

Committee(s):	Date(s):	
Planning & Transportation	8 th September 2015	
Subject: Information Requirements for Validation of Planning Applications		
Report of: The Chief Planning Officer		Public For Decision
<u>Summary</u>		
<p>The information required with planning applications is in two parts; a national list that applies in all cases and a local list produced by the Local Planning Authority. The content of the local list is at the discretion of the local planning authority.</p> <p>The City's local list was approved by your Committee in 2010 and is published on the City's website. The references to legislation and policy have since been updated to relate to the Development Management Procedure Order 2015 and the adopted Local Plan.</p> <p>The local list is required to be reviewed regularly and a report produced on the findings.</p> <p>Four areas of change in the information required to support planning applications have been identified.</p> <p>Recommendations</p> <p>Members are asked to agree to consultation with the local community, including applicants and agents, on the local list of information required with planning and other applications as set out in annexe A and annexe B to this report and that if no significant comments are received that you authorise the Chief Planning Officer to adopt the Local List.</p>		

Main Report

Background

1. Local Planning Authorities (LPAs) are required to publish information listing what information is required to accompany and validate planning applications. This also enables LPAs to decline to validate an application that is not accompanied by the relevant information.
2. The required information is in two parts; a national list that applied in all cases and a local list selected by the LPA. The content of the local list is at the discretion of the local planning authority.
3. The City approved its first local list in March 2008. An amended list was approved in 2010 when changes were made to meet changes introduced by Government and minor changes have been made to the text since then following adoption of the Local Plan and the coming into force of the Development Management Procedure Order 2015.
4. LPAs are required to review their local lists regularly against a range of principles and criteria and to identify policy drivers for requiring the information. Government guidance says that where a LPA considers changes are necessary the proposal should be issued to the local community for consultation. If no changes are needed the list should be republished.
5. A review of the information required by the City's local list has been carried out. There are four areas of additional information that is needed to assist consideration of various types of applications. These are:
 - Air Quality Assessment - Demonstration that development is at least air quality neutral and mitigation if necessary.
 - Sustainable Urban Drainage Systems (SuDS) / Drainage Plan - Details of SuDS designs showing compliance with SuDS technical standards and ongoing maintenance arrangements.
 - New Housing- Evidence to demonstrate that the site is not suitable for office use or will not prejudice the primary business function of the City.
 - Office viability report - Evidence to demonstrate that the building would not be viable or suitable in the long term for office use. Marketing evidence will be required to show that there is no recent or likely future demand for continued office use of a site or building.
6. The existing local list is appended to this report at annexe B and the additional items at annexe A.

7. Although the local list appears to be extensive it is applied in a proportionate way. Different types and sizes of application require different levels of information and supporting documentation. It is not possible to define, in general guidance, precisely what will be required when there is a wide diversity of types of proposal and circumstances. Information is only requested when it is needed to explain a proposal to enable an application to be properly considered and public consultation to be carried out. Experience shows that a considerable amount of officer and applicant time is saved when the required information accompanies the application, and this can lead to quicker, fully considered decisions.

Financial and Risk Implications

8. There are no financial implications arising from this report.

Legal Implications

9. There are no legal implications arising from this report.

Strategic Implications

10. The use of an up to date local list supports the department's Business Plan Strategic Aim 4 in relation to providing a high quality professional service that supports the business City and its diverse communities.

Conclusion

11. Members are asked to approve the local list set out in annexe A and annexe B for consultation with the local community, including applicants and agents, and that if no significant comments are received that you authorise the Chief Planning Officer to adopt the Local List.

Annexe A Schedule of additional local list requirements

Annexe B Existing schedule of local list requirements

Background Papers:

Reports to the Planning & Transportation Committee on 18th March 2008 and 14th December 2010
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Annexe A Schedule of additional local list requirements - August 2015

Information Item	Policy Driver	Types of application	When or what information is required
Air Quality Assessment	London Plan policy 7.14. Local Plan policy DM15.6.	Planning permission for new buildings or major extensions including minor material alterations.	Demonstration that development is at least air quality neutral and mitigation if necessary.
Sustainable Urban Drainage Systems (SuDS) / Drainage Plan	NPPF. Ministerial Written statement HCWS161 18 December 2014. London Plan policy 5.13. Development Management Procedure Order 2015.	Major applications (1000sq.m non-residential or 10 or more dwellings)	Details of SuDS designs showing compliance with SuDS technical standards and ongoing maintenance arrangements.
New Housing	Local Plan policies CS1(5), DM1.1, DM21.1	All applications for new housing	Evidence to demonstrate that the site is not suitable for office use or will not prejudice the primary business function of the City.
Office viability report	Local Plan policy DM1.1.	Planning permission involving the loss of existing office accommodation and sites.	Evidence to demonstrate that the building would not be viable in the long term for office use. Marketing evidence will be required to show that there is no recent or likely future demand for continued office use of a site or building.

Annexe B Existing schedule of local list requirements - August 2015

Information Item	Policy Driver	Types of application	When or what information is required
<p>Plans and drawings including:</p> <ul style="list-style-type: none"> Existing and proposed floor and roof plans (e.g. at a scale of 1:50, 1:100 or 1:200) 	<p>CLG circular - Guidance on information requirements and validation. London Plan - Place Shaping policies. Local Plan Culture and Heritage, Environmental Sustainability and City Communities policies.</p>	<p>All applications.</p>	<p>Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished. Applications for change of use must identify the area(s) involved but elevations and sections will not be needed if there are no alterations or building work.</p>
<p>Plans and drawings including:</p> <ul style="list-style-type: none"> Existing and proposed elevations (e.g. at a scale of 1:50, 1:100 or 1:200) Existing and proposed sections and finished floor and site levels (e.g. at a scale of 1:50, 1:100 or 1:200) 	<p>CLG circular - Guidance on information requirements and validation. London Plan - Place Shaping policies. Local Plan Culture and Heritage, Environmental Sustainability and City Communities policies.</p>	<p>Applications involving building work, alterations to buildings or open space or display of advertisements</p> <p>Section 73 removal or variation of a condition including minor material alterations.</p>	<p>Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, changes to levels, relationship to neighbouring buildings and land, details of foundations and the appearance of new work including materials to be used.</p>

Information Item	Policy Driver	Types of application	When or what information is required
Acoustic Report	NPPF London Plan Policy 7.15. Local Plan policy CS15.	Planning applications involving new plant or uses that may create noise disturbance. Section 73 variation of a condition including minor material alterations.	May be required for developments that could affect noise sensitive properties (e.g. residential or educational uses).
Affordable Housing Statement	London Plan policy 3.11. Local Plan policy CS21.	Planning applications proposing 10 or more new residential units.	A report demonstrating how it is intended to comply with London Plan/LDF policies on the provision of affordable housing.
Biodiversity survey and report	NPPF London Plan Policy 7.19. Local Plan policy DM19.2.	Planning permission for the demolition of existing buildings or construction of new buildings.	Survey of existing biodiversity on site, impact and proposed measures to protect and enhance biodiversity.
Daylight/Sunlight assessment	Local Plan policy 10.7.	Planning permission for the construction of a new building or extension.	Required if the development is near to existing or approved residential premises or open spaces.
Environmental Statement	Town and Country Planning (Environmental Impact Assessment) Regulations.	Planning permission for redevelopment. Section 73 removal or variation of a condition including minor material alterations.	An Environmental Impact Assessment (EIA) is required in the circumstances set out in the Environmental Impact Assessment Regulations. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.

Information Item	Policy Driver	Types of application	When or what information is required
Flood Risk Assessment and sequential test evidence	NPPF Local Plan policy CS18.	All planning applications including change of use, removal or variation of conditions and minor material alterations.	Required for all planning applications in the Flood Risk Area shown on the Local Plan Policies Map B (as amended by the Strategic Flood Risk Assessment) and for Major development elsewhere. Technical Guidance to the National Planning Policy Framework sets out the required information.
Heritage Assets - Listed Buildings	NPPF London Plan Policy 7.8. LVMF. Local Plan policy CS12.	Planning permission for redevelopment or alterations affecting a listed building or its setting.	A description of the significance of the historic assets affected by the proposal and the contribution of their setting to that significance. The level of information should be proportionate to the importance of the heritage asset and be sufficient to give an understanding of the potential impact of the proposal on the significance of the heritage asset. This information is required with an assessment of the impact of the proposal and an explanation of the design concept. The assessment of significance and impact should be set out in the Design & Access Statement where one is required.

Information Item	Policy Driver	Types of application	When or what information is required
Heritage Assets – Conservation Areas	NPPF London Plan Policy 7.8. Local Plan policy CS12.	Planning permission for redevelopment or alterations affecting a conservation area or its setting.	See above under Heritage Assets - Listed Buildings
Heritage Assets – Archaeological remains and Scheduled Ancient Monuments	NPPF London Plan Policy 7.8. Local Plan policy CS12.	Applications for planning permission or removal or variation of a condition (including minor material alterations) where the proposal involves ground works.	See above under Heritage Assets - Listed Buildings. The information should include a desk based assessment, an assessment of the impact of the proposal, and where appropriate, on-site evaluation.
Heritage Assets – Tower of London World Heritage Site	NPPF London Plan Policy 7.8. LVFM Local Plan policy CS12. World Heritage Site Management Plan. Historic Royal Palaces Local Setting Study.	Planning permission for new buildings or major extensions.	Impact assessment required if there could be an impact on views of the Tower of London or the Outstanding Universal Value of the World Heritage Site. The assessment of significance and impact should be set out in the Design & Access Statement where one is required.
Heritage Assets – St Paul's Heights assessment	NPPF London Plan Policy 7.8. Local Plan policy CS12.	Planning permission for new buildings or extensions including minor extensions at roof level in the designated area.	Development in the designated area to demonstrate that the proposal would not infringe the St Paul's Heights Limits. The assessment of significance and impact should be set out in the Design & Access Statement where one is required.

Information Item	Policy Driver	Types of application	When or what information is required
Heritage Assets - Registered Parks and Gardens	NPPF London Plan Policy 7.8. LVFM Local Plan policy CS12.	Planning permission for new buildings or alterations affecting a Registered Park or Garden.	See above under Heritage Assets - Listed Buildings
Heritage Assets – Non-designated Assets	NPPF London Plan Policy 7.8. Local Plan policy CS12.	Planning permission for new buildings or extensions including minor extensions.	A description of the significance of the heritage asset affected and the impact of the proposal, set out in the Design & Access Statement where one is required.
Land Contamination assessment	NPPF London Plan Policy 5.21. Local Plan policy DM15.8.	Planning permission for the construction of a new buildings or extensions.	Required if application site is known to be or is suspected of being contaminated.
Landscaping details	Local Plan policies CS10 and CS19.	Planning permission for new buildings or major extensions where open space is affected or provided.	Drawings showing any proposed landscaping including structures, paving types, plant species and drainage. This should follow the design concept in the Design and Access Statement.
Micro climate impact assessment	Local Plan policies CS14 and CS15.	Planning permission for new buildings or extensions.	Required if proposal is likely to have an adverse effect upon microclimate, in particular wind. A wind tunnel test would normally be expected culminating in a report demonstrating the degree of change in conditions.

Information Item	Policy Driver	Types of application	When or what information is required
Office viability report	Local Plan policy DM1.1	Planning permission involving the loss of existing office accommodation and sites.	Evidence to demonstrate that the building has depreciated such that office use would not be viable or suitable in the long term, having regard to the physical state of the building and its functional and locational obsolescence. Marketing evidence will be required to show that there is no recent or likely future demand for continued office use on a site or building.
Open Space assessment	NPPF London Plan Policy 7.18. Local Plan policies CS15 and CS19.	Planning permission for new buildings or major extensions.	If proposal is for development within or neighbouring an open space an assessment of the impact and provision of replacement space is required.
Parking Provision	London Plan Policy 6.13. Local Plan policy CS16.	Planning permission for new buildings or major changes of use or major extensions. Section 73 removal or variation of a condition including minor material alterations.	Required if proposal affects existing car, motorcycle or bicycle 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. Details of all proposed parking should be shown on the drawings.

Information Item	Policy Driver	Types of application	When or what information is required
Photographs/Verified rendered montages	LVMF Local Plan policies CS10, CS13, CS13, CS14.	Planning permission for new buildings, extensions or alterations. Section 73 removal or variation of a condition including minor material alterations.	Should be provided where necessary to support the application. Required in support of large redevelopment schemes and where proposals would involve the demolition of an existing building or affect the settings of listed buildings or conservation areas. Useful to support applications for alterations to buildings including shopfronts.
Planning obligations – Draft Head(s) of Terms	NPPF London Plan policies 8.2 and 8.3. Local Plan policy CS4. CoL Planning Obligations SPG. GLA SPG - Use of Planning Obligations in the funding of Crossrail.	Planning permission for new buildings, major changes of use or major extensions and removal or variation of a condition including minor material alterations.	Required if proposal will result in a requirement for a legal agreement to secure planning obligations, affordable housing or a Crossrail Contribution.
Planning Statement / Supporting Information	NPPF	All applications.	Provision of a planning statement is optional.
Servicing facilities	Local Plan policy DM16.5.	Planning permission for new buildings, changes of use or major extensions.	To be shown annotated on drawings.

Information Item	Policy Driver	Types of application	When or what information is required
Statement of Community Involvement	NPPF Localism Act	Planning permission for new buildings, major changes of use or major extensions and removal or variation of a condition including minor material alterations.	Required where community involvement has been arranged prior to making an application.
Sustainable development and climate change report	NPPF London Plan policies on climate change. Local Plan policy CS15.	Planning permission for new buildings or major extensions and removal or variation of a condition including minor material alterations.	Demonstration of sustainability standard to be achieved and minimisation of carbon emissions.
Town Centre Uses – Evidence to accompany applications	NPPF London Plan policy 2.15. Local Plan policy CS20. .	Planning permission for major shopping proposals.	Proposals for major shopping uses require evidence to demonstrate a sequential approach to site selection.
Transport Assessment	NPPF London Plan policy 6.3. Local Plan policy CS16.	Planning permission for new buildings, major changes of use or major extensions and removal or variation of a condition including minor material alterations.	Required if proposal is likely to have significant transport implications.
Travel Plan	NPPF London Plan policy 6.3. Local Plan policy CS16.	Planning permission for new buildings or major extensions and removal or variation of a condition including minor material alterations.	A draft strategy for managing all travel and transport within the development. It should seek to improve access to the site by sustainable modes of transport.

Information Item	Policy Driver	Types of application	When or what information is required
Tree survey/Arboricultural implications	Local Plan policy CS19. Open Spaces in City of London SPG.	Planning permission for new buildings or major extensions. Householder and removal or variation of a condition including minor material alterations.	Required if proposal is likely to affect trees within the application site or adjacent to the site including street trees. This must include survey drawings showing the position of any existing trees and their canopy spread, trees to be felled and any pruning required during and after construction.
Views assessment.	London Plan policy 7.7. Local Plan policies CS10, CS12, CS13, CS14. LVMF. Riverside Appraisal of the Thames Policy Area SPG. St Paul's and Monuments Views SPG.	Planning permission for new buildings or major extensions and removal or variation of a condition including minor material alterations.	Studies showing existing and proposed views. Required if the development could affect protected vistas, panoramas, views and prospects identified in the London Plan, LVMF and Local Plan or the settings of listed buildings or conservation areas.
Waste storage and recycling facilities.	London Plan policy 5.17. Local Plan policy CS17.	Planning permission for new buildings, changes of use or major extensions.	To be shown annotated on drawings.