

## Validation checklist for Outline planning permission with all matters reserved

Use this check list for development requiring:  
outline planning permission with all matters reserved

Please indicate below which information you are providing to support your application and attach this checklist to your application. Please also attach Appendices B and C if required. Please detach Appendix A when ready.

**Failure to provide the information or fee required may lead to your application being made invalid. The Council will not be able to start determining the application until the appropriate information is received and the planning process will be delayed.**

Please provide 1 original and 3 copies of all relevant information if submitting in paper format. See Appendix A below for a full description of what each item entails.

National Requirements	Included
Completed form (1 original, 3 copies if to be submitted in paper format)	<input checked="" type="checkbox"/>
Plan which identifies the land to which the application relates, drawn to scale of 1:1250 or 1:2500 and showing North with site outlined in red and other land in applicant's control outlined in blue; 3 copies if submitted in paper format. The Council requests that all plans and drawings should indicate: drawing number; paper size (preferably A3); key dimensions; and a scale bar indicating a minimum of 0-10 metres	<input type="checkbox"/>
Other scaled plans (with scale bars), drawings and information necessary to describe the subject of the application (3 copies if submitted in paper format).  The Council requests that all plans and drawings should indicate: drawing number; paper size (preferably A3); key dimensions; and a scale bar indicating a minimum of 0-10 metres.	<input type="checkbox"/>
Block plan showing site boundary (scaled 1:200 or 1:500).  The Council requests that all plans and drawings should indicate: drawing number; paper size (preferably A3); key dimensions; and a scale bar indicating a minimum of 0-10 metres	<input type="checkbox"/>
The completed ownership certificate (A, B, C or D - as applicable) as required by Article 7 of the GD Procedure Order 1995	<input type="checkbox"/>
Declaration that notices required as per Article 6 when certificates B, C or D have been given or published	<input type="checkbox"/>
Agricultural holdings certificate (as required by Article 7 of the GD Procedure Order 1995)	<input type="checkbox"/>
Design & Access statement, if required; The Council requests that, for proposals for new dwellings (including flat conversions) the percentage of Lifetime and Wheelchair accessible homes to be provided is clearly stated; and that unit type analysis is included. Please see Appendices A and B	<input type="checkbox"/>
The appropriate fee	<input type="checkbox"/>

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Merton's Requirements	When required	Included ✓
Affordable housing statement	Compulsory for applications providing 10 or more residential units. For affordable housing requirements in relation to applications for 1 to 9 dwellings in accordance with Core Strategy Policy CS 8 see <a href="http://www.merton.gov.uk/s106-agreements">www.merton.gov.uk/s106-agreements</a>	<input type="checkbox"/>
Air quality assessment	Compulsory for those schemes which would have an impact upon air quality.	<input type="checkbox"/>
Biodiversity survey and report	Compulsory for proposals affecting protected species such as badgers or crested newts; SSSIs or areas of nature conservancy	<input type="checkbox"/>
CIL information Sheet	Compulsory for applications for new dwellings, new buildings, extensions and/or outbuildings that would create a total of at least 100 square metres floorspace.	<input type="checkbox"/>
Daylight/Sunlight assessment	Compulsory for those applications which would result in overshadowing or impact on neighbouring windows.	<input type="checkbox"/>
Economic statement	Compulsory for those applications that would have an impact upon existing economic conditions; or are subject to Merton's employment and land use policies.	<input type="checkbox"/>
Environmental statement	Compulsory if an Environmental Impact Assessment is required - please seek advice or screening opinion first.	<input type="checkbox"/>
Flood risk assessment	Compulsory for those schemes in designated flood Zones 2 and 3; and those over 1 hectare in Zone 1. .	<input type="checkbox"/>
Foul sewage and utilities assessment	Compulsory for schemes that would require large capacity of waste disposal.	<input type="checkbox"/>
Heritage statement	Compulsory - should include justification of demolition if appropriate; and the impact upon the character of the CA	<input type="checkbox"/>
Land contamination assessment	Compulsory for sites that are contaminated or previously used for industrial processes; or for proposed major applications	<input type="checkbox"/>
Landscaping details	Where relevant; should follow on from Design and Access statement.	<input type="checkbox"/>
Lighting assessment	Compulsory for adverts and other external lighting schemes; should include details of external lighting and hours of operation.	<input type="checkbox"/>
Noise impact assessment	Compulsory for developments that would either create noise or be sensitive to existing sources of noise.	<input type="checkbox"/>
Open space assessment	Required for development adjacent to MOL/any proposed open space; should include plans demonstrating impact upon MOL.	<input type="checkbox"/>

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Merton's Requirements	When required	Included ✓
Parking Provision	Required when proposal would result in extra parking demand.	<input type="checkbox"/>
Photographs/photomontages	Use to show how proposal integrates with streetscene in Conservation Areas; and the impact on the character and setting of Listed Buildings.	<input type="checkbox"/>
Planning obligations - heads of terms	Should be established during Pre-application advice procedure; will be required for those schemes that will meet the criteria in the Planning Obligations SPD.	<input type="checkbox"/>
Planning statement	As appropriate to cover issues not covered by Design & Access statement; may incorporate statement of community involvement.	<input type="checkbox"/>
Site waste management plan	For those developments affecting/generating waste.	<input type="checkbox"/>
Statement of community involvement	Required when scheme would have (significant) impact upon local communities; may be incorporated into Planning statement. Please see Merton's Statement of Community Involvement.	<input type="checkbox"/>
Structural survey	When proposal involves substantial demolition in Conservation Area.	<input type="checkbox"/>
Telecommunications development	as required by the Council - please seek advice; supplementary information such as compliance with ICNIRP	<input type="checkbox"/>
Town centre uses - Evidence	Required for schemes that would be regulated by Merton's policies on town centres; must include sequential testing procedure for site selection	<input type="checkbox"/>
Transport assessment	Required when development would have significant transport implications; must include accessibility and modal split details.	<input type="checkbox"/>
Travel plan	Required when development would have significant transport implications.	<input type="checkbox"/>
Tree survey/Arboricultural implications	For proposals affecting trees protected by an order, trees protected by relevant/existing planning conditions or trees in a Conservation Area (including any off site trees or street trees that would be affected by development or construction).	<input type="checkbox"/>
Ventilation/extraction statement	Required for applications for use of premises as A3, A4, A5, B1 and B2; should include insulation and odour abatement details.	<input type="checkbox"/>
Waste Management Development	Applicants are advised to discuss proposals with a planning officer before any application is made. Schedule 3 on page 48 of the adopted South London Waste Plan (March 2012) is a guide to the sort of information that may be required for different types of application.	<input type="checkbox"/>

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## Appendix A - Full description of Information Requirements

### NATIONAL LIST:

#### The standard application form

From 6 April 2008, all planning applications will need to be presented on a standard application form, which will be available electronically. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the GDPO requires three additional copies plus the original of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

#### The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDPO 1995 requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

#### Site and Other Plans

**The Council requests that, if your drawings are complex and have multi-colour hatchings, you submit a copy on disc in pdf format. Otherwise please note that drawings are not scanned in colour**

A copy of other plans and drawings or other information necessary to describe the subject of the application including:

- **Block plan of the site** (e.g. at a scale of 1:100 or 1:200) showing any site boundaries  
Copies of plans should show any site boundaries.

#### Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

#### Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

#### Agricultural Holdings Certificate

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

**The correct fee** (where one is necessary).

#### Design and Access Statements

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

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A material change of use of land and buildings, (unless it also involves operational development);  
Engineering or mining operations;  
Householder developments.

However, statements are required for householder applications where any part of a dwellinghouse or its curtilage falls within one of the following designated areas:

- National Park
- Site of special scientific interest
- Conservation area

A Design and Access Statement is a short report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly. The Design and Access Statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. What is required in a Design and Access Statement is set out in Article 4C of the GDPO and DCLG Circular 01/06 – Guidance on Changes to the Development Control System.

Applications for listed building consent will also be required to be accompanied by a Design and Access Statement. In particular, such a statement should address:

- (i) the special architectural or historic interest of the building;
- (ii) the particular physical features of the building that justify its designation as a listed building; and
- (iii) the building's setting.

The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

Please note that, for applications that would result in new residential units (including flat conversions), Merton Council requires the sub-totals of different types of unit (i.e. how many 1-bed etc.); We also require the sub-totals of Lifetime Homes and Wheelchair Accessible homes. If the answer is zero then this must be made clear. A model data entry matrix sheet for this information can be found in Appendix B.

## LOCAL LIST:

### Affordable housing statement

Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the local planning authority may require information concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.

If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Social Landlords acting as partners in the development.

For affordable housing requirements in relation to applications for 1 to 9 dwellings in accordance with Core Strategy Policy CS 8 the following is required to be submitted with the application:

- Open market valuations, in writing, for each of the proposed dwellings from three different estate agents that operate locally to the development site.
- Submission of the affordable housing calculator results (the affordable housing calculator is located at the following web address [www.merton.gov.uk/s106-agreements](http://www.merton.gov.uk/s106-agreements) using the median value of the open market valuations for each of the proposed dwellings. Please note that only net additional units are to be included. Please see the above web address for explanation as to which units to include in the calculation if there are existing dwellings.
- Statement as to whether the above results are acceptable and if they are a written in-principle undertaking to pay the same to the council subject to grant of planning permission
- If the above results are not acceptable then submission of evidence of development costs / residual valuation and submission of undertaking to pay costs for independent appraisal of the same so as to ascertain the maximum amount of contribution that could be reasonably funded by the development.
- For further information see [www.merton.gov.uk/s106-agreements](http://www.merton.gov.uk/s106-agreements).

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## **Air quality assessment**

Please note that the entire borough of Merton has been declared an AQMA by statute. Where the development is proposed inside, or adjacent to an air quality management area (AQMA), or where the development could in itself result in the designation of an AQMA or where the grant of planning permission would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area. Where AQMAs cover regeneration areas, developers should provide an air quality assessment as part of their planning application.

## **Biodiversity survey and report**

Please note that Merton has an Site of Special Scientific Interest (Wimbledon Common) as well as protected species in various locations such as great crested newts, badgers and bats. Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Certain proposals such as the demolition of older buildings, roof spaces, removal of trees, scrub or hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. If the proposal would affect an SSSI the application should be accompanied by a report identifying the interest features of the site. Government planning policies for biodiversity are set out in Government Circular: Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system (ODPM Circular 06/2005, Defra Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice. Material produced by other organisations may also provide a useful reference resource, including the guidance template produced by Local Government Ecologists, available at: <http://www.alge.org.uk/publications/index.php>.

**CIL - Additional information required when making a planning application** Development involving new dwellings, the construction of a total of at least 100 square metres floorspace that would constitute, a new building (or buildings) an extension to a dwelling, and/or an outbuilding in the curtilage of a dwelling (e.g. a shed, garage or studio) may be liable to pay the Community Infrastructure Levy. Please complete and submit the CIL Additional Questions Form that can be found at:

[http://www.planningportal.gov.uk/uploads/1app/forms/cil\\_questions.pdf](http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf)

Guidance on how to complete the CIL form can be found at:

[http://www.planningportal.gov.uk/uploads/1app/cil\\_guidance.pdf](http://www.planningportal.gov.uk/uploads/1app/cil_guidance.pdf).

## **Daylight/Sunlight assessment**

Please note that Merton applies the Aspect Value Test as contained in the Residential extensions, alterations and conversions SPG. In circumstances 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 then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments. Planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.

## **Environmental Statement**

The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 1999/293), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.

Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement has to be taken into consideration when the local planning authority decides whether to grant planning consent.

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It may be helpful for a developer to request a 'screening opinion' (i.e. to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.

### **Flood risk assessment**

A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1; and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. A FRA will also be required for any development other than minor development in a designated critical drainage area which has been notified to the Local Planning Authority by the Environment Agency.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.

The FRA should be prepared by an applicant in consultation with the local planning authority with reference to their published local development documents and any Strategic Flood Risk Assessment. The FRA should form part of an Environmental Statement when one is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended. Planning Policy Statement 25: Development and Flood Risk (December 2006) and its associated Practice Guide provide comprehensive guidance for both local planning authorities and applicants in relation to the undertaking of FRAs and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere.

### **Economic statement**

Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal.

Statements will be required for those schemes that would be governed by Merton's general employment, density of occupation, bad neighbour development, town centre and out of town centre management and land uses policies as appropriate; as well as for any major scheme that would have an impact upon existing economic conditions.

### **Foul sewage and utilities assessment**

All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers. Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer, then a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal. A foul drainage assessment should include a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to the mains sewer is not practical, then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot connect to the public mains sewer system and show that the alternative means of disposal are satisfactory. Guidance on what should be included in a non-mains drainage assessment is given in ETR Circular 03/99 and Building Regulations Approved Document Part H and in BS6297.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification. Drainage details that will achieve Building Regulations Approval will be required. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.

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Two planning issues arise; firstly, whether the existing services and infrastructure have sufficient capacity to accommodate the supply/service demands which would arise from the completed development, and secondly, whether the provision of services on site would give rise to any environmental impacts, for example, excavations in the vicinity of trees or archaeological remains.

The applicant should demonstrate:

- (a) that, 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;
- (b) that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;
- (c) that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains;
- (d) where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.

### **Heritage Statement** (including Historical, archaeological features and Scheduled Ancient Monuments)

The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. The following is a guide to the sort of information that may be required for different types of application.

For applications for listed building consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent. For applications for conservation area consent, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required.

For applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

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

An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal. For all applications involving the disturbance of ground within an Area of Archaeological Potential as defined in the development plan or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the Heritage Statement.



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## **Land Contamination assessment**

Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination identifying the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

## **Landscaping details**

Applications may be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

## **Lighting assessment**

Proposals involving the provision of publicly accessible developments (including illuminated adverts), in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. *Lighting in the countryside: Towards good practice (1997)* is a valuable guide. It demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside.

## **Noise assessment**

Applications for developments that raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise assessment prepared by a suitably qualified acoustician.

## **Open Space assessment**

For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. Planning consent is not normally given for development of existing open spaces which local communities need. However, in the absence of a robust and up-to-date assessment by a local authority, an applicant for planning permission may seek to demonstrate through an independent assessment that the land or buildings are surplus to local requirements. Any such evidence should accompany the planning application.

## **Parking Provision**

Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.

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## **Photographs and Photomontages**

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

## **Planning obligations – Draft Head(s) of Terms**

Planning obligations (or “section 106 agreements” ) are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

Merton Council has adopted an SPD on Planning Contributions. This document will give guidance on what sort of contribution/heads of terms will be required.

## **Planning Statement**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies such as a justification for a change of use or demolition. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate. This would be separate from the nationally compulsory Design & Access Statement.

## **Site Waste Management Plan**

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform Site Waste Management Plans: guidance for construction contractors and clients. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

## **Statement of Community Involvement**

Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority’s adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

## **Structural Survey**

A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications.

## **Telecommunications Development – supplementary information**

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

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Further guidance on the information that may be required is set out in the Code of Practice on Mobile Network Development (2002).

### **Town Centre Uses – Evidence to accompany applications**

The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal.

### **Transport assessment**

A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. Further guidance will be found in Guidance on Transport Assessment, (March 2007) published by the Department for Transport.

### **Travel Plan**

A travel plan should be submitted alongside planning applications which are likely to have significant transport implications.

Further advice is available in Using the planning process to secure travel Plans: Best practice guide ODPM and DfT, 2002 (forthcoming revised guidance), also Making residential travel plans work: Good practice guidelines for new development: DfT and A guide to development related travel plan (Addison & Associates).

### **Tree survey/Arboricultural implications assessment**

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

### **Ventilation/Extraction statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food for consumption off the premises), B1 (general business) and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

### **Waste Management Development - Joint South West London Adopted Plan**

Applicants are advised to discuss proposals with a planning officer before any application is made. Schedule 3 on page 48 of the adopted South London Waste Plan (March 2012) is a guide to the sort of information that may be required for different types of application.

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## Appendix B - Unit type analysis

Fill in this sheet and attach to your application if your scheme will result in new residential development, or will affect existing, or provide new, non-residential floorspace.

For instance, you wish to demolish a building currently used for A1 and provide a new build that would provide A1, A2 and A3 on lower floors and C3 on upper floors.  
Or you wish to convert a house into three flats.

Information required	Your answer
Permission type	Full ..... Outline (circle as appropriate)
Development description (in full)	
Permission(s) to supersede; include application number, permission date, site address and status.	
Any <b>existing</b> non-residential use(s)?	Yes ..... No (circle as appropriate)
If so, please specify use class(es) and floor area in square metres	
Any <b>existing</b> residential units?	Yes ..... No (circle as appropriate)
If so please collate according to number of beds, type, tenure ownership, if sheltered or HMO. For instance: three 1-bed FLATS, market, in PRIVATE ownership; two 2-bed houses, market, private.	
Is there any <b>existing</b> open space?	Yes ..... No (circle as appropriate)
If so please state area in hectares, type, designation for protection and nature of public access.	

## Validation checklist for Outline planning permission with all matters reserved

Information required	Your answer
Any <b>proposed</b> non-residential use(s)?	Yes ..... No (circle as appropriate)
If so, please specify use class(es) and floor area in square metres	
Any <b>proposed</b> residential use(s)?	Yes ..... No (circle as appropriate)
If so please collate according to number of beds, type, tenure ownership, if sheltered or HMO. For instance: three 1-bed FLATS, market, in PRIVATE ownership; two 2-bed houses, market, private.	
Please indicate how many of the proposed homes would be Lifetime homes (as a number and a percentage).	
Please indicate how many of the proposed homes would be wheelchair accessible (as a number and a percentage).	
Any <b>proposed</b> open space?	Yes ..... No (circle as appropriate)
If so please state area in hectares, type, designation for protection and nature of public access.	

# Validation checklist for Outline planning permission with all matters reserved

## Notes

### Permission type

Please indicate whether you are applying for full or outline permission.

### Development description

Please describe your proposal in full, using clear and precise language.

### Permissions to supersede

Please give the details of any previous schemes on the application site that would possibly be superseded by the new scheme. Include the application number, date permission granted and application site address.

### Existing and proposed residential uses

In order to establish the net gain, loss or otherwise of residential units you must specify what types of residential units exist on the site and are proposed. These should be collated according to number of beds, type of dwelling such as bungalow or flat, tenure type (market or affordable) and ownership type (private or housing association).

The numbers of proposed residential units that will be Lifetime Homes, as well as those that will be Wheelchair accessible, must be given. Please state total in number and also percentage.

### Existing and proposed non-residential uses

In order to establish the net gain, loss or otherwise of non-residential units or floorspace you must specify what types of uses exist on the site and are proposed. These should be collated according to use class and the total area in square metres should be stated.