**Applications for Full Planning Permission - Validation Checklist**

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| **DOCUMENTATION REQUIREMENTS** |
| All applications should preferably be submitted via the Planning Portal. Alternatively, to assist with the application process it would help if all forms, plans and documents relevant to the application were submitted by email to [planningvalidation@walthamforest.gov.uk](mailto:planningvalidation@walthamforest.gov.uk). On occasion if required we may request hard copies of drawings to be submitted. |
| Maximum file size is 5MB.  Any file greater should be divided into parts and suitably named. Alternatively any large file documents can be sent via WeTransfer |
| **Drawing Confirmation**  All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-5 metres. |
| This checklist should be read in conjunction with the Local Validation Requirements for planning applications. |

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| **NATIONAL REQUIREMENTS** | |
| The London Borough of Waltham Forest requires an original plus one (1) copy of all plans forms and documents where the application is not submitted via Planning Portal. | |
| **Completed Application Form** | |
| **Ownership Certificate (A, B, C or D as applicable)** | |
| **Agricultural Holdings Certificate** | |
| **The Appropriate Fee** | * [**Calculate fees on Planning Portal website**](http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator) |
| **Location Plan** | |
| **Design and Access Statements** (if required) | |

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| **LOCAL REQUIREMENTS**  **The following information is also required with applications.** | |
|  | **Notes** |
| **Existing and Proposed Elevations** (at a  1:50 or 1:100 scale) | Required |
| **Existing and Proposed Floor Plans including roof plans**(at a  1:50 or 1:100 scale) | Required |
| **Existing and Proposed Sections** (at a 1:50 or 1:100 scale) | Required |

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| **LOCAL REQUIREMENTS**  **The following information is also required with applications.** | |
|  | **Notes** |
| **Affordable Housing Appraisal** (which is fully disclosed) | Required for 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 |
| **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. |
| **Archaeological desk based Assessment** | Required for:   * 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. |
| **Basement Impact Assessment** | Required for all applications which includes a basement |
| **Biodiversity Survey and Report** | Required if proposal is likely to have an impact on wildlife and/ or biodiversity and for development on or adjacent to Sites of Importance for Nature Conservation and Sites of Special Scientific Interest (SSSI) or which may have impacts on biodiversity or protected species |
| **CIL Community Infrastructure Levy) -**  **Additional Information Form** | Required for all 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) |
| **Construction Method Statement** | Required for:   * All major applications * Other Applications likely to have a significant impact on traffic congestion or pedestrian safety. * Any application where loading activities associated with the construction phase of a development would cause congestion or obstruction on the public highway - particularly where temporary closures are required on the highway or where safe and legal loading can’t take place off the public highway.   (For further details see TFL website) |
| **Outline Construction Logistics Plan** | Required for:   * All major applications * All applications for new residential development |
| **Crime Prevention/Safer Places Report** | Required for:   * Major developments that propose areas of public realm and/or publically accessible open space * All 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. |
| **Daylight / Sunlight Assessment** | Required for:   * All Major Applications * Proposals 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. |
| **Delivery & Servicing Plan** | Required for:   * All Major applications * Any application for A1 use (including change of use) over 100sq.m * Any application likely to result in a high number of deliveries or servicing movements * Any application where the refuse storage area is located more than 10m away from the public highway |
| **Demolition Method Statement** | Required with applications for Prior Approval relating to the Method of Demolition, demolition in Conservation Areas, demolition of Listed buildings, of locally listed buildings or in AQMAs. |
| **Design and Access Statement** | Required for any application for:   * Major developments * New dwellings * Buildings where the floorspace created is 100 sqm or more within a conservation area. |
| **Economic Statement** | Required for major developments which incorporate employment uses |

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| **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 |
| **Energy Assessment** | Required with proposals for:   * Buildings (new build or conversions) with a gross internal floorspace of 1,000 sqm or more * Residential developments providing 10 or more residential units * Residential sites of 0.5ha or more * Any development on a site of 1ha or more |
| **Environmental Statement** | Required for developments where an EIA screening opinion has indicated that a Statement is  required. |
| **Environmental Impact Assessment – Screening Opinion** | Required for schemes where the development area is over 0.5ha to determine if an EIA is required. |
| **Fire Statement** | Required for all major development proposals. |
| **Foul sewage and utilities assessment** | Required for applications where the proposed development involves connection to foul and storm water sewers |
| **Flood Risk Assessment (FRA)** | Required for 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 1 * Less 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   For further details see EA website |
| **Heritage Statement (Listed Buildings and/ or Conservation Area Appraisal)** | Required for 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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| **Health Impact Assessment** | Required for all major applications:   * All major developments between 10 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. |
| **Land Contamination Assessment** | Required for:   * Any application on or adjacent to potentially contaminated land * Any application for a particularly sensitive use such as a nursery, school or housing likely to be used by families with children. |
| **Landscaping Scheme** | Required for   * All Major developments * Minor developments which contain a significant element of landscaping or that result in a loss of private open space * Applications for front garden hardstanding and basements which extend beyond the footprint of a building |
| **Lighting Assessment** | Required for 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 |
| **Marketing Assessment** | Required for:   * Applications for change of use / redevelopment of existing B use floorspace within designated employment areas or town centres and non designated employment areas * Loss of social infrastructure – community, leisure or educational uses * Any application proposing the demolition of a designated or undesignated heritage asset, on grounds of  redundancy |
| **Details of materials** | Required for all developments involving building work |
| **Microclimate Impact Assessment** | Required for all applications for new buildings or extensions over 30m in height |
| **Noise and Vibration Assessment** | Required for 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. |
| **Open Space Assessment** | Required for:   * Development on open spaces or play, sports and recreation facilities * Major residential developments * Creation of public open space |
| **Parking Management Plan** | Required for:   * All major applications * Any scheme over 5 units proposed within a Controlled Parking Zone * Any application for retail/commercial/ employment generating uses proposing off-street parking * Any residential scheme over 2 units proposing off-street parking (including conversions) |
| **Photographs/CGIs** | Required for:   * All major applications * Development affecting a heritage asset or its setting; demolition of an existing building * Certificates of lawfulness |
| **Planning Obligations Statement** | Required for applications which require the council and applicant to enter into a legal agreement (a planning obligation); for example, to secure affordable housing on site. |
| **Planning Statement** | Required for   * Minor applications for full planning permission * Major developments (including applications for outline permission and approval of reserved matters) * 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. * 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 |
| **Retail Impact Assessment** | Required for all applications for retail of 1000sq.m and above on the edge or outside of the town and district centres. |

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| **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. |
| **Site Waste Management Plan** | Required for major developments where demolition, excavation and/or substantial site clearance is necessary |
| **Statement of Community Involvement** | Required for all major applications to demonstrate how the views of the local community have been sought and taken into account in the formulation of the development proposal. |
| **Structural Survey** | Required for 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 |
| **Surface Water Drainage Assessment** | Required for:  Development proposals for all buildings /non permeable hard surfacing / extensions. |
| **Sustainability Statement** | Required for:   * Buildings (new or conversions) with a gross internal floorpsace of 1,000sqm * Residential developments providing 10 or more residential units * Residential sites of 0.5ha or more * Any development on a site 1ha or more |
| **Transport Assessment** (see also Transport Statement) | Required for:   * Major Applications for over 50 residential units * Applications 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. |
| **Transport Statement** (see also Transport Assessment) | Required for applications proposing residential development of 10-50 units |
| **Travel Plan** | Require for :   * All major planning applications * Others 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. |

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| **Tree Survey / Arboricultural Implications** | Required for 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). |
| **Ventilation/ Extraction Statement** | Required for 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 |
| **Viability Appraisal** | Required for   * All major developments that include 10 or more residential units * Any other major development where the deliverability of the scheme as designed needs to be understood * Any development proposing a reduction in existing housing numbers on the site * Any 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 asset * Any application where the viability of the existing use is relevant |

**Submitting an application via the Planning Portal or by email**

It is recommended that Planning Applications are submitted using the Planning Portal. Subsequently, the following requirements must be met:

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| **File Type**   * All drawings should be attached as **.pdf (Adobe Acrobat)** files. * Other files types that will be accepted are .jpg, .doc and .xls files only. * All files should be clearly labelled / named referencing the drawings they contain. |
| **File Size**   * The maximum size of any single attachment must be no more than 5MB. * All drawings submitted electronically must be A3 or smaller. |
| **Electronic Plan Information Requirements**  All drawings must include the following information:   * The print (paper) size; * The relevant scale at that print size (eg 1:50, 1:100) * A scale bar showing the length of one metre and five metres * Key dimensions. |

**Questions**

Please refer to the Local Validation Requirements for planning applications.