

# Royal Borough of Greenwich

## Local Validation Requirements List

### November 2021 – Public Consultation Draft

*The Local Information Requirements List for Planning Applications was updated in September 2019. This document updates the existing list to reflect current guidance as well as provide further clarity on the information required to support different scales and types of applications. The Royal Borough is inviting public representations on the Draft Local Validations List for six weeks from **12<sup>th</sup> November 2021** to **24<sup>th</sup> December 2021**.*

*All comments should be sent to the Planning Policy team*

- By email: [planning.policy@royalgreenwich.gov.uk](mailto:planning.policy@royalgreenwich.gov.uk)
- By post: Royal Borough of Greenwich, Planning Policy Team, 5th Floor, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE18 6HQ

*Any comments must be submitted by **5pm on 24<sup>th</sup> December 2021**. All comments will be made publicly available. For further information please contact the Planning Policy Team via email at [planning.policy@royalgreenwich.gov.uk](mailto:planning.policy@royalgreenwich.gov.uk)*

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## Introduction

The Local Validation List aims to:

- Provide guidance on the national validation requirements as set out in the Development Management Procedure Order 2015 (as amended);
- Provide guidance on our local information requirements and the type of information required to be submitted with an application;
- List validation item requirements which are proportionate to the nature and scale of the proposal;
- Ensure that the Council complies with current best practice advice; and
- Ensure that the validation requirements are justified and supported by policies in the National Planning Policy Framework (NPPF), the policies in the Royal Borough's adopted development plan, the London Plan and any other relevant legislation.

Please read this document carefully before submitting your application. Indicative thresholds and criteria are given to help, but please note that not all the information itemised in the local list will be required for every application.

To assist with the submission of an application, various reference sources for further information and guidance are provided throughout this document. The planning pages on the [Royal Borough's website](#), the [Planning Portal](#) and the [Planning Practice Guidance](#) (PPG) are recommended as good starting places.

If you are in any doubt about what information needs to be submitted, then please contact the Royal Borough's Planning Department for advice. Advice on precise requirements for a specific proposal can also be obtained as part of the Royal Borough's duty planner and pre-application advice service.

## Submitting an Application

### How to apply

The best way to apply is through the [Planning Portal](#). Here, you can complete your application form, upload supporting documents and calculate fees all in one place.

The benefits of applying online include:

- you can work on your application in draft before submission
- immediate delivery and acknowledgement
- make a payment
- savings on postage and printing costs
- guidance at every stage and step-by-step video tutorials
- online record of your completed application

### [Apply online for planning permission](#)

If you can't apply online, you can download our planning forms from the [Planning Portal](#).

You can submit these by email to [planningapps@royalgreenwich.gov.uk](mailto:planningapps@royalgreenwich.gov.uk) or by post to Development Management, 5<sup>th</sup> Floor, The Woolwich Centre, 35 Wellington Street, London SE18 6HQ

Please note that all application documents are published online on the Council's website as part of our statutory planning register. All documents submitted must be of a quality that is easily readable in digital form whether scanned or submitted digitally.

When received, an application is checked by our Planning Support team and classed as either 'valid' or 'invalid'.

If the application is **valid**

- The validation team process the application and send you an acknowledgment letter.
- The validation team create a list of neighbours to notify and letters are sent (if appropriate).
- Where the planning case officer is unable to erect the site notice themselves, the validation team will send out a site notice to the applicant/agent to display outside the application site. The applicant/agent will be required to provide photographic evidence that the site notice has been displayed and that it has been dated correctly.
- The validation team will arrange for the application to be advertised in the local press (if required).
- A number of statutory external and internal consultees are contacted for their comments on the application e.g. Thames Water, Environment Agency, conservation officers, transport officers (if required).
- The application becomes available on the website.
- It is then given to the planning officer for assessment and to make a recommendation within the relevant statutory timeframe.

If the application is **invalid**

- You will receive an email or letter stating the reasons it is invalid.
- The application is then suspended until the requested information is received.
- The time limit for suspending the application is **28** days.
- If the required information is not received within this time the application is then withdrawn.
- Once an application has been withdrawn, you will need to submit a new application.

The statutory period for determination of a planning application starts from the date the application becomes valid. In the case of a dispute over validation requirements then the applicant's attention is drawn to Part 3, Section 12 of the Development Management Procedure Order 2015 (as amended).

The Royal Borough strongly encourages the submission of online and electronic applications. Applications can be submitted via the Planning Portal website [here](#). If you have any queries or require any further information, please email **[planningapps@royalgreenwich.gov.uk](mailto:planningapps@royalgreenwich.gov.uk)**

## NATIONAL VALIDATION REQUIREMENTS 2021

| Type of information    | Requirements within Development Management Procedure Order 2015 (as amended)   |
|------------------------|--|
| Application Form       | <p><b>Required - all applications.</b></p> <p>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. Guidance on the different types of applications, how you can submit, the forms and how to fill these out can be found at the <a href="#">Planning Portal</a> website.</p> <p><b>N.B. Applications relating to flats need to be made on the full ‘Application for Planning Permission’ form (NOT householder forms).</b></p> <p>Failure to use the correct forms will delay the application and make it invalid.</p>  |
| Ownership Certificates | <p><b>Required - all applications <u>except</u> Lawful Development Certificates, Advertisement Consent, Prior Notifications, Reserved Matters, s96a and Discharge of Conditions.</b></p> <p>You must complete and submit <b>one</b> Certificate with your application (A, B, C or D). This is incorporated into the standard planning application form.</p> <p>You must also complete the Agricultural Holdings Certificate - even if your application is for a non-agricultural use - to confirm whether any of the land to which the application relates is, or is part of, an agricultural holding. This is incorporated into the standard planning application form</p> <p><b>An owner means either the freeholder or a leaseholder with a lease with 7 years or more.</b></p> <p><u>Certificate A:</u> The applicant owns all land that forms part of the application site.</p> <p><u>Certificate B:</u> The applicant does not own all of the land but has served notice on other owners – this includes where development or foundations will be outside of the application site (<b>A copy of the Notice served is required to be submitted with the application</b>).</p> |



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|                           | <p><b>Certificate C:</b> The applicant does not own all the land, is unable to issue Certificate A or B but has notified owners of whom the applicant is aware and is trying to ascertain the names and details of any other owners. <b>(Copies of notices served to be submitted with the application).</b></p> <p><b>Certificate D:</b> The applicant does not own all of the land, is unable to issue Certificate A, B or C and is trying to ascertain the names and details of any owners. (Refer to guidance on the Planning Portal for procedures and required evidence to be submitted with the application).</p> <p><b>Guidance</b></p> <p>Guidance on how to fill out these forms can be found at the Planning Portal web site - <a href="https://www.planningportal.co.uk/info/200126/applications/60/consent_types">https://www.planningportal.co.uk/info/200126/applications/60/consent_types</a></p> <p>These certificates relate to who owns or has an interest in the land related to your application. If the certificates are not correct or have not been served properly, then your application will not be valid. If you live in a flat of any kind or your application relates to a building that you do not own entirely, you will need to use Certificate B, C or D.</p> <p>The Notice to be served (with a copy submitted with the application) is available via the following link: <a href="https://ecab.planningportal.co.uk/uploads/lapp/notices/notice1.pdf">https://ecab.planningportal.co.uk/uploads/lapp/notices/notice1.pdf</a></p> |
| <b>Site Location Plan</b> | <p><b>Required – all applications</b></p> <p>Plans must:</p> <ul style="list-style-type: none"> <li>• be to a recognisable scale – normally 1:1250</li> <li>• show the application site outlined in <b>red</b> with a <b>blue</b> line around any other land owned by the applicant which is close to or adjoining the application site;</li> <li>• show the direction of North;</li> <li>• include the street number/name of the application property and its neighbours;</li> <li>• include all the buildings, roads and footpaths on land adjoining the site;</li> </ul> <p>All land within the single ‘red line’ site boundary must include all land necessary to carry out the development- e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking or open land around the building.</p> <p>Where a site contains more than one building, the building or buildings that are the subject of the application need to be identified on the Site Location Plan.</p>  |

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|   | <p>The plan should also include the following, unless these would not influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> <li>• all public rights of way crossing or adjoining the site</li> <li>• the position of all trees on the site, and those on adjacent land</li> </ul> <p><b>Guidance</b><br/> <a href="https://www.planningportal.co.uk//homepage/4/buy_a_planning_map">https://www.planningportal.co.uk//homepage/4/buy_a_planning_map</a></p>   |
| <b>Block Plan</b>                       | <p><b>When required – all applications when the footprint of an existing building is being enlarged or a new building is being constructed</b></p> <p>Plans must:</p> <ul style="list-style-type: none"> <li>• be at a scale of at least 1:200 or 1:500</li> <li>• Indicate the direction of North</li> <li>• show at least the properties on either side and to the front or rear as well as existing and proposed features</li> <li>• show the building/s outlined in <b>black</b> and shaded in <b>grey</b> with other land in white</li> </ul> <p>Where a site contains more than one building, the building or buildings that are the subject of the application need to be identified on the Block Plan.</p>   |
| <b>Existing and proposed elevations</b> | <p><b>When required - all applications that involve changes to any external part of the building, including to boundary walls, gates and fences</b></p> <p>Plans must:</p> <ul style="list-style-type: none"> <li>• be at a scale of 1:50 or 1:100 with scale bar included (for major applications 1:200 may be acceptable)</li> <li>• be included for all elevations, including blank elevations, except for householder applications where a statement confirming that they will remain unchanged will be required</li> <li>• 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).</li> <li>• show the relationship to neighbouring buildings and show the positions of windows and doors on all buildings</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• should not include other proposed work which has not been carried out and does not form part of the application</li> <li>• the full elevation of the building should be shown. Elevation drawings should therefore not show existing or proposed trees, hedges or boundary fences.</li> </ul> |
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| <p><b>Existing and proposed floor and roof plans</b></p> | <p><b>When required - all applications that involve the creation of new floors or that propose changes to existing floors or roof of a property</b></p> <p>Plans must:</p> <ul style="list-style-type: none"> <li>• be at a scale of 1:50 or 1:100 with scale bar included (for major applications 1:200 may be acceptable)</li> <li>• show the direction of North</li> <li>• show details of the existing buildings</li> <li>• show the proposed building including each floor and the roof</li> <li>• include all floors and floors where there are no changes proposed, except for householder applications where a statement confirming that they will remain unchanged will be required.</li> <li>• show the site boundary and the outline of any existing neighbouring buildings</li> <li>• show any existing buildings or walls which are to be demolished</li> <li>• 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.</li> <li>• applications proposing new residential accommodation, including conversions, must state each room size and overall unit sizes on the plans.</li> </ul> |
| <p><b>Existing and proposed sections</b></p>             | <p><b>When required - 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 or tall building</b></p> <p>Plans must:</p> <ul style="list-style-type: none"> <li>• be at a scale of 1:50 or 1:100 with scale bar included (for major applications 1:200 may be acceptable)</li> <li>• 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</li> <li>• include details of foundations and eaves levels</li> <li>• show the proposals in relation to existing site levels and in relation to adjoining buildings.</li> <li>• for major applications, plans at 1:10 or 1:20 should be provided to show typical window sections, entrances and balconies (where applicable).</li> </ul>  |

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| <p><b>General Plan Requirements - For ALL drawings and plans</b></p> | <p><b>All drawings must include:</b></p> <ul style="list-style-type: none"> <li>• a title and drawing number (with the relevant revision number as necessary)</li> <li>• the print (paper) size</li> <li>• the relevant scale at that print size (i.e. 1:50 at A3 or 1:100 at A3)</li> <li>• a scale bar of 10 metres highlighting each metre</li> <li>• for householder and minor applications, a scale bar of 5m highlighting each metre is acceptable</li> <li>• for householder and lawful development certificates it is very helpful to include measurements – i.e. depth, width and height of proposal</li> <li>• all plans must be to a recognisable metric scale (i.e. 1:50, 1:100, 1:200, 1:1250)</li> <li>• the proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>• for major applications, proposed and existing plans must be shown on separate drawings.</li> <li>• for householder and minor applications, proposed and existing plans can be shown on the same drawing</li> </ul> <p><b>N.B. Wherever possible please DO NOT submit plans GREATER than A3 in size.</b> Where drawings are A2 or above, please submit an electronic version (<b>size limit 5MB</b>).</p> <p>Plans marked with "do not scale" or any similar phrase will be returned as unacceptable as for planning purposes we must be able to scale from all drawings.</p> <p><b>All drawings and supporting documentation should be logged with the drawing number, plan name and description when submitting your application via the Planning Portal website</b></p> |
| <p><b>Design and Access Statement</b></p>                            | <p><b>When required – any application for:</b></p> <ul style="list-style-type: none"> <li>• Major developments (those which involve the creation of 10 or more residential units; residential development on a site of 0.5 hectares or more; development on a site of at least 1 hectare; or the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more)</li> <li>• one or more dwellings or a building or buildings where the floorspace created is 100sq.m or more within a Conservation Area and / or World Heritage Site</li> </ul>  |

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|   | <p>A Design and Access Statement should be proportionate to the scale of the development. The document should be very visual, using diagrams, sketches, plans and photographs to provide the necessary explanations and descriptions wherever possible and appropriate.</p> <p>All Design and Access Statements must:</p> <ul style="list-style-type: none"> <li>• explain the design principles and concepts that have been applied to the development;</li> <li>• demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;</li> <li>• explain the policy adopted as to access, and how policies relating to access have been taken into account;</li> <li>• 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</li> <li>• explain how any specific issues which might affect access to the development have been addressed.</li> </ul> |
| <b>CIL - Additional Information Requirement Form and Local floor space information form</b> | <p><b>When required</b> - all applications proposing:</p> <ul style="list-style-type: none"> <li>• a change of use from non-residential to residential</li> <li>• Net additional Gross Internal Area that is 100 sqm or above (including extensions)</li> <li>• The creation of a new residential dwelling, irrespective of size. Note: conversions of a single dwelling into two or more dwellings are not liable for CIL <b>unless</b> the development also includes an extension (of any size).</li> </ul> <p><b>Minimum requirements</b></p> <ul style="list-style-type: none"> <li>• A completed Form I: CIL Additional Information form</li> <li>• <a href="#">A completed Local floor space information form</a></li> </ul> <p>Please fill in the local floor space information form in particular parts 6 &amp; 7 of the CIL Additional Information form.</p> <p>Both forms can be downloaded from <a href="https://www.royalgreenwich.gov.uk/cil">https://www.royalgreenwich.gov.uk/cil</a></p>   |
| <b>Correct fee</b>  | <p><b>When Required - Payable on most applications.</b></p> <p>Some applications do not require a fee. The Planning Portal provides a table of fees and exemptions here: <a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a></p>   |

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|  | <p>If you wish to calculate the fee required, the Planning Portal has a fee calculator here:<br/> <a href="https://lapp.planningportal.co.uk/FeeCalculator/Standalone?region=I">https://lapp.planningportal.co.uk/FeeCalculator/Standalone?region=I</a></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Each application must have a separate fee.</li> <li>• We do not accept one fee for different applications at different addresses.</li> <li>• You can pay online via the Planning Portal (if that was how you submitted your application) and it is strongly recommended to make your payment online via the Council's website for ease of registration and refunds at:<br/> <a href="https://www.royalgreenwich.gov.uk/site/xfp/scripts/xforms_form.php?formID=309&amp;language=en">https://www.royalgreenwich.gov.uk/site/xfp/scripts/xforms_form.php?formID=309&amp;language=en</a></li> <li>• You can pay with most debit or credit cards, except Diners Club and American Express.</li> <li>• Cheques should be made payable to The Royal Borough of Greenwich and have the site address, planning portal number or Greenwich reference number written on the back.</li> </ul> |
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Supporting documents are often required with applications for larger or more complex developments to help explain the impacts of the proposal. The information submitted should provide material to allow the Council to assess the specific relevant impacts of the proposed development. Material should also be provided to justify the proposal in relation to specific planning policies.

Below is a list of our Local Information Requirements. This is based on our planning policies and is in alphabetical order. Each item includes a summary of the relevant policies and the type of application and area of the Borough for which the item is likely to be required. There is also a detailed explanation of the expected content, reasons for requiring the item and where to look for further information.

| <b>LOCAL INFORMATION REQUIREMENTS 2021</b> |   |   |
|--|---|---|
| <b>Type of information required</b>        | <b>Application type (and/or location) where local requirement applies</b>   | <b>Justification</b>  |
| <b>Accessibility Statement</b>             | <p><b>When Required</b><br/>All applications that involve the creation of new build residential units.</p> <p><b>Minimum Requirements</b><br/>Plans, or reference plans, that show:</p> <ul style="list-style-type: none"> <li>the measures used to achieve the requirements of the relevant standards under Building Regulations Part M4(2): accessible and adaptable dwellings</li> <li>for schemes with 10 or more homes, the layout of the wheelchair adaptable units with floor plans and furniture layouts for each unit at a scale of 1:50, their location, and annotations to show how the relevant standards under Building Regulations Part M4(3): wheelchair user dwellings have been met, including for communal access where relevant</li> <li>where affordable homes are proposed the plans and schedule should show which affordable homes will comply with M4(3) - (2)(b) 'wheelchair accessible dwellings'</li> </ul> <p><b>Further Guidance</b><br/>This can be provided as a chapter within the Design and Access or Planning Statement.</p> | <p>Policy H5 of the Core Strategy</p> <p>Policies GG1, D5 and D7 of the London Plan</p> |



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| <b>Accommodation Schedule</b>                                      | <p><b>When Required</b><br/>All major residential applications</p> <p><b>Minimum Requirements</b><br/>The Accommodation Schedule must provide:</p> <ul style="list-style-type: none"> <li>• a summary of the housing mix proposed</li> <li>• the level of occupation/number of people per unit</li> <li>• the number of proposed habitable rooms per unit</li> </ul> <p><b>Further Guidance</b><br/>This can be provided within the Planning Statement or Design and Access Statement</p>  | <p>Policies H2, H(e) and H5 of the Core Strategy</p> <p>Policies GG4, D5, D6 and H10 of the London Plan</p>                                |
| <b>Affordable Housing Statement (see also Viability Statement)</b> | <p><b>When Required</b><br/>Proposals for residential development on sites capable of providing 10 or more homes or residential sites of 0.5ha or more.</p> <p><b>Minimum Requirements</b><br/>The statement must include:</p> <ul style="list-style-type: none"> <li>• a schedule setting out the market housing and different types of affordable housing proposed, including the breakdown by units, habitable rooms and floor area (both GIA and GEA where possible).</li> <li>• a calculation of the total affordable provision as a percentage of overall residential provision and a calculation of each affordable tenure as a percentage of overall affordable provision, by units, habitable rooms and floor area</li> <li>• the location of the affordable units on a plan to scale, identifying the tenure type, size and layout of the affordable units</li> <li>• a clear and full explanation of the different levels or types of affordability or tenure that are proposed for different units, including details on rent levels and other costs such as service charges</li> <li>• the details of any discussions with any affordable housing providers and the details of any Registered Providers acting as Partners in the development.</li> </ul> | <p>Policy H3 of the Core Strategy</p> <p>Policies GG4, D5, H4, H5, H6 and H7 of the London Plan</p> <p>Planning Obligations (SI06) SPD</p> |

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|                               | <b>Further Guidance</b><br>This can be provided as a chapter within the Design and Access or Planning Statement.   |   |
| <b>Air Quality Assessment</b> | <b>When Required</b> <ul style="list-style-type: none"> <li>• All major development</li> <li>• Minor developments that are likely to have a significant impact on air quality or would introduce exposure to an area of existing poor air quality.</li> <li>• If your proposals include any of the following, you will need to submit an Air Quality Assessment although you should take advice from Planning Officers and/or Air Quality Officer as part of duty planner and pre-application discussions: <ul style="list-style-type: none"> <li>· proposals that will result in increased traffic movement including congestion, or a change in traffic volumes and/or vehicle speed</li> <li>· proposals that would significantly alter the traffic composition in an area, such as bus stations, HGV parks and new road layouts</li> <li>· proposals that include new car, coach or lorry parks.</li> <li>· developments which may affect vulnerable users i.e. schools, nurseries and those associated with the elderly, sensitive areas or areas of poor air quality.</li> <li>· developments including biomass boilers, biomass or gas-fired combined heat and power (CHP) or any such other source of significant dust or chemicals</li> <li>· developments which would introduce new residents into an area of existing poor air quality</li> </ul> </li> </ul><br><b>Minimum Requirements</b><br>An Air Quality Assessment must include: <ul style="list-style-type: none"> <li>• an assessment of the current air quality in the area</li> <li>• details of potential pollutant sources as a result of the proposed development during both construction and operational phases</li> <li>• details of the pollutants that may be emitted and which objectives they may impinge on.</li> <li>• 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.</li> </ul> | Policy E(c) of the Core Strategy<br><br>Policies GG3, SI 1 and SI 2 of the London Plan<br><br>Greener Greenwich SPD |

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|   | <ul style="list-style-type: none"> <li>an identification of measures to mitigate and minimise any impacts, with the suggested mitigation measures incorporated into the building design in the planning application is submitted. Mitigation measures should include reference to measures which may be necessary to ensure appropriate air quality for external play spaces for infants and children</li> <li>An <b>Air Quality Neutral Assessment</b> is also required for developments that are: 10 units or more or 1000 square meters or more of floor space to demonstrate compliance with Policy SI 1 of the London Plan. The assessment must be written in accordance with GLA guidance.</li> </ul>   |   |
| <b>Archaeological Desk Based Assessment</b> | <p><b>When Required</b><br/>All applications within an Area of High Archaeological Potential (illustrated in Figure 4 of the Core Strategy) where groundworks are proposed.</p> <p>Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included. Further information can be read on archaeological assessments and evaluations at <a href="http://www.archaeologists.net/codes/ifa">http://www.archaeologists.net/codes/ifa</a></p> <p><b>Further Guidance</b><br/>Historic England – Archaeology Links:<br/><br/><a href="https://historicengland.org.uk/research/methods/archaeology/">https://historicengland.org.uk/research/methods/archaeology/</a><br/><a href="https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/">https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/</a></p> | <p>Policy DH(m) of the Core Strategy</p> <p>Policy HCI of the London Plan</p>   |
| <b>Basement Impact Assessment</b>           | <p><b>When Required</b><br/>All developments adjoining residential properties that include new or enlarged basements, including conversions of cellars into habitable accommodation.</p> <p><b>Minimum requirements</b><br/>In accordance with Section 6 of the Residential Extensions, Basements and Conversions Guidance SPD. The level of information expected and required will be commensurate with the scale, location and complexity of the scheme. The BIA should cover the following:</p>  | <p>Policies H5, DH1, DH(a), DH(b), DH(h), DH(i), DH(j), E2 and E3 of the Core Strategy</p> <p>Policy D10 of the London Plan</p> |

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|  | <ul style="list-style-type: none"> <li>• whether the site is located above an aquifer, on a slope and the geology of the site;</li> <li>• whether the proposed development will extend beneath the water table surface or if it is located within 100m of a water course;</li> <li>• how the development will impact on flooding and drainage; and</li> <li>• construction methods</li> </ul> <p>The Structural Method Statement required to support a BIA should be signed off and endorsed by a Chartered Civil Engineer or Chartered Structural Engineer with relevant experience and should include a non-technical summary easily understandable by someone with no technical knowledge. Details of the qualifications and experience of the person signing the Structural Method Statement should be clearly stated.</p>  | Residential Extensions, Basements and Conversions Guidance SPD  |
| <b>Biodiversity and Ecology Report</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• any major development</li> <li>• any new building(s) for any type of use including residential and non-residential, extensions and change of use where it is part of or next to a site designated for its biodiversity value or provides potential suitable habitats for protected species</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>• Preliminary Ecological Appraisal to gather data on existing ecological conditions</li> <li>• Extended Phase I Habitat Survey to identify existing biodiversity interests and/or protected species and include recommendations for managing/mitigating impact and post development enhancement.</li> </ul> <p>The report must use up to date surveys, carried out at the appropriate time of year, based on the latest legislation and carried out by a suitably qualified ecologist in accordance with the Institute of Ecology and Environmental Management (IEEM) best practice.</p> <ul style="list-style-type: none"> <li>• Calculation and demonstration of the Urban Greening Factor</li> <li>• Ecological matters should not normally be left for later submission under conditions as they can be material to the determination of whether planning permission should be granted.</li> </ul> | <p>Policies OS4, OS(f) and OS(g) of the Core Strategy</p> <p>Policies G4, G5, G6 and G7 of the London Plan</p> <p>Greener Greenwich SPD</p> |

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| <b>BREEAM Pre-Assessment</b>         | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all major applications with a non-residential component</li> <li>• all non-residential applications including extensions and change of use</li> <li>• all major Domestic Refurbishment applications including residential developments consisting of the refurbishment of existing buildings, including the conversion of existing buildings to form flats.</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>• Non-residential developments compliance with at least BREEAM “Excellent”</li> <li>• Domestic Refurbishment developments compliance with at least BREEAM “Excellent”</li> <li>• A BREEAM Pre-Assessment Checklist indicating targeted credits and rating score</li> </ul>   | <p>Core Strategy policies DH1 and H5</p> <p>Policy GG6 of the London Plan</p>                       |
| <b>Daylight/ Sunlight Assessment</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all major applications</li> <li>• all applications for tall buildings</li> <li>• any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space</li> <li>• any application for development that may themselves be adversely affected by adjoining sites or where one part of the proposed development may be impacted upon by another part of the development</li> <li>• all new residential dwellings in a restricted setting</li> <li>• backland and infill sites</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>• an assessment in accordance with the Building Research Establishment’s (BRE) “Site layout planning for daylight and sunlight: A guide to good practice” 2011, including an overshadowing study, showing shadow diagrams at different times of day and throughout the year,</li> <li>• the assessment shall include diagrams as relevant and a non-technical summary of the conclusions of the report.</li> </ul> | <p>Policies H5, DH1 and DH(b) of the Core Strategy</p> <p>Policies D6 and D9 of the London Plan</p> |

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|  | <b>Guidance</b><br>All assessments must be undertaken by a suitably qualified professional using the relevant BRE guidelines and criteria.  |  |
| <b>Demolition and/or Construction Logistics Plan - Draft</b> | <b>When Required</b> <ul style="list-style-type: none"> <li>all major applications and others likely to have a detrimental impact on air quality during the demolition and or construction phase or would introduce additional dust and or plant and machinery emissions to an area of existing poor air quality.</li> <li>all major applications and others likely to have a detrimental noise impact during demolition and or construction</li> <li>all major applications and others likely to have a significant impact on traffic congestion or pedestrian safety.</li> <li>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.</li> <li>where significant excavation is proposed, or large elements are to be delivered</li> </ul> <b>Minimum Requirements</b> <ul style="list-style-type: none"> <li>a plan (to scale) identifying the site access points and where safe and legal loading can take place</li> <li>details of how deliveries could be managed to reduce the number of vehicle movements and use more sustainable modes, where possible</li> <li>location of site entrance(s), exit(s), wheel washing area/s, hard standing, stock pile locations, hoardings (location, height, type etc.), dust suppression measures, water supplies and nearest neighbouring receptors</li> <li>proposed vehicle routing to the nearest Strategic Road Network avoiding schools, residential areas, high streets etc wherever possible</li> </ul> | Greener Greenwich SPD<br><br>Policies SI I and T7 of the London Plan |
| <b>Designing out Crime</b>                                   | <b>When Required</b> <ul style="list-style-type: none"> <li>all major applications</li> <li>applications for ATM's</li> </ul> <b>Minimum Requirements</b>   | Policies DH1 and CHI of the Core Strategy                            |

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|   | <ul style="list-style-type: none"> <li>A report that demonstrates that the impact of crime and anti-social behaviour have been considered as part of the design process and, where appropriate, have been designed out or mitigation measures incorporated.</li> </ul> <p><b>Additional Guidance</b></p> <ul style="list-style-type: none"> <li>For more information about crime prevention and promoting community safety through the planning system at: <a href="http://www.securedbydesign.com">www.securedbydesign.com</a></li> <li>This can be incorporated into the Design and Access Statement</li> </ul>   | Policies GG6 and D11 of the London Plan   |
| <b>Delivery and Servicing Management Plan - Draft</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>all major applications</li> <li>any application likely to result in a significant number of deliveries or servicing movements</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>site layout plan (to scale) identifying site access points</li> <li>a plan showing where safe and legal loading/unloading can take place</li> <li>size of vehicles and delivery vehicle routing (swept path analysis may be required to demonstrate that delivery vehicles can access the development dependent on the location)</li> <li>details of frequency of deliveries and the times when deliveries and servicing take place</li> <li>details of how deliveries could be managed to reduce the number of trips and use more sustainable modes, where possible</li> <li>details of a waste management strategy – refuse collection, including domestic waste, is a servicing activity and will need to be considered.</li> <li>details of any restriction on servicing</li> </ul> | <p>Policies IM5 and IM(c) of the Core Strategy</p> <p>Policy T7 of the London Plan</p>  |
| <b>Economic Statement</b>                             | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>major developments that include employment uses or any scheme which proposes the loss of existing employment use and/or floorspace, including changes of use.</li> </ul> <p><b>Minimum Requirements</b></p> <p>The report shall include:</p> <ul style="list-style-type: none"> <li>details of any jobs that might be created, supported or lost</li> </ul>  | <p>Policies EA1 and EA(a) in the Core Strategy</p> <p>Policy GG5 of the London Plan</p> |

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|  | <ul style="list-style-type: none"> <li>• information on existing and proposed employment uses and occupants, including floorspace quantum for each proposed use in NIA, GIA and GEA</li> <li>• information on potential occupiers, lease terms, etc</li> <li>• plans demonstrating how employment floorspace will operate, including measures to ensure flexibility</li> <li>• any community benefits; and</li> <li>• reference to any regeneration strategies that might lie behind or be supported by the proposal</li> </ul> <p><b>Additional Guidance</b><br/>Employment is considered to mean any proposal that generates jobs. Can be included within Planning Statement</p> |  |
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| <b>Energy Statement / Strategy</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• All major applications</li> </ul> <p><b>Minimum Requirements</b><br/>The Energy Statement / Strategy should be prepared in accordance with GLA guidance on the structure and content of energy assessments. It should demonstrate how the energy hierarchy has been applied to make the fullest contribution to CO<sub>2</sub> reduction, how the risk of overheating has been mitigated and the feasibility of decentralised energy.</p> <p>In summary the assessment should include:</p> <ul style="list-style-type: none"> <li>• A non-technical summary that sets out and commits to the key measures and CO<sub>2</sub> reductions identified for each stage of the energy hierarchy (be lean, be clean, be green, be seen) for the domestic and non-domestic elements of the development.</li> <li>• Where the zero carbon target for domestic and non-domestic development is not met on-site, provision for offsetting the shortfall via a financial contribution to the Royal Borough's carbon offset fund must be made.</li> <li>• Calculation of the baseline energy demand and CO<sub>2</sub> emissions (with evidence of how it has been calculated). Although it is not subject to the target, unregulated energy should also be quantified.</li> </ul> | <p>Policy EI of the Core Strategy</p> <p>Policies SI2, SI3 and SI4 of the London Plan</p> <p>Latest GLA guidance at point of preparing the Statement / Strategy</p> |
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|   | <ul style="list-style-type: none"> <li>• Calculation of regulated CO<sub>2</sub> emissions at each stage of the energy hierarchy.</li> <li>• How the proposed energy system has been selected, in accordance with the order of preference in London Plan Policy S12.</li> <li>• How the cooling hierarchy in London Plan Policy S14 has been applied.</li> <li>• How renewable energy technologies have been considered, including site specific analysis of the feasibility of all renewable technologies. The proposed renewable energy scheme should include machinery/apparatus location and estimated output.</li> <li>• A feasibility study of connection to current or future district heat/power networks and technical solution for future connection.</li> <li>• An explanation, if needed, of where and why the proposed development doesn't meet identified standards.</li> <li>• Submission of Carbon Emissions Reporting Spreadsheet in xls format.</li> <li>• Monitor and report the energy and CO<sub>2</sub> emissions of all renewable/low carbon technologies at post construction stage for 5 years.</li> <li>• Monitor and report energy performance at post-construction to ensure that the actual carbon performance of the development is aligned with the Mayor's net zero-carbon target according to the Be Seen stage of the energy hierarchy.</li> <li>• Calculation of whole life-cycle carbon emissions through a nationally recognised Whole Life-Cycle Carbon Assessment and demonstrate actions taken to reduce life-cycle carbon emissions (currently applied to referable applications)</li> </ul> <p><b>Guidance:</b><br/>Energy Planning - GLA guidance on preparing energy assessments (2020 and any subsequent version )</p> <p><a href="https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0">https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0</a></p> |   |
| <b>Environmental Impact Assessment/ Environmental Statement</b> | <p><b>When Required</b><br/>Required for developments that: is listed within Schedule 1 of the Town and Country Planning (Environmental Impact Regulations) 2017 (as amended); or is listed within Schedule 2 of the Regulations and likely to have a significant effect on the environment.</p> <p><b>Minimum Requirements</b></p>  | The Town and Country Planning (Environmental Impact Assessment) |

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|  | <p>Projects should be screened in the context of the Schedule 2 thresholds and criteria (The Town and Country Planning (Environmental Impact Assessment) Regulations 2017). The threshold for urban developments is as follows:</p> <ul style="list-style-type: none"> <li>• The development includes more than 1 hectare of urban development which is not dwelling house development; or</li> <li>• The development includes more than 150 dwellings; or</li> <li>• The overall area of the development exceeds 5 hectares.</li> </ul> <p>If you decide an Environmental Impact Assessment is required, you may submit an Environmental Statement with an application without having obtained a screening opinion from the council. However, you must make clear the information is intended to constitute an Environmental Statement. You are advised to seek a scoping opinion from the council prior to submission.</p> <p>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 likely take the form of an addendum to the Environmental Statement outlining the alterations and assessing the impact of these against each of the previous conclusions for each chapter of the Environmental Statement from the original permission.</p> <p><b>Guidance</b></p> <p>Guidance on the need for and content of an Environmental Statement are formally provided by Screening and Scoping opinions, respectively.</p> <p>Links:</p> <ul style="list-style-type: none"> <li>• The Town and Country Planning (Environmental Impact Assessment) Regulations (2017)</li> <li>• December 2016: Environmental Impact Assessment - Technical consultation (regulations on planning and major infrastructure)</li> <li>• April 2017: Explanatory Memorandum to SI 2017 No. 571 and SI 2017 No. 572</li> </ul> | <p>Regulations 2017<br/>(as amended)</p> |
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| <b>Fire Statement</b> | <p><b>When required</b></p> <ul style="list-style-type: none"> <li>• All major applications</li> <li>• Applications for replacement cladding</li> <li>• Building refurbishments that require planning permission</li> <li>• The provision of two or more dwellings or educational accommodation <u>and</u> 18m or more in height, or over 7 storeys</li> <li>• Development to an existing building consisting of or within the curtilage of two or more dwellings or educational accommodation <u>and</u> 18m or more in height, or over 7 storeys</li> </ul> <p><b>Minimum Requirements</b></p> <p>The FS should be produced by a third party, suitably qualified assessor and contain the following:</p> <ul style="list-style-type: none"> <li>• the building's construction: methods, products and materials used, including manufacturers' details</li> <li>• the means of escape for all building users: suitably designed stair cores, escape for building users who are disabled or require level access, and associated evacuation strategy approach</li> <li>• features which reduce the risk to life: fire alarm systems, passive and active fire safety measures and associated management and maintenance plans</li> <li>• access for fire service personnel and equipment: how this will be achieved in an evacuation situation, water supplies, provision and positioning of equipment, firefighting lifts, stairs and lobbies, any fire suppression and smoke ventilation systems proposed, and the ongoing maintenance and monitoring of these</li> <li>• how provision will be made within the curtilage of the site to enable fire appliances to gain access to the building</li> <li>• ensuring that any potential future modifications to the building will take into account and not compromise the base build fire safety/protection measures.</li> </ul> | <p>Policy D12 of The London Plan</p> |
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| <b>Flood Risk Assessment</b> | <p><b>When required</b></p> <ul style="list-style-type: none"> <li>• all developments on sites of 1 hectare or greater in Flood Zone 1</li> <li>• all developments located in Flood Zones 2 and 3, including domestic extensions and change of use to residential</li> <li>• all developments where surface water flooding is shown as 0.3m or deeper, within 100m of a sewer flooding incident or within 250m of a groundwater flooding incident</li> <li>• other developments will require a Flood Risk Assessment only when they: <ul style="list-style-type: none"> <li>· have an adverse effect on a watercourse, floodplain or its flood defences;</li> <li>· would impede access to flood defence and management facilities; or</li> <li>· where the cumulative impact of such developments would have a significant effect on local flood storage capacity or flood flows.</li> </ul> </li> </ul> <p><b>Minimum Requirements</b></p> <p>The Flood Risk Assessment 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). The Royal Borough's SFRA should be referenced.</p> <p>Where a safe and dry means of escape cannot be provided, a <b>Flood Evacuation Management Plan</b> 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.</p> <p>Developments in Areas of High Residual Flood Risk (illustrated in Figure 7 of the Core Strategy) should set out how the proposed measures in the guidance for housing development in areas of high residual risk have been incorporated to reduce residual risk (see Policy E3 of the Core Strategy and Appendix F of the Royal Borough of Greenwich Strategic Flood Risk Assessment)</p> <p><b>Additional Guidance</b></p> | <p>Policies E2 and E3 of the Core Strategy</p> <p>National Planning Policy Framework</p> <p>National Planning Practice Guidance.</p> <p>Policies GG6 and SI 12 of the London Plan</p> |
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|   | <p>More detailed guidance on the content of Flood Risk Assessments can be found on the following Environment Agency links:<br/> <a href="#">Flood risk and coastal change</a><br/> <a href="#">Flood risk assessment for planning applications</a><br/> <a href="#">Flood Risk Assessment Standing Advice</a>:</p> <p>The report should be undertaken by a suitably qualified specialist. Mitigation proposed through the Flood Risk Assessment will need to be incorporated into the plans (i.e. finished floor levels, SuDS, living roofs etc.)</p>   |   |
| <b>Foul Sewage and Utilities Assessment</b> | <p><b>When Required</b><br/> All major developments involving connections to utilities</p> <p><b>Minimum requirements</b><br/> the application should demonstrate:</p> <ul style="list-style-type: none"> <li>• following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;</li> <li>• that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;</li> <li>• that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;</li> <li>• where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider; and,</li> <li>• the provision of adequate space for plant access, inspection, maintenance and future raising of the flood defences.</li> </ul> | Policy SI 5 of the London Plan  |
| <b>Health Impact Assessment</b>             | <p><b>When Required</b><br/> All major applications</p> <p><b>Minimum requirements</b><br/> Applications must be accompanied by as a minimum:</p> <ul style="list-style-type: none"> <li>• A completed Healthy Urban Planning Checklist – desktop assessment</li> </ul>   | <p>Policy CH2 of the Core Strategy</p> <p>Policy GG3 of the London Plan</p> |

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|                                   | <ul style="list-style-type: none"> <li>Subject to the scope of the application, a rapid or a full HIA may be required. We strongly recommend the scope of the HIA should be discussed with the NHS London Healthy Urban Development Unit during pre-application discussions.</li> </ul> <p><b>Additional Guidance</b></p> <p>Guidance on the HUDU Healthy Urban Planning Checklist and the Rapid Health Impact Assessment Tool is available here: <a href="https://www.healthyurbandevelopment.nhs.uk/our-services/delivering-healthy-urban-development/health-impact-assessment/">https://www.healthyurbandevelopment.nhs.uk/our-services/delivering-healthy-urban-development/health-impact-assessment/</a></p>   |   |
| <b>Heritage Impact Assessment</b> | <p><b>When Required</b></p> <p>All applications involving:</p> <ul style="list-style-type: none"> <li>designated heritage assets: The Maritime Greenwich World Heritage Site, Conservation Areas, Listed Buildings, Scheduled Monuments, Registered Parks and Gardens</li> <li>non-designated heritage assets such as Locally Listed Buildings</li> <li>the setting of all the above</li> <li>Archaeological Heritage Assets</li> <li>sites within Areas of High Archaeological Potential (AHAPs)</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>a description of the significance of any heritage assets affected including any contribution made by their setting</li> <li>an assessment of the impact of the proposals on the asset's significance</li> <li>an explanation of how the proposal will preserve and enhance the heritage asset and its setting</li> <li>evidence that consultation with The Greater London Historic Environment Record (GLHER) has been undertaken as a minimum</li> </ul> <p>Where the site includes or has the potential to include heritage assets with archaeological interest, a desk based archaeological assessment will be required on submission and a field evaluation where necessary. Where proposed development falls within an AHAP, assessment of the impact on archaeological remains and measures for recording, interpretation and protection will be required on submission.</p> | <p>Policies DH3, DH4, DH(h), DH(i), DH(j), DH(m) of the Core Strategy</p> <p>Policies HCI, HC2 and HC3 of the London Plan</p> |

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|   | <p>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 impact assessment and shall include a method statement explaining the principles for the works.</p> <p><b>Additional Guidance</b></p> <p>The amount of detail provided should be proportionate to the importance of the asset. As a minimum, the historic environment record should have been consulted. As heritage assets are irreplaceable, any harmful impact will require clear and convincing justification. Impact can be explained in terms of high, moderate, minor or neutral levels, on a beneficial or adverse basis.</p> <p>To avoid unnecessary duplication, applicants can include the heritage impact assessment as part of the Design and Access Statement, showing how the proposed design has responded to the historic environment; this must be clearly titled.</p> <p>Applications will not be validated where the extent of the proposal's impact on the significance of any heritage assets and their settings cannot be adequately understood from the application and supporting documents.</p> <p>Photographs are helpful in support of applications affecting Conservation Areas and Listed Buildings.</p> |   |
| <b>Land Contamination – Preliminary Risk Assessment</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• All major planning applications with a residential element</li> <li>• Any applications the site is known to be or likely to have been in contaminated uses</li> </ul> <p><b>Minimum Requirements</b></p> <p>The Preliminary Risk Assessment will need to be compliant with meeting the required standards under the prevalent guidance e.g. – ‘The Model Procedures for the Management of Land Contamination’ (CLR 11, Defra &amp; Environment Agency)</p>  | <p>Policy E(e) of the Core Strategy</p> <p>Policies SD1 and E7 of the London Plan</p> |
| <b>Landscaping Strategy</b>                             | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all major applications</li> <li>• all applications for new areas of open space, play space and landscape provision</li> <li>• all applications for flat conversions where garden space is provided</li> </ul>   | <p>Policies DH1, OS(f) and OS4 of the Core Strategy</p>                               |

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|                            | <ul style="list-style-type: none"> <li>• all applications for new dwellings where garden space is provided</li> <li>• any proposal including alterations to a front garden for householders in Conservation Areas or alterations to the garden for Listed Buildings.</li> </ul> <p><b>Minimum Requirements</b></p> <p><i>For minor applications</i></p> <ul style="list-style-type: none"> <li>• plans showing details of hard and soft landscaping proposals for all parts of the site where no buildings are proposed.</li> <li>• cycle and car parking and refuse storage should also be included where appropriate</li> </ul> <p><i>For major applications</i></p> <ul style="list-style-type: none"> <li>• indicative plan showing details of hard and soft landscaping proposals for all parts of the site where no buildings are proposed. This must include relevant site features and note whether any of the existing landscaping features are to be retained as well as the presence of any species of nature conservation interest;</li> <li>• location of proposed biodiversity mitigation/enhancement measures, as necessary, and as identified in the Habitat Report;</li> <li>• site levels, gradients and any earthworks required;</li> <li>• indicative hard landscaping materials;</li> <li>• location of bicycle and/or refuse storage areas; and</li> <li>• identified areas of public open space for application of 50 units or more in areas of public open space deficiency.</li> <li>• the associated private amenity space and size per unit and the type of provision (e.g. residential garden, balcony)</li> <li>• the quantum of any communal amenity space and children's playspace</li> </ul> <p>The detail provided should be proportionate to the scale of the development.</p> | Policies D3 and D4 and G5 of the London Plan |
| <b>Lighting Assessment</b> | <p><b>When Required</b></p> <p>All proposals involving:</p> <ul style="list-style-type: none"> <li>• the provision of public realm where external lighting is proposed</li> <li>• outdoor sports facilities (including MUGAs) where external lighting is proposed</li> </ul>   | Policy E(a) of the Core Strategy Policy      |



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|                         | <ul style="list-style-type: none"> <li>where external lighting is proposed and there is the potential for the site/area to be used by bats and/or other protected species</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>a layout plan with beam orientation, a schedule of the equipment in the design and intensity of illumination</li> <li>details of any directional hoods or other forms of mitigation</li> <li>the proposed hours of operation of lighting and time of any automatic cut off</li> <li>for areas where outdoor floodlighting is proposed a lux contour plan must be provided</li> <li>any possible effects on wildlife that is sensitive to lighting e.g. bats</li> </ul>  | Policies D8, D9 and S5 of the London Plan   |
| <b>Marketing Report</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>All applications involving loss of vacant employment space and Class E commercial in neighbourhood parades and community facilities. Can be included within Planning Statement. If you intend to use viability to justify failure to meet policy requirements, a Viability Assessment must also be provided.</li> </ul> <p><b>Minimum Requirements</b></p> <p>The marketing information and evidence of lack of demand for the protected use should cover a reasonable period as set out under the relevant Core Strategy Policy. As a minimum, this should include:</p> <ul style="list-style-type: none"> <li>Evidence of active marketing of the site for the minimum period required, at a realistic price or rent for the condition of the site and comparative to others within the market.</li> <li>details of where and how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards</li> <li>the terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants)</li> <li>copies of all details of approaches and offers with full reasons as to why any offer has not been accepted.</li> <li>For the loss of pubs, a community survey providing details of other pubs in the area and their facilities.</li> </ul> | <p>Policies EA(a), EA(b), TC7 and CH(a) of the Core Strategy</p> <p>Policies GG5 and HC7 of the London Plan</p> |

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|  | <ul style="list-style-type: none"> <li>For the loss of community facilities, a community survey providing details of other uses in the area for which there is an identified need. This should include public consultation. Evidence that the loss would not create or add to a shortfall in provision for the specific community use must also be provided.</li> </ul>  |   |
| <b>Materials Schedule - Indicative</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>all major applications;</li> <li>all new buildings;</li> <li>applications for Listed Building Consent;</li> <li>applications within Conservation Areas; and</li> <li>others as advised by Planning Officers as part of the duty planner and pre-application process</li> </ul> <p><b>Minimum Requirements</b><br/>Details of materials shall include:</p> <ul style="list-style-type: none"> <li>For minor applications - specification of all materials (including roofing materials, cladding, windows, doors and balconies)</li> <li>For major applications - a statement explaining the choice and appropriateness of materials proposed and set out the core design principles that will underpin the scheme.</li> <li>elevations and sections at a scale of at least 1:20 which shall include (where incorporated into the proposal): <ul style="list-style-type: none"> <li>a window within a façade and the reveals, cills etc.</li> <li>details of external entrance doors and any porches or canopies</li> <li>details of balconies</li> <li>detailed elements where different materials meet/join</li> </ul> </li> </ul> <p>all pipework, drainage, vents etc.</p> | <p>Policy DH1 of the Core Strategy</p> <p>Policy D3 and D4 of the London Plan</p> |
| <b>Noise Impact Assessment</b>         | <p><b>When required</b><br/>Any application that:</p> <ul style="list-style-type: none"> <li>includes noise generating sources; plant and or machinery or noise generating activities,</li> <li>proposes flue/ventilation extraction systems (in such cases a Ventilation/Extraction Statement will be required as well).</li> <li>are themselves noise sensitive or close to existing sources of noise and/or vibration.</li> </ul>   | <p>Policies H5 and DH1 of the Core Strategy,</p>                                  |

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|   | <p><b>Minimum Requirements</b><br/>An assessment must include:</p> <ul style="list-style-type: none"> <li>• an assessment of the existing background noise/vibration level over a 24-hour period</li> <li>• predicted noise/vibration levels</li> <li>• identification of any acoustic mitigation required to meet the required levels or provide the necessary protection.</li> <li>• the report must be undertaken by a suitably qualified acoustician.</li> <li>• the assessment should demonstrate compliance and make reference to relevant British Standards and World Health Organisation (WHO) guidelines.</li> </ul> <p>the identified mitigation to address noise and vibration concerns should be cross referenced within the remainder of the application. For example - where a certain standard of window is required, this will need to be shown as part of the elevation plans and material details submissions.</p>  | Policy D14 of the London Plan  |
| <b>Parking Assessment</b>                 | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all major applications</li> <li>• any application for retail/commercial uses proposing off-street parking</li> <li>• any residential scheme over 2 units proposing off-street parking (including conversions)</li> </ul> <p><b>Minimum Requirements</b><br/>A statement explaining:</p> <ul style="list-style-type: none"> <li>• the number of cars, motorcycle and cycle spaces proposed</li> <li>• details of the number of car club spaces and electric vehicle charging points (if none are proposed then this should be stated in the submission)</li> <li>• 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)</li> <li>• details of measures to control potential on-street parking</li> <li>• details of monitoring and review</li> <li>• details of accessible parking provision</li> </ul> | <p>Core Strategy policy IM(c)</p> <p>Policy T6 (and sub-policy) of the London Plan</p> |
| <b>Parking Design and Management Plan</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all applications where car parking is being provided</li> </ul>  | Core Strategy policy IM(c)   |

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|  | <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>• details how the car parking will be designed, managed and enforced</li> <li>• details of the size and location of spaces, layout, provision of accessible spaces, electric charging points, turning areas, gradients of any ramps etc.</li> </ul> <p><b>Guidance</b><br/>The car parking provision should be designed and amended with reference to Transport for London guidance on parking management and parking design</p>  | Policy T6 (and sub-policy) of the London Plan     |
| <b>Photographs and Photomontages</b>             | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all major applications</li> <li>• applications for development affecting conservation areas and/or a World Heritage Site, Listed Building Consent or Certificate of Lawfulness for works to a listed building</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>• Verified views with 3D visualisations /CGI images/renders showing the proposed development in the context with its surroundings. The specific details should be agreed with officers during duty planner and pre-application discussions.</li> </ul> <p>Photographs dated and numbered cross-referenced to the drawings showing the areas of the listed building where the works/alterations are proposed (internally and externally) and the relationship of the building to the surrounding area.</p> |   |
| <b>Planning Obligations/ Draft Heads of Term</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all major developments and any other scheme where there is a need for planning obligations.</li> <li>• all schemes for affordable housing or car free developments</li> </ul> <p><b>Minimum Requirements</b><br/>The Council provides a standard Planning Obligations Statement (available on request). This must be completed in full and accompanied by:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>  | Royal Greenwich Planning Obligations Guidance SPD |

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|                           | <ul style="list-style-type: none"> <li>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.</li> <li>a written agreement to pay the Royal Borough's reasonable legal costs in connection with the negotiation, preparation and monitoring of the legal agreement.</li> <li>contact details if there is a solicitor acting on behalf of the applicant.</li> </ul> <p><b>Guidance</b><br/>Guidance on likely Planning Obligations can be found in the Royal Borough's Planning Obligations SPD.</p>   |  |
| <b>Planning Statement</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>all applications <u>except</u> householders, extensions to flats, Advertisement Consent, Prior Approvals, Lawful Development Certificates, Discharge of Conditions</li> <li>any development which is a departure from the development plan.</li> <li>all applications for non-material and minor material amendments where the originally approved scheme was a major development.</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>every statement shall identify the planning policies of relevance within the current development plan, including the London Plan</li> </ul> <p><b>In addition:</b></p> <ul style="list-style-type: none"> <li>for applications for non-material and minor material amendments, the Planning Statement must set out: <ul style="list-style-type: none"> <li>how the proposals have changed</li> <li>a list of the approved plans and what each is proposed to be replaced with</li> <li>a schedule of the works proposed.</li> <li>an assessment, statement and justification for the loss of community facilities where applicable (e.g. where there is a loss of a doctor's surgery, amenity/play space, community halls etc.)</li> </ul> </li> </ul> <p><b>Guidance</b></p> | Enables the applicant to demonstrate that the development complies with national, regional and local policy. |

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|                                       | <p>A Planning Statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. The level of detail should be proportionate to the development proposal.</p> <p>Submissions which just list the policies without providing the required commentary or do not address the current development plan policies will not be considered as valid.</p> <p>Where a separate Marketing Report is required, the Planning Statement should provide an overview of the exercise and demonstrate the acceptability of the approach and proposed loss.</p>  |   |
| <b>Play Space Strategy</b>            | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all major applications that include residential units</li> <li>• any application that includes communal play space</li> </ul> <p><b>Minimum requirements</b></p> <ul style="list-style-type: none"> <li>• layout plan at a minimum scale of 1:500 showing the proposed site layout incorporating play space</li> <li>• schedule detailing play space proposed against the mayoral standards</li> <li>• Indicative play equipment</li> <li>• Consideration of exposure to pollution sources and air quality indicators</li> </ul> <p><b>Guidance</b><br/>Additional guidance can be found on the GLA website <a href="#">Play and Informal Recreation SPG</a></p>   | <p>Royal Greenwich Play and Informal Recreation SPG</p> <p>Policies GG3 and S4 of the London Plan</p> |
| <b>Refuse and Recycling Statement</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all new build developments or conversions and changes of use</li> <li>• any application which has the potential to increase the levels of waste generated</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>• details showing sufficient storage space for waste and recyclable material for seven days.</li> <li>• waste and recycling storage must be clearly marked on the plans showing access routes for collection vehicles and safe vehicle stopping locations whilst collecting waste.</li> <li>• in major residential or commercial developments, the Council may require a detailed Waste Management Strategy to be submitted. Please see Waste Management Strategy. A</li> </ul> | <p>Policies SI 8 and D6 of the London Plan</p>  |

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|   | <p>Statement or document outlining full compliance with the Guidance for Developers document in the link below. These guidance notes should not be treated as an alternative to consultation and detailed discussions concerning the provision of waste storage should take place with the councils Waste Strategy department.</p> <p><b>Guidance</b><br/> “New Developments: Guidance notes for the storage and collection of waste and recycling materials”</p> <p>(<a href="https://www.royalgreenwich.gov.uk/info/200198/building_control/1452/storage_and_collection_of_waste_and_recycling_in_new_developments">https://www.royalgreenwich.gov.uk/info/200198/building_control/1452/storage_and_collection_of_waste_and_recycling_in_new_developments</a>)</p>   |   |
| <b>Retail Statement/<br/>Retail Impact<br/>Assessment</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• applications for main town centre uses (Class E commercial, business and service and Class Sui Generis) of located outside of the major, district and local centres and neighbourhood parades.</li> <li>• applications for non-retail uses with within primary, secondary or local shopping frontages (ground floor only).</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>• for out of centre locations, a sequential test that thoroughly investigates alternative sites in town centres, local centres, neighbourhood parades and edge-of-centre locations to demonstrate that there are no more preferable sites for development.</li> <li>• for out of centre proposals of 2500sqm gross floorspace and above, an impact assessment is also required to demonstrate that the development would not individually or cumulatively have a detrimental impact on the vitality and viability of town and local centres.</li> </ul> | <p>National Planning Policy Framework</p> <p>Policies TCI, TC(a) and TC(b) of the Core Strategy</p> <p>Policies E9, SD6, SD7 and SD8 of the London Plan</p> |

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| <b>Statement of Community Consultation</b>           | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>all major applications</li> </ul> <p><b>Minimum Requirements</b><br/>The statement shall demonstrate how:</p> <ul style="list-style-type: none"> <li>the applicant has complied with the requirements for pre-application consultation set out in the adopted Statement of Community Involvement</li> <li>how the views of the local community have been sought and taken into account in the formulation of development proposals.</li> </ul>  | <p>Royal Greenwich Statement of Community Involvement (SCI)</p> <p>Localism Act 2011</p> <p>National Planning Policy Framework</p> <p>GGI of the London Plan</p> |
| <b>Sustainable Design and Construction Statement</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>all major applications</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>A Sustainability statement in line with <a href="#">Greener Greenwich SPD, and Mayor's Sustainable Design and Construction SPG (April 2014)</a>.</li> </ul>   | <p>Royal Greenwich Greener Greenwich SPD</p> <p>Mayor's Sustainable Design and Construction SPD and Environment Strategy (2018).</p>                             |
| <b>Sustainable Drainage System (SUDS Strategy)</b>   | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>all major applications</li> <li>developments on land over 0.25ha in area and in areas identified in the Royal Borough's Surface Water Management Plan to be at risk of surface water flooding.</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>an assessment (taking into account different factors including the layout of the site, the topography and geology) demonstrating how any surface water generated from the development will be controlled as near to its source as possible.</li> <li>a drainage strategy (including FRA where applicable, proposed drainage layout and calculations) to demonstrate that the development does not flood or increase flooding downstream.</li> </ul> | <p>Policy E2 and E3 of the Core Strategy</p> <p>Policy SI 13 of the London Plan</p> <p>Flood and Water Management Act 2010</p>                                   |



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|   | <ul style="list-style-type: none"> <li>• sustainable drainage for the site shall be proposed in accordance with SUDs surface water management hierarchy in line with the current London Plan of prevention, reduction, source control, site control and regional control (the accepted hierarchy of surface water discharge options is infiltration, then attenuation and discharge to: watercourse, surface water sewer, other sewer).</li> <li>• evidence shall be provided to demonstrate that the most sustainable strategy is proposed taking into account flood risk, site layout, topography, geology, etc).</li> <li>• where the intention is to incorporate infiltration SUDS, their feasibility shall be demonstrated through approved intrusive geotechnical surveys to establish infiltration rates, ground water levels and ground contamination.</li> <li>• should it be proposed to dispose of surface water into a watercourse, surface water sewer, highway drain or another drainage system, should be accompanied by evidence that the rates are being restricted to greenfield values and the system has adequate capacity downstream and is in a suitable state to accept the water.</li> <li>• where an application is part of a larger site which already has planning permission it is essential that the new proposal does not compromise the drainage scheme already approved.</li> <li>• any works to be carried out which will affect the flow or storage of water within, or which place or alter a structure/obstruction within an ordinary watercourse will require Ordinary Watercourse Consent from The Royal Borough</li> <li>• evidence to show have 'in principle' agreement with the water board to discharge into surface water sewer</li> </ul> <p>A maintenance plan shall be submitted which will show how the designed system will be maintained for the lifetime of the development to ensure it performs as designed.</p> | <p>Written Ministerial Statement 2014</p> <p>Sustainable drainage systems: non-statutory technical standards 2015</p> <p>LASOO Guidance on meeting the national standards</p> <p>Royal Borough Strategic Flood Risk Assessment - Appendix B (Developers Guide)</p> |
| <b>Telecoms Development - Supplementary Information</b> | <p><b>When Required</b><br/>Any application for masts and/or antennae by mobile phone network operators</p> <p><b>Minimum Requirements</b><br/>The report must include the area of search, details of any consultation undertaken, details of the proposed structure, a technical justification (including ICNIRP certificate) and information about the proposed development.</p>  | <p>National Planning Policy Framework</p> <p>Policy DH(c) of the Core Strategy.</p>  |

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| <b>Transport Assessment</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• major applications for over 50 residential units</li> <li>• major applications for commercial development (including retail),</li> <li>• all applications for schools and nurseries, hospitals, places of worship and others where the proposed development would have significant transport implications.</li> </ul> <p><b>Minimum Requirements</b></p> <p>The following headlines represent the required content of a Transport Assessment:</p> <ul style="list-style-type: none"> <li>• baseline Conditions (including the PTAL of the site)</li> <li>• trip Generation, Distribution &amp; Modal Share</li> <li>• the existing capacity of surrounding routes</li> <li>• impacts – Road Network (including loading)</li> <li>• impacts – Cycle and Pedestrian Routes</li> <li>• impacts – Parking</li> <li>• impacts – Public Transport Network</li> <li>• mitigation of all impacts and implication &amp; Planning obligations</li> <li>• provision of car and cycle parking including any proposed car club parking and electric vehicle charging points.</li> <li>• travel Plan (see separate guidance)</li> <li>• Details of how the proposals will deliver improvements that support the ten Healthy Streets Indicators in line with TfL guidance; how the proposals will reduce the dominance of vehicles on streets; and, pedestrian and cycle permeability and connections to public transport</li> </ul> <p><b>Guidance</b></p> <p>TfL provides additional guidance on transport assessments here<br/> <a href="https://tfl.gov.uk/info-for/urban-planning-and-construction/guidance-for-applicants">https://tfl.gov.uk/info-for/urban-planning-and-construction/guidance-for-applicants</a></p> | <p>Policy IM4 of the Core Strategy.</p> <p>Policies T2 and T4 of the London Plan</p> |
| <b>Transport Statement</b>  | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all major applications proposing residential development of 10 plus units but less than 50</li> <li>• all applications where traffic and travel implications will be increased</li> </ul> <p><b>Minimum Requirements</b></p>  | <p>Policy IM4 of the Core Strategy</p>   |

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|  | <ul style="list-style-type: none"> <li>• public transport accessibility level (PTAL) of the site</li> <li>• expected Trip Generation and implications on the surrounding highway network</li> <li>• the access to public transport and any other sustainable modes of transport in the area</li> <li>• expected impact on parking</li> <li>• provision of car or cycle parking</li> </ul> <p>Details of how the proposals will deliver improvements that support the ten Healthy Streets Indicators in line with TfL guidance; how the proposals will reduce the dominance of vehicles on streets; and, pedestrian and cycle permeability and connections to public transport</p>   | Policies T2 and T4 of the London Plan  |
| <b>Travel Plan</b>                         | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• all major planning applications</li> <li>• 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.</li> <li>• all applications requiring the submission of a Transport Assessment.</li> </ul> <p><b>Minimum Requirements</b><br/>For residential development:</p> <ul style="list-style-type: none"> <li>• a full Travel Plan</li> </ul> <p>For non-residential schemes or the non-residential element of a mixed used scheme:</p> <ul style="list-style-type: none"> <li>• a framework Travel Plan including a commitment to the travel plan by individual occupiers on the site</li> </ul> <p><b>Guidance</b><br/>Guidance can be found at:<br/><a href="https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans/planning-requirements">https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans/planning-requirements</a></p> | <p>National Planning Policy Framework</p> <p>Policy IM4 of the Core Strategy</p> <p>Policy T4 of the London Plan</p> |
| <b>Tree Survey / Arboricultural Report</b> | <p><b>When Required</b><br/>all applications where there are trees within the application site or on land adjacent that would be affected by the development (including street trees). Such trees need to be categorised as described in British Standards 5837 (2012).</p> <p><b>Minimum Requirements</b></p>  | <p>Policies OS(f) and OS(g) of the Core Strategy</p> <p>Policy G7 of the London Plan</p>                             |

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|   | <p>A Tree Survey will require information prepared by a qualified Arboriculturalist and shall include the following:</p> <ul style="list-style-type: none"> <li>• details of the existing species, spread, roots and position of trees</li> <li>• details of any trees that will be felled as part of the proposed development</li> <li>• 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</li> <li>• 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.</li> </ul> <p>An Arboricultural Implications Assessment will need to:</p> <ul style="list-style-type: none"> <li>• consider the tree/building relationships that will be produced at the end of the project.</li> <li>• identify issues that will be faced during demolition of the existing buildings and construction of the new ones.</li> <li>• 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.</li> <li>• show clearly all the trees to be retained and those to be felled.</li> <li>• show where all tree protective fencing is to be erected and all ground protection where important tree roots are at risk of damage.</li> <li>• show any areas of landscaping that can be identified, where practicable, be protected by fencing to avoid soil compaction.</li> </ul> <p><b>Guidance</b><br/>The report should be undertaken by a suitably qualified Arboriculturalist, in line with British Standards 5837 (2012).</p> |                                  |
| <b>Ventilation/<br/>Extraction<br/>Strategy</b> | <p><b>When Required</b><br/>Any proposal for the use of premises within Use Classes E(b) and B2 or any other Sui Generis use that require ventilation or extraction</p>  | Policy E(a) of the Core Strategy |

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|                             | <p><b>Minimum Requirements</b></p> <p><i>Minors</i></p> <ul style="list-style-type: none"> <li>• plans to scale showing the position and design of ventilation and extraction equipment.</li> <li>• full manufacturers details of the equipment proposed including odour abatement techniques</li> <li>• a Noise and Vibration Assessment (see Noise and Vibration Assessment requirements).</li> </ul> <p><i>Majors</i></p> <ul style="list-style-type: none"> <li>• indicative position of ventilation and extraction equipment; and</li> <li>• a Noise and Vibration Assessment.</li> </ul> <p><b>Guidance</b></p> <p>Where a flue is necessary to support the use of a premises, the 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 visual impact on occupiers of neighbouring properties.</p>  |  |
| <b>Viability Assessment</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>• applications that fail to meet policy requirements for affordable housing, where the justification is on the grounds of financial viability, including S73 applications.</li> <li>• applications which do not follow the Fast-Track Route, as set out at Policy H5 of the London Plan</li> <li>• any other major development where the deliverability of the scheme as designed needs to be understood</li> <li>• any application where the viability of the existing use is relevant</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>• where a scheme cannot meet the affordable housing policy requirements, the applicants should demonstrate they have maximised provision of affordable housing as far as is viable.</li> <li>• an un-redacted viability assessment should be submitted for publication along with the other application documents. The assessment should: <ul style="list-style-type: none"> <li>· generate a residual land value;</li> <li>· include a benchmark land value against which the viability of the development can be assessed;</li> </ul> </li> </ul> | <p>Policies H3, EA(a) and EA(b) of the Core Strategy</p> <p>Policies GG4, H5 and DFI of the London Plan</p> <p>Royal Greenwich Planning Obligations Guidance SPD</p> <p>GLA Affordable Housing and Viability Supplementary</p> |

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|  | <ul style="list-style-type: none"> <li>include evidence to support all values and costs included in the assessment, including the benchmark land value;</li> <li>identify and justify all the assumptions used in the viability assessment model;</li> <li>provide a viability assessment model capable of full interrogation by the Council and its advisors.</li> </ul> <p>Applicants should be aware that the viability assessment will be made publically available in the same manner as other documents that form part of the submission.</p>   | Planning Guidance 2017  |
| <b>Views Analysis – London View Management Framework (LVMF) and other identified views</b> | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>If the application site lies within a designated Landmark Viewing Corridor and the proposed height exceeds the development plane between the viewpoint and the base of the dome of St Pauls Cathedral, the impact of the development on the view needs to be assessed in accordance with the LVMF. If the application site lies within the foreground or backdrop to any view identified in development plan policy or guidance, the impact on the view needs to be assessed.</li> </ul> <p><b>Minimum Requirements</b><br/>For LVMF views you must submit:</p> <ul style="list-style-type: none"> <li>elevations annotated to show the height of the building above Ordnance Datum + the height of the development plane</li> <li>photographs of the view and photomontages of the proposed situation</li> <li>verified visual montages (VVM) will be required to confirm the accuracy.</li> <li>for other local views identified in policy or guidance, you must submit photographs of the view and photomontages of the proposed situation.</li> </ul> <p><b>Guidance</b><br/>You are advised to agree appropriate viewpoints with officers at pre-application stage.</p> | <p>Policy DH1, DH4, DH(g), DH9(l) of the Core Strategy</p> <p>Policies HC3 and HC4 of the London Plan</p> <p>GLA London View Management Framework SPD</p> |
| <b>Waste Management Strategy</b>   | <p><b>When Required</b></p> <ul style="list-style-type: none"> <li>all major residential and commercial proposals</li> </ul> <p><b>Minimum Requirements</b></p> <ul style="list-style-type: none"> <li>estimated volumes and types of waste produced by the development.</li> </ul>   | Policies SI 8 and D6 of the London Plan   |

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|  | <ul style="list-style-type: none"> <li>• the size and locations of waste and recycling storage areas.</li> <li>• how waste and recyclable material is delivered to these stores.</li> <li>• the proposed collection point (if applicable) and the method for transferring waste to this location.</li> <li>• access and maneuvering space for refuse collection vehicles (swept path analysis may be required to demonstrate refuse collection vehicle movements around the development)</li> </ul> <p><b>Guidance</b><br/> Guidance can be found in the following document “New Developments: Guidance notes for the storage and collection of waste and recycling materials”<br/> (<a href="https://www.royalgreenwich.gov.uk/info/200198/building_control/1452/storage_and_collection_of_waste_and_recycling_in_new_developments">https://www.royalgreenwich.gov.uk/info/200198/building_control/1452/storage_and_collection_of_waste_and_recycling_in_new_developments</a>) this document should not be considered an alternative to consultation, please be contact the Council’s Waste Strategy Team</p> |  |
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## Requirements for common application types

### *Household and minor developments*

Below are standard requirements for common application types. These are intended to provide guidance on what is normally required.

However, all applications are different and if you wish to discuss the specific requirements for your application, this can be provided as our duty planner or pre-application service.

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| <b>Applications for Householder Planning Applications or Full Planning Applications for works to a Flat</b> | <ul style="list-style-type: none"> <li>• Application form (householder application form for houses/full planning application form for flats)</li> <li>• Ownership Certificate (as above)</li> <li>• Site Location Plan (as above)</li> <li>• Block Plan (as above)</li> <li>• Existing and proposed elevations</li> <li>• Existing and proposed floor and roof plans</li> <li>• Existing and proposed sections</li> <li>• Heritage impact assessment (see requirements for this under the relevant section of this document)</li> <li>• Fee</li> <li>• Photographs of the site and surroundings</li> </ul>  |
| <b>Lawful Development Certificates for Proposed Development or Use</b>                                      | <p>National requirements:</p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Site Location Plan</li> <li>• Fee</li> <li>• Evidence that the proposed works are lawful</li> </ul> <p>Suggested evidence/information/drawings that may be appropriate to provide:</p> <ul style="list-style-type: none"> <li>• Block Plan</li> <li>• Existing and proposed elevations</li> <li>• Existing and proposed floor and roof plans</li> <li>• Existing and proposed sections</li> <li>• Proposed volume calculations (roof extensions)</li> </ul> <p>The suggested information is not required to be provided. However, if not provided it may make it difficult for us to be able to assess your application.</p> |



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| <p><b>Lawful Development Certificates for Existing Use or Development (flat conversions, use as a residential unit, change of use)</b></p> | <p>National requirements:</p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Site Location Plan</li> <li>• Fee</li> <li>• Evidence/information/drawings that the existing use or development are lawful</li> </ul> <p>Suggested evidence/information/drawings that may be appropriate to provide:</p> <ul style="list-style-type: none"> <li>• Block Plan</li> <li>• Pre-Existing (before the works took place) and current elevations (as the site is now)</li> <li>• Pre-Existing (before the works took place) and current floor plans (as the site is now)</li> <li>• Pre-Existing (before the works took place) and current sections (as the site is now)</li> <li>• Council tax bills (all sensitive information must be redacted)</li> <li>• Utility bills (all sensitive information must be redacted)</li> <li>• Tenancy agreements (all sensitive information must be redacted)</li> <li>• Sworn affidavits (all sensitive information must be redacted)</li> </ul> <p>The suggested information is not required to be provided. However, if not provided it may make it difficult for us to be able to assess your application.</p> <p><b>N.B.</b> A Certificate cannot be issued for retrospective works to a Listed Building.</p> |
| <p><b>Prior Notifications for Larger Home Extensions</b></p>   | <p>National requirements:</p> <ul style="list-style-type: none"> <li>• A written description of the proposed development which includes the maximum depth, eaves height and overall height of the extension. We strongly recommend using the Application form available on the <a href="#">Planning Portal</a> to ensure all the required information is provided.</li> <li>• A plan indicating the site and showing the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined</li> <li>• Address of all adjoining properties (including to the rear)</li> <li>• Contact information</li> <li>• Fee</li> </ul> <p>Suggested information:</p> <ul style="list-style-type: none"> <li>• Block Plan</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Existing and proposed elevation</li> <li>• Existing and proposed floor plans</li> <li>• Existing and proposed sections</li> </ul> <p>The suggested information is not required to be provided. However, if not provided it may make it difficult for us to be able to assess your application.</p> <p><b>N.B.</b> A Prior Notification cannot be issued for a property that is situated on Article 2(3) land (a conservation area or a World Heritage Site)</p>   |
| <b>Window replacements -<br/>Householder Planning<br/>Applications or Full<br/>Planning Applications for<br/>Flats</b> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Ownership Certificate</li> <li>• Site Location Plan</li> <li>• Existing elevations <u>or</u> high-quality photographs of existing elevations. <ul style="list-style-type: none"> <li>• If submitting photographs, each photograph must have a title e.g. Document 1 – front elevation, Document 2 – rear elevation, etc. Photographs must show each entire elevation where one or more windows are proposed to be replaced. Photographs must show clearly the style and glazing pattern of the existing windows. Photographs where elevations are obscured e.g. by trees will not be acceptable.</li> <li>• Each window to be replaced must be individually identified on the ‘as existing’ elevations or photographs by a number or letter.</li> </ul> </li> <li>• Detailed ‘as proposed’ drawings or full specification / brochure of the individual windows to be replaced. The documents must have measurements (height, depth and width) noted on and other necessary information must be cross-referenced to the numbers or letters identifying the individual windows on the existing photographs or elevation.</li> <li>• Fee</li> </ul> <p><u>Listed buildings and properties in conservation areas or/and under a relevant Article 4 Direction</u></p> <p>As above and in addition to the following supplementary information:</p> <ul style="list-style-type: none"> <li>• 1:20 scale elevations and larger scale 1:5 or 1:2 detailed cross sections.</li> </ul> |

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|                                | <ul style="list-style-type: none"> <li>• For sash windows, cross section drawings should include top rail (including sash box), glazing bar, meeting rail (of both sashes), bottom rail, sill (including sash box).</li> <li>• Cross sections should show how the window unit sits within the window reveal and relates to the existing sill.</li> <li>• If your building is listed, you will also need to provide a condition report of the existing window(s) along with a Listed Building Consent application (see requirements for this below).</li> </ul>  |
| <b>Listed Building Consent</b> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Ownership Certificate</li> <li>• Site Location Plan</li> <li>• Block plan at 1:100 or 1:200 showing site boundaries (if building footprint is altering or changes to the landscaping are proposed)</li> <li>• Existing and proposed floor plans at 1:50 or 1:100 clearly showing any proposed changes to the layout</li> <li>• Existing and proposed external elevations at 1:50 or 1:100 clearly showing any proposed changes</li> <li>• Existing and proposed internal elevations as necessary to a scale of 1:10 or 1:20 clearly showing any proposed changes</li> <li>• Existing and proposed cross sections at 1:50 or 1:100 clearly showing any proposed changes</li> <li>• Existing and proposed plans, cross sections and/or elevations to a scale of 1:5 or full size as appropriate to show all new or any alterations to building fabric including walls, ceilings, floors, doors, windows, panelling, fireplaces, mouldings and other details as relevant</li> <li>• Photographs of all areas where changes are proposed</li> <li>• Heritage Impact Assessment (see requirements for this under the relevant section of this document)</li> <li>• Schedule of works (for major works and/or a number of alterations)</li> <li>• Method Statement (for major works and/or a number of alterations)</li> <li>• Structural Engineers report (if structural alterations, substantial demolition or excavation works proposed)</li> <li>• Fire safety strategy, sound proofing strategy (for changes of use)</li> <li>• Detailed manufacturers specification for replacement features such as windows, doors etc. and for any type of insulation or damp-proofing</li> </ul> <p>Where planning permission is also required a joint application form is available.</p> |

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|   | <p>For extensive or complicated proposed works to a listed building it is strongly recommended that you use our duty planner and pre-application service to ensure all the required information is provided as part of the application.</p>   |
| <p><b>Certificate of Lawfulness for proposed works to a Listed Building</b></p> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Cover letter which includes detailed description of proposed works and grounds for the application i.e. why the works will not affect the character of the listed building</li> <li>• Site Location Plan</li> <li>• Photographs</li> <li>• Existing and proposed plans, cross sections and/or elevations to a scale of 1:5 or full size as appropriate to show all new or any alterations to building fabric including walls, ceilings, floors, doors, windows, panelling, fireplaces, mouldings and other details as relevant</li> </ul> <p>A Certificate of Lawfulness for works proposed to a Listed Building is for minor works which do not require listed building consent as they will not affect the character of the listed building as a building of special architectural or historic interest. For example, the installation of secondary glazing to windows or the demolition of a modern (non-original) partition wall or outbuilding.</p> <p><b>N.B.</b> A Certificate cannot be issued for retrospective works carried out to a listed building.</p> |
| <p><b>Advertisement Consent</b></p>   | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Site Location Plan</li> <li>• Existing elevation/s (no less than a scale of 1:100) or a clear photograph of existing building/s</li> <li>• Elevations or computer-generated image of all proposed adverts on building, pole or hoarding including height above ground</li> <li>• Drawing of each advert at a scale of 1:20 noting all colours and materials</li> <li>• Sections of all proposed adverts at a scale of 1:20 showing the building and how they would be fixed to it, extent of projection</li> <li>• Details of any illumination, including external or internal illumination, colour and method</li> <li>• Fee</li> </ul> <p><b>N.B.</b> the installation of a new shopfront or significant alteration to an existing shopfront requires Planning Permission and in the case of listed buildings, separate Listed Building Consent.</p>   |

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| <b>Section 96a (Non-Material Amendments) &amp; Section 73 (Minor material amendments)</b> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Site Location Plan</li> <li>• Block plan</li> <li>• Copies of the approved plans from the relevant original permission for information (to scale)</li> <li>• A composite document containing marked-up versions of the approved plans (at A3 or A4 size and not necessarily to scale) to visually show each proposed amendment against the relevant existing and consented part of development, for information and comparison purposes.</li> <li>• Proposed plans, elevations and sections as necessary</li> <li>• Draft amended S106 Agreement in 'track changes' format for S73 applications where the existing planning permission is subject to a S106 Agreement</li> <li>• Any supporting documents (if applicable)</li> <li>• Fee</li> </ul> <p>Please note that the proposed plans must be a full update or revision of the originally approved plans and must explicitly state which of the original plans are to be superseded by the amendments. The proposed plans must include all information and clarifications originally included on the approved plans</p> <p>If the original application was an EIA development, then additional requirements may apply, and we would advise you to seek specialist advice.</p> |
| <b>Applications for shopfronts in Conservation Areas or to a Listed Building</b>          | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Site Location Plan</li> <li>• Existing floor plans at 1:50 or 1:100</li> <li>• Existing elevations at 1:50 or 1:100</li> <li>• Proposed floor plans at 1:50 or 1:100 clearly showing any proposed changes to the layout</li> <li>• Proposed elevations at 1:50 or 1:100 clearly showing any proposed changes</li> <li>• Proposed elevation of the shopfront at a scale of 1:10 or 1:20</li> <li>• Proposed section of the shopfront at a scale of 1:10 or 1:20</li> <li>• Existing and proposed plans, cross sections and/or elevations to a scale of 1:5 to show all new or any alterations to building fabric including walls, ceilings, floors and shopfront features such as doors, windows, fascias, signage, stall risers, mouldings and other details as relevant (for Listed Buildings)</li> <li>• Joinery details at a scale of 1:5 or full size as appropriate</li> <li>• Heritage Impact Assessment (see requirements for this under the relevant section of this document)</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Fee</li> </ul> <p><b>N.B.</b> the installation of a new shopfront or significant alteration to an existing shopfront requires Planning Permission and in the case of listed buildings, separate Listed Building Consent. Signage and other advertisements may require separate Advertisement Consent.</p> |
| <b>Modification or discharge to existing S106 Agreements</b> | <ul style="list-style-type: none"> <li>• Cover letter setting out the changes and reasons for the modification or discharge</li> <li>• Draft legal agreement</li> </ul>  |

### ***Major Applications***

Given the complex nature of most major application, we strongly encourage all applicants looking to submit an application for major development to use our pre-application service. Part of the pre-application service is to provide advice and guidance on the information required to support the planning application.