

# ANNEXE A – PROPOSED LOCAL LIST REQUIREMENTS (TRACKED CHANGE VERSION) – DECEMBER 2023

## APPLICATIONS FOR FULL PLANNING PERMISSION

### VALIDATION CHECKLIST December 2023

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.

The application should be submitted electronically and 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.

Any alternative submission requirements (e.g. USB) should be discussed with Officers if required.

### NATIONAL LIST OF REQUIREMENTS

Information Item	Notes
<p>1. Completed application form and <a href="#">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</a></p>	<p>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.</p> <p>The application form should include data required by the Greater London Authority <a href="#">Planning London Datahub</a> as set out in the Planning Portal 1APP form.</p>
<p>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.</p>	<p>N/A</p>
<p>4. Design and Access Statement</p>	<p>Many planning and listed building applications and most applications within a Conservation Area must be accompanied by a Design and Access Statement.</p> <p>The Design and Access Statement must contain a</p>

	<p>proportionate level of information in line with NPPG guidance. Information on when a D&amp;AS is required is set out in the <a href="#">Design and Access Statement</a> guidance note.</p> <p><a href="#">For major applications a separate Access Statement should be submitted and an Equalities Impact Assessment may be required for appropriate major schemes.</a></p>
5. The appropriate fee	N/A

### LOCAL LIST OF REQUIREMENTS

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"> <li>Existing and proposed floor and roof plans</li> <li>Existing and proposed elevations</li> <li>Existing and proposed sections and finished floor and site levels</li> </ul> <p>At an appropriate scale e.g. 1:50, 1:100 or 1:200.</p>	<p>PPG Guidance:  <a href="https://www.gov.uk/guidance/making-an-application#Plans-and-drawings">https://www.gov.uk/guidance/making-an-application#Plans-and-drawings</a>.</p>	<p>All applications</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.</p> <p>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, changes to levels, relationship with neighbouring buildings and land, details of foundations and the appearance of new work including materials to be used.</p> <p>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>

Access Statement	London Plan Policy D5 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 (except for major applications). It should deal with all the access aspects normally covered in a Design & Access statement proportionate to the scale of the development

Acoustic Report	NPPF London Plan Policy D14 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 H4 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 SI 1 Mayor's Air Quality Neutral guidance. 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 and Ecological Survey and Report	NPPF London Plan Policy G6 Local Plan Policy DM19.2	Planning permission for the demolition of existing buildings or construction of new buildings.  If a proposal is likely to affect either protected or priority species or designated sites and priority habitats.	Survey of existing biodiversity on site, impact and proposed measures to protect and enhance biodiversity.  Should include a Biodiversity Net Gain (BNG) calculation and requirements set out in Government legislation and guidance.
Circular Economy Statement	<a href="#">London Plan Policy SI7.</a> <a href="#">Mayor's Circular Economy Statement Guidance.</a> <a href="#">Local Plan Policy CS15</a>	<a href="#">All major applications.</a>	To demonstrate: how all materials arising from demolition and remediation works will be re-used and/or recycled;

			<p>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;</p> <p>opportunities for managing as much waste as possible on site; adequate and easily accessible storage space to support recycling and re-use;</p> <p>how much waste the proposal is expected to generate, and how and where the waste will be handled.</p> <p>The statement should include the GLA Circular Economy template spreadsheet in Excel format. To include a Pre-demolition Audit.</p>
<p><u>Community Infrastructure Levy Form 1</u></p>	<p><u>Community Infrastructure Levy Regulations 2020 (as amended)</u></p> <p><u>GLA Guidance</u></p> <p><u>Local Plan Policy CS4</u></p> <p><u>CoL Planning Obligations SPG</u></p> <p><u>CoL CIL Charging Schedule</u></p>	<p><u>For relevant development in accordance with CIL Regulations.</u></p>	<p><u>Completed CIL form 1 for all relevant development.</u></p>

<u>Cultural Plan</u>	<u>London Plan Policy HC5</u> <u>Local Plan Policy CS11</u>	<u>For all major development and large extension and refurbishment schemes.</u>	<u>To submit Cultural Plans for all major development, setting out how the scheme will contribute towards enriching and enhancing the City's cultural offer, facilitate public access and interpretation of heritage assets, provide permanent or temporary space for creative enterprises and incorporate public art either within the design of the building or as freestanding structures.</u>
Daylight/Sunlight assessment	Local Plan policy 10.7  Site layout for planning for daylight and sunlight, BRE 2022.	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.
<u>Digital 3D model</u> & GIS file	<u>LVMF</u> <u>London Plan Policy D4</u> <u>Local Plan Policies CS10,</u> <u>CS13, CS14</u>	<u>Planning permissions for new buildings or extensions.</u>	<u>An fbx 3D model or equivalent of the proposal is required to import into the City's 3D model.</u>  For major applications geospatial information may be required to identify elements of the proposal e.g. viewing galleries, new routes, green roofs.
<u>Draft Construction Logistics and Environmental Management Plan</u>	London Plan Policies SI4, T4 and T7 Local Plan Policies DM15.6, DM16.1 and DM17.2 CoL Code of Practice	Planning permission for the construction of a new building or large extensions and other relevant schemes.	<u>Should demonstrate how the environmental and transport impacts will be minimised for the construction phase of the development.</u>
Energy Statement	London Plan Policy SI2 and SI4 Mayor's Energy Assessment Guidance, and 'Be Seen' Energy Monitoring Guidance	All major applications.	Should demonstrate through an energy strategy how proposal will reduce the potential for internal overheating and reliance on air conditioning systems in

	Local Plan policies for sustainable development and climate change.		accordance with the cooling hierarchy.
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.
<u>Fire Safety Statement</u>	<u>London Plan Policies D5 and D12</u>	<u>All major developments.</u>	<p><u>The statement should detail how the development proposal will function in terms of:</u></p> <ul style="list-style-type: none"> <li><u>• The building's construction: methods, products and materials used, including manufacturers' details</u></li> <li><u>• the means of escape for all building users: suitably designed stair cores, escape for building users who are disabled or require level access, and associated evacuation strategy approach</u></li> <li><u>• features which reduce the risk to life: fire alarm systems, passive and active fire safety measures and associated management and maintenance plans</u></li> <li><u>• access for fire service personnel and equipment: how this will be achieved in an evacuation situation, water</u></li> </ul>

			<p><u>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</u></p> <ul style="list-style-type: none"> <li>• <u>how provision will be made within the curtilage of the site to enable fire appliances to gain access to the building ensuring that any potential future modifications to the building will take into account and not compromise the base build fire safety/protection measures.</u></li> </ul>
<u>Fire Statement – Gateway One</u>	<u>The Town &amp; Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment Order 2021</u>	<u>For applications meeting the criteria set out in the 2021 Order.</u>	<u>A Completed form published by the Secretary of State (or a form to substantially the same effect) with relevant attachments and in accordance with the Government guidance on Fire Statements.</u>



<p>Flood Risk Assessment and sequential test evidence</p>	<p>NPPF Local Plan policy CS18</p>	<p>All planning applications including change of use, removal or variation of conditions and minor material alterations.</p>	<p>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.</p>
<p><u>Health Impact Assessment</u></p>	<p><u>London Plan Policy GG3</u>  <u>CoL's Health Impact Assessment Guidance Note 2021</u></p>	<p><u>All major development, and developments where potential health issues are likely to arise.</u></p>	<p><u>For all major development, and developments where potential health issues are likely to arise, to submit a Healthy City Planning Checklist. A Rapid or Full HIA to be submitted for larger-scale development proposals.</u></p> <p><u>The details should be in accordance with the CoL's Health Impact Assessment Guidance Note.</u></p>

Heritage Assets - Listed Buildings	NPPF London Plan Policy HC1 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 –Conservation Areas	NPPF London Plan Policy HC1 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 HC1 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 HC2 LVMF 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 HC1 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 HC1 LVMF 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 HC1 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.
Housing design	London Plan housing policies.  Local Plan policies CS1(5), DM21.1, DM21.3	Planning permission for new housing.	Demonstrate compliance with housing design policies and guidance.
Land Contamination assessment	NPPF 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.
<u>Lighting Strategy and-Concept</u>	<u>NPPG</u> <u>Local Plan Policy DM10.1 and DM15.7</u> <u>CoL Lighting SPD</u> <u>CoL Lighting Strategy 2018</u>	<u>For major development and for proposals for new lighting schemes including for the public realm and building facades.</u>  All other applications including refurbishment, alteration, extension, new build and illuminated advertisements, should address how lighting has been considered as part of the submission (in line with the SPD).	<u>The Concept should address the impact of a lighting scheme in respect of design, amenity, light pollution, biodiversity and sustainability having regard to the Lighting SPD. It should build on the Strategy submitted at pre-application stage if relevant. A Strategy should also be submitted if not already done so.</u> <u>The strategy should include the details of the proposed lighting system and include a management strategy to demonstrate how a PIR system would be operated to achieve its optimal efficiency.</u>
Microclimate impact assessment(s) including:  <ul style="list-style-type: none"> <li>• Wind Assessment</li> <li>• Thermal Comfort Assessment</li> </ul>	London Plan Policy D9 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.  <u>An assessment should be carried out in accordance with the criteria set out in Wind Microclimate Guidelines August 2019 and the Thermal Comfort Guidelines December 2020.</u>

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 G4 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 parking policies. 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 and 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 Local Plan policy CS4. CoL Planning Obligations SPD GLA SPG - Use of Planning Obligations.	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 and affordable housing.etc
Planning Statement / Supporting Information	NPPF	All applications.	Provision of a planning statement is optional.  To include an area schedule with Gross Internal Area (GIA) and Gross External Area (GEA) in metres.  <a href="#"><u>Should take into account the Equality Act.</u></a>
<a href="#"><u>Risk assessment for external terraces</u></a>	<a href="#"><u>CoL Preventing Suicides in High Rise Buildings and Structures Planning Advice Note</u></a>  <a href="#"><u>Local Policy CS3</u></a>	<a href="#"><u>All development creating new external terraces.</u></a>	<a href="#"><u>Consideration of suicide risks and how to mitigate them is encouraged as part of the planning application process where new developments or refurbishments are proposed.</u></a>

<p><u>Security and structural safety statement</u></p>	<p><u>London Plan Policy D5 and D11</u> <u>Local Plan Policy CS3, DM 3.2 and 3.3</u></p>	<p><u>All major developments and refurbishments of potentially high profile buildings.</u></p>	<p><u>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.</u></p>
<p>Servicing facilities</p>	<p>Local Plan policy DM16.5</p>	<p>Planning permission for new buildings, changes of use or major extensions.</p>	<p>To be shown annotated on drawings.</p>
<p>Statement of Community Involvement</p>	<p>NPPF Statement of Community Involvement, 2023 <u>CoL's Developer Engagement Guidance, 2023</u></p>	<p>Planning permission for new buildings, major changes of use or major extensions and removal or variation of a condition including minor material alterations.</p>	<p>Required where community involvement has been arranged prior to making an application <u>which should include exploring opportunities to use a form of digital platform engagement to ensure all elements of a community are consulted on proposals.</u></p>
<p>Sustainability Statement</p>	<p>NPPF London Plan policies on climate change. Local Plan policy CS15</p>	<p>All applications.</p>	<p>Demonstration of sustainability standard to be achieved and minimisation of carbon emissions.</p> <p>Submission of a digital sustainability form to capture sustainability data e.g. WLCA % retention, UGF and BNG.</p> <p>Major development should include a BREAAAM Pre-Assessment and</p>

			details for climate resilience.
Sustainable Urban Drainage Systems (SuDS) / Drainage Plan	NPPF. London Plan Policy S113.	All major applications	Details of SuDS designs showing compliance with SuDS technical standards.
Town Centre Uses – Evidence to accompany applications	NPPF London Plan Policy SD7 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 transport policies 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.  For major applications the TA should include an indicative scope of works plan for proposed highway works secured via the S106 and S278 agreements.
Travel Plan	NPPF London Plan transport policies 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 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.
Urban Greening Factor Calculation	<a href="#">London Plan Policy G5</a> <a href="#">Local Plan Policy DM15.5</a> <a href="#">City of London Urban Greening Factor Study July 2018</a> SPG	<a href="#">All major development and refurbishments.</a>	<a href="#">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 London Plan Policy G5 and in the GLA publication Urban Greening Factor for London July 2017.</a>
<a href="#">Ventilation/Extraction Statement</a>	<a href="#">Local Plan Policy DM10.1 &amp; DM21.3</a>	<a href="#">Required to accompany all applications for the use of premises for purposes within Use Classes:</a> <ul style="list-style-type: none"> <li><a href="#">o Class E (Restaurants and cafes) (Offices)</a></li> <li><a href="#">o Sui generis (Drinking establishments)</a></li> <li><a href="#">o Sui generis (Hot food takeaways).</a></li> </ul>	<a href="#">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.</a>
Views assessment	London Plan policies HC1, HC2, HC3 and HC4. 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 SI8 . Local Plan policy CS17.	Planning permission for new buildings, changes of	To be shown annotated on drawings.

		use or major extensions.	
Whole Life-Cycle Carbon Assessment	<a href="#"><u>London Plan Policy SI2</u></a> Mayor's Whole Life-Cycle Carbon Assessments LPG <a href="#"><u>CoL's Carbon Options Guidance Planning Advice Note</u></a>	<a href="#"><u>All applications referable to the Mayor of London and major applications involving substantial demolition.</u></a>	<a href="#"><u>The assessment should follow The Mayor of London Draft Whole Life Cycle Carbon Assessment guidance which should be used prior to the publication of the finalised document.</u></a>
Whole Life-Cycle Carbon Options Assessment	CoL's Carbon Options Guidance Planning Advice Note	<a href="#"><u>All applications referable to the Mayor of London and major applications involving substantial demolition.</u></a>	Submission should provide details in line with the CoL's Carbon Options Guidance including the Dashboard. WLCA template should be in Excel format.