

Committee(s):	Date:
Planning & Transportation Committee	12 th December 2019
Subject: Information Requirements for the Validation of Planning Applications	Public
Report of: Chief Planning Officer and Development Director	For Decision

Summary

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.

The City's local list was published in February 2016 and is available on the Corporation's website.

The local list is required to be reviewed and updated regularly. A number of areas of change in the information required to support planning applications have been identified. In addition the GLA has requested that all Local Planning Authorities include the new Planning Data Standard within their validation criteria and it is therefore proposed that this be added to the requirements for applications submitted to the City.

Recommendation

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, Annexe B and Annexe C of this report and that if no significant comments are received that you authorise the Chief Planning Officer to adopt the list.

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 applies in all cases and a local list selected by the LPA. The content of the local list is at the discretion of the LPA.
3. The current version of the local list was published in February 2016 and is available on the Corporation's website. 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 states that information requested with a particular planning application must be:
 - reasonable having regard, in particular, to the nature and scale of the proposed development; and
 - about a matter which it is reasonable to think will be a material consideration in the determination of the application
4. Government guidance states 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 re-published.
5. A review of the information required by the City's local list has been carried out and there are ten areas of additional information that is needed to assist consideration of various types of applications. These are:
 - Microclimate modelling – To be carried out in accordance with the City's new Wind Microclimate Guidelines (August 2019).
 - Urban Greening Factor – To demonstrate that the urban greening element of a scheme meets the policy requirements.
 - 3D model – to enable the City to import a 3D model of a proposed development to assess the impact of a scheme in its context.
 - Circular Economy Statement – to demonstrate that the proposal is sustainable in respect of its use and re-use/recycling of materials.
 - Security and Structural Safety Statement – To demonstrate that safety and security measures have been integrated into the proposal.
 - Fire Safety Statement – To demonstrate that fire safety is integral to the design of a building.
 - Community Infrastructure Levy Form – To identify where a proposal results in an uplift in floorspace and is CIL liable

- Statement of Community Involvement (updated) – To include a requirement for applicants to explore opportunities to use a form of digital platform engagement to ensure all elements of a community are consulted on proposal at the pre-application stage.
 - Ventilation/extraction Statement – To provide details of means of extraction/ventilation, particularly in food premises.
 - Lighting Strategy – To address the potential impacts of external lighting.
6. Three of these new requirements arise from policy drivers set out in the Draft London Plan which is anticipated to be adopted before 1st April 2020. The three items are the Urban Greening Factor, Circular Economy Statements and Fire Safety Statements. These requirements will also be included in the draft Local Plan which will come to this Committee for consideration in March 2020. It is therefore intended that subject to Members approval and consultation responses that these elements would become active once the new London Plan is adopted.
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.

London Development Database

8. The Mayor of London has contacted the Leaders of all London Boroughs and the City Corporation setting out the proposed GLA Planning Data Standard (attached at Annexe C) which contains the additional information that is required to be submitted as part of any planning application in the GLA area. This combined standard includes the information required by the London Data Standard, together with the information sought for the work being carried out by MHCLG for the development of a single planning register together with additional information required for the monitoring of the Housing Delivery Test. This information is required to enable the monitoring of development taking place in London and enable efficient spatial planning to take place.
9. The GLA has therefore requested that all Local Planning Authorities include the Planning Data Standard within their validation criteria and it is therefore proposed that this be added to the requirements for applications submitted to the City. The information requested largely focuses on residential development and comprises a series of questions about the proposed development. The GLA intends to revise the standard planning application forms such that the additional information required is provided by the applicant within the form rather than any additional documentation.

Next Steps

10. Subject to Member's approval it is intended to undertake a 6 week consultation period during January/February.

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Annexe A - Additional local list requirements – December 2019

Information Item	Policy Driver	Types of application	When or what information is required
Micro-climate modelling	London Plan Policy Local Plan policies CS14 and CS15.	Planning permission for new buildings or extensions	Required if proposal is likely to have an adverse effect upon micro-climate, in particular wind. An assessment should be carried out in accordance with the Wind Microclimate Guidelines August 2019
Urban Greening Factor	Draft London Plan Policy G5 Local Plan policy DM15.5 City of London Urban Greening Factor Study July 2018	All new developments and refurbishments.	An urban greening proposal should be submitted having regard to the City of London Urban Greening Factor Study July 2018 and the Mayor of London Guidance: Living Roofs and Walls: From Policy to Practice. The proposal shall include an Urban Greening Factor as set out Draft London Plan Policy G5 and in the GLA publication Urban Greening Factor for London July 2017.
3D model	LVMF Local Plan Policies CS10, CS13, CS14	Planning permissions for new buildings or extensions.	An fbx 3D model or equivalent of the proposal is required to import into the City's 3D model.
Circular Economy Statement	Draft London Plan Policy S17 Local Plan Policy CS15	All major applications	A Circular Economy Statement should be submitted, to demonstrate: <ul style="list-style-type: none"> - how all materials arising from demolition and remediation works will be re-used and/or recycled - how the proposal's design and construction will enable building materials, components and products to be disassembled and re-used at the end of their useful life - opportunities for managing as much waste as possible on site - adequate and easily accessible

			<p>storage space to support recycling and re-use</p> <ul style="list-style-type: none"> - how much waste the proposal is expected to generate, and how and where the waste will be handled.
Security and structural safety statement	Draft London Plan Policy D10 Local Plan Policy CS3, DM 3.2 and 3.3	All major developments and refurbishments of potentially high profile buildings.	An assessment should demonstrate how development should include measures to design out crime that – in proportion to the risk – deter terrorism, assist in the detection of terrorist activity and help mitigate its effects. These measures should be considered at the start of the design process to ensure they are inclusive and aesthetically integrated into the development and the wider area
Fire Safety Statement	Draft London Plan D11	All major developments	<p>The statement should detail how the development proposal will function in terms of:</p> <ul style="list-style-type: none"> - the building's construction: methods, products and materials used - the means of escape for all building users: stair cores, escape for building users who are disabled or require level access, and the associated management plan approach - access for fire service personnel and equipment: how this will be achieved in an evacuation situation, water supplies, provision and positioning of equipment, firefighting lifts, stairs and lobbies, any fire suppression and smoke ventilation systems proposed, and the ongoing maintenance and monitoring of these - how provision will be made within the site to enable fire appliances to gain

			access to the building
Community Infrastructure Levy Form	Community Infrastructure Levy Regulations 2010 and Local Plan Policy CS4 Planning Contributions CoL Planning Obligations SPG, CoL CIL Charging Schedule, GLA SPG – Crossrail Funding Use of Planning Obligations and the Mayoral Community Infrastructure Levy	Planning permission for new buildings, all changes of use or extensions and removal or variation of a condition including minor material alterations.	Completed CIL form 0 for all development where there is a change of use or uplift in floorspace.
Statement of Community Involvement (updated)	NPPF	Planning permission for new buildings, major changes of use or major extensions.	Required where community involvement has been arranged prior to making an application which should include exploring opportunities to use a form of digital platform engagement to ensure all elements of a community are consulted on proposals.
Ventilation/Extraction Statement	Local Plan Policy DM10.1 & DM21.3	Required to accompany all applications for the use of premises for purposes within Use Classes: <ul style="list-style-type: none"> o A3 (Restaurants and cafes) o A4 (Drinking establishments) o A5 (Hot food takeaways) o B1 (business) and o B2 (general industrial). 	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.
Lighting Strategy	NPPG Local Plan Policy DM10.1 & DM15.7 CoL Lighting Strategy 2018	May be required if proposal includes the installation of external lighting.	The Assessment should address the impact of a lighting scheme in respect of design, amenity, light pollution, biodiversity and sustainability and should have regard to the CoL Lighting Strategy 2018.

Annexe B

APPLICATIONS FOR FULL PLANNING PERMISSION

VALIDATION CHECKLIST February 2016

Applications for planning permission should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documents will be required.

If the application is submitted in paper format, two copies (one original and one copy) will be required.

If samples of materials are submitted, one sample of each material will be required.

A CD/DVD containing the same information will enable the application to be validated more quickly. The maximum file size acceptable is 2 MB (exceptionally 5 MB is acceptable for long reports).

National List of Requirements

Information Item	Notes
1. Completed application form	
2. A location plan and a site plan are required. The site should be edged red; other land in the applicant's ownership should be edged blue.	
3. The completed Ownership Certificate and Agricultural Land Declaration (A, B, C or D – as applicable) as required by Article 14 of the Town and Country Planning (Development Management Procedure) Order 2015	Where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 13 of the Town and Country Planning (Development Management Procedure) Order 2015 must be given and/or published in accordance with this Article.
4. Design and Access Statement	Many planning and listed building applications and most applications within a Conservation Area must be accompanied by a Design and Access Statement. Information on when a D&AS is required is set out in the guidance note Design and Access Statement
5. The appropriate fee	

LOCAL LIST OF REQUIREMENTS

Information Item	Policy Driver	Types of application	When or what information is required
Plans and drawings including: Existing and proposed floor and roof plans (e.g. at a scale of 1:50, 1:100 or 1:200)	CLG circular - Guidance on information requirements and validation London Plan - Place Shaping policies Local Plan Culture and Heritage, Environmental Sustainability and City Communities policies.	All applications.	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.
Plans and drawings including: 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)	CLG circular - Guidance on information requirements and validation London Plan - Place Shaping policies Local Plan Culture and Heritage, Environmental Sustainability and City Communities policies	Applications involving building work, alterations to buildings or open space or display of advertisements Section 73 removal or variation of a condition including minor material alterations.	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.
Access Statement	London Plan Policy 7.2 Local Plan policy CS10	Applications involving alterations to building entrances and open spaces, changes of levels and changes of use.	Not required if a Design and Access Statement is submitted. It should deal with the access aspects normally covered in a Design & Access statement.

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 and Viability 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/Local Plan policies on the provision of affordable housing.
Air Quality Impact Assessment	Local Plan policy DM15.6.	For development that proposes to use biomass or biofuel or for major development (1000sq.m non-residential or 10 or more residential units).	Needed when the site is adjacent to a 'sensitive building' e.g. school or hospital. An assessment of the impact of the development on air quality.
Air Quality Neutral Assessment	London Plan policy 7.14. Local Plan policy DM15.6.	Planning permission for major new buildings or extensions (1000sq.m non-residential or 10 or more residential units) including minor material alterations.	Demonstration that development is at least air quality neutral and mitigation if necessary.
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.

Information Item	Policy Driver	Types of application	When or what information is required
			Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.
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.
Heritage Assets –	NPPF	Planning permission for	See above under Heritage Assets

Information Item	Policy Driver	Types of application	When or what information is required
Conservation Areas	London Plan Policy 7.8 Local Plan policy CS12	redevelopment or alterations affecting a conservation area or its setting.	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.
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

Information Item	Policy Driver	Types of application	When or what information is required
			where one is required.
Housing design	Local Plan policies CS1(5), DM21.1, DM21.3		Housing design
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. City of London Interactive Map
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.
Office viability report	Local Plan policy DM1.1.	Planning permission involving the loss of existing office accommodation and sites, other than where complementary uses are proposed for part of a building (see policy DM1.5) and pre-application discussions suggest the use could be acceptable .	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 of a site or building.
Open Space assessment	NPPF London Plan Policy 7.18 Local Plan policies CS15 and	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

Information Item	Policy Driver	Types of application	When or what information is required
	CS19		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.
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.
Statement of Community	NPPF	Planning permission for new	Required where community

Information Item	Policy Driver	Types of application	When or what information is required
Involvement	Localism Act	buildings, major changes of use or major extensions and removal or variation of a condition including minor material alterations.	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.
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 residential units).	Details of SuDS designs showing compliance with SuDS technical standards.
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.
Tree survey/Arboricultural implications	Local Plan policy CS19 Open Spaces in City of London	Planning permission for new buildings or major extensions.	Required if proposal is likely to affect trees within the application

Information Item	Policy Driver	Types of application	When or what information is required
	SPG.	Householder and removal or variation of a condition including minor material alterations.	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.

Annexe C

Mayor Of London –
Planning Information
Combined Planning Data Standard

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PLANNING INFORMATION COMBINED PLANNING DATA STANDARD



Version 2
V2.1

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1.0 Introduction

- 1.1 The GLA Planning Data Standard sets out the additional information that is required to be submitted as part of any planning application in the GLA area.
- 1.2 This combined standard includes the information required by the London Data Standard, together with the information sought for the work being carried out by MHCLG for the development of a single planning register together with additional information required for the monitoring of the Housing Delivery Test.
- 1.3 This information is required to enable the monitoring of development taking place in London and enable efficient spatial planning to take place.
- 1.4 This document will be updated from time to time and developed taking into account future planning needs and objectives. Changes will be widely publicised both on the London.gov.uk website and amongst the suppliers and users of this data set.
- 1.5 The breakdown of the document is:
 - 2.0 System Technical Requirements
 - 3.0 Householder Extensions
 - 4.0 Prior Approval for Residential Conversions
 - 5.0 All Other Application Types – Information to be provided by applicants
 - 6.0 All Other Application Types – Additional Information to be provided by LPA back office systems.
- 1.6 In completing a planning application for any developments in the GLA area, all fields will be mandatory for the relevant application type.
- 1.7 The data shall be uploaded automatically from the Local Planning Authorities' systems in respect of all application types:
 - (i) When the application is first made valid
 - (ii) When any data relating to the application is amended
 - (iii) When the application is determined, regardless of the decision or whether an application is withdrawn.

Further work will be undertaken to identify indicators for:

 - (iv) When planning permissions are implemented
 - (v) When planning permissions are completed.
- 1.8 Cross Borough Applications will need to be reported by both boroughs, however the same lead UPRN will need to be used.
- 1.9 This Non-Technical Data Standard lays out the information we will be collecting in terms familiar to local authorities and the building industry. A Technical Data Standard will follow to provide specific schema, formats, and other relevant details for each question.
- 1.10 For Additional Information about the Data Standard and any iterations of the Data Standard, please contact:

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Planning Data Team
LDD@London.gov.uk

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2.0 Back Office System Technical Requirements

The GLA is keen to ensure it does not exclude providers from the back office provision market, but at the same time in order for automated data to work there are some minimal functionality requirements that must be met:

1. Receiving Applications	
(i)	The system must be capable of receiving all applications electronically including <ul style="list-style-type: none">a. Application Informationb. Supporting Documents From the Planning Portal and any other provider of a submission portal.
(ii)	The system must auto-populate the fields with the submitted information.
(iii)	The system must be capable of having information amended through any portal, flag up when any changes have been made and information locked when a decision is made.
2. Extracting Information	
(i)	The system must be capable of having any information relating to any case extracted using a scheduled report.
(ii)	The system must be able to have any related polygons extracted with identifiers linking them to the case.

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3.0 Householder Planning Applications Additional Information Requirement

This part of the standard applies to:

- (i) Applications for planning permission to extend existing residential accommodation, including residential annexes
- (ii) Any applications for certificates of lawfulness for residential extension and structures built within the curtilage of a dwelling house.

Additional information to be submitted by the applicant

1. Site Information	
(i)	Title Numbers - all land included within the application site
(ii)	EPC Number – most recent EPC completed
2. General Information about the Proposed Development	
(i)	Description Free Text
(ii)	Gross Internal Floor Area
(iii)	Categories it falls within (multiple can be selected)
	a. Roof Extension / Conversion / Additional Floor added upwards
	b. Basement Extension / Conversion / Additional Floor added downwards
	c. Rear Extension
	d. Side Extension
	e. Front Extension
	f. Other
(iv)	Number of additional bedrooms proposed
(v)	Number of additional bathrooms proposed
(vi)	Current Number of off road parking spaces
(vii)	Resulting Number of off road parking spaces

Additional Information to be collected from LPA Back Office Systems

3. Information about the Decision	
(i)	UPRN
(ii)	Centroid
(iii)	Address
(iv)	LPA Application No.
(v)	URL of Published Planning Application
(vi)	Valid Date
(vii)	Last Date for Consultation Comments
(viii)	Decision Date
(ix)	Decision
(x)	Decision Process (Delegated or Committee)
(xi)	Status
(xii)	Appeal Start Date
(xiii)	Appeal Decision
(xiv)	Appeal Decision Date
(xv)	Decision Target Date

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| (xvi) | Is it liable for CIL? |
| (xvii) | Has an application for an exemption as a residential extension been submitted? |
| (xviii) | Conditions on the Decision |

4. Reporting Information

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| (i) | Development Type |
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4.0 Prior Approvals Additional Information Requirement

This part of the standard applies to:

- (i) Applications for Prior Approval for the conversion of any building into a residential accommodation

Additional information to be submitted by the applicant:

1. Site Information
<ul style="list-style-type: none"> (i) Title Numbers - all land included within the application site (ii) EPC Number – Most Recent EPC completed (iii) Are the existing buildings Currently Occupied? (vacant/partially vacant/occupied)
2. Application Information
<ul style="list-style-type: none"> (i) Description Free Text (ii) Scheme Name – Any known intended name for the development (iii) Superseding an existing Planning Permission or other consent (Y/N/Partial) (iv) Reference Number of that Consent (v) Intended Commencement Date (vi) Intended Completion Date (vii) Current Lead Developer
3. General Information about the Proposed Development
<ul style="list-style-type: none"> (i) Number of Residential Units Proposed (ii) For Each Residential Unit: <ul style="list-style-type: none"> a. Gross Internal Floor Area b. Number of Habitable Rooms c. Whether the unit will be M4(2) compliant d. Whether the unit will be M4(3) compliant (iii) Current Number of off road parking spaces (iv) Resulting total number of off road parking spaces
4. Infrastructure Requirements
<ul style="list-style-type: none"> (i) Number of new water connections required (ii) Number of homes with electrical heating (iii) Number of homes served by full fibre internet connection (iv) Have you consulted mobile network operators? (Y/N) (v) Number of vehicle charging points proposed: <ul style="list-style-type: none"> a. Active b. Passive (vi) Type of vehicle charging points: <ul style="list-style-type: none"> a. Rapid chargers b. Slow chargers c. Slow units (vii) Does the scheme include CHP/Heat Pumps? (Y/N) (viii) What capacity of Solar/PV is proposed? (ix) Number of Homes with Passive Cooling (Number)

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| (x) | Total annual NOx and PM emissions (Number) |
| (xi) | Are you proposing Green House Gas emission reductions over and above those set out in Part L of the Building Regulations? (Y/N) |
| (xii) | Area of green roof proposed (Number) |
| (xiii) | What is the Urban Greening Factor Score? (Number) |
| (xiv) | Does each Unit include internal and external: <ul style="list-style-type: none"> a. Designated storage Space for Dry Recycling (Y/N) b. Designated storage Space for Food Waste (Y/N) c. Designated storage Space for Residual Waste (Y/N) |
| (xv) | What percentage of material from demolition and construction material will be recycled/reused? |
| (xvi) | Number of new gas connections required (number) |

Additional Information to be collected from LPA Back Office Systems

5. Information about the Decision	
(i)	UPRN
(ii)	Centroid
(iii)	Address
(iv)	LPA Application No.
(v)	URL of Published Planning Application
(vi)	Valid Date
(vii)	Last Date for Consultee Comments
(viii)	Decision Date
(ix)	Decision
(x)	Decision Process (Delegated or Committee)
(xi)	Decision Target Date
(xii)	Status
(xiii)	Appeal Start Date
(xiv)	Appeal Decision
(xv)	Appeal Decision Date
(xvi)	Is it liable for CIL?
(xvii)	Has an application for an exemption as a residential extension been submitted?
(xviii)	Conditions on the Decision
6. Reporting Information	
(i)	Development Type

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5.0 Additional Information to be Submitted as part of any Planning Application (Excluding Prior Approvals and Householder Applications)

This information is in addition to the information already required as part of the standard 1APP schema.

1. Site Information
<ul style="list-style-type: none"> (i) Title Numbers - all land included within the application site (ii) EPC Number – most recent EPC completed (iii) Existing Use of the Building (Use Class) (iv) Ownership Status (Public/Private Ownership) (v) Site Area (vi) Gross internal floor area of all existing buildings on the application site
2. Information Submitted in Support of the Application
<ul style="list-style-type: none"> (i) Viability Assessment (Y/N) (ii) 3D Model (Y/N) (iii) Circular Economy Statement (Y/N) (iv) Air Quality Assessment (Y/N) (v) Transport Impact Assessment (Y/N) (vi) Is this application to be treated as a Fast Track Application for the purposes of Affordable Housing? (Y/N)
3. General Information about the Proposed Development
<ul style="list-style-type: none"> (i) Description (Free Text) (ii) Scheme Name – Any known intended name for the development (iii) Is the scheme phased? (Y/N) (iv) Subdivision of building – If this permission does not relate to the whole building, please provide details e.g. “Rear Ground Floor”, 1st – 3rd Floor etc (v) Superseding (Y/N) – Is it intended that this planning permission be carried out to replace an existing planning permission? (vi) Partial Superseding (Y/N) – Is it intended that this planning permission be carried out to replace part of an existing planning permission? (vii) List all Planning Permissions to be Replaced including their Reference and the components to be replaced (viii) Projected Dates for each component and detail of development– Commencement Date and Completion Date (table/schedule) (ix) Current Lead Developer (x) Current Lead Registered Social Landlord (RSL) (xi) What is the projected cost of works? (Categories) (xii) How many separate buildings are proposed? <ul style="list-style-type: none"> a. Maximum Height of each b. Number of Storeys of each
4. Open Space and Nature Designation
<ul style="list-style-type: none"> (i) Does the development result in the loss, gain or change of use of any open space? <ul style="list-style-type: none"> a. Type

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	<ul style="list-style-type: none"> b. Designation c. Area d. Access e. Description f. Land Swap (Y/N)
(ii)	Does your proposal involve the loss of garden land? (Y/N)
(iii)	Does the development result in the loss, gain or change of use of a site protected with a nature designation?
	<ul style="list-style-type: none"> a. Type b. Designation c. Area d. Access e. Description
5. Housing Information	
(i)	<p>Add the following to the current schedule of Dwellings ensuring the following information is provided for each unit lost and gained:</p> <ul style="list-style-type: none"> a. Number of Habitable Rooms b. Tenure <ul style="list-style-type: none"> i. London Affordable Rent ii. London Living Rent iii. Shared Equity iv. Shared Ownership v. Discount Market Sale vi. Discount Market Rent vii. Build to Rent viii. Starter Homes ix. Self Build and Custom Build x. Private Rented Sector c. M4(2) Compliant (Y/N) d. M4(3) Complaint (Y/N) e. Unit Type <ul style="list-style-type: none"> i. Live/Work Unit ii. Co Living Unit iii. Hostel Room iv. Cluster Flat v. Student Accommodation vi. Flat/Apartment vii. Terraced Home viii. Semi Detached Home ix. Detached Home x. Other xi. Communal Space
(ii)	GIA (Gross Internal Floor Area) Lost
(iii)	GIA (Gross Internal Floor Area) Gained
(iv)	Number of Gypsy and Traveller pitches and or Travelling Showpeople or Circus people plots Lost
(v)	Number of Gypsy and Traveller pitches and or Travelling Showpeople or Circus people plots Gained
(vi)	Number of non-permanent dwellings (if used as main residence) lost e.g. caravans, mobile homes, converted railway carriages, etc.

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- (vii) Number of non-permanent dwellings (if used as main residence) gained e.g. caravans, mobile homes, converted railway carriages, etc.
- (viii) Number of houseboat moorings (if used as main residence) lost
- (ix) Number of houseboat moorings (if used as main residence) gained
- (x) Existing number of parking spaces on the site
- (xi) Proposed number of parking spaces on the site (excluding car club spaces)
- (xii) Proposed number of car club spaces
- (xiii) Hotel and Holiday Accommodation:
 - a. Number of Bedrooms Proposed
 - b. How Many Bedroom would be M4(2) and M4(3) Compliant

The table for residential, communal and commercial floor space is contained in appendix 1.

6. Other Development Types

- (i) GIA (Gross Internal Floor Area) Lost
- (ii) GIA (Gross Internal Floor Area) Gained
- (iii) Use Class
 - a. Floor Space Created for each use (sq m)
- (iv) For C2a Secure Non Residential Institutions, Hostels and other non standard residential types:
 - a. Number of Rooms/Units Lost
 - b. Number of Rooms/Units Gained

The table for residential, communal and commercial floor space is contained in appendix 1.

7. Infrastructure

- (i) Number of new water connections required
- (ii) Number of homes with electrical heating
- (iii) Number of homes served by full fibre internet connection
- (iv) Number of commercial units served by full fibre internet connection
- (v) Have you consulted mobile network operators? (Y/N)
- (vi) How many vehicle charging points are proposed:
 - a. Active
 - b. Passive
- (vii) Type of vehicle charging points:
 - a. Rapid chargers
 - b. Slow chargers
 - c. Slow units
- (viii) Does the development include community energy facilities? (Y/N)
- (ix) Does the scheme include CHP/Heat Pumps? (Y/N)
- (x) What capacity of Solar/PV is proposed?
- (xi) Number of Homes with Passive Cooling (Number)
- (xii) Total annual NOx and PM emissions (Number)
- (xiii) Are you proposing Green House Gas emission reductions over and above those set out in Part L of the Building Regulations? (Y/N)
- (xiv) Area of green roof proposed (Number)
- (xv) What is the Urban Greening Factor Score? (Number)
- (xvi) Does each Unit include internal and external:
 - a. Designated storage Space for Dry Recycling (Y/N)
 - b. Designated storage Space for Food Waste (Y/N)

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- c. Designated storage Space for Residual Waste (Y/N)
- (xvii) What percentage of material from demolition and construction material will be recycled/reused?
- (xviii) Number of new gas connections required (number)
- (xix) Non-Residential Parking
 - a. How many non-residential standard vehicle parking spaces are proposed
 - b. How many bicycle parking spaces
 - c. Parking Spaces for nonstandard vehicle types (e.g. lorries)
- (xx) Is a fire sprinkler system proposed? (Y/N)

8. Water Management

- (i) What is the percentage reduction of surface water discharge from the site for a 1 in 100 year rainfall event? (%)
- (ii) Are green SuDS incorporated into the drainage design? (Yes/No)
- (iii) What is the internal residential water usage? (l/p/d)
- (iv) Does the development include rain water harvesting? (Y/N)
- (v) Does the development include grey water reuse? (Y/N)

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6.0 Additional Information to be collected from LPA Back Office Systems

This information is found in the LPA back office systems and should be extracted in addition to the information submitted by applicants.

This section applies to all application types excluding Prior Approvals and Householder Applications – Sections 3.0 and 4.0 cover Prior Approval and Householder information to be collected from back office systems.

1. Site Information
<ul style="list-style-type: none"> (i) LPA Application No. (ii) URL of Published Planning Application (iii) UPRN (iv) Centroid (v) Address (vi) Any existing UPRNS for existing buildings on the site (vii) Any Recorded Constraints or Designations
2. Information Submitted in Support of the Application
<ul style="list-style-type: none"> (i) Nothing Additional
3. General Information about the Proposed Development
<ul style="list-style-type: none"> (i) Valid Date (ii) Last Date for Consultation Comments (iii) Decision Target Date (iv) Decision Date (v) Decision (vi) Decision Process (Delegated or Committee) (vii) Status (viii) Appeal Start Date (ix) Appeal Decision (x) Appeal Decision Date (xi) Conditions on the Decision
4. Open Space and Nature Designation
<ul style="list-style-type: none"> (i) Does this site have any open space designation? (ii) Does this site have any nature designation?
5. Housing Information
<ul style="list-style-type: none"> (i) Nothing Additional
6. Other Development Types
<ul style="list-style-type: none"> (i) Number of Council Tax Rateable Rooms/Units Lost (ii) Number of Council Tax Rateable Rooms/Units Gained

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7. Infrastructure	
(i)	S106 Agreement (Y/N)
(ii)	Post Decision, Planning Obligation Information including: <ul style="list-style-type: none"> a. Payment in Lieu of Affordable Housing b. Affordable Housing to be provided off site c. Affordable Housing to be acquired off site d. Transport Contributions e. Other Contributions f. Social Infrastructure Contributions
(iii)	CIL Information including: <ul style="list-style-type: none"> a. Mayoral CIL liability Notice Issued b. Borough CIL liability Notice Issued c. Commencement Notice Received
8. Water Management	
(i)	Nothing Additional
9. Geographical Information	
(i)	Polygon or Other Location Identifier where Polygons are not Plotted
10. Reporting Information	
(i)	Development Type

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APPENDIX 1

Parking Matrix

Existing		
No. Standard Vehicle Spaces (Residential)	No. Standard Vehicle Spaces (Non-Residential)	No. Non-Standard Vehicle Spaces
Resulting Parking Facilities		
No. Standard Vehicle Spaces (Residential)	No. Standard Vehicle Spaces (Non-Residential)	No. Non-Standard Vehicle Spaces

Housing Delivery

Year	Q1	Q2	Q3	Q4
2019				
2020				
2021				
2022				
2023				
2024				
2025				
Cont.				

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Demolished / Lost Floor Space

Residential Accommodation							
Unit No.	Unit Type	Gross Internal Floor Area	No. Habitable Rooms	No. Bedrooms	Current Tenure	M4(2) Compliant	M4(3) Compliant
Communal Floor Space Serving Residential Accommodation							
		Gross Internal Floor Area					
Demolished /Lost Non Residential Floor Space							
Unit No.	Use Class	Gross Internal Floor Area					

New Development

New Residential Development Table (Including non-standard residential types)							
Unit No.	Unit Type	Gross Internal Floor Area	No. Habitable Rooms	No. Bedrooms	Proposed Tenure	M4(2) Compliant	M4(3) Compliant
Communal Floor Space Serving Residential Accommodation							
		Gross Internal Floor Area					
Non Residential Floor Space							
Unit No.	Use Class	Gross Internal Floor Area					

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