

## **PLANNING APPLICATION CHECKLIST**

### **All Applications except Householder Applications**

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

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

#### **Notes regarding plans and drawings**

There are requirements for plans/drawings in both the National and Local Planning Application Requirements. Please ensure that you satisfy both lists.

Please note that drawings, plans and some other documents submitted with applications will be published on the council's website. All text on plans and within statements should be of a reasonable size (i.e. point 12) and in a clear font, so that the material can be read easily.

For more information about making an online application, refer to the Planning Portal Guidance.

#### **Planning Application Requirements**

One hardcopy (do not send originals as these cannot be returned) of all the information on the checklist is required unless the application is submitted electronically through the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk))

## **Outline Applications**

The Council reserves the right to request further information in the form of e.g. indicative drawings and other supplementary documents. In accordance with Article 4(2) of the Town and Country Planning (Development Management Procedure)(England) Order 2010, where the Local Planning Authority are of the opinion that, in the circumstances of the case, the application ought not to be considered separately from all or any of the reserved matters, we shall within the period of 1 month beginning with the receipt of a valid application notify the applicant that they are unable to determine it unless further details are submitted, specifying the further details required.

### NOTE

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## PLANNING APPLICATION CHECKLIST, All applications except Householder Applications

### National Planning Application Requirements

You must provide the following as part of your application:

Requirement	When Required	Reason Required	Notes on Requirement
Completed 1APP National Standard Application Form, signed and dated and certificates	Required for all applications	Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>The Application must include:</p> <ul style="list-style-type: none"> <li>Completed Ownership Certificate</li> <li>Agricultural Land Declaration (A, B, C or D as applicable), signed and dated.</li> </ul> <p>Where Ownership Certificate B, C or D has been completed, the correct Notice under DMPO 2015 which must be given and served on the owner(s) and/or published in a local newspaper.</p> <p>The application form must include data required by the Greater London Authority Data Standard. Refer to:  <a href="https://www.london.gov.uk/sites/default/files/planning_london_datahub_questions.pdf">https://www.london.gov.uk/sites/default/files/planning_london_datahub_questions.pdf</a></p>
Application fee	Required for all applications liable for a fee	The Town and Country Planning (fees for Applications, deemed applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	<p>Refer to Planning Portal <a href="#">Planning Fee Calculator</a></p> <p>For further information on fees please refer to London Borough of Havering website:  <a href="https://www.havering.gov.uk/info/20034/planning/184/planning_fees">https://www.havering.gov.uk/info/20034/planning/184/planning_fees</a></p>

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Requirement	When Required	Reason Required	Notes on Requirement
Design and Access Statement	<p>Required for:</p> <ul style="list-style-type: none"> <li>• Major Development<sup>i</sup></li> <li>• Development within conservation or designated areas involving: <ul style="list-style-type: none"> <li>○ the provision of one or more dwelling houses;</li> <li>○ the provision of building or buildings where the floor space created by the development is 100 square metres or more.</li> </ul> </li> </ul> <p>Some limited exclusions are stated here  <a href="https://www.legislation.gov.uk/ukxi/2015/595/article/9">https://www.legislation.gov.uk/ukxi/2015/595/article/9</a></p>	<p>As required by relevant Article 9 of the Development Management Procedure Order</p> <p>Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990</p> <p>London Plan Policy D4 – Design scrutiny C</p> <p>London Borough of Havering Local Plan 11.1.6</p>	<p>A design and access statement 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 in relevant local development documents 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> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application</p> <p>Guidance can be found on the Planning Portal regarding Design and Access Statements:  <a href="https://www.planningportal.co.uk/services/help/faq/planning/about-the-planning-system/what-is-a-design-and-access-statement">https://www.planningportal.co.uk/services/help/faq/planning/about-the-planning-system/what-is-a-design-and-access-statement</a></p>

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Requirement	When Required	Reason Required	Notes on Requirement
A Location Plan	Required for all applications	Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>A Location Plan should:</p> <ul style="list-style-type: none"> <li>• should show the direction north.</li> <li>• have a unique reference number</li> <li>• be based on an up-to date Ordnance Survey map at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites)</li> <li>• Show sufficient name roads and/or buildings on land adjoining the application site.</li> <li>• Show application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in red.</li> <li>• A blue line should be drawn around any other land owned by the applicant that is close to or adjacent to the property.</li> </ul> <p>Further guidance can be found here:  <a href="https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf">https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf</a></p>
Additional plans and drawings necessary to describe the proposed development	Required for all applications	Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.	<p>Any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar is also useful, particularly in the case of electronic submissions.</p> <p>See further detail in Local planning application requirements list below.</p>

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Requirement	When Required	Reason Required	Notes on Requirement
Fire Statement	<p>An application for planning permission for development which involves:</p> <ul style="list-style-type: none"> <li>• the provision of one or more relevant buildings</li> <li>• development of an existing relevant building</li> <li>• development within the curtilage of a relevant building</li> </ul> <p>Relevant buildings are defined as:</p> <ul style="list-style-type: none"> <li>• contain two or more dwellings or educational accommodation and</li> <li>• meet the height condition: 18m or more in height, or 7 or more storeys</li> </ul>	Article 9A of the Town and Country Planning (Development Management Procedure (England) (Order) 201	<p>Further information can be found here</p> <p><a href="https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021#applications-and-planning-gateway-one">https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021#applications-and-planning-gateway-one</a></p>
Environmental Statement	Projects requiring an Environmental Impact Assessment	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	<p>See national guidance on <a href="#">Environmental Impact Assessment</a> which sets out the circumstances in which an Environmental Impact Assessment (EIA) is required</p> <p>Applicants can request a ‘screening opinion’ to establish whether an EIA is required before submitting a planning application and/or a ‘scoping opinion’ to establish the scope and level of detail of information to be provided in the</p>

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Requirement	When Required	Reason Required	Notes on Requirement
			environmental statement.
Proposed Uses	Outline Planning applications		Information about the proposed use or uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission..
Access Points	Outline Planning applications	Article 5(3) of the Development Management Procedure Order 2015,	An application for outline planning permission must indicate the area or areas where access points to the development will be situated, even if access is a reserved matter.

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## **Local Planning Application Requirements**

**Additionally, you may also need to provide the following as part of your application:**

### **Plans & Drawings – General Requirements:**

<b>Requirement</b>	<b>When Required</b>	<b>Reason Required</b>	<b>Notes on Requirement</b>
A Site (block) Plan	Required for all applications	Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015	<p>A Site Plan should:</p> <ul style="list-style-type: none"><li>• should show the direction north and have an accurate scale bar</li><li>• have a unique reference number</li><li>• should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries.</li><li>• be an identified standard metric scale (typically 1:100, 1:200 or 1:500 for larger sites)</li><li>• All buildings, roads and footpaths on land adjoining the site including access arrangements.</li><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><li>• The extent and the type of any hard surfacing.</li><li>• The boundary treatment including walls or fencing where this is proposed.</li></ul> <p>Further guidance can be found here: <a href="https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf">https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf</a></p>

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Existing and Proposed Floor & Roof Plans	All proposals where new buildings are proposed (including extensions) or involving change of use or conversion of the property to residential	Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015	<p>All plans should:</p> <ul style="list-style-type: none"> <li>• show the direction north and have an accurate scale bar</li> <li>• have a unique reference number</li> <li>• be drawn at a minimum scale of 1:50 or 1:100</li> <li>• be proportionate to the nature and size of the proposal</li> <li>• be annotated where appropriate (including extent and mix of uses)</li> <li>• show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown crosshatched in red).</li> <li>• Roof/terrace plans should show any plant, PV panels, flues, finishes and areas with planting.</li> </ul>
Existing and Proposed Elevations & Sections	All proposals where new buildings (including extensions)/external alterations are proposed or involving change of use or conversion of the property to residential	Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015	<p>All sections and elevations should:</p> <ul style="list-style-type: none"> <li>• have an accurate scale bar</li> <li>• have a unique reference number</li> <li>• be drawn at a minimum scale of 1:50 or 1:100</li> <li>• be proportionate to the nature and size of the proposal</li> <li>• be annotated to show the make, type and colour of external materials</li> <li>• be annotated to show site levels, finished floor levels and roof levels (preferably as AOD)</li> <li>• include street elevations showing the proposal in relation to neighbouring buildings including relative building heights</li> </ul>
Detailed Drawings	Listed Building	Section 10 (2) of the Planning (Listed Buildings	Detailed drawings should:

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	Consent	and Conservation Areas) Act 1990	<ul style="list-style-type: none"> <li>• have an accurate scale bar</li> <li>• have a unique reference number</li> <li>• be drawn at a minimum scale of 1:50 for existing and proposed internal elevations affected by proposed works</li> <li>• be drawn at a minimum scale of 1:20 for new or replacement architectural features</li> </ul>
CGI/Photomontages, Photographs & Contextual Drawings	Required for all Major <sup>i</sup> applications <i>Recommended for all applications involving external building works.</i>	NPPF – Para 130 Local Plan – Policies 26, 27 & 28	<p>Photomontage or CGI images are required showing the existing condition and the proposed new development from eyelevel within the existing street scene or from the public realm.</p> <p>Photomontage and CGI images are useful tools to demonstrate the impact of a development and the relationship with the existing context. The location of CGIs should be discussed and agreed with officers prior to submission. CGIs should directly relate to the townscape assessment and any views analysis for tall buildings.</p> <p>Context photographs and accurate visual representations of some kind are recommended for all applications involving external building works.</p>
A 3D Massing Model in .FBX file format (2013-2016)	Required for all Major <sup>i</sup> applications.	NPPF, Para 130	<p>The file should be less than 128mb, and all objects should be grouped onto one layer. The model is intended for the evaluation of massing and therefore does not need to be a large-set BIM model with full structural or internal information.</p> <p>The model should be geo-located in OSGB space. If the application you have used does not geo-locate in OSGB or you have any issues, please zero the model instead. When you submit a model, please ensure you also include the OSGB geolocation coordinates and AOD height, the modelling package used to create the file alongside the scale used.</p>

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## Local Planning Application Requirements

Additionally, you may also need to provide the following as part of your application:

### Reports & Assessments

Requirement	When Required	Reason Required	Notes on Requirement
Accessibility Statement	Required for all residential development	London Plan – Policy D7 Local Plan – Policy 7	<p>The statement (often included within a detailed Design and Access Statement) should explain how your proposals have achieved the highest practicable standards of accessibility and inclusivity.</p> <p>Applicants should provide a schedule of accommodation and evidence that the development complies with regulations for:</p> <ul style="list-style-type: none"> <li>• 90% of new dwellings to meet Building Regulation requirement M4(2) 'Accessible and Adaptable Dwellings',</li> <li>• 10% meeting Building Regulation requirement M4(3) 'Wheelchair User Dwellings'.</li> </ul> <p>In exceptional circumstances, where the requirement cannot be achieved for reason of viability or practicality the applicant must provide evidence to support this.</p> <p>The applicant must provide a floor plan that identifies the unit reference number for each proposed unit.</p>
Affordable Housing Statement	Required for all major <sup>i</sup> development where there is capacity to provide 10 or more homes, or where the site area is greater than	London Plan - Policy H5 Local Plan – Policy 4	<p>This should provide information about both the market housing and the affordable housing provision and should include details of the proposed tenure, unit mix and the design/size/location of the proposed on-site affordable housing.</p> <p>This may need to be accompanied by a financial viability assessment if the scheme is below the policy requirement.</p> <p>Further information can be found in the Mayor of London's</p>

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Requirement	When Required	Reason Required	Notes on Requirement
	0.5 hectares, or if the proposal is likely to require the provision of affordable housing		Affordable Housing and Viability SPG: <a href="https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance-and-spgs/affordable-housing-and-viability-supplementary-planning-guidance-spg">https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance-and-spgs/affordable-housing-and-viability-supplementary-planning-guidance-spg</a>
Affordable Workspace Statement	Required for industrial sites, major commercial and mixed-use applications	Local Plan - Policy 21	Industrial Sites, major commercial and mixed-use developments should provide a minimum of 10% total gross commercial floorspace as affordable workspace for a minimum of 5 years, subject to viability.
Air Quality Assessment	Required for all major <sup>1</sup> applications.  Any development that could have a significant impact on air quality, either directly or indirectly.	London Plan – Policy SI1 Local Plan – Policy 33	Development is expected to be air quality neutral as a minimum. Refer to the London Plan, the draft Air Quality Neutral and Air Quality Positive guidance and Mayor’s Control of Dust and Emissions SPG for further information, including details of the ‘air quality neutral’ emission benchmarks for buildings and transport:  <a href="https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance/air-quality-neutral-aqn-guidance">https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance/air-quality-neutral-aqn-guidance</a>  <a href="https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Dust%20and%20Emissions%20SPG%2008%20July%202014_0.pdf">https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Dust%20and%20Emissions%20SPG%2008%20July%202014_0.pdf</a>  Further information on air quality issues in Havering is provided on the London Borough of Havering’s website  <a href="https://www.havering.gov.uk/info/20073/public_health/567/air_quality">https://www.havering.gov.uk/info/20073/public_health/567/air_quality</a>

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Archaeological Assessment	An archaeological desk-based assessment is required for all applications where groundworks are proposed within an Archaeological Priority Zone (APZ) or Archaeological Priority Area (APA).	NPPF – Para 194 Local Plan – Policy 28	Submit a desk based assessment in line with the requirements of National Planning Policy Framework. Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included. Find out about archaeological assessments and evaluations at: <a href="http://www.archaeologists.net/codes/ifa">http://www.archaeologists.net/codes/ifa</a> <a href="https://historicengland.org.uk/services-skills/our-planning-services/greater-london-archaeology-advisory-service/greater-london-archaeological-priority-areas/">https://historicengland.org.uk/services-skills/our-planning-services/greater-london-archaeology-advisory-service/greater-london-archaeological-priority-areas/</a> <a href="https://historicengland.org.uk/content/docs/planning/apa-havering-pdf/">https://historicengland.org.uk/content/docs/planning/apa-havering-pdf/</a>
Basement Impact Assessment	Required where there is a new or extended basement.	London Plan – Policy D10	The level of information required will be commensurate with the scale, location and complexity of the scheme. The assessment can form part of the Flood Risk Assessment or Structural Survey reports
Biodiversity ( <i>Ecological</i> ) Survey and Report	All Major <sup>i</sup> development (except change of use), and all sites where proposed development is part of, or located next to: <ul style="list-style-type: none"> <li>a site designated for its biodiversity value such as SSSI, LNR</li> </ul>	Local Plan - Policy 30 London Plan - Policy G6 NPPF – Para 180	A biodiversity/ecology survey and report should include: <ul style="list-style-type: none"> <li>information on the existing biodiversity interests and protected species, and any possible impacts on them</li> <li>details of any measures proposed to mitigate or compensate for the impacts.</li> </ul> ALGE guidance on Ecological Impact Assessments (EclA) may be useful <a href="https://www.alge.org.uk/wp-content/uploads/sites/15/2019/11/EclA-Checklist-Final-Nov-">https://www.alge.org.uk/wp-content/uploads/sites/15/2019/11/EclA-Checklist-Final-Nov-</a>

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Requirement	When Required	Reason Required	Notes on Requirement
	<p>or SINCS</p> <ul style="list-style-type: none"> <li>• Sites with a likelihood of Protected and Priority Species (including species that use buildings to roost and nest)</li> <li>• Important Habitats or other Biodiversity Features</li> <li>• Features of Geological Conservation Importance</li> <li>• Hedgerow or woodland</li> <li>• Wildlife corridors</li> <li>• Any water course</li> </ul>		<p><a href="#">2019.pdf</a></p> <p>Refer to the London Borough of Havering’s online mapping system, Aurora, for details of locations of designated sites <a href="http://maps.havering.gov.uk/">http://maps.havering.gov.uk/</a></p> <p>Surveys should be undertaken at the appropriate time of year; for survey calendars and other guidance see: <a href="https://oppla.eu/product/1928">https://oppla.eu/product/1928</a></p>
Circular Economy Statement	All strategic <sup>ii</sup> applications	London Plan – Policy SI7	Circular economy statements should demonstrate how construction, demolition and excavation, recycling and beneficial use targets will be met in compliance with Part (B) of Policy SI7 in the London Plan

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Community Infrastructure Levy (CIL) Information Form	All applications for: <ul style="list-style-type: none"> <li>• full/outline planning permission, with proposed new build of 100sqm+ (GIA);</li> <li>• full/outline planning permission, consisting of at least one new dwelling;</li> <li>• the last reserved matters following an outline planning permission</li> </ul>	Community Infrastructure Levy regulations (2010)	Further guidance on Community Infrastructure Levy (CIL) including exemptions and relief can be found here: <a href="https://www.gov.uk/guidance/community-infrastructure-levy">https://www.gov.uk/guidance/community-infrastructure-levy</a> <a href="https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/mayoral-community-infrastructure-levy">https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/mayoral-community-infrastructure-levy</a>
Construction Logistics Plan	All major <sup>i</sup> Development	London Plan – Policy T7	Construction Logistics Plans should be developed in line with TfL guidance. To make the plans effective they should be monitored and managed throughout the construction and operational phases of the development. <a href="https://content.tfl.gov.uk/construction-logistics-plan-guidance.pdf">https://content.tfl.gov.uk/construction-logistics-plan-guidance.pdf</a>
Daylight/Sunlight Assessment	All major <sup>i</sup> new development (including change of use to provide new dwellings).  Any application where there is a potential adverse impact upon the current levels of	London Plan – Policies D6, D9  Local Plan – Policy 7	The report should be prepared in line with the guidance and methodology described in the Building Research Establishment’s (BRE) “ <i>Site layout planning for daylight and sunlight: a guide to good practice - BR 209</i> ” 2022 edition.

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Requirement	When Required	Reason Required	Notes on Requirement
	sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space		
Design Code	Outline or hybrid major <sup>i</sup> applications where scale and/or layout are reserved, as required by agreement with officers.	NPPF – Para 129	To be prepared by applicant where there is no existing code prepared by the local planning authority  Design codes should be based on effective community engagement and reflect local aspirations for the development of their area, taking into account the guidance contained in the National Design Guide and the National Model Design Code
Employment Land Statement	Required for all applications which involve the loss of employment land	Local Plan Policy - 19 and 20	Applications for such development must be accompanied by an assessment that demonstrates that there is no demand for employment locations. Evidence of marketing should be provided as set out in policies 19 and 20 of the Local Plan. The site should be marketed at a realistic price or rent, to demonstrate there is no longer a demand for the use. If you intend to use viability to justify failure to meet policy requirements, you must also provide a viability report to support your application.
Employment and Skills Plan	Required for all major <sup>i</sup> development proposals	London Plan – Policy E11 Local Plan - Policy 22	Major development proposals will be expected to submit an Employment & Skills Plan for agreement with the Council to detail how local labour targets will be met. This must include the proportion of apprenticeships offered and the opportunities given to local businesses within their supply chains. The Employment & Skills Plan needs to comply with the Mayor of London’s Economic

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			Development Strategy.
Energy Statement / Energy Strategy / Energy Assessment	All major <sup>i</sup> development proposals.	Local Plan - Policy 36 London Plan - Policy SI 2 NPPF – Paras 152 to 158	Major development proposals should include a detailed energy strategy to demonstrate how the zero-carbon target will be met within the framework of the energy hierarchy  Energy Strategies should be prepared following the guidance provided in the Mayor of London's draft Energy Assessment Guidance: <a href="https://www.london.gov.uk/sites/default/files/gla_energy_assessment_guidance_april_2020.pdf">https://www.london.gov.uk/sites/default/files/gla_energy_assessment_guidance_april_2020.pdf</a>
Fire Statement	All major <sup>i</sup> development proposals.	London Plan – Policy D12	The Mayor of London requires that a Fire Statement is submitted for all major development. This is a separate requirement from the National Gateway One Fire Statement.  Refer to Fire Safety Policy D12(A) London Plan draft guidance <a href="https://www.london.gov.uk/sites/default/files/fire_safety_d12a_lpg_pre-consultation_draft.pdf">https://www.london.gov.uk/sites/default/files/fire_safety_d12a_lpg_pre-consultation_draft.pdf</a>

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Flood Risk Assessment	<p>Required for:</p> <ul style="list-style-type: none"> <li>• All development in Flood Zones 2 and 3 (including those benefitting from defences)</li> <li>• All development on sites of 1 hectare or greater in Flood Zone 1</li> <li>• Land which has been identified by the Environment Agency as having critical drainage problems</li> <li>• Land identified in a strategic flood risk assessment as being at increased flood risk in future</li> <li>• Land that may be subject to other sources of flooding, where its development would introduce a more vulnerable use</li> </ul>	<p>NPPF – Para 159 – 169</p> <p>London Plan – Policy SI12</p> <p>Local Plan - Policy 32</p>	<p>Site-specific flood risk assessments should always be proportionate to the degree of flood risk and make optimum use of information already available, including information in a Strategic Flood Risk Assessment for the area, and the interactive flood risk maps available on the Environment Agency’s web site.</p> <p><a href="https://flood-map-for-planning.service.gov.uk">https://flood-map-for-planning.service.gov.uk</a></p> <p>If basement development is proposed, the flood risk assessment should include a Basement Impact Assessment.</p> <p>Note that a flood warning and evacuation plan will generally be required in addition to an FRA for More Vulnerable Uses</p> <p>Further information can be found in the NPPG Flood Risk and Coastal Change Guidance:</p> <p><a href="https://www.gov.uk/guidance/flood-risk-and-coastal-change#site-specific-flood-risk-assessment-all">https://www.gov.uk/guidance/flood-risk-and-coastal-change#site-specific-flood-risk-assessment-all</a></p> <p>Information required in relation to Sustainable Urban Drainage Systems (SUDs) is provided in the relevant section below.</p>

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Requirement	When Required	Reason Required	Notes on Requirement
	<ul style="list-style-type: none"> <li>• Sites where drainage problems have been identified by the Council</li> <li>• The Washlands Flood Storage Area</li> <li>• Sites deemed necessary by the Council as a Lead Local Flood Authority.</li> </ul>		
Flood Defence Details	Where proposed development is adjacent to the tideway	Local Plan - Policy 32 NPPG - Flood Risk and Coastal Change Guidance.	Where proposed development is adjacent to the tideway a condition survey of flood defences is required  In line with requirements set out in the Thames Estuary 2100 (TE2100) plan, any applications including tidal defences will need to demonstrate how the flood defence could be raised in the future to meet the demands of climate change
Food & Beverage Management Plan	All applications for restaurants, pubs and micro brewery's	London Plan - Policy HC6 Local Plan – Policy 14	A food & beverage management plan will detail how the operation of their proposals will be managed in ways that do not exacerbate potential adverse impacts of: <ul style="list-style-type: none"> <li>• cooking smells, noise disturbance and anti-social behavior</li> <li>• the cumulative environmental impact of the use on the locality</li> <li>• the possible impact of the design and location of the building on the site, inc. external dining and car parking</li> </ul>

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Foul Sewerage and Utilities Assessment	Required for major <sup>i</sup> development proposals where the proposed development involves connection to or changes to the existing utility infrastructure.	London Plan – Policies SI3, SI5 and SI6	<p>The applicant will be required to demonstrate that:</p> <ul style="list-style-type: none"> <li>• following consultation with the service provider, the availability of infrastructure capacity has been examined and the proposal would not result in undue stress on this infrastructure.</li> <li>• Proposals incorporate any utility company requirements for substations, telecoms equipment or similar</li> <li>• Service routes have been planned to avoid, as far as possible, potential damage to trees and heritage assets</li> </ul> <p>Further information can be found in the relevant policies in the London Plan</p>
Health Impact Assessment (HIA)	Required for all major <sup>i</sup> development proposals.	London Plan – Policy GG3 Local Plan – Policy 12	<p>Health Impact Assessments (HIA) should demonstrate that full consideration has been given to health and wellbeing and the principles of active design.</p> <p>LB Havering Health Impact Assessment Template can be found here:  <a href="https://www.havering.gov.uk/info/20034/planning/99/planning_application_process_and_appeals/9">https://www.havering.gov.uk/info/20034/planning/99/planning_application_process_and_appeals/9</a></p> <p>Guidance on HIAs is provided by the London Healthy Urban Development Unit:  <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>

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Requirement	When Required	Reason Required	Notes on Requirement
Heritage Statement	<p>Required for:</p> <ul style="list-style-type: none"> <li>• All new development within the curtilage of a listed building, registered historic park or gardens, or Scheduled Ancient Monument.</li> <li>• All new development (except change of use) on land that is in a Conservation Area or an Archaeological Priority Area or adjoins a Listed Building or Scheduled Ancient Monument.</li> <li>• All major<sup>i</sup> development where any part of the site is within 50 metres of the boundary of a Conservation Area.</li> </ul>	<p>NPPF – Para 194  London Plan – Policy HC1  Local Plan – Policy 28</p>	<p>Heritage Statements must include:</p> <ul style="list-style-type: none"> <li>• the significance of the heritage asset affected, including any contribution made by their setting</li> <li>• the principles of and justification for the proposed works</li> <li>• the impact of the proposal on the significance of a heritage asset. Does it cause substantial harm/loss of significance?</li> </ul> <p>The information should explain:</p> <ul style="list-style-type: none"> <li>• the sources that you have considered and expertise that you have consulted</li> <li>• the steps that have been taken to avoid or minimise any adverse impacts on the significance of the asset.</li> </ul> <p>The amount of detail provided should be proportionate to the importance of the asset, for less complex cases this may form a section within the Design and Access Statement.</p> <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 statement and shall include a method statement.</p> <p>Refer to the London Borough of Havering's online mapping system, Aurora, for details of locations of conservation areas, and scheduled ancient monuments:</p> <p><a href="http://maps.havering.gov.uk/">http://maps.havering.gov.uk/</a>  <a href="https://ancientmonuments.uk/england/havering#.YksU9CjMKUI">https://ancientmonuments.uk/england/havering#.YksU9CjMKUI</a></p> <p>Further information on heritage in Havering can be found here:</p>

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			<a href="https://www.havering.gov.uk/info/20034/planning/145/heritage">https://www.havering.gov.uk/info/20034/planning/145/heritage</a>
Land Contamination Assessment	If the proposal involves land which is known to be contaminated or where contamination is suspected for all or part of the site or is for a proposed use that would be particularly vulnerable to the presence of contamination, or in a groundwater vulnerable area.	NPPF- Para 183 Local Plan - Policy 34	<p>The Council will need to be satisfied that the condition of the land is appropriate for the proposed use. A Contaminated Land Assessment should be carried out by a Geo-technical or Geo-environmental Engineer and should be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose, and whether these can be satisfactorily reduced to an acceptable level.</p> <p>It is recommended that developers enter into pre-application discussions with the Council's Environmental Protection Team to establish if any further reports and assessments need to be submitted.</p> <p>Further information can be found on the Council's website:  <a href="https://www.havering.gov.uk/download/downloads/id/537/contaminated_land_inspection_strategy.pdf">https://www.havering.gov.uk/download/downloads/id/537/contaminated_land_inspection_strategy.pdf</a>  <a href="https://www.havering.gov.uk/info/20013/environment/127/hazards_pollution_and_flooding/3">https://www.havering.gov.uk/info/20013/environment/127/hazards_pollution_and_flooding/3</a></p>
Landfill Statement	All development involving the depositing	London Plan – Policies SI7, SI8 and SI9	Refer to London Plan for further guidance.

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	of waste (landfill).		
Landscaping Strategy	All major <sup>i</sup> development (except change of use).	London Plan – Policies G5, G6, D3 and D4  Local Plan - Policy 27	The Landscape Strategy should include plans and details which describe the <ul style="list-style-type: none"> <li>• Tree and plant species, sizes, numbers and planting densities</li> <li>• Any hard landscape or boundary treatment, inc. materials</li> <li>• Any features such as green walls, planted roofs etc.</li> <li>• Levels, gradients and any earthworks required</li> <li>• Management and maintenance arrangements</li> </ul>
Lighting Assessment	Required for all development where external lighting is proposed or where the proposal involves areas of public access.	London Plan – Policies D8, D9, S5, HC6, G6  Local Plan – Policy 34	Lighting assessment should provide details of the external lighting or floodlighting, including: <ul style="list-style-type: none"> <li>• Equipment design</li> <li>• Column heights</li> <li>• Light levels</li> <li>• Layout plan with beam orientation and light maps</li> <li>• Hours of operation</li> <li>• Light spillage</li> <li>• Impact on nearby dwellings or roads</li> </ul> Refer to Institution of Lighting Professionals guidance for the reduction of obtrusive light. <a href="https://theilp.org.uk/publication/guidance-note-1-for-the-reduction-of-obtrusive-light-2021/">https://theilp.org.uk/publication/guidance-note-1-for-the-reduction-of-obtrusive-light-2021/</a>

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Microclimate Assessment	Required for major applications where the scale of proposed buildings has the potential to affect the amenity of sensitive neighbouring uses.	London Plan - Policy D9	Requirements will be specific to each scheme but are likely to include a wind assessment. The aim will be to determine the potential for unsafe and/or unpleasant conditions in internal and external environments and to identify mitigation measures where required.
Noise (and vibration) Impact Assessment	Required for any applications that raise issues of disturbance for adjoining occupiers or are considered noise sensitive developments or in noise sensitive areas.	London Plan - Policy D13 Local Plan – Policies 7, 13, 14, 34, 36, 38	<p>The report must be undertaken by a suitably qualified acoustician and at a minimum should 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 mitigation required to meet the required levels or provide the necessary protection.</li> </ul> <p>Examples of developments that require a Noise Impact Assessment are:</p> <ul style="list-style-type: none"> <li>• All new residential development that adjoins a trunk road, motorway or railway land.</li> <li>• All major<sup>i</sup> residential development within designated town centres.</li> <li>• All new development involving the following uses: <ul style="list-style-type: none"> <li>○ industrial (Class B2)</li> <li>○ food and drink (Class A3, A4, A5) and nightclub</li> <li>○ new recreational and sporting development</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>• All major<sup>i</sup> development involving the following uses: <ul style="list-style-type: none"> <li>○ retail (Class A1)</li> <li>○ storage and distribution (Class B8)</li> <li>○ leisure development.</li> </ul> </li> <li>• All aviation development.</li> <li>• All wind turbine development</li> </ul> <p>Please refer to the following documents for further guidance:</p> <ul style="list-style-type: none"> <li>• BS 8233:2014 – Guidance on sound insulation and noise reduction for buildings (British Standards Institute 2014);</li> <li>• Guidelines for Environmental Noise Impact Assessment (Institute of Environmental Management and Assessment, 2014);</li> <li>• <a href="https://www.gov.uk/guidance/noise--2">https://www.gov.uk/guidance/noise--2</a></li> </ul>
Open Space Assessment	<p>Development involving loss of:</p> <ul style="list-style-type: none"> <li>• park land (including greens recreation grounds and play space)</li> <li>• sports ground</li> <li>• allotment land</li> <li>• cemetery land.</li> </ul>	<p>London Plan – Policy S5 Local Plan – Policy 18</p>	<p>The assessment should include:</p> <ul style="list-style-type: none"> <li>• details of existing open space in the vicinity of the site</li> <li>• details of any open space lost as a result of the development (in Ha)</li> <li>• details of the area of any open space proposed by the development (in Ha)</li> <li>• details of the type of open space provided by the development</li> <li>• any necessary mitigation – this may include financial contributions to enhance routes to existing open space or to improve the space</li> </ul>

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Parking Design and Management Plan	All new development that includes provision of parking spaces.	London Plan – Policy T6 Local Plan – Policy 24	Indicating how the car parking will be designed and managed, with reference to Transport for London guidance on parking management and parking design.
Planning Obligations – Draft Heads of Terms	Required where, in accordance with the Havering Local Plan, the scale of the proposed development requires the provision of planning benefits.	Relevant London Plan and Local Plan policies requiring mitigation through planning obligation(s)	The planning obligations requirements will be specific to the site and guidance should be obtained from the Council at pre-application stage to determine what these will be.  The draft heads of terms should provide the level of contribution(s) offered under each head(s) of terms.
Planning Statement	Required for all major <sup>i</sup> development proposals (including change of use of more than 1000 square metres floorspace).	NPPF London Plan Local Plan	The planning statement should set out the main planning issues/impacts and mitigation measures incorporated into the proposal. The type and amount of detail required will vary according to the particular circumstances of each application.  You should submit information explaining how the proposed development accords with the policies of the Local Plan, and any Supplementary Planning Documents.  You should also include details of any pre application consultation you have carried out.
Safer Places Statement	All major <sup>i</sup> development proposals	NPPF – Para 92 Local Plan – Policy 26	Safer Places Statement should detail how secured by design principles have informed the design and how impacts on crime and anti-social behaviour have been considered. This can be included within a Design and Access Statement.  It is recommended that applicants have pre-application discussions with the Borough's Designing Out Crime Officers.

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			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> <a href="https://www.gov.uk/guidance/health-and-wellbeing">https://www.gov.uk/guidance/health-and-wellbeing</a>
Servicing and Delivery Plan	All strategic development proposals, and may be required for non-residential development that generates new or additional servicing	London Plan – Policy T7 Local Plan – Policy 24	The need for a detailed Delivery and Servicing Plan will be determined during discussion with officers at pre-application stage. Further guidance can be found on TfL’s website <a href="https://content.tfl.gov.uk/delivery-and-servicing-plan-guidance.pdf">https://content.tfl.gov.uk/delivery-and-servicing-plan-guidance.pdf</a>
Statement of Community Involvement	Required for all major development proposals, environmentally sensitive sites, and developments of known or anticipated public interest.	NPPF – Para 40	Guidance on what information we require about any pre-application consultation with the community can be found in the London Borough of Havering Statement of Community Involvement <a href="https://www.havering.gov.uk/download/downloads/id/5301/statement_of_community_involvement_2021.pdf">https://www.havering.gov.uk/download/downloads/id/5301/statement_of_community_involvement_2021.pdf</a> This can also be provided in the Planning Statement.
Structural Survey	Required for all applications involving substantial works to a retained structure or where a basement is proposed, or the development is	NPPF – Para 183 London Plan – Policy D10	This should fully assess the impact of the proposal on structural stability including potential impacts on adjacent/nearby properties. This assessment should be prepared and self-certified by a suitably qualified chartered engineer, who is a member of the relevant professional body.

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	<p>affecting the foundations.</p> <p>Structural alterations or substantial demolition of a building that is listed or in a conservation area.</p>		
Sustainable Urban Drainage (SUDs) Strategy	All major <sup>i</sup> development proposals.	<p>Ministerial Statement (HCWS161 – Sustainable drainage systems)</p> <p>London Plan – Policy SI 13</p> <p>Local Plan - Policies 27, 29 and 32</p>	<p>The level of detail and scope will depend on the scale and type of development. All major development should follow the drainage hierarchy set out in the London Plan and aim to achieve a ‘greenfield’ run-off rate.</p> <p>This will include completion of London Borough of Havering’s drainage pro forma.</p> <p><a href="https://www.london.gov.uk/what-we-do/environment/climate-change/surface-water/london-sustainable-drainage-proforma#acc-i-56805">https://www.london.gov.uk/what-we-do/environment/climate-change/surface-water/london-sustainable-drainage-proforma#acc-i-56805</a></p>
Sustainable Design and Construction Statement	All major <sup>i</sup> development proposals.	<p>Mayoral SD&amp;C SPD</p> <p>Local Plan - Policy 34</p>	<p>The sustainability assessment should outline the elements of the scheme that address sustainable development issues, including the positive environmental, social and economic implications, and must include details of climate change mitigation measures by a suitably qualified energy consultant.</p> <p>Where applicable, BREEAM targets must also be included</p>
Telecommunication Development – Supplementary Information	All mast and antenna development by mobile phone network operators.	<p>NPPF – Para 117</p> <p>London Plan – Policy SI 6</p> <p>Local Plan - Policy 25</p>	<p>The supplementary information should demonstrate that there is no suitable alternative site to the one proposed.</p> <p>Refer to relevant policies for further information.</p>

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Town Centre Impact Assessment and Sequential Test	Required for all applications for new, or extensions to existing, edge or out-of-centre uses that are not in accordance with the Local Plan and where the development has a floorspace of 200 sq m or more.	NPPF - Paras 86 to 91. London Plan - Policy SD7. Local Plan - Policy 13	Evidence that the sequential test is satisfied for town centre uses 200 square metres or more located outside town and local centres must be provided.  Further guidance on preparing a sequential test and impact assessment is provided in the town centres and retail section of the NPPG:  <a href="https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres">https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</a>
Transport Assessment or Statement	All development that meets thresholds in Appendix B of DoT Guidance on Transport Assessments	NPPF – Para 113 London Plan – Policy T4 Local Plan - Policy 23	The TA/TS should give details of the impacts on traffic movement and highway safety and assess how alternative modes of transport could be accessed along with proposing measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.  Guidance on thresholds and transport assessments can be found on the TfL website:  <a href="https://content.tfl.gov.uk/thresholds-for-transport-assessments.pdf">https://content.tfl.gov.uk/thresholds-for-transport-assessments.pdf</a>  <a href="https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessments?intcmp=10094">https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessments?intcmp=10094</a>
Travel Plan	All strategic development proposals and for proposals likely to have significant transport	NPPF – Para 113 London Plan Policy T4 Local Plan – Policy 23	The need for a Travel Plan will normally be determined during pre-application discussions. TfL provides development scale guidelines for travel plans, which set thresholds based on use class:  <a href="http://london.itrace.org.uk/Document/Resources/TfL%20Travel%20PI">http://london.itrace.org.uk/Document/Resources/TfL%20Travel%20PI</a>

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	implications		<p><a href="#">anning%20Guidance%202013.pdf</a></p> <p>Examples of development with requires a travel plan includes:</p> <ul style="list-style-type: none"> <li>• All schools and nurseries</li> <li>• All Higher and Further Education organisations in excess of 2,500m<sup>2</sup></li> <li>• All major<sup>l</sup> retail and leisure development.</li> <li>• All stadia development proposing more than 1500 seats.</li> </ul> <p>Refer to TfL for further guidance on preparing a Travel Plan:  <a href="https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/travel-plans">https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/travel-plans</a></p>
Tree Survey/Arboricultural Method Statement	Where there are trees or hedges on the proposed development site or on land adjacent to the proposed development site that are potentially affected by the development proposal or might be important as part of the local landscape character.	London Plan – Policy G7 Local Plan – Policies 27, 29 & 30	<p>You will need to provide information including:</p> <ul style="list-style-type: none"> <li>• species, spread, height, position and condition of trees</li> <li>• which trees you are proposing to fell</li> <li>• which trees will be affected in any way by the proposed development</li> <li>• the measures that will be used to protect retained trees during construction</li> <li>• justification for removal of any protected trees, or important trees</li> </ul> <p>You will need to provide the information in line with current British Standards BS:5837 and BS:8545, and Trees and Design Action Group (TDAG) and The Arboricultural Association guidance</p>

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Urban Greening Factor (UGF)	All major <sup>i</sup> development (except use classes B2 and B8).		Provide Urban Greening Factor information and calculation in accordance with Policy G5 of the London Plan. This can be included in the Landscape Strategy  For further guidance on Urban Greening Factor see: <a href="https://www.london.gov.uk/sites/default/files/urban_greening_factor_lpg_pre-consultation_draft.pdf">https://www.london.gov.uk/sites/default/files/urban_greening_factor_lpg_pre-consultation_draft.pdf</a>
Ventilation/Extraction Statement	All development where food will be prepared or served and any other developments where substantial external ventilation or extraction equipment is proposed to be installed.	Local Plan – Policy 14 & 34	The statement will need to include: <ul style="list-style-type: none"> <li>• details of the position and design of external ventilation and extraction equipment, including any screening</li> <li>• any odour abatement techniques</li> <li>• acoustic noise characteristics and mitigation.</li> </ul> The statement should be accompanied by drawings
Viability Appraisal	A financial viability appraisal is required for all major <sup>i</sup> residential (or mixed use) planning applications where: <ul style="list-style-type: none"> <li>• the amount of affordable housing proposed falls below the quantum required by policy</li> <li>• the tenure mix differs from that</li> </ul>	London Plan – Policy H5 Local Plan – Policy 4, 5, 13.	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.  Financial viability appraisals should be accompanied by: <ul style="list-style-type: none"> <li>• an executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader; and</li> <li>• a fully testable and editable electronic/software model which explicitly shows the calculations and assumptions used in the planning application.</li> </ul> Applicants should meet the cost of reviewing financial viability appraisals, or provide a solicitor’s undertaking to pay, for an

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	<p>required by policy</p> <ul style="list-style-type: none"> <li>the proposed development departs from other planning policy requirements due to viability</li> </ul>		<p>application requiring a financial viability appraisal to be validated. Further information can be found in the Mayor of London's Affordable Housing and Viability SPG:</p> <p><a href="https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance-and-spgs/affordable-housing-and-viability-supplementary-planning-guidance-spg">https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance-and-spgs/affordable-housing-and-viability-supplementary-planning-guidance-spg</a></p>
Waste Management Plan	All major <sup>i</sup> development proposals	London Plan – Policy SI7 Local Plan – Policy 35	<p>You are required to make appropriate arrangements and/or space for the storage and collection of recycling and refuse. Please refer to London Borough of Havering's Waste management practice planning guidance for architects and developers.</p> <p><a href="https://www.havering.gov.uk/download/downloads/id/521/pgg_for_architects_and_developers.pdf">https://www.havering.gov.uk/download/downloads/id/521/pgg_for_architects_and_developers.pdf</a></p> <p>Note the Council recommends the use of underground refuse systems (URS) on some larger applications. Pre-application discussions should be held with the Waste &amp; Recycling Team</p>

Local Plan – The Havering Local Plan (2016-31) and supporting documents were adopted on 17 November 2021

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<sup>i</sup> **Major Development** - For dwellings, a major development is one where the number of dwellings to be created by new development and conversion is 10 or more. Where the number of dwellings to be constructed is not given in the application, a site area of 0.5 hectares or more should be used as the definition of a major development.

For all other uses, a major development is one where the floor space to be built or converted is 1000 square metres or more, or where the site area is 1 hectare or more.

<sup>ii</sup> **Strategic Applications** - All development that is referable to the Mayor of London by virtue of The Town and Country Planning (Mayor of London) Order 2008. The criteria includes:

- development of 150 residential units or more
- development over 30 metres in height
- development on Green Belt or Metropolitan Open Land

Refer to the order for the full criteria

#### NOTE

*In specific cases the Council may use powers under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 which allows authorities to request in writing any further information required to enable it to determine an application, even where the above thresholds are not met.*