**London Borough of Waltham Forest: Local validation requirements for planning applications (August 2020)**

The list below summarises local validation requirements for planning applications in Waltham Forest.

The Council will take a flexible and pragmatic approach in the interpretation of this document.

The tables on the following pages identify validation requirements for specific applications and proposals, and the scope of information to be provided in the planning application.

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| Part 1: National Validation Requirements Part 2: Local Validation Requirements1. [Plans and drawings](#Plans) (various)
2. Advertisement Consent
3. Sections 73 (Minor Material Amendments) and Section 96a (Non Material Amendments)
4. Listed Building Consent and Certificate of Lawfulness for works to a Listed Building
5. Applications for shopfronts in Conservation Areas or a Listed Building
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**Part 1: National Validation Requirements**

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| **Validation Requirement**  | **Which Applications**  | **What is required**  |
| **Application Form**  | All applications  | The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect **all**aspects of the proposal requiring planning permission. It should be specific and refer to storey heights, the number of units and the amount of non-residential floorspace, as well as the relevant condition number if it is for an approval of details.  Guidance on how to fill out these forms can be found at the Planning Portal web site [www.planningportal.gov.uk](http://www.planningportal.gov.uk/)  Applications for extensions to flats need to be on full planning application forms (not householder forms) and failure to use the correct forms will delay the application and make it invalid.   An ownership certificate A, B, C or D must be completed stating the ownership of the property. Certificate A should be completed if you are the owner of the building / land or you have a freehold interest or leasehold interest with at least 7 years left to run. If Ownership Certificate B is completed, Notice 1 is required; If Ownership Certificate C is completed, Notices 1 and 2 are required;  If Ownership Certificate D is completed, Notice 2 is required   You must complete and submit only one certificate with your application. Please note, that If the pavement in front of the site is included in the red line please complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.  Agricultural Holdings Certificate. You must complete the Agricultural Holdings Certificate - even if your application is for a non-agricultural use - to confirm whether or not any of the land to which the application relates is, or is part of, an agricultural holding. Guidance on how to fill out these forms can be found at the Planning Portal web site [www.planningportal.gov.uk.](http://www.planningportal.gov.uk/)   |
| **Location Plan**  | All applications   | A plan which: * identifies the land to which the application relates
* is drawn to an identified scale
* shows the direction of North
* identifies sufficient roads / buildings to ensure the exact location is clear
* shows all the land necessary to carry out the development

 site outlined in red with a blue line around any other land owned by the applicant which is close to or adjoining the application site; * based on an up-to date map. This should be at a scale of 1:1250 or 1:2500
* should wherever possible show at least two named roads and surrounding buildings.
* the properties shown should be numbered or named to ensure that the exact location of the application site is clear.
* It should include all land necessary to carry out the proposed development - for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings
 |
| **Design and Access Statement**   | Major developments Listed building consent Applications for one or more dwellings or a building or buildings where the floorspace created is 100sq.m or more within conservation area  | A Design and Access Statement should be proportionate to the scale of the development.  The document should be visual, using diagrams, sketches, plans and photographs to explain the evolution of the and descriptions wherever possible and appropriate.  All design and access statements must::  * explain the design principles and concepts that have been applied to the development;
* demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
* explain the policy adopted as to access, and how policies relating to access have been taken into account;
* state what, if any, consultation has been undertaken on issues relating to access to the development and what account  has been taken of the  outcome of any such consultation; and explain how any specific issues which might affect access to the development have been addressed

 In addition:  For Outline Planning Applications where scale and/or layout are reserved, a design and access statement must include details of the design approach and design intent for future reserved matters applications Where a site is located within a conservation area, reference to this must be included within the Statement as must any Statutory   listing designation. For listed buildings, an explanation of how the historical and architectural importance of the listed building – in particular its physical features and setting – has been considered when designing the proposed development should also be provided.  Where a Heritage Statement is included, this must be a clearly titled stand alone section within the document (see guidance on Heritage Statements)  Guidance  Design and Access Statements are about the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. This should help to explain the design process behind a scheme. A successful design process is key for all applications and the Council encourages early pre-application engagement based around an emerging design and access statement.  The Design and Access Statement is a useful tool to show how a site has been analysed and understood, the opportunities and constraints and how these have informed the design development.  The former Commission for Architecture and the Built Environment (CABE), produced guidance on how to write, read and use design and access statements. This includes helpful information about the D&AS preparation – in particular the need to consider Design and Access issues at an early stage when preparing your development proposal.  <http://webarchive.nationalarchives.gov.uk/20110118095356/>http:/[www.cabe.org.uk/files/design-and-access-statements.pdf](http://www.cabe.org.uk/files/design-and-access-statements.pdf)  Advice on inclusive design is available in CABE’s Principles of Inclusive Design, the LDA’s Inclusive Design Toolkit and the GLA’s Supplementary Planning Guidance Accessible London: achieving an inclusive environment: <http://webarchive.nationalarchives.gov.uk/20110118095356/>http:/[www.cabe.org.uk/files/the-principles-of-inclusive-design.pdf](http://www.cabe.org.uk/files/the-principles-of-inclusive-design.pdf) [http://www.accessgroupresources.co.uk/index.php/component/content/article/1-latest/439-may-london-development-agencys-](http://www.accessgroupresources.co.uk/index.php/component/content/article/1-latest/439-may-london-development-agencys-inclusive-design-toolkit) [inclusive-design-toolkit](http://www.accessgroupresources.co.uk/index.php/component/content/article/1-latest/439-may-london-development-agencys-inclusive-design-toolkit) <http://www.london.gov.uk/priorities/planning/publications/accessible-london-achieving-an-inclusive-environment>   |

**August 2020**

**London Borough of Waltham Forest: Local validation requirements for planning applications**

The list below summarises Part 2 of our local validation requirements for planning applications in Waltham Forest.

The tables on the following pages identify validation requirements for specific applications and proposals, and the scope of information to be provided in the planning application.

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**Part 2: Local Validation Requirements**

| **Validation Requirement** | **Which Applications** | **What is required** |
| --- | --- | --- |
| **1. General Guidance** | All Drawings and Plans | All drawings must include:* a title and drawing number (with the relevant revision number as necessary),
* the print (paper) size;
* the relevant scale at that print size (eg.1:50 at A3 or 1:100 at A3);
* a scale bar of 5 metres highlighting each metre;
* the wording “do not scale” should not be used;
* All plans must be to a recognisable scale (i.e. 1:50, 1:100, 1:200; 1:500, 1:1250, 1:2500);
* The proposed development shown in relation to the site boundaries and other existing buildings on the site;
* For major applications the proposed and existing plans must be shown on separate drawings;
* For householder and minor applications both the proposed and existing plans can be shown on the same drawing;
* Wherever possible, submitted plans should not be greater than A3 in size. If Plans are greater than A3 in size they should be emailed to planningvalidation@walthamforest.gov.uk.
* When submitting documents electronically ensure these are pdfs and ensure that the embedded documents are of one size only (e.g. A4 or A3).
* It is requested that electronic copies of individual documents and plans are always submitted to accompany paper applications and documents should not exceed 5Mb in size.
* The neighbouring properties and neighbouring windows must always be shown on plans, elevations and sections (both existing and proposed).
* Existing and proposed ground levels must always be shown for any extensions or new buildings. Where demolition is proposed, the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings

For additional plans and documents the level of detail provided should be proportionate to the scale of the development. |
| **1. Existing and Proposed Elevations** | Required for all applications that involve Building Works | Existing and proposed drawings of all sides of the exterior of the building. Plans must:* be at an appropriate scale, usually 1:50 or 1:100 for householders and minor applications;
* be included for all elevations, including blank elevations, except for householder applications (or applications for works to an individual flat) where a statement confirming that they will remain unchanged will be required;
* show the full elevation of a building (i.e. applications involving flats which form part of a larger converted property must provide plans showing the entire elevation of the building and not just the flat in question);
* show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings
 |
| **1. Existing and proposed floor plans including roof plans** | Applications that involve building works  | Plans must:* be at 1:50 or 1:100;
* show details of the existing buildings;
* show the proposed building including each floor and the roof;
* be included for all floors, including floors where there are no changes proposed, except for householder applications (or applications for works to an individual flat or joint applications for development which if submitted individually would be householder applications) where a statement confirming that they will remain unchanged will be required;
* show the site boundary and the outline of any existing neighbouring buildings;
* show any existing buildings or walls which are to be demolished
* show cycle parking arrangements (including annotation stating the number of cycle stands)
* show internal storage and proposed refuse storage facilities.

Applications proposing new residential accommodation, including conversions, must state room sizes and overall unit sizes on the plans (GIA). |
| Applications for changes of use | Applications for change of use will need to be accompanied by floor plans where it is necessary to indicate the extent of the use and its relationship to adjacent development, for example, where it is proposed to change the use of part of a floor or building.Applications proposing new residential accommodation, including conversions, must state room sizes and overall unit sizes on the plans (GIA). |
| **1. Existing and Proposed Sections** | Proposals for new and altered buildings and/or changes in ground levels | Required for all applications that involve the creation of new or changes to the floor plans of a property (including roof level), where a proposal involves changes to ground levels or for any application on a sloping site.Plans Must:* be at 1:50 or 1:100;
* show cross sections through the site and buildings including details of existing site levels and finished floor levels with the levels related to a fixed datum point off-site;
* show the proposals in relation to neighbouring buildings;
* section through a building should include all floors, including the basement, loft space and roof, along with any terraces.

In the case of householder development and works to individual flats, the levels may be evident from floor plans and elevations. However in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.For major applications, plans at 1:10 should be provided to show typical window sections, entrances and balconies. Further detailed guidance on requirements can be found under ‘Materials’. |
| **2. Advertisement consent** | All Applications for Express Consent | Should include:* existing elevation (no less than a scale of 1:100) or a clear photograph of existing building;
* elevations or computer generated image of all proposed adverts on building, pole or hoarding;
* drawing of each advert at a scale of 1:20 noting all colours and materials;
* sections of all proposed adverts at a scale of 1:20 showing the building and how they would the signage would be affixed; details of any illumination, including internal illumination, whether it would be static or moving / revolving display
* height of lettering
 |
| **3. Sections 73 (Minor Material Amendments) and Section 96a (Non Material Amendments)** | Any application for minor material (s.73) amendments or non-material (s.96a) | Should include:* proposed plans, elevations and sections
* copies of the approved plans for information
* a marked up version of the approved plans (at A3 or A4 size) to show where the changes are for information purposes.
* photographs of the site

The proposed plans must be a full update or revision of the originally approved plans.The proposed plans must include all information and clarifications originally included on the approved plansIf the original application was EIA development, please see further guidance for Environmental Statements. |
| **4. Listed Building Consent and Certificate of Lawfulness for works to a Listed Building** | Required for most alterations to a listed building | Should include:* plans to a scale of 1:5 to show all new or any alterations to doors, windows, panelling, fireplaces, plaster moulding and other decorative details as relevant;
* existing and proposed internal elevations as necessary to a scale of 1:10.
* plans for a scale of 1:20 to show all new or alterations to external details and elevations
* heritage statement (as Validation Requirement 25 below)
 |
| **5. Applications for shopfronts in Conservation Areas or a Listed Building** | Any application for the alteration or installation of a shopfront to a building within a conservation area or a listed build | Should include:* elevation and section plan of the shopfront at a scale of 1:10, noting all colours and materials
* joinery details at a scale of 1:5
 |
| **6. Affordable Housing Appraisal** | Development proposals which would provide 10 or more new residential units / proposals for residential development on sites with the potential to provide 10 or more residential units | All applications for 10 units or more are required to provide affordable housing. Where affordable housing is proposed, it is necessary to provide the details of those units. Applicants are advised to secure the involvement of Registered Providers early on in the process when seeking to deliver schemes with affordable housing.The statement must include:* the number of residential units;
* the number of affordable units
* the mix of units with numbers of habitable rooms and/or bedrooms or the floor space of habitable areas of residential units.
* the tenure of units
* the location of the affordable units on a plan to scale, identifying the size and layout of the affordable units
* a clear and full explanation of the different levels or types of affordability or tenure are proposed for different units
* the details of any discussions with any affordable housing providers and the details of any Registered Providers acting as partners in the development.
 |
| **7. Air Quality Impact Assessment** | Proposals introducing residential use (or other sensitive uses) within areas of particularly significant air quality, including Air Quality Management Areas (AQMAs) and other applications likely to have impact on road traffic; applications where the grant of planning permission would conflict with, or render unworkable, elements of the Council’s Air Quality Action Plan/ Air Quality Strategy. | Assessment to provide details of how a residential scheme (or other sensitive uses) will be successfully accommodated with the area of particularly significant air quality. An impacts assessment will also be required to include necessary information to allow a full consideration of the impact of the proposal upon the air quality of the area.An Air Quality Assessment must include:* an assessment of the current air quality in the area;
* details of potential pollutant sources as a result of the proposed development during both construction and operational phases;
* details of the pollutants that may be emitted and which objectives they may impinge on;
* an assessment of the impact of these, including likely emissions and the effect on the existing air quality. The concentrations of the various pollutants should be predicted at suitable receptor locations. This should include a comparison of with and without development scenarios for the first year of the proposed occupation of the development
* an identification of measures to mitigate and minimise any impacts with reference to the Mayor's Air Quality Strategy objective that all new developments should be air quality neutral.
 |
| **8. Archaeological desk based assessment** | Proposals within Archaeological Priority Areas likely to affect important archaeological remains. Proposals that involve any form of excavation or piling within an Archaeological Priority Area. | Required where groundworks are proposed within an Archaeological Priority Area. Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included.An assessment of potential archaeological heritage should be provided. This should be prepared by a qualified individual or organisation, and should use existing information to establish the archaeological significance of the site and the impact of the proposals on surviving monuments or remains. Small-scale archaeological fieldwork may be required to determine the actual extent and degree of survival on site. |
| **9. Basement Impact Assessment** | All applications which includes a basement | The assessment should consist of a general statement that addresses the following processes:• Impact of proposals on surface flow and flooding• Impact of proposals on groundwater flow• Impact of proposals on structural stability including potential impacts on adjacent/nearby properties• The identification of suitable construction methods and mitigation measures for developments• A method for monitoring local ground conditions, water movement, subsidence and drainage• The cumulative impact of basement development (built or proposed) in the surrounding areaAll technical reports should be prepared and self-certified by a suitably qualified chartered engineer or chartered geologist, who is a member of the relevant professional body.The level of information expected and required will be commensurate with the scale, location and complexity of the scheme. |
| **10.** **Biodiversity survey / report** | Proposals on sites within or adjacent to a Site of Importance for Nature Conservation, or which may have impacts on biodiversity or protected speciesAll major applications for residential development  | An ecological survey and assessment should be carried out wherever the proposed development is likely to have a significant biodiversity impact, particularly where this involves protected species or sites designated as important for nature conservation. This includes refurbishment works which may impact species using the existing building, such as swifts or bats.* Phase 1 Habitat Survey - to provide information on the existing biodiversity interests and/or protected species and possible impacts on them.
* An approach giving details as to avoidance, mitigation, compensation & new benefits
* Details of the qualifications of the person who prepared the report and any surveys.

The report must use up to date surveys and reports that are based on the latest legislation and carried out by a suitably qualified ecologist registered with the Institute of Ecology and Environmental Management (IEEM).**Over 100 new residential units** – a Suitable Alternative Natural Green Space assessment should be submitted and a financial contribution will be required to strategic mitigation measures as set out in the costed Strategic Access Management Measures provided by the City of London Conservators of Epping Forest will be required for development in the 0-3Km ZoI. Linked to item 36 Planning Obligations, an agreement to a head of term to be detailed within a S106 indicating the applicants willingness to make financial contributions towards strategic mitigation measures as identified by the Natural England letter dated 06.09.19.**For small scale residential development (0 - 3km zone only – 10 - 99 dwellings)** A financial contribution to strategic ‘off site’ measures as set out in the costed Strategic Access Management Measures provided by the City of London Conservators of Epping Forest Linked to item 36 Planning Obligations, an agreement to a head of term to be detailed within a S106 indicating the applicants willingness to make financial contributions towards strategic mitigation measures as identified by the Natural England letter dated 06.09.19.**For small scale development over 3km away (10 - 99 dwellings)** – no mitigation is requiredGuidanceDependent on the specific site and ecological interest, you may need to provide further details beyond the minimum validation requirements in order for your application to be determined. Surveys should be carried out using recognised survey methodology and following good practice guidelines i.e. in suitable weather conditions, at an appropriate time and of appropriate duration and frequency, and at the correct period of the year.Where proposals are being made for mitigation and/or compensation measures, information to support those proposals will be needed and should be cross referenced to the plans for approval**Epping Forest SAC**The following types of development which fall within the Zones of Influence (0-6.2km as appropriate) are affected: * New dwellings of 1+ units (excludes replacement dwellings and extensions)
* Houses in Multiple Occupancy (HMOs)
* Student Accommodation
* Residential care homes and residential institutions (excludes nursing homes)
* Residential caravan sites (excludes holiday caravans and campsites)
* Gypsies, travellers and travelling show people plots
 |
| **11. CIL – Additional Information Requirement Form** | Proposals including new buildings or extensions which involve the creation of 100 square metres or more of gross internal floorspace, or involve the creation of one or more dwellings (even where this is below 100 square metres) | CIL is a charge on new development to pay for infrastructure (e.g. sports facilities, early years provision (0-4yrs CCTV and the associated infrastructure works schools, parks, health facilities and transport). Proposals must include a completed Planning Application Additional Information Requirement Form to assist the council in determining whether a development is CIL liable and to calculate the CIL charge amount. This form requires a breakdown of the proposed residential and non-residential GIA floorspace and the GIA of existing uses to be demolished or retained on the site. It is an offence to knowingly or recklessly provide inaccurate information.A fully completed form should be submitted, it is available on the Council’s website.In line with CIL regulations this is required to calculate CIL for the Mayor of London and the LBWF CIL. |
| **12. Construction and Demolition Method Statement** | All major applications All applications for new residential developmentOther Applications likely to have a significant impact on traffic congestion or pedestrian safety. | Details should be included 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.Should include:* a plan (to scale) identifying the site access points and where safe and legal loading can take place
* details of how deliveries could be managed to reduce the number of vehicle movements and use more sustainable modes, where possible

Sites located in town centres or in close proximity to bus stops are more likely to be considered as have a significant impact on traffic congestion or pedestrian safety and are likely to need a Construction and Demolition Method Statement (or Construction and Environmental Management Plan).Dependent on the scale of the development or particular sensitivities of the site, the following information may be needed in order for an application to be determined:* timing and schedule of works
* hours of working
* sediment control measures
* pollution control measures
* parking areas for the vehicles of site operatives and visitors
* areas of loading and uploading of plant and materials
* areas for storage of plant and materials
* details of the erection and maintenance of security hoarding
* provision of wheel washing facilities
* measures to control the emission of dust and dirt during construction or demolition
* a scheme for recycling or disposal of waste resulting from construction and demolition works
* details of access and haul routes for construction vehicles, delivery vehicles or waste disposal vehicles
* chemicals and hazardous substances (use and storage)
* management and control of invasive species
* waste management
* oil use, storage and refuelling of plant and equipment
* accurate plans, photographs and Ordnance Survey maps
* where development is likely to cause dust, noise and vibration (for example piling, rock breaking or extensive earthworks). The activities should follow best practice as defined in S.72 of the Control of Pollution Act 1974. Further guidance may be found within BS5288 Code of Practice for Noise and Vibration Control on construction and open sites.

 The details needed will vary from scheme to scheme and from site to site. A scheme in a residential area may need to consider measures to prevent disturbance from noise, dust and vehicles. A scheme near to a watercourse would need to consider potential sources of pollution and mitigation measures which may need to be put in place.It is a good idea to speak to relevant organisations (Natural England, Environment Agency etc.) as soon as possible to make sure the proposed development or demolition can be carried out with their approval. Take their advice and incorporate it into the method statement. |
| **13. Outline Construction Logistics Plan** | All major applications All applications for new residential development(except for internal conversions to residential units where no external works are proposed). | In line with [London Plan](https://www.london.gov.uk/what-we-do/planning/london-plan) policies, TfL is concerned with assessing the most appropriate methods of freight movement in London and ensuring a distribution network which minimises congestion, ensures the safe passage of goods and mitigates its environmental impact.Development proposals should aim to reduce levels of road freight, particularly during peak periods and make use of sustainable modes where possible - rail and water for larger consignments and cycling and walking for local activity.Proposals need to consider the effects of activities on the wider road environment, including ensuring pedestrian and cyclist safety is maintained throughout construction and operational periods.The construction phase of any development will have an impact on the surrounding community, including safety, environmental and congestion impacts on the road network. Impact varies depending on the size, timescale and location of the development.A CLP is an important management tool for planners, developers and construction contractors and focuses on construction supply chains and how their impact on the road network can be reduced. It also provides the consistent framework for understanding and managing construction vehicle activity into and out of a development site.An outline CLP should be submitted at planning application stage using TFLs guidance and following the TFL template.TFLs guidance and template can be found at: <http://content.tfl.gov.uk/construction-logistics-plan-guidance.pdf> |
| **14. Crime Prevention/Safer Places report** | Major developments that propose areas of public realm and/or publically accessible open spaceAll application for developments over 10 residential units.Proposals involving uses of buildings (including change of use and extensions) as betting shops, bail hostels, HMOs, Faith Centre, Medical Centres, Hotels or other uses that could give rise to anti-social activity or fear of crime.A Crime Prevention/Safer Places Statement should be submitted for all applications for developments under 10 residential units. | A report detailing how secured by design principles have informed the design and how impacts on crime and anti-social behaviour have been considered. This can be included within a Design and Access Statement if provided or a separate document cross referenced to a Design and Access Statement as necessary.It would be extremely useful if Designing Out Crime Officers were involved at the Pre-Planning Stage to discuss the project.  Agreed minutes between the Architect and the Designing Out Crime Officer regarding the design could constitute proof of how the Project is able to achieve SBD (and therefore a safer design) if the advice was adhered to.  This would then also be supported by the DOCO Planning Response and information provided in the DAS confirming the agreed minutes/main security points raised and designed out to provide suitable transparency in the process.GuidanceFor more information about crime prevention and promoting community safety through the planning system at:[***www.securedbydesign.com***](http://www.securedbydesign.com/)[***www.communities.gov.uk/publications/planningandbuilding/saferplaces***](http://www.communities.gov.uk/publications/planningandbuilding/saferplaces)You should seek the advice of the Metropolitan Police Service Designing Out Crime Officers (DOCOs).  The services of MPS DOCOs are available free of charge and can be contacted via docomailbox.ne@met.police.uk or 0208 217 3813. |
| **15. Daylight/Sunlight Assessment** | All Major ApplicationsProposals where there may be a potential adverse impact on current levels of sunlight / daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. Or where new residential properties are created within a restricted setting | The assessment 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. In restricted settings the report should also cover the final daylight and sunlight values achieved within the proposed scheme.All submissions must include an overshadowing study, showing shadow diagrams at different times of day and throughout the year.For applications proposing building(s), an assessment of the Vertical Sky Component (VSC) and Average Daylight Factor (ADF) is required. The report shall include diagrams as relevant and a non-technical summary of the conclusions of the report. Where a proposal includes single aspect units, it would be beneficial to provide a daylight/sunlight assessment showing the available daylight to those units. |
| **16.** **Delivery & Servicing Plan** | All Major applications Any application for A1 use (including change of use) over 100sq.mAny application likely to result in a high number of deliveries or servicing movementsAny application where the refuse storage area is located more than 10m away from the public highway | Should include:* site layout plan (to scale) identifying site access points
* a plan showing where safe and legal loading can take place
* delivery vehicle routing (swept path analysis may be required to demonstrate that delivery vehicles can access the development dependent on the location)
* details of the total number of vehicle movements including the number of deliveries and the times when deliveries and servicing takes place
* details of how deliveries could be managed to reduce the number of trips and use more sustainable modes, where possible
* details of a waste management strategy – refuse collection, including domestic waste, is a servicing activity and will need to be considered.
* If a document is addressing issues with servicing only, this will need to be stated.

GuidanceGuidance - A Delivery Service Plan should provide information to identify the freight vehicle activity to and from a development, how deliveries will be managed to reduce the number of trips, particularly during peak hours and it should identify where safe and legal loading can take place. The aim should be to reduce the number of trips to and from a site, ensure that delivery and servicing activity can happen safely at the site and to limit or prevent HGV movements on residential roads.The Council’s refuse collection services will only collect bins that are no more than 10m from the back edge of the footway. Where refuse storage would be located more than 10m from the nearest public highway, the ability to collect refuse has to be addressed at the application stage, including demonstrating how the activities would be managed to ensure that bins are not left on the highway between collections. Further guidance on waste and recycling in new developments can be found [here](https://www.walthamforest.gov.uk/sites/default/files/LBWF%20Guidance%20for%20Developers%20v10_2.pdf) You are advised to speak with Highways officers at an early stage to discuss your scheme and to agree the necessary scope of the document.Guidance can be found at: <http://content.tfl.gov.uk/delivery-and-servicing-plans.pdf> |
| **17 Demolition Method Statement** | All applications for Prior Approval relating to the Method of DemolitionApplications for demolition:* in Conservation Areas
* of Listing Buildings
* of Locally listed buildings
* in AQMAs
 | A method statement detailing:* what the works comprise of
* details of how the building(s) would be demolished
* the proposed hours of working

GuidanceWhen an application for Prior Approval for the Method of Demolition is made, the submission will need to explain what works would be included (e.g. are the works taking structures down to ground level or do they involve breaking the ground floor slab) and details of how buildings would be demolished, explaining the type of machinery, method of demolition etc. If prior approval is required, the details that are necessary to ensure that the works are carried out in an acceptable manner will need to be provided with the submission and cannot be subject to condition. Measures to control the environmental (noise, air quality, land contamination etc.) and construction traffic impacts will need to be fully detailed. |
| **18. Economic Statement** | Major developments incorporating employment uses | The report shall include:* details of the existing jobs provided on site and the potential jobs that the existing space could provide based on the existing floor area (to include any mezzanine floors and upper floors);
* details of any new jobs that might be created or supported;
* the relative floorspace totals for each proposed use (where known);
* any community benefits;
* reference to any regeneration strategies that might lie behind or be supported by the proposal;
* where employment uses on site would not be replaced in other employment locations, marketing information to prove that the site is no longer suitable for employment use.
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| **19.** **Electronic Communications Code Operators supplementary information / Telecommunications Development** | Planning applications for mast and antenna development by Electronic Communications Code Operators and mobile phone network operators in England | Supplementary information to be included is as follows:* Area of search
* Details of any consultation undertaken
* Details of the proposed structure
* Technical justification and information about the proposed development.

Applicants must provide a signed declaration that the equipment and installation has been designed in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). |
| **20. Energy Assessment** | All Major applications | An energy assessment must include:* a response to the 4 stages of the Mayor’s Energy hierarchy demonstrating compliance with each stage
* a calculation of the baseline energy demand and carbon dioxide emissions (with evidence of how it has been calculated)
* details of the performance of the building
* a feasibility study of all renewable and low carbon technologies
* the proposed technical solution
* an explanation of where and why the proposed development does not meet identified standards.
* details of how onsite and zero carbon targets will be achieved, whenever applicable
* evidence of engagement with infrastructure providers

GuidanceLondon Plan Policy 5.2 ‘Minimising Carbon Dioxide Emissions’ requires that development proposals make the fullest contribution to minimising carbon dioxide emissions through a 3-stage energy hierarchy:New London Plan policiesSI 2 Minimising greenhouse gas emissionsSI 3 Energy infrastructureSI 4 Managing heat risk1. Be lean: Use less energy
2. Be clean: supply energy efficiently
3. 3 Be green: use renewable energy
4. Be seen: monitor and report energy performance

Energy Assessments must demonstrate how each of these stages would be met and the London Plan makes clear that the highest level of carbon dioxide emissions reduction will be sought in every proposal.Energy Assessments must follow the guidance set out in the GLA Energy Assessment Guidance 2020: <https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0>Further information can be found at the links below: <https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/planning-guidance/sustainable-design-and>[http://webarchive.nationalarchives.gov.uk/20150728222341/http://www.planningportal.gov.uk/uploads/code\_for\_sustainable\_homes\_techguide\_oct08.pdf](http://webarchive.nationalarchives.gov.uk/20150728222341/http%3A//www.planningportal.gov.uk/uploads/code_for_sustainable_homes_techguide_oct08.pdf)<https://www.breeam.com/><https://www.london.gov.uk/sites/default/files/gla_energy_planning_guidance_-_march_2016_for_web.pdf> |
| **21. Environmental Statement** | The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 2017/571), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. The need for an Environmental Statement shall be determined through a formal Screening Opinion. | The Council will only confirm the required content of an Environmental Statement through a formal Scoping Opinion.For applications for non-material amendments (s96a) and minor material amendments (s73) for proposals that were originally EIA development, further details will be necessary (from a suitably qualified consultant) to show that the proposed changes to the scheme have been screened and that the impacts of the development as altered have been assessed to determine whether they would give rise to any further or different significant impacts. This will take the form of an addendum to the Environmental Statement outlining the alterations and assessing the impact of these against each of the previous ES conclusions for each chapter.GuidanceGuidance on the need for and content of an Environmental Statement are formally provided by Screening and Scoping opinions respectively. Guidance on their content can be found within the Town and Country Planning (Environmental Impact Assessment) Regulations (SI 2017/571).  |
| **22. Fire Statement** | All Major applications | All major development proposals should be submitted with a Fire Statement, which is 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: 1) the building’s construction: methods, products and materials used, including manufacturers details 2) the means of escape for all building users: suitably designed stair cores, escape for building users who are disabled or require level access, and the associated management plan approach and associated evacuation strategy approach 2A) features which reduce the risk to life: fire alarm systems, passive and active fire safety measures and associated management and maintenance plans 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 4) how provision will be made within the curtilage of the site to enable fire appliances to gain access to the building 4A) ensuring that any potential future modifications to the building will take into account and not compromise the base build fire safety/protection measures. |
| **23. Foul sewage and utilities assessment** | Applications where the proposed development involves connection to foul and storm water sewers | The applicant will be required to demonstrate that, following consultation with the service provider, the availability of drainage/sewerage infrastructure capacity has been examined and the proposal would not result in undue stress on this infrastructure. Relevant technical guidance is provided in Building Regulations Approved Document Part H (Drainage and waste disposal). |
| **24. Flood Risk Assessment** | Developments:In flood zone 2 or 3 including [minor development](http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/what-is-meant-by-minor-development-in-relation-to-flood-risk/) and [change of use](http://www.planningportal.gov.uk/permission/commonprojects/changeofuse/) More than 1 hectare (ha) in flood zone 1Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (for example from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (for example surface water drains, reservoirs)In an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency | A site specific flood risk assessment checklist can be found here:<https://www.gov.uk/guidance/flood-risk-and-coastal-change#Site-Specific-Flood-Risk-Assessment-checklist-section>The FRA must identify the sources of flooding and assess the risks to and from the development, demonstrating how they will be managed and mitigated. The assessment needs to take climate change into account. It should identify opportunities to reduce the probability and consequences of flooding and should include the design of surface water management systems including Sustainable Drainage Systems (SUDs). Where a safe and dry means of escape cannot be provided a Flood Evacuation Management Plan will also be necessary to detail how a building would operate safely during a flood event and ensure the safety of all occupiers including those working in any commercial space.GuidanceThe assessment should, in accordance with the NPPF Technical Guidance, identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account. Those proposing developments should take advice from the emergency services when producing an evacuation plan for the development as part of the flood risk assessment.The report should be undertaken by a suitably qualified specialist. Mitigation proposed through the FRA will need to be incorporated into the plans (i.e. finished floor levels, living roofs etc.)Minor development means:Minor non-residential extensions: industrial/commercial/leisure etc. extensions with a footprint less than 250sq.m. Alterations: development that does not increase the size of buildings e.g. alterations to external appearance.Householder development: e.g. sheds, garages, games rooms etc. within the curtilage of the existing dwelling in addition to physical extensions to the existing dwelling itself. This definition excludes any proposed development that would create a separate dwelling within the curtilage of the existing dwelling e.g. subdivision of houses into flats. |
| **25. Heritage Statement***Note: Scope and degree of detail necessary will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals through the pre- application process.* | All applications within or affecting conservation areas, listed buildings, locally listed buildings, archaeological remains and Scheduled Ancient Monuments. This includes householder applications. |

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| A Heritage Statement should include the following information: * State the heritage asset(s) affected
* Identify the significance of the heritage asset(s) affected
* Describe the setting of the heritage asset(s) (if applicable to the circumstances of the proposal)
* Demonstrate that the relevant history of the building / site has been researched. This should include reference to the building/site planning history.
* Explain the proposal and how it will impact on the interests of the heritage asset(s) which it affects. This explanation should include how the scheme may have developed and been tailored to preserving the interests of the heritage asset(s). You should also include any measures that have been taken to minimise harm to heritage assets and their setting. The explanation should justify the proposal.
* Photographs may be included within the heritage statement to clarify a point and provide visual references with respect to the proposal. Any Listed Building Consent application which involves comprehensive works to a listed building must include a full photographic record of that building.
* Reference the statutory requirements, local plan policy, NPPF policies and other material considerations which are relevant to the proposal in question. State how the proposal complies with these.
* If the proposal concerns comprehensive works to a listed building, a full architectural appraisal of the building that should be included that demonstrates understanding of the building's history and evolution. A schedule of works should also be included for such schemes.

If there is the potential for the site to include heritage assets with archaeological interest, a desk based assessment will be required on submission.Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works will need to accompany the heritage statement and shall include a method statement explaining the principles for the works.GuidanceThe amount of detail provided should be proportionate to the importance of the asset and can form part of the Design & Access Statement as part of the explanation of the design concept and must be clearly titled. Applications, where the extent of the proposal’s impact on the significance of any heritage assets affected cannot be adequately understood from the application and supporting documents will not be validated. Photographs may be helpful in support of applications affecting conservation areas and listed buildings.Undesignated buildings may be identified as Heritage Assets by the local planning authority.Information on Heritage Statements can be found on Historic England’s website at: <https://historicengland.org.uk/services-skills/our-planning-services/charter/working-with-us/> |

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| **26. Health Impact Assessment** | All Major applications |

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| A Health Impact Assessment (HIA) should be submitted demonstrating the impacts of the proposal on health, wellbeing and health inequalities. Requirements for planning applications are as follows: * All major developments between 100 and 199 units must complete the council’s HIA screening assessment at pre-application stage, to assess whether a full HIA is necessary and submitted with the application.
* All large developments (over 200 units or 10,000m2) must submit a more detailed ‘Watch out for Health’ screening assessment at pre-application stage, with a full HIA submitted where a need has been identified through the screening process.

Information on Health Impact Assessments can be found at:<http://www.who.int/hia/en/> |

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| **27. Land Contamination Assessment** | Any application on or adjacent to potentially contaminated landAny application for a particularly sensitive use such as a nursery, school or housing likely to be used by families with children. | A preliminary risk assessment (PRA), in the form of a Desk Top Study including:* a description of the site and the scope of the site inspection
* a full review of historical land use and the potential for contamination, contaminant type and characteristics
* details of consultation with the relevant regulatory authorities an outline Conceptual Site Model (CSM) identifying potential risks.

Phase 2 – Intrusive survey on highly contaminated sites, an environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:* Site inspection scope
* Review of historical land use
* Review of environmental setting
* Consultation with relevant regulatory authorities
* Qualitative environmental risk assessment
* Review of existing relevant reports

The report must be undertaken by a competent and qualified person.GuidanceThe above requirements only represent a minimum level of detail required to validate an application. Dependent on a site and the likely risks, further work may be required up front before an application could be determined. You are therefore strongly advised to speak to the Council’s Environmental Health team at an early stage to agree the level of information and investigations that would be necessary for your site.Sufficient information should be provided at an application stage to determine the existence or otherwise of contamination, its nature and the risks it may pose.A conceptual site model will examine what receptors are likely to be present on a site and the routes through which they are likely to be exposed. The key to a robust conceptual model is identifying potential SPR (Source Pathway Receptor) linkages.A preliminary risk assessment (PRA) is supposed to develop an initial CSM conceptual model of a site and establish if there are potential risks. These are normally desk based studies, as outlined above, where the assessor will examine all available information on the site to determine whether there are reasons to believe that contamination may be present and the extent of the spread of any pollution (e.g. previous site use / historical maps and records). A site reconnaissance is also usual at this stage. At the end of this phase an outline conceptual model should have been established which details likely contaminants, receptors and pathways as well as uncertainties.A Thames Water Asset Search or such other similar land search will not be acceptable in its own right as a Land Contamination Assessment. |
| **28. Landscaping scheme** | Major developmentsMinor developments which contain a significant element of landscaping or that result in a loss of private open spaceApplications for front garden hardstanding and basements which extend beyond the footprint of a building. | Should include:* plans showing details of hard and soft landscaping proposals for all parts of the site where no buildings are proposed. This must indicate the relevant site features and note those to be retained and the presence of any species of nature conservation interest;
* proposed plans must specify the plant species, their size and planting densities and any trees proposed stating their size and identify hard landscaping materials;
* site levels, gradients and any earthworks required, storage areas for bicycles and/or refuse storage areas, boundary treatments and SUDs must be shown as relevant; and
* a management plan for a period of 5 years identifying how and by whom any communal landscaping or public realm areas would be managed.

Applications proposing hardstandings must specify the location and area of porous paving materials if proposed. GuidanceLandscaping schemes are integral to good design and should be incorporated into schemes from the earliest stage of the design process. Good landscaping and trees designed in as a positive part of the design process can add amenity value to a development and the public realm as well as benefiting wildlife habitats and biodiversity. The detail provided should be proportionate to the scale of the development. |
| **29. Lighting Assessment** | Proposals for external lighting or floodlighting in connection with publicly accessible development or development which is in the vicinity of a residential property, listed building, conservation area or Site of Importance for Nature Conservation | Should include:* details of external lighting shall include a layout plan with beam orientation and a schedule of the equipment in the design
* details of any directional hoods or other forms of mitigation shall be provided as relevant
* a statement of compliance is required, supported with evidence, to relevant guidance notes produced by the Lighting Engineers and/or Chartered Institution of Building Services Engineers, for the reduction of light pollution
* the proposed hours of operation of lighting

For areas where outdoor floodlighting is proposed a lux contour plan must be provided GuidanceLighting needs to be considered carefully as part of the design of a scheme, ensuring that any lighting needed to contribute to a safer environment is balanced against the need to be sensitive to the surrounding area, avoiding excessive lighting and the potential for light pollution and protecting residential amenity and biodiversity.Some schemes incorporate internal lighting which, due to the design of the development, would illuminate exterior areas of the site or wider locality. Examples include large glazed extensions with extensive internal lighting. Such developments will need to provide a Lighting Assessment. |
| **30. Marketing Assessment** | Applications for change of use / redevelopment of existing B use floorspace within designated employment areas or town centres and non designated employment areasLoss of social infrastructure – community, leisure or educational usesAny application proposing the demolition of a designated or undesignated heritage asset, on grounds of  redundancy | An independent assessment should be provided to demonstrate that there is no viable potential for business floorspace above the amount proposed within the application. The assessment must be completed to the council’s specification. (Note that this may form part of a viability assessment or Planning Statement submitted with an application). **B uses**The marketing assessment shall include as a minimum:* the timing of the marketing exercise
* the period of time the marketing process lasted for
* details of how the site was marketed, including copies of all sales literature , website details and signed and dated photos of signboards
* the asking price
* the condition of the site
* the terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants)
* copies of all details of approaches and offers with full reasons as to why any offer has not been accepted.

**Social Infrastructure Uses**The Marketing Assessment shall include as a minimum:* details of the company/person who carried out the marketing exercise.
* the period of time the marketing process lasted for
* the asking price
* evidence of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards
* the terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants)
* copies of all details of approaches and offers with full reasons as to why any offer has not been accepted.
* details of community consultation exercises

**Designated or undesignated heritage assets**The marketing assessment shall include as a minimum:* the timing of the marketing exercise
* the period of time the marketing process lasted for details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards
* the asking price
* the condition of the property/site
* the extent of land offered with the building
* the terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants)
* copies of all details of approaches and offers with full reasons as to why any offer has not been accepted.

GuidanceThe purpose of a Marketing Assessment is to demonstrate that all efforts have been made and options explored to prevent the loss of buildings and uses that make a valuable contribution to the Borough. |
| **31. Details of materials** | All developments involving building work | Details of materials should be stated including make/ model/ serial number/ colour, they should be detailed on plans separate to the Design and Access Statement. The details shall include:* a full specification of all materials (including windows, doors and balconies) with at least brochure details showing the appearance of materials or ideally samples of the materials to be provided. The specification must be accompanied by a statement explaining the choice and appropriateness of materials proposed.
* elevations and sections at a scale of at least 1:20 showing a bay study of the building(s) which shall include
	+ a window within a façade and the reveals, cills etc. and
	+ balconies (if proposed).
* plans of at least 1:20 of the corner of the building(s) and detailed elements where different materials meet/join all pipework, drainage, vents etc. to the building must be shown.
* Samples should ONLY be sent when requested and any samples sent should be picked up (unless requested) once the application is approved.

GuidanceGood design is indivisible from good planning and the detailing of a scheme and how that is delivered is key to ensuring that a scheme is capable of being delivered as designed and is of the necessary high quality. Such details, if not considered fully as part of the early design stages, can cause difficulties at a condition stage and this detail is therefore needed up front. |
| **32. Microclimate impact assessment** | All applications for new buildings or extensions over 30m in height | In accordance with Policy D8 of the London Plan a Microclimate impact assessment is required if proposal is likely to have an adverse effect upon microclimate, in particular wind. A wind tunnel test would normally be expected and should prepared by a suitably qualified wind engineer, culminating in a report demonstrating the degree of change in conditions including indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development. |
| **33. Noise and Vibration Assessment (see also Ventilation/Extraction Statement)** | Proposals for residential and other noise sensitive development close to existing sources of noise; noise generating uses that raise disturbance issues to existing buildings; applications involving installation of flues, air conditioning, plant, extraction etc. | An assessment must include:* an assessment of the existing background noise/vibration level over a 24 hour period
* predicted noise levels i.e. noise levels generated in decibels (dB) at a specified distance (i.e. 1.0m, 3.0m etc.).
* predicted vibration levels and details of the means of mounting the ducting to the structure including details of all anti- vibration measures proposed.
* identification of any mitigation required to meet the required levels or provide the necessary protection.

The report must be undertaken by a suitably qualified acoustician.GuidanceA Noise and Vibration Assessment will be required where environmental noise is high or where a new development is likely to generate noise. This enables the Council to consider how the existing noise environment affects any proposed noise sensitive development and the potential impact that new noise generating development will have on the local area. The assessment should demonstrate compliance and make reference to relevant British Standards and World Health Organisation (WHO) guidelines.The identified mitigation to address noise and vibration concerns should be cross referenced within the remainder of the application e.g. where a certain standard of window is required, this will need to be shown as part of the elevation plans and material details submissions. |
| **34. Open Space Assessment** | Development on open spaces or play, sports and recreation facilitiesMajor residential developmentsCreation of public open space | Should include:* details of existing open space in the vicinity of the site
* details of any open space lost as a result of the development (in Ha)
* details of the area of any open space proposed by the development (in Ha)
* details of the type of open space provided by the development.
* any necessary mitigation – this may include financial contributions to enhance routes to existing open space or to improve the space.
 |
| **35. Parking Management Plan** | All major applicationsAny scheme over 5 units proposed within a Controlled Parking Zone Any application for retail/commercial/ employment generating uses proposing off-street parkingAny residential scheme over 2 units proposing off-street parking (including conversions) | Applications are required to provide details of:* Existing and proposed vehicle parking including provision for accessible parking (cars, motorcycles and cycle spaces).
* Details (including plans) of the number of car club spaces and electric vehicle charging points (both active and passive) (if none are proposed then this should be stated in the submission)
* Details of measures to manage their use (i.e. ensuring that informal parking does not take place in any other areas of the site not dedicated as parking spaces)
* details of measures to control potential on-street parking
* details of monitoring and review

GuidanceThe purpose of a Parking Management Plan is to demonstrate how parking would be managed within a development in order to ensure that a development does not increase on-street car parking and congestion and that any impacts can be appropriately managed. It should also ensure that parking is appropriately allocated within a development to those users who are in most need such as disabled users and family units. Where limited parking is provided it can put pressure on areas of communal open space that may become informal and unauthorised parking spaces. Parking Management Plans should address how this would be controlled, managed and enforced with any physical measures cross referenced within landscaping plans. |
| **36. Photographs and CGIs** | All major applicationsDevelopment affecting a heritage asset or its setting; demolition of an existing buildingCertificates of lawfulness | Photomontage or CGI images showing the proposed new development within the existing street scene or from the public realm as relevant. Include photographs and photomontages to show how buildings can be satisfactorily integrated within the street scene. Provide photographs of the existing building(s).GuidancePhotomontage and CGI images are useful tools to demonstrate the impact of a development and the relationship with the existing context. The location of CGIs for the short term and long term views should be discussed and agreed with officers prior to submission. CGIs should directly relate to the townscape assessment and any views analysis for tall buildings. |
| **37. Planning Statement***Note: Scope and content dependent on the nature of the proposed development, the type of application, and the sensitivity of the proposed development’s location. May vary in format from a short summary (i.e. a covering letter) to a detailed document that includes information and commentary on all planning issues relevant to the proposal. The council will exercise proportionality when advising what should be included in the statement, and will only require inclusion of information necessary to enable the assessment of the proposed development.* | Minor applications for full planning permission | A short written description and explanation of the proposal, including a justification of the scheme against key planning policies and why any other submission documents are not appropriate in the particular circumstances. The statement should also cover issues of crime prevention / safer places, energy and sustainability and what consultations have been undertaken with neighbouring properties at the pre-application stage, in addition a highways works plan detailing any proposed works that impact upon or alter the existing highway. |
| Major developments (including applications for outline permission and approval of reserved matters) | A summary of the proposed development, its key impacts and the contents of other supporting application documents for applications:* a description of the site, its context and planning history;
* a summary of relevant national, regional and local planning policies and guidance (without reproducing their full text) and
* explanations as to how/why the proposed development accords or fails to accord with them;
* details of consultations with the wider community, local planning authority and statutory and other consultees (if not described separately in a Statement of Community Involvement);
* any other information that is materially relevant to planning and to the proposed development but which is not addressed in other submission documents; and
* where an application is not accompanied by the information required by this local list, a short-written justification explaining why it is not appropriate in these particular circumstances
* evidence of engagement with infrastructure providers
 |
| Proposals involving A3, A4 or A5 uses, nightclubs, places of worship, minicab offices, community facilities or other uses with the potential for significant impacts upon neighbouring residential amenity. | As per the requirements for other applications for full planning permission, together with details of opening hours, covers, staff and customer numbers, means of transport used by staff and customers, refuse storage and collection, activities to be held on the premises, and ancillary uses; and where it involves a minicab office details of the number of minicabs operating and whether drivers will be remote or office based. |
| Applications involving a change of use from retail/main town centre uses, business or community use; amalgamation of retail units; change of use from A4 within a Public House; and loss of a heritage asset | As per the requirements for other applications for full planning permission, together with marketing information and evidence of lack of demand for the protected use; evidence that alternative employment and community uses have been considered (where relevant); and other information relevant to any exception criteria set out in the relevant planning policies. |
| Applications for variation or removal of conditions and for material and non-material amendments | An explanation as to how the proposed development differs to the approved scheme; a summary of relevant national, regional and local planning policies and guidance adopted since the previous permission was issued (without reproducing their full text) and explanations as to how/why the proposed development accords or fails to accord with them; and an explanation as to why the alterations are required. |
| Applications for Lawful Development Certificates | A description of the site and its planning history; a clear description of the use(s) or work(s) to which the application relates; an explanation as to why the use(s) or work(s) are believed to be lawful (with reference to planning legislation, where relevant); and appendices containing a dated floor plan, sworn affidavits, rent records, evidence of council tax and utility bills, receipts relating to works, advertisements relating to a business, invoices, tax returns and dated photographs, as appropriate. |
| **38. Planning Obligations Statement** | Applications which require the council and applicant to enter into a legal agreement (a planning obligation); for example, to secure affordable housing on site. | The Planning Obligations Statement should be accompanied with:* a statement of the proposed Heads of Terms which will form the basis of a Section 106 agreement to be entered into in respect of the application
* proof of the owner’s title (including title plan). All the owners of the site will need to enter into the agreement. If the land is registered this will be by recent office copy entries (no more than 21 days old). If it is unregistered, an epitome of title should be provided.
* names and addresses of any chargees, lessees, mortgages or other holders of security on the land, as all parties with an interest in the land would need to sign the agreement.
* a written agreement to pay the Council’s reasonable legal costs in connection with the negotiation, preparation and monitoring of the legal agreement.
* contact details if there is a solicitor acting on behalf of the applicant.
 |
| **39. Retail Impact Assessment** | All applications for retail of 1000sq.m and above on the edge or outside of the town and district centres. | An assessment of:* the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal;
* the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made.

For major schemes where the full impact will not be realised in five years, the impact must also be assessed up to ten years from the time the application is made. |
| **40. Sequential Test and Impact Assessment** | Proposals for new, or extension to, existing edge or out-of-centre Class A uses, entertainment or leisure development in excess of 200 sqm gross floorspace must submit a sequential test and an impact assessment  | Impact assessments should demonstrate, by way of qualitative and quantitative analysis, that there will be no adverse impact on the vitality and viability of all designated town centres.Impact assessments should also be provided for applications for other main town centre uses when they are in edge-of-centre or out-of-centre locations, and not in accordance with the development plan. |
| **41. Site Waste Management Plan (see also Delivery and Servicing Plan)** | Major developments where demolition, excavation and/or substantial site clearance is necessary | Should include:* the identification of the volume and type of material to be demolished and/or excavated,
* the identification of opportunities for the reuse and recovery of materials; and
* a demonstration of how off-site disposal of waste will be minimised and managed
* frequency and timing of collections
* addressing the drag distance issues
* who and how it will be managed
* a tracked drawing showing LBWF waste vehicle movements.

GuidanceThe purpose of this document is to address issues of waste during construction. For waste collection once a development is complete and occupied, please see the Delivery and Servicing Plan requirement.A copy of the LBWF Waste and Recycling Guidance for Developers can be found here:<https://walthamforest.gov.uk/content/developers-and-managing-agents-bins-your-properties> |
| **42. Statement of Community Engagement** | All major applications | The statement shall demonstrate how:* how the views of the local community have been sought and taken into account in the formulation of development proposals.

GuidanceApplicants should engage with officers about the form of consultation and, as appropriate, discuss the involvement of the local planning authority.The Statement of Community Engagement may form part of the Design and Access Statement. All Statements must state how consultation has informed the development proposals in order to be considered valid.A copy of the Council’s adopted Statement of Community Involvement can be found here: <https://www.walthamforest.gov.uk/sites/default/files/Statement%20of%20Community%20Involvement%20Document.pdf> |
| **43. Structural Survey** | Any application involving substantial or full demolition or affecting the structural integrity (including the introduction of basements) of a Listed Building, building within a Conservation Area or an identified Heritage Asset. | The survey shall:* describe, explain and illustrate the current condition of the property,
* the structural problems,
* the options for and cost of repair of the building,
* a methodology for undertaking the proposed demolition works.

The survey shall be prepared by a suitably qualified conservation professional. GuidanceWhere substantial structural alterations to a heritage asset are proposed, an application will need to demonstrate that the alterations proposed can be carried out without unacceptable risk to the integrity and significance of the asset or result in the unacceptable loss of historic fabric. These requirements may also apply to alterations that appear uncontroversial but have the potential to compromise the structural integrity of the building and lead to substantial harm if not properly executed, for example, the introduction of basements. |
| **44 Surface Water Drainage Assessment** | Development proposals for all buildings / non permeable hard surfacing / extensions.  | Sustainable drainage applies to all development to include Major and Minor development, an assessment should be submitted in order to provide the required information on surface water drainage from the proposed development.Minor developments should provide sufficient detail based on the scale and nature of the development. Evidence demonstrating how the proposed building will reduce the CO2 emissions of the entire scheme by at least 19% reduction over Building Control requirements, which is equivalent to Code Level  4 – should state the zero carbon homes target for major residential schemes (with 35% carbon reduction on site). The BREEAM target is Very Good minimum. GuidanceThe Drainage Strategy could be separate to or part of a Flood Risk Assessment. The Joint North London Strategic Flood Risk Assessment (SFRA) webpage includes further guidance:You can access the SFRA using this link: <http://www.nlwp.net/download/north-london-strategic-flood-risk-assessment/>For minor applications this information could be included within a planning statement or covering letter. |
| **45. Sustainability Statement** | Buildings (new or conversions) with a gross internal floorspace of 1,000sqmResidential developments providing 10 or more residential unitsResidential sites of 0.5ha or moreAny development on a site 1ha or more  |  **All Sustainability Statements must cover the following areas:*** Energy:
	+ In new development - evidence demonstrating how any proposed new development will be zero carbon, reducing the onsite CO2 emissions of the entire scheme by at least 35% reduction over Part L, and offsetting any remainder.
	+ In refurbishments and conversions - a statement demonstrating energy efficiency measures and details of how these will be delivered as far as practically possible within the scale of the development proposed.
* Water: how the scheme will, both pre & post construction, address water consumption (specifically, targeting maximum consumption of 105 litres/person/day plus 5 litres allowance for external water use where relevant, in residential developments).
* Climate resilience: how the scheme will be designed to mitigate and adapt to flood risk, overheating, water scarcity.
* Biodiversity
* Waste
* Transport: how the scheme will reduce transport impacts
* Pollution: including air quality, noise pollution, contamination.
* Materials and resourcing: how the scheme will incorporate sustainably sourced materials.

**BREEAM and sustainability standards:**Sustainability Statements should also include details of sustainability standards targeting for the development. Specifically:* All new non-residential developments over 100 sq.m will need to submit a BREEAM New Construction Pre-Assessment at Planning Submission stage demonstrating how the scheme will achieve BREEAM Very Good as a minimum, targeting higher ratings where possible.
* All refurbishment and conversions over 100 sq.m will need to submit a BREEAM Refurbishment and Fit-out Pre-Assessment at Planning Submission stage demonstrating how the scheme achieves BREEAM Very Good as a minimum, targeting higher ratings where possible.
* Where Home Quality Mark and Passivhaus standards are targeted details should be provided on any initial assessments and how these targets will be achieved.

GuidanceThe purpose of a Sustainability Statement is to demonstrate how a development has been designed to improve the environmental performance and efficiency of a building, at the construction and operational phase. Further advice can be found in the GLA’s supplementary planning guidance on Sustainable Design and Construction <https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/planning-guidance/sustainable-design-and> |
| **46. Transport Assessment (see also Transport Statement)** | Major Applications for over 50 residential unitsApplications for commercial development (including retail) of over 1000 sq.m,Applications for schools and nurseries, hospitals, places of worship and others where the proposed development would have significant transport implications. | The following headlines represent the required content of a Transport Assessment* Baseline Conditions (including the PTAL of the site)
* Trip Generation, Distribution & Modal Share
* Impacts – Road Network (including loading)
* Impacts – Cycle and Pedestrian Routes
* Impacts – Parking
* Impacts – Public Transport Network
* Mitigation & Planning obligations
* Travel Plan (see separate guidance)

Guidance The TA should give details of the impacts on traffic movement and highway safety and assess how alternative modes of transport could be accessed along with proposing 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.Guidance can be found at: <https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessments>New ‘[Guidance for planning applicants](https://protect-eu.mimecast.com/s/iy0oC99WEI6VDluEyqDe?domain=tfl.gov.uk)’ on the Urban planning and construction part of the TfL website: <https://tfl.gov.uk/info-for/urban-planning-and-construction/>  includes a new ‘[Healthy Streets TA format](https://protect-eu.mimecast.com/s/pGKaC08KrF90p7I26wV9?domain=content.tfl.gov.uk)’ with recommended Contents & Chapters for Transport Assessments based on Healthy Streets and Vision Zero, and [step by step instructions for an Active Travel Zone (ATZ) assessment](https://protect-eu.mimecast.com/s/OaLvCgp09Fj5Dos3t_1h?domain=content.tfl.gov.uk). Doing an ATZ assessment will help create TAs and planning applications using Vision Zero and the Healthy Streets Approach. |
| **47. Transport Statement (see also Transport Assessment)** | Applications proposing residential development of 10-50 units | Should include:* the PTAL of the site
* the expected Trip Generation
* the access to public transport and any other sustainable modes of transport in the area
* expected impact on parking

GuidanceTransport statements are intended to identify the likely impacts of those schemes which may not be of a scale to warrant a full Transport Assessment. These are intended to be used to understand the likely impacts from a development on an area and any increase in traffic, public transport use and local parking availability.You are advised to speak to Highways officers at an early stage to establish the scope of the document required and to determine whether other studies might also be necessary dependent on your site.Guidance can be found at: <https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessments> |
| **48. Travel Plan** | All major planning applicationsOthers which are likely to have significant transport implications (such as schools, nurseries and hotels) or where there is no parking or a low level of car parking proposed.All applications requiring the submission of a Transport Assessment. | For residential development:* a full travel plan

For non-residential schemes or the non-residential element of a mixed used scheme:* a framework travel plan including a commitment to travel plan development by individual occupiers on the site

GuidanceTravel Plans are an important tool to support shifts away from car usage and towards more sustainable forms of transport, including walking and cycling. Guidance can be found at: <https://www.enjoywalthamforest.co.uk/wp-content/uploads/2015/01/018978-Mini-Holland-Cycling-Strategy-v2-FINAL.pdf><https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans>The report should be undertaken by a competent person, in line with *BS5837* |
| **49. Tree Survey/Arboricultural implications** | All applications where there are trees within the application site, or on land adjacent to trees that would influence or be affected by the development (including street trees). | A tree survey will require information prepared by a qualified arboriculturist and shall include the following.* details of the existing species, spread, roots and position of trees
* categorization of trees i.e. category A/B/C/D
* details of any trees that will be felled as part of the proposed development
* details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction and
* plans and documents outlined in accordance with the British Standards 5837 (2012) including, a tree survey, a tree constraints plan, an Arboricultural Implications Assessment and an Arboricultural Method Statement including a Tree Protection Plan.

An Arboricultural Implications Assessment will need to:* consider the tree/building relationships that will be produced at the end of the project.
* identify issues that will be faced during demolition of the existing buildings and construction of the new ones.
* identify where tree protection measures are needed and what operations are likely to pose threats to retained trees, including any special foundations or methods of work that may be needed if structures are proposed within tree root protection areas, where materials will be stored and where worker facilities will be located.
* show clearly all the trees to be retained and those to be felled.
* show where all tree protective fencing is to be erected and all ground protection where important tree roots are at risk of damage.
* Show any areas of landscaping that can be identified, where practicable, be protected by fencing to avoid soil compaction.

GuidanceNHBC Chapter 4.2 shows the water demand for different tree species high, medium and low. To ascertain whether or not you need an AIA & Tree Survey, the real issue is whether or not the development is within the RPA (**R**oot **P**rotection **A**rea) of trees, which are of material consideration in the planning process. To calculate this measure the stem diameter @ 1.5m from ground level and multiply that measurement by 12. For example if a tree has a stem diameter of 1m the RPA will be 12m in a radius from the centre of the tree. More information can be found in BS 5837 – 2012 and also NHBC 2010.The AIA or Tree Survey should be undertaken by a competent person, in line with *BS5837* |
| **50. Ventilation/ Extraction Statement****(see also Noise and Vibration Assessment)** | Any proposal for the use of premises that require ventilation or extraction which is likely to include uses within Use Classes A3, A4, A5, B1 or B2  | Should include:* a to scale schematic of the proposed ducting showing the location of all components (fan, filters, silencers etc.).
* submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant including odour abatement techniques
* a Noise and Vibration Assessment (see Noise and Vibration Assessment requirements).

GuidanceWhere a flue is necessary to support the use of a premises, its location of such flues need to be carefully considered at an early stage to ensure that it is are capable of being provided in a manner that would not have an adverse impact visually, on occupiers of neighbouring properties. |
| **51. Viability Appraisal****(see Marketing Assessment)** | All major developments that include residential unitsAny other major development where the deliverability of the scheme as designed needs to be understoodAny development proposing a reduction in existing housing numbers on the siteAny application proposing the loss of a public house (including a change of use)Any application proposing the demolition of or substantial harm to a designated or undesignated heritage assetAny application where the viability of the existing use is relevant | Viability information should be set out in writing (prior to submission) and include a scheme layout plan, TR1 (Land Registry Title), with a Statement of Ownership giving the purchase price and also an explanation of the conditions of purchase and build (where applicable). The Statement must be linked to the required Planning Obligations Statement. The assumptions for the following matters will need to be detailed:* planning policy build costs (QS build cost schedule)
* residual values (including comparables)
* use classes (no. of units / floorspace)
* size of units
* percentage of affordable housing
* affordable housing mix
* fees / overheads / marketing costs
* development return
* planning obligations (including previous correspondence)
* itemised schedule of S106 contributions and anticipated cost
* amount of any Mayoral or borough Community Infrastructure Levy (CIL)
* capital contributions (grant etc.)
* description of users and end users
* cash flow
* build and sale programme
* commercial yields /rents (including comparables)
* interest rates
* assumptions on finance period
* Existing Use Value report
* Heads of Terms with Registered Housing Provider if they have one or their approach
* Details of lease terms, including all break clauses, inside or outside of the lease.

The viability appraisal must be accompanied by a solicitor’s undertaking to meet the Council’s costs in having the statement independently reviewed.Where a viability appraisal is being prepared to justify the loss of existing housing stock on a site resulting in a reduction in housing numbers, the viability statement will also need to assess the cost of refurbishment/rehabilitation to a habitable level. Where a viability appraisal is being prepared to justify the demolition of or substantial harm to a **designated or undesignated heritage asset**, the following details will be required:* valuation of the existing building and site
* a full survey identifying the repairs required
* development costs including a costed schedule of repairs
* an estimate of the value of the repaired property, including potential yields
* evidence that the property has been marketed for a reasonable period at a price reflecting its condition.

Where a viability appraisal is being prepared to justify the **loss of a public house**, as a minimum, the following details will be needed:* evidence in the form of at least the last three trading years of audited accounts.
* details of the efforts that have been made to preserve the public house (including all diversification options explored) and evidence supplied to illustrate that it would not be economically viable to retain the building or site for its existing use.
* details should also be provided of any changes to the public house in the period that corresponds with the trading information plus 1 year beforehand (so 4 years in total) that may have impacted on the business.
* evidence that demonstrates that the public house has been operated positively i.e. that it has not been run poorly in order to smooth the way for redevelopment.
* any ancillary use associated with a public house, such as accommodation for staff or otherwise, will need to be assessed as part of the viability report.

GuidanceViability appraisal are used to establish the maximum amount of affordable housing that can be delivered on site, establish whether the loss of certain uses is justified from a viability perspective and also establish a build cost so that officers can assess whether a proposal is capable of being delivered as designed. The details of build cost within the Statement should be cross referenced to the proposed materials specified within the submission. For a public house, accounts showing the a viability appraisal that demonstrates to the Council's satisfaction that the public house is no longer economically viable, including the length of time the public house has been vacant, evidenced by the applicant of active and appropriate marketing for a constant period of at least 36 months at the existing use value will be required. |