

## Planning Application Requirements for:

### Application for Full Planning Permission

Please provide 4 copies of all relevant material if applying on paper. **Please ensure documents are provided in the required scale. For details of requirements please see Explanatory Notes at the end of this document**

### National Requirements:

	Requirements	Status	Notes
1.	<b>Completed Form</b>	Required	Note I.
2.	<b>A plan</b> which identifies the land to which the application relates drawn to an identified scale and showing the direction of North.	Required	Note II.
3.	<b>A copy of other plans and drawings</b> or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> <li>- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries</li> <li>- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>- Roof plans (e.g. at a scale of 1:50 or 1:100)</li> </ul>	Required	Notes III, IV, V, VI, VII.
4.	<b>The Council requests that all plans and drawings should indicate:</b> <ul style="list-style-type: none"> <li>- drawing number;</li> <li>- paper size (preferably A3);</li> <li>- key dimensions;</li> <li>- and a scale bar indicating a minimum of 0-10 metres</li> </ul>	Required	
5.	<b>The completed Ownership Certificate</b> (A, B, C or D – as applicable) as required by Article 7 of	Required	Note VIII

	<p>the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990.</p> <p><b>Where Ownership Certificates B, C or D</b> have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this article.</p>		
<b>6.</b>	<b>Agricultural Holdings Certificate</b> as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995.	Required	Note IX.
<b>7.</b>	<b>Design and Access Statement</b>	Required if application site is located within a Conservation area.	Note X.
<b>8.</b>	<b>The appropriate fee</b>	Required	See Planning Fees Schedule.

**Ealing Requirements:**

	<b>Requirements</b>	<b>Status</b>	<b>Notes</b>
a.	All electronic documents to be no larger than 2mb in size.	Required.	-
b.	Affordable housing statement	Required for applications providing 10 or more residential units.	Note i.
c.	Biodiversity/Protected Species Survey and Report	Required for major developments (10 or more residential units, 1000 sq metres non-residential floorspace), those on or adjoining public open space and if proposal is likely to have an impact on wildlife	Note iii.

		and biodiversity. <i>Please seek advice before submitting your application</i>	
d.	Daylight/Sunlight assessment	Required if proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.	Note iv.
e.	Economic Statement	May be required if proposal will have an impact on regeneration. Please seek advice before submitting your application.	Note v.
f.	Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)	Required for developments within Archaeological Priority Area or conservation area or affecting a listed building.	Note ix.
g.	Land contamination assessment	Required for contaminated sites, sites previously used for industrial processes and major developments (10 or more residential units, 1,000 sq metres non-residential floorspace) and those on or adjoining public open space.	Note x.
h.	Landscaping details	May be required and should follow from the design concept in the Design and Access Statement. <i>Please seek advice before submitting your application</i>	Note xii.
i.	Details of any lighting scheme, including a light pollution assessment	May be required if proposal includes the installation of external lighting or will make external lighting necessary. <i>Please seek advice before submitting your application</i>	Note xiii.
j.	Open space	Required if proposal is for development within open spaces. <i>Please seek advice before submitting your application.</i>	Note xv.

k.	Parking provision and Access Details	Details of existing and proposed parking required if proposal affects existing parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets.	Note xvi.
l.	Planning Obligations – draft head(s) of terms	A statement of the proposed Heads of Terms is required with the application if proposal will result in a requirement for a legal agreement to secure planning obligations. <i>Please seek advice before submitting your application.</i>	Note xviii.
m.	Statement of community involvement	Required where community involvement has been arranged prior to making an application.	Note xxi.
n.	Telecommunications development and supplementary information	Required for mast and antenna developments by mobile phone network operators.	Note xxiii.
o.	Town Centre Uses	<p>Evidence to accompany applications for town centre uses.</p> <p>If development includes proposals for town centre uses:</p> <ul style="list-style-type: none"> <li>• May be required to demonstrate that proposal meets the requirements of Planning Policy Statement 6: Planning for Town Centres (PPS6)</li> </ul>	Note xxiv.

		<ul style="list-style-type: none"> <li>May be required to provide information about how proposal meets the requirements of Ealing's adopted Unitary Development Plan and emerging Local Development Framework policies.</li> </ul>	
p.	Transport assessment – As required by the Council, please seek advice	Required if proposal is likely to have significant transport implications.	Note xxv.
q.	Travel plan – As required by the Council, please seek advice	Required if proposal is likely to have significant transport implications.	Note xxvi.
r	Ventilation/extraction details – Required for applications which include commercial extraction flues	<p>Required to accompany all applications for the use of premises for purposes within Use Classes:</p> <ul style="list-style-type: none"> <li>A3 (Restaurants and cafes)</li> <li>A4 (Drinking establishments)</li> <li>A5 (Hot food takeaways)</li> <li>B1 (business) and</li> <li>B2 (general industrial).</li> </ul> <p>May also be required for significant retail, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.</p>	Note xxviii.
s	Environmental impact assessment	Environmental Impact Assessment (EIA) required in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations as amended.	Note vi.

		Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application. Where an EIA is not needed, an Environmental Performance Statement may be required.	
t	Sustainability Design and Construction Statement	Sustainability Design and Construction Statement might consist of: a. Code for Sustainable Homes (CfSH) b. BREEAM c. Sustainability Checklist For those applications which do not submit a or b above, the Council would expect them to submit a <a href="#">Sustainability Checklist</a>	Note xxix.
u	Energy Statement	Required for major developments in line with the Consolidated London Plan 2008. See the Council's guidance on <a href="#">energy statements</a>	Note xxx.
v	Listed building or conservation area appraisal	Required if proposal is likely to have an adverse effect on impact on the listed Buildings and Conservation Areas. <i>Please seek advice before submitting your application</i>	Note – ix
w	Regeneration statement plan	Regeneration Statement is required –  Major* applications may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development  <i>*Major developments are defined as residential applications for 10 or more</i>	Note - xxxi

		<p><i>dwelling, or</i></p> <p><i>residential sites greater 0.5ha. For all other uses, the definition is a floor space of 1,000m<sup>2</sup> or more, or sites over 1.0ha.</i></p>	
x	Retail assessment	Retail Impact Assessments are required for all retail and leisure developments over 2,500 square metres gross floor space and may be required for smaller developments such as those likely to have a significant impact on smaller centres.	Note - xxxii
y	Sound insulation requirements	Required if the proposal is likely to have noise implications. <i>Please seek advice before submitting your application.</i>	Note - xiv
z.	Tree survey/Arboricultural statement – <i>Applications involving building works within 5 metres of a tree</i>	Required if the proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees).	Note xxvii.
aa.	Flood risk assessment	Required if application site lies within Flood Risk Zones 2 and 3 as defined by the Environment Agency relating to basements or ground floor extensions.	Note vii.
bb.	Noise impact assessment	As required by the Council in line with the guidance set out in PPG24, <i>please seek advice before submitting your application</i>	Note xiv.
cc.	Air quality assessment	Required if proposal is likely to have an adverse effect on the quality of the air. <i>Please seek advice before submitting your application</i>	Note ii.

ee.	Planning Statement	Provision of a planning statement is optional. Photographs may be helpful in support of applications affecting conservation areas and listed buildings.	Note xix.
ff.	Structural Survey	Required where substantial demolition or excavation works are proposed. <i>Please seek advice before submitting your application</i>	Note xxii.
gg.	Site Waste Management Plan	May be required to indicate the type and volume of materials to be demolished/excavated, to identify opportunities for reuse of materials, and to demonstrate management of disposal.	Note xx.



## **Explanatory Notes for Planning Application Requirements**

### **Application for Full Planning Permission**

#### **National Requirements**

<b>I.</b>	<b>Completed Form</b>
	<p>You must complete the standard form for submitting a householder application for planning permission for works or extension to a dwelling, which can be found on our planning website or on the Planning Portal.</p> <p>You should use this form for proposals to alter or enlarge a single house or flat. Householder developments are defined as those within the curtilage of a house or a single flat, which require an application for planning permission and are not a change of use. Common examples of when you need to make a Householder Application for planning permission include proposals for:</p> <p style="padding-left: 40px;">extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, vehicular access including footway crossovers, porches and satellite dishes.</p> <p>You will need to use the application form for Full Planning Permission and not the Householder Application form if your application relates to any of the following:</p> <p style="padding-left: 40px;">any work relating to two or more flats, applications to change the number of dwellings (flat conversions, building a separate house in the garden), changes of use to part or all of the property to non-residential (including business) uses, anything outside the garden of the property.</p> <p>You will also need to complete a different form if listed building consent or conservation area consent is required in addition to planning permission.</p> <p>You should provide a full and clear description of your proposal.</p>
<b>II.</b>	<b>The location plan</b>
	<p>This should be based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. 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.</p>

<b>III.</b>	<b>Site and Other Plans</b>
	<p>The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:</p> <ul style="list-style-type: none"> <li>a) the direction of North;</li> <li>b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;</li> <li>c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;</li> <li>d) all public rights of way<sup>1</sup> crossing or adjoining the site;</li> <li>e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;</li> <li>f) the extent and type of any hard surfacing; and</li> <li>g) boundary treatment including walls or fencing where this is proposed.</li> </ul> <p><b>Ealing requests that all plans and drawings should indicate:</b></p> <ul style="list-style-type: none"> <li>Drawing number;</li> <li>Paper size (preferably A3);</li> <li>Key dimensions;</li> <li>A scale bar indicating a minimum of 0-10 metres</li> </ul> <p><b>Block plan of the site</b> (e.g. at a scale of 1:100 or 1:200) showing any site boundaries</p> <p>Copies of plans should show:</p> <ul style="list-style-type: none"> <li>any site boundaries;</li> <li>the type and height of boundary treatment (e.g. walls, fences etc);</li> <li>the position of any building or structure on the other side of such boundaries.</li> </ul>
<b>IV.</b>	<b>Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</b>
	<p>These should be drawn to:</p> <ul style="list-style-type: none"> <li>a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there.</li> <li>All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.</li> <li>Blank elevations must also be included; if only to show that this is in fact the case.</li> </ul>

<sup>1</sup> Footpath, bridleway, restricted byway or byway open to all traffic

	Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.
<b>V.</b>	<b>Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</b>
	<p>These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail.</p> <p>Where existing buildings or walls are to be demolished these should be clearly shown.</p> <p>The drawings submitted should show details of the existing building(s) as well as those for the proposed development.</p> <p>New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p>
<b>VI.</b>	<b>Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</b>
	<p>Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s).</p> <p>In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.</p> <p>Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.</p> <p>In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.</p>
<b>VII.</b>	<b>Roof plans (e.g. at a scale of 1:50 or 1:100)</b>
	<p>A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans.</p> <p>Details such as the roofing material and their location are typically specified on the roof plan.</p>
<b>VIII.</b>	<b>Ownership Certificates</b>

	<p>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.</p>
<b>IX.</b>	<b>Agricultural Holdings Certificate</b>
	<p>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.</p>
<b>X</b>	<b>Design and Access Statements</b>
	<p>A Design and Access Statement must accompany applications for both outline and full planning permission <b>unless</b> they relate to one of the following:</p> <ul style="list-style-type: none"> <li>• A material change of use of land and buildings, (unless it also involves operational development);</li> <li>• Engineering or mining operations;</li> <li>• Householder developments.</li> </ul> <p>However, statements are required for householder applications where any part of a dwellinghouse or its curtilage falls within one of the following designated areas:</p> <ul style="list-style-type: none"> <li>– Site of special scientific interest</li> <li>– Conservation area</li> </ul> <p><b>A Design and Access Statement</b> 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 – <i>Guidance on Changes to the Development Control System</i>.</p>

	<p>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;</p> <p>(ii) the particular physical features of the building that justify its designation as a listed building; and</p> <p>(iii) the building's setting.</p> <p>The legislative requirements are set out in regulation 3A of the Planning (Listed Buildings and Conservation).</p>
	Planning Fees

### **Ealing (Local) Requirements**

<b>i.</b>	<b>Affordable housing statement</b>
	<p>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.</p>
<b>ii.</b>	<b>Air quality assessment</b>
	<p>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. Further advice is available in <b>Planning Policy Statement 23: Planning and Pollution Control</b> (November 2004).</p>
<b>iii.</b>	<b>Biodiversity survey and report</b>
	Where a proposed development may have possible impacts on wildlife and

	<p>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. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, 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. Government planning policies for biodiversity are set out in <b>Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)</b> (August 2005), PPS9 is accompanied by a Government Circular: <i>Biodiversity and Geological Conservation – Statutory obligations and their impact within the planning system</i> (ODPM Circular 06/2005, Defra Circular 01/2005 and <i>Planning for Biodiversity and Geological Conservation: A Guide to Good Practice</i>. Material produced by other organisations may also provide a useful reference resource for local planning authorities when developing local lists. <sup>2</sup></p>
<b>iv.</b>	<b>Daylight/Sunlight assessment</b>
	<p>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.<sup>3</sup> (Local authorities may need to explain to applicants that 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.)</p>
<b>v.</b>	<b>Economic statement</b>
	<p>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</p>

<sup>2</sup> The British Standards Institute has produced a Publicly Available Standard, PAS 2010 *Planning to halt the loss of Biodiversity* which takes the form of recommendations on standard procedures for taking account of biodiversity in the planning process, and the Association of LG Ecologists has developed a good practice template (available at <http://www.alge.org.uk>) which gives detailed validation requirements for biodiversity and geological conservation. LA may wish to draw on this material when preparing their own local validation requirements.

<sup>3</sup> For example, Site layout planning for daylight and sunlight: a guide to good practice. BRE report 209, 1991.



	<p>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.</p>
<b>vi.</b>	<p><b>Environmental Statement</b></p>
	<p>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.</p> <p>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. 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.</p>
<b>vii.</b>	<p><b>Flood risk assessment</b></p>
	<p>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.</p> <p>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.</p> <p>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</p> <p>is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended.</p> <p><b>Planning Policy Statement 25:</b></p>

	<p><b><i>Development and Flood Risk (December 2006)</i></b> and its associated <i>Practice Guide</i> 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.</p>
<b>ix.</b>	<p><b>Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>



	<p>Heritage Statement.</p> <p>For heritage assets, advice is provided in <b>Planning Policy Guidance Note 15 Planning and the Historic Environment</b>, (September 1994). For archaeological remains, advice is provided in <b>Planning Policy Guidance Note 16: Archaeology and Planning</b> (November 1990).</p>
<b>x.</b>	<b>Land Contamination assessment</b>
	<p>Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with <b>Planning Policy Statement 23: Planning and Pollution Control</b> (November 2004). Sufficient information should be required to determine the existence or otherwise of contamination, its nature and 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.</p>
<b>xii.</b>	<b>Landscaping details</b>
	<p>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.</p>
<b>xiii.</b>	<b>Lighting assessment</b>
	<p>Proposals involving the provision of publicly accessible developments, 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. <b>Lighting in the countryside: Towards good practice</b> (1997)<sup>4</sup> is a valuable guide for local planning authorities, planners, highway engineers and members of the public. 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.</p>
<b>xiv.</b>	<b>Noise assessment</b>

<sup>4</sup> Guidance is available at [www.communities.gov.uk/index.asp?id=1144822](http://www.communities.gov.uk/index.asp?id=1144822).

	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. Further guidance is provided in <b>Planning Policy Guidance 24: Planning and Noise</b> (September 1994).
<b>xv.</b>	<b>Open Space assessment</b>
	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. National planning policy is set out in <b>Planning Policy Guidance note 17: Planning for open space, sport and recreation</b> (July 2002).
<b>xvi.</b>	<b>Parking Provision</b>
	Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.
<b>xviii.</b>	<b>Planning obligations – Draft Head(s) of Terms</b>
	<p>Planning obligations (or “section 106 agreements” <sup>5</sup>) 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.</p> <p>Where Development Plan Documents contain policies that give details of likely planning obligation requirements, a local planning authority may require a statement of the proposed Heads of Terms to be submitted with the application. Further advice on planning obligations is available in Circular 05/2005, <b>Planning Obligations</b> and a model section 106 agreement is available on the Communities and Local Government website. <sup>6</sup></p>
<b>xix.</b>	<b>Planning Statement</b>
	A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed

<sup>5</sup> Agreements made under section 106 of the Town and Country Planning Act 1990 as substituted by section 12 of the Planning and Compensation Act 1991

<sup>6</sup><http://webarchive.nationalarchives.gov.uk/+/http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyimplementation/planningobligations/>

	development accords with relevant national, regional and local planning policies. 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.
<b>xx.</b>	<b>Site Waste Management Plan</b>
	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 <b>Site Waste Management Plans: guidance for construction contractors and clients</b> . 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.
<b>xxi.</b>	<b>Statement of Community Involvement</b>
	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. Further guidance on Statements of Community Involvement is available in Chapter 7 of <b>Creating Local Development Frameworks: A Companion Guide to PPS12 (November 2004)</b> .
<b>xxii.</b>	<b>Structural Survey</b>
	A structural survey may be required in support of an application if the proposal involves substantial demolition, for example, barn conversion applications.
<b>xxiii.</b>	<b>Telecommunications Development – supplementary information</b>
	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

<sup>7</sup> Defra have consulted on whether site waste management plans should become a statutory requirement. Regulations are expected to come into force in April 2008.

	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). Further guidance on the information that may be required is set out in the <b><i>Code of Practice on Mobile Network Development (2002)</i></b> .
<b>xxiv.</b>	<b>Town Centre Uses – Evidence to accompany applications</b>
	<b><i>Planning Policy Statement 6: Planning for Town Centres (March 2005)</i></b> <sup>8</sup> , sets out the main town centre uses to which the policy applies, in paragraph 1.8. Subject to the policies set out in the document, paragraph 3.4 lists the key considerations for which applicants should present evidence. 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.
<b>xxv.</b>	<b>Transport assessment</b>
	<b><i>Planning Policy Guidance 13 Transport (March 2001)</i></b> advises that 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 <b><i>Guidance on Transport Assessment, (March 2007)</i></b> published by the Department for Transport.
<b>xxvi.</b>	<b>Travel Plan</b>
	A travel plan should be submitted alongside planning applications which are likely to have significant transport implications, as advised by <b><i>Planning Policy Guidance Note 13: Transport (DETR, 2001)</i></b> , paragraphs 87-91.  <b>Further advice is available in <i>Using the planning process to secure travel Plans: Best practice guide ODPM and DfT, 2002 (forthcoming revised guidance)</i>, also <i>Making residential travel plans work: Good</i></b>

<sup>8</sup> Note that under proposals set out in the Planning White Paper Planning for a Sustainable Future (May 2007), it is proposed to review PPS6

	<b><i>practice guidelines for new development: DfT and A guide to development related travel plan (Addison &amp; Associates).</i></b>
<b>xxvii.</b>	<b>Tree survey/Arboricultural implications</b>
	<p>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.</p> <p>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.</p>
<b>xxviii.</b>	<b>Ventilation/Extraction statement</b>
	<p>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 and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment), A5 (i.e. Hot food takeaways – use for the sale of hot 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.</p>
<b>xxix.</b>	<b>Sustainability Design and Construction Statement</b>
	<p>A Sustainability Design and Construction Statement may consist of the following assessments:</p> <p><b>a. Code for Sustainable Homes (CfSH)</b></p> <p>The CfSH is a national standard assessment tool for use in the design and construction of new homes. The Council have not put a threshold on the scale of the development where such an assessment is required. For these applications that have been submitted on 1<sup>st</sup> October 2010 onwards and provide a CfSH Pre- Assessment, they are required to assess their developments according to the CfSH Technical Guidance published on November 2010.</p>

	<p>Since November 2010, the required Level of the Code for publicly funded houses is 4, meaning 25% improvement in CO2 emissions beyond Part L 2010. For applications regarding privately funded houses, a minimum of Code Level 3 will be sought.</p> <p>A CfSH Pre-Assessment needs to be submitted during the application stage to demonstrate the proposed sustainability measures of the development. A CfSH Post-Construction Assessment needs also to be submitted following the completion of the development to show that all the measures recommended in the original submission have been applied achieving the Level of the Code that was agreed in the application decision stage.</p> <p><b>b. BREEAM</b></p> <p>BREEAM (BRE Environmental Assessment Method) is the leading and most widely used environmental assessment method for buildings, mainly commercial. It sets the standard for best practice in sustainable design and has become the de facto measure used to describe a building's environmental performance.</p> <p>There is no specific legal requirement for non-residential development to achieve a specific level under BREEAM and the Council have not put a threshold on the scale of the development where such an assessment is required. However, a BREEAM rating might be sought particularly for major developments as a means of securing the highest possible standards of sustainable design. For applications that they submit a BREEAM Pre-Assessment during the application stage, the Council will seek for a Post-Construction Assessment to be provided following the completion of the development to show that all the measures recommended in the original submission have been applied achieving the BREEAM rating that was agreed in the application decision stage.</p> <p><b>c. Sustainability Checklist</b></p> <p>For those applications which do not submit a or b above, the Council would expect them to submit a Sustainability Checklist (see SPG1)</p> <p><a href="http://www2.ealing.gov.uk/ealing3/export/sites/ealingweb/services/environment/planning/planning_policy/supplementary_planning_guidance/docs/01_Sustainability.pdf">http://www2.ealing.gov.uk/ealing3/export/sites/ealingweb/services/environment/planning/planning_policy/supplementary_planning_guidance/docs/01_Sustainability.pdf</a></p>
<b>xxx.</b>	<b>Energy Statement</b>
	<p>The energy assessment demonstrates how the development will address the principles in the Energy Hierarchy (1. be lean, 2. be clean, 3. be green).</p> <p>In particular, an energy assessment presenting the energy demand and carbon dioxide emissions from proposed major developments needs to be</p>



	<p>submitted and should demonstrate the expected energy and carbon dioxide emission savings from the energy efficiency and renewable energy measures incorporated in the development, including the feasibility of CHP/CCHP and community heating systems.</p> <p>The assessment is in line with the Consolidated London Plan 2008. See the Council's guidance for further details (link) <i>Not sure where to put on website</i></p>
<b>xxxi</b>	<b>Regeneration Statement</b>
	<p>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 may be created or supported; the relative floor space 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.</p>