to and from land in areas at risk of flooding.

Planning Policy Statement 25: 'Development and Flood Risk (December 2006) provides comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

The FRA should be prepared in consultation with the Environment Agency and with the Local Planning Authority with specific reference to

the Strategic Flood Risk Assessment and the application of the Sequential Test under PPS25..

Foul and surface water sewage and utilities statement

All new buildings need separate connections to the foul and surface water drainage network and public utility network. For major applications, details of connections to the existing networks and the impact on capacity will need to be considered. Where measures to increase capacity are required, the applicant will be required to demonstrate that such provision will not give rise to any environmental impacts, for example damage to trees, archaeological remains or affect ground levels.

Further guidance is available from www.thames-water.com

Heritage statement

The scope and degree of detail necessary in a Heritage Statement will vary considerably for each application. The comments below seek to capture the broad spectrum, but applications will only need to deal with those aspects specific to the development.

For applications for Listed Building Consent, the statement should include 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. A structural survey may be required in support of an application that involves substantial demolition.

The statement accompanying applications for Conservation Area Consent should provide any relevant structural information, 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.

For all 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, historic battlefields and scheduled ancient monuments and 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.

For all applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Priority, as defined in the development plan, or as may be specifically identified by English Heritage as being appropriate for further archaeological examination and in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the heritage statement.

Where an application seeks removal of a hedgerow which forms part of a significant historic landscape or area of archaeological potential, a heritage statement may also be required.

For all heritage assets, advice is provided in Planning Policy Guidance Note 15 *'Planning and the Historic Environment'*, (September 1995) paragraphs 3.16 to 3.19 and 4.25 to 4.49. For archaeological remains, advice is provided in Planning Policy Guidance Note 16 *'Archaeology and Planning'* (November 1990) section B, paragraphs 18 to 26. Information on consultation with English Heritage can be found in *'A Charter for English Heritage Advisory Services'*(2005).

Landscaping Strategy

Applications for development involving provision of areas of landscaping as part of the public realm should be accompanied by a statement setting out details of trees and other vegetation to be retained, measures for protection during construction, a general programme for the carrying out of such works, provisions for short and long term maintenance and a future landscape management plan.

Lighting assessment

Proposals involving provision of external lighting, either attached to buildings, freestanding or to floodlight areas of the site should be accompanied by a report detailing hours the lighting will be in use, lux levels across the development, beam orientation and light spillage in the surrounding area.

Noise impact assessment

Proposals that raise issues of disturbance by noise to occupiers of nearby buildings, are considered to be a noise sensitive development or are located in areas close to existing sources of noise should be supported by a noise impact assessment prepared by a suitably qualified acoustic consultant. Further guidance is provided in *Planning Policy Guidance note 24: Planning and Noise* (September 1994).

Open space assessments

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site, including waterways. Planning permission will not normally be given for development of existing open spaces which are used by local communities. In the absence of a robust and up-to-date assessment by the Council an applicant may seek to demonstrate the land is surplus and any such evidence should accompany the application. Refer to *Planning Policy Guidance note 17: Planning for open space, sport and recreation* (July 2002).

Other plans

For major applications and infill developments, or schemes of a smaller scale with streetscape implications, contextual elevations may be required.

For sites containing or adjoining watercourses (including rivers, canals, reservoirs and culverts), including householder applications, plans (existing and proposed) will need to show the position of the watercourse on the location and site plans, and the location of the bank top of the watercourse (the bank top is defined as the points at which the bank meets normal land levels).

Parking and access arrangements

Applications may require details of existing and proposed parking provision and access arrangements. These details can also be shown on a site layout plan and included in the Design and Access Statement.

Photographs and photomontages

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

Planning Obligation – draft Head(s) of Terms for s106 agreements

Planning obligations are usually made under section 106 of the Town and Country Planning Act 1990 (as amended) and are private agreements between the Council and developers (or persons with an interest in the land). S106 agreements are intended to mitigate impacts of a development on the wider community and area which, if not provided, would render the development unacceptable in planning terms.

For major developments (more than 10 residential units or 1000m² of non-res floor space), details of draft heads of terms should be submitted with a planning application. At pre-application stage, draft heads of terms should be identified and the applicant should aim to submit a draft legal agreement with the application.

Further guidance is available in Circular 05/2005: *Planning Obligations*, and the model s106 agreement is published on the DCLG website.

Planning statement

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. It may also include details of consultation undertaken. For small scale and minor developments, these issues may be covered in the Design and Access statement.

Refuse disposal details

All developments will be required to make provision for storage of refuse and waste, including provision for materials to be collected for recycling. On small developments, the plans should show clearly the means by which recyclable materials and residual waste will be stored until collection.

On larger developments, this should take the form of a Waste Management Strategy (WMS) that assesses waste arising and uses the waste hierarchy outlined in the UK Waste Strategy 2000 to minimise the amount of waste produced. WMS should analyse the emission of any pollutants due to the production of waste on or off site and set out the methods to be employed to deal with waste including its reduction, recycling, sorting, separate storage and sustainable disposal

A separate site waste management plan may be needed for the construction phase of the development (see below).

Government planning policy is set out in PPG10 Planning and Waste Management (September 1999).

Regeneration statement

Major developments may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including details of any new jobs that might be created or supported (including any jobs which can be created during the development), any community benefits, and reference to any regeneration strategies that lie behind the proposal.

Retail impact assessments

Retail impact assessments are required for all retail and leisure developments over 2,500 square metres of gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Retail impact assessments should also be provided for applications to locate retail outside a designated retail centre and not in accordance with the development plan.

Policy advice can be found in *Planning Policy Statement 6: Planning for Town Centres* (March 2005).

Site waste management plan

Proposed new developments should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004 '*Site Waste Management Plans: guidance for construction contractors and clients*'. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of materials to be demolished and/or excavated, opportunities for reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. On sites adjoining watercourses, use of waterborne freight to transport waste should be considered.

Statement of Community Involvement

Some applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation, as set out in the Council's Statement of Community Involvement. The statement should demonstrate how the views of the local community have been sought and taken into account.

Further guidance on Statements of Community Involvement is available in Chapter 7 of *Creating Local Development Frameworks: A Companion Guide to PPS12* (November 2004).

Sustainability Statement

Major schemes should provide a sustainability statement outlining the elements of the scheme that address sustainable development issues, including the environmental, social and economic implications. These may include:

- Building design: choice and sources of materials, energy and water consumption, carbon emissions, waste management and minimisation, and recycling, (including best practice standards for new development) and features to ameliorate anticipated future global temperature rises. The applicant shall have due regard to

guidance from the Building Research Establishment, (see <http://products.bre.co.uk/breeam>).

- Renewable energy: details of proposals for the use of energy from renewable sources within the development. Where wind turbines are proposed to be used, the report include an assessment of shadow flicker, fall over zones, noise, tv / radio interference and 'end of life' plan.
- Resource use: use of sustainably managed natural and semi-natural resources should be considered, along with a Materials Use and Purchasing Strategy (green procurement) to cover sustainable construction management activities.
- Greenspace incorporating wildlife corridors. Please refer to the Borough's Core Policy on Green Chains, CP34 and CP31 on Biodiversity.

Telecommunications development – supplementary information

Planning applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including the area of search, details of any consultation, details of the equipment to be installed and the technical justification for the development. An area survey detailing the location of all other mobile phone installations in the vicinity of the site should also be provided where other installations exist. A signed declaration that the installation complies fully with radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection must be submitted. Further guidance is available in PPG8 Telecommunications and the Code of Practice on Mobile Network Development 2002.

Transport assessment

Any proposed development that may have implications for transportation in terms of car parking or traffic movements should be accompanied by a Transport Assessment (TA). 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 (parking, site access points, servicing arrangements, access to public transport, cycle parking provision), 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 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.

Further guidance can be found in PPG13 – Transport, and in Guidance on Transport Assessment, published by the Department for Transport (March 2007).

Travel Plan

A draft travel plan should be submitted alongside planning applications that are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed and in particular, car use reduced. The plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan (eg a steering group) and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Further advice is available in: 'Using the Planning Process to Secure Travel Plans: Best Practice Guidance for Local Authorities, Developers and Occupiers' [ODPM and Dept, for Transport, 2002] and 'Making Residential Travel Plans Work' [Dept. for Transport, 2007].

Tree survey / arboricultural assessment

Proposals where any trees on the application site, on the street, or on adjoining sites may be affected by any aspect of the development should identify which trees are to be retained and the means of protecting these trees during construction. In some cases, a suitably qualified and experienced arboriculturist should prepare this information.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. 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.

Ventilation/extraction statement

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) and A5 (Hot food takeaways - use for the sale of hot food for consumption off the premises). 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.

Vibration Survey

Proposals for development close to sources of vibration, such as railways and industrial premises with heavy plant, and applications for uses which are likely to cause vibration, may need to include a report of the implications of such vibration on buildings and what measures are to be introduced to ensure the structural integrity of the buildings affected will not be damaged. Such a report would normally be expected to accompany a noise impact assessment and be compiled in conjunction therewith.

Waterway Wall Survey

For waterside sites on the “offside” (non-towpath side) of the waterway, the waterside wall may have an important function in preventing water leakage and may contain valuable heritage features. A survey will be required of the condition of the wall and a report submitted providing a schedule and method statement for any repair or maintenance proposed. Further guidance on the content of the survey and the requirements of any works can be obtained from enquiries.london@britishwaterways.co.uk

Wind study

Where tall buildings are proposed, a wind study of the impact the building will have on surrounding wind conditions may be required.

Further Information

Should you require further guidance, or to discuss the validation requirements for a particular application, please contact the Duty Planning Officer on 020 8496 3000 or e-mail dcmail@walthamforest.gov.uk

Waltham Forest Local Validation Requirements Checklist

Validation requirement	Application type		Form number											
	Householder application	Full Planning Permission	Outline Planning Permission	Conservation area consent	Listed Building consent	Advertisement consent	Lawful Development Certificate – existing	Lawful Development Certificate – proposed	Prior notification (telecommunications)	Prior notification (demolition)	Approval of reserved matters	Removal or variation of a condition	Approval of details pursuant to a condition	Tree works (including TPO consent)
Accessible housing statement		X	X								X	X	X	
Affordable housing statement		X	X									X	X	
Air quality assessment		X	X								X	X	X	
Biodiversity and ecology report		X	X								X	X	X	
Contaminated land report		X	X								X	X	X	
Crime Prevention / safer places report		X	X								X	X	X	
Daylight / sunlight assessment	X	X	X								X	X	X	
Energy efficiency statement		X	X								X	X	X	
Environmental Impact Statement		X	X									X		
Flood risk assessment		X	X								X	X	X	
Foul / Surface water sewage and Utilities Statement		X	X								X	X	X	
Heritage Statement	X	X	X	X	X	X			X	X	X	X	X	X
Landscaping Strategy		X	X								X	X	X	
Lighting assessment		X	X			X					X	X	X	X
Noise impact assessment		X	X						X		X	X	X	
Open space assessment		X	X								X	X	X	
Other plans and drawings	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Parking and access assessment		X	X								X	X	X	
Photographs and photomontages	X	X	X	X	X	X			X	X	X	X	X	X
Planning Obligation – draft Heads of Terms		X	X								X	X	X	X
Planning statement		X	X	X	X	X			X		X	X	X	X
Refuse and recycling strategy		X	X								X	X	X	
Regeneration statement		X	X								X	X	X	
Retail impact assessment		X	X								X	X	X	
Site waste management plan		X	X	X	X					X	X	X	X	X
Statement of Community Involvement		X	X						X		X	X	X	
Sustainability statement		X	X								X	X	X	
Telecommunications development – Supplementary information									X					
Transport assessment		X	X								X	X	X	
Travel Plan		X	X								X	X	X	
Tree survey / Arboriculture assessment	X	X	X	X	X				X		X	X	X	X
Ventilation / extraction strategy		X	X								X	X	X	
Vibration survey		X	X								X	X	X	
Waterway wall survey		X	X								X	X	X	
Wind study		X	X								X	X	X	