

Local Requirements Validation Guidance Notes

These guidance notes cover the full range of local and national requirements. Please see the validation checklists for particular application types to see what information is required for individual applications.

Please also see the separate guidance notes for applications for Listed Building Consent and Conservation Area Consent.

National Requirements

(06)

Planning Application Requirement	NATIONAL REQUIREMENTS Description and where to find further advice	Policy Driver or Legislative Background
Completed Forms [original plus 3 copies]	Ensure forms are fully completed, including adequate description signed and dated (unless electronic submission). For further advice see application form guidance notes.	Town and Country Planning (Development Management Procedure) (England) Order 2010 as amended
Ownership Certificate A, B, C or D [original plus 3 copies]	The appropriate Certificate must be completed, signed and dated (unless electronic submission), Where ownership certificates B, C or D completed, notice(s) as required by Article 11 and 12 must be given and/or published. For further advice see application form guidance notes.	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Articles 11, 12 and 32

<p>Appropriate Fee</p>	<p>The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Planning Service. Cheques should be made payable to “Barnet Corporation”. An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available www.planningportal.gov.uk.</p> <p>Please ensure you write the site address on the back of your cheque.</p> <p>Payment of application fees can be made in cash at Barnet House planning reception. Payment by credit/ debit card can be made at planning reception or by phone 020 8359 4615.</p>	<p>Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989, as amended.</p>
<p>Design and Access Statement [Original plus 3 copies]</p>	<p>A ‘Design and Access Statement’ (DAS) must accompany the following types of planning applications:</p> <ul style="list-style-type: none"> • Major developments • Development in a conservation area consisting the provision of one or more dwellinghouses • Development in a conservation area where the floorspace created by the development is 100 square metres or more <p>But does not apply to:</p> <ul style="list-style-type: none"> • Section 73 applications ie to develop land without complying with certain conditions • Applications to extend time limits • Engineering or mining operations • Material change of use of land or buildings • Waste development <p>The DAS shall explain:</p> <p>a) the design principles and concepts that have been applied to the development</p>	<p>Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013</p> <p>The Planning (Listed Buildings and Conservation Areas) (Amendment) (England) (Regulations) 2013</p>

	<p>b) demonstrate the steps taken to appraise the context of the development and how the design takes that context into account</p> <p>c) explain the policy adopted as to access and how policies in relation to access in local development documents have been taken into account</p> <p>d) state what, if any, consultation undertaken on issues in relation to access to the development and what account has been taken of the outcome</p> <p>e) explain how any specific issues which might affect access to the development have been addressed</p> <p>In addition, all applications for listed building consent and conservation area consent must be accompanied by a Design and Access Statement.</p> <p>The additional requirements in relation to listed building consent include an explanation of the design principles and concepts that have been applied to the works and how these take account of:</p> <p>i) the special architectural or historic importance of the building</p> <p>ii) the particular physical features of the building that justify its designation as a listed building</p> <p>iii) the buildings setting</p> <p>iv) how issues relating to access to the building have been dealt with (unless the application relates to internal changes only)</p> <p>The Listed Building DAS shall also:</p> <p>a) explain the policy adopted as to access, including what alternative means of access have been considered, how policies relating to access in Local Plan documents have been taken into account</p> <p>b) explain how policy as to access takes account of:</p> <p>i) the special architectural or historic importance of the building</p>	
--	--	--

	<p>ii) the particular physical features of the building that justify its designation as a listed building iii) the buildings setting</p> <p>c) what, if any, consultation has been undertaken and what account has been taken of the outcome and explain how any specific issues which may affect access have been addressed.</p> <p>For applications for listed building consent submitted in parallel with a planning application, a single DAS is acceptable.</p> <p>For more information on preparing a Design and Access Statement see the document produced by CABE on preparing Design and Access Statements at www.designcouncil.org.uk</p>	
<p>Location Plan [Original plus 3 copies]</p>	<p>All applications must include a location plan based on an up-to-date map, at an identified standard metric scale (typically 1:1250 or 1:2500), with the extent of the site the subject of the application, including any access route to the public highway, outlined in red. Other adjoining or nearby land also in the ownership or control of the applicant should be outlined in blue. The plan should identify sufficient roads and/or buildings on land adjoining the site to ensure the exact location is clear. The plans should show the direction</p> <p>On-line submissions must use a bold line to delineate the site and distinguish between land outlined in red and land outlined in blue.</p> <p>All plans submitted need to clearly state the full site address.</p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6</p>

Plans, drawings and information necessary to describe the development [Original plus 3 copies]	Any plans or drawings to be drawn to an identified scale and in the case of plans, showing the direction of north.	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6
	Local Requirements	
Planning Application Requirement	LOCAL REQUIREMENTS Description and where to find further advice	Policy Driver or Legislative Background
Proposed Site (Block) Plan (Original plus 3 copies)	All applications must include a site (block) plan at an identified standard metric scale and showing the direction of north. The plan should also show the proposed development in relation to site boundaries and other existing buildings on the site. It should also include, unless not influenced or affected by the development, buildings, roads, footpaths on land adjoining the site, including access arrangements, public rights of way crossing or adjoining the site, all trees on site and adjacent land, the extent and type of hardsurfacing, boundary treatment including walls/ fencing proposed.	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6
Existing & Proposed Floor Plans [Original plus 3 copies]	Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled. Floor plans for new development and existing buildings altered by proposed development should highlight existing walls or buildings to be demolished, where applicable.	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6

	Original plans required for proposals involving extensions to or replacement of buildings in the green belt.	
Existing & Proposed Elevations [Original plus 3 copies]	<p>Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled.</p> <p>Existing and proposed elevations, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Should indicate, where possible, proposed building materials and style, materials and finish of windows and doors. Where proposed elevation adjoining another building or is in close proximity, drawings should show relationship between the buildings and detail the positions of openings on each property.</p> <p>Original elevations required for proposals involving extensions to or replacement of buildings in the green belt.</p>	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6
Existing & Proposed Roof Plan [Original plus 3 copies]	<p>Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled.</p> <p>Plans for any roof created or altered by the development, showing shape of roof, its location and specifying roofing material to be used.</p>	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6
Existing and proposed site sections and finished floor and site levels [Original plus 3 copies]	<p>Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled.</p> <p>Should show how development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site), details of existing and proposed foundations and eaves where a change is proposed, and how encroachment onto adjoining land is to be avoided. Changes within 15m of trees on or near the site should be shown.</p>	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6

Advertisement Drawings (Original plus 3 copies)	Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled. To show advertisement size, siting, materials and colours, height above ground, extent of projection and details of the method and colour of the illuminations (if applicable).	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6
Do Not Scale	Plans should be drawn at an identified standard metric scale and must NOT say 'Do Not Scale'. Alternatively drawings submitted, showing all scaled dimensions, including those to boundaries would be accepted. Scaled dimensions must be metric.	
Number of Plans Required	Original plus 3 copies .One (1) set of all submitted plans preferably in A3 size, to an appropriate scale. Please note we may need to request additional copies for consultation purposes. Six (6) copies of all documents, forms, plans and drawings submitted will be required for major applications	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6
Electronic Applications	For electronic submission of plans and documents, individual files should not exceed 5MB and should be in PDF format. Individual files should be clearly named, using up to 50 characters.	
Photographs and photomontages	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6

Existing and proposed Street Scene	Scale 1:100 or 1:200, ensuring plans have a drawing number and are titled. Existing buildings should be accurately shown with reference made on the drawings to floor and/or eaves and ridge heights.	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6
Tree Survey and Arboricultural Statement	<p>Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be removed, which trees are to be retained and which trees are to be affected and on the means of protecting these trees during construction works.</p> <p>For proposals involving operational development, a plan to show the location of all trees within 15m (edge of trunk) in relation to the development is required.</p> <p>Where the application involves works that may affect any trees within or adjacent to the application site, the species, location, size (height, spread, trunk diameter) of trees should be illustrated accurately on the site plan. This must indicate those trees to be retained and those proposed to be felled or affected by the proposed development. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary. Further guidance is also provided in BS5837:2012: Trees in relation to design, demolition and construction: Recommendations</p>	<p>London Plan policy 7.21</p> <p>Barnet Development Management Policies Document: Policy DM01</p> <p>BS5837:2012</p>
Open space and landscaping	<p>Plans should show any areas of existing or proposed amenity space - private and communal, childrens play space and other open space within the application site.</p> <p>Indicative landscaping also required. Normally required for all major developments and also for developments in conservation</p>	<p>Mayor's Housing SPG policy 4.10.3</p> <p>London Plan– policies 7.4 and 7.6 and policy 3.6</p>

	areas or affecting the setting of listed buildings.	<p>Barnet Development Management Policies Document: Policies DM01 and DM02</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.3</p> <p>Barnet Residential Design Guidance SPD section 8</p>
Planning Statement	To identify the context and need for a proposed development, including an assessment of how the proposed development accords with relevant national, regional and local planning policies. May include details of pre-application consultation with local planning authority and wider community statutory consultees.	Town and Country Planning (Development Management Procedure) (England) Order 2010 – Article 6
Lifetime Homes	National requirements include a Design and Access Statement for certain classes and sizes of development. According to London Plan policy all new housing must be built to Lifetime Home Standards, and ten percent of new homes should be designed to be wheelchair accessible or easily adaptable for residents who are wheelchair users. In Barnet, in every case where residential development takes place, applications should be accompanied by a note with details of the numbers of these types of housing that will be provided.	<p>London Plan– policy 3.8</p> <p>Barnet Development Management Policies Document: Policy DM02</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.6</p>

<p>Transport Statement/ Assessment</p>	<p>A Transport Statement is required for smaller developments. This should set out the transport issues relating to a proposed development site and details of the proposed development.</p> <p>A Transport Assessment is required for larger developments and should cover i) reducing the need to travel, especially by car, ii) sustainable accessibility, iii) dealing with residual trips and iv) mitigation measures. Transport Assessment is a comprehensive and systematic process that sets out transport issues relating to a proposed development. Information will include all existing and proposed commercial, residential and other vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems. The Assessment should illustrate accessibility to the site by all modes of transport and likely modal split and proposed measures to improve access by public transport, walking and cycling.</p> <p>Further information can be found in Guidance on Transport Assessment (2007) by Dept. for Transport. This also sets out thresholds for the level of assessment required depending on the type of development proposed.</p> <p>Also, Transport for London's Transport Assessment Best Practice 2010.</p>	<p>NPPF paragraph 32</p> <p>London Plan– policy 6.3</p> <p>Barnet Development Management Policies Document: Policy DM17</p>
--	--	---

<p>Travel Plan</p>	<p>A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action identified in a document that is regularly reviewed. Where developments are likely to have significant transport implications.</p> <p>Further information can be found in Transport for London Travel Planning for New Development 2011</p>	<p>NPPF paragraph 36</p> <p>London Plan policy 6.3</p> <p>Barnet Development Management Policies Document: Policy DM17</p> <p>Barnet Planning Obligations SPD section 3.1</p>
<p>Sustainability Statement to include Energy Statement</p>	<p>A sustainability statement should outline the elements of the scheme that address sustainable development issues, including the environmental, social and economic implications. A statement in accordance with the Council’s adopted Supplementary Planning Document: Sustainable Design and Construction is required for all ‘major’ developments. For ‘major’ applications the statement should incorporate an Energy Statement to show the predicted energy demand and degree to which development meets current energy efficiency standards. The Energy Statement should comply with the London Plan energy hierarchy and carbon dioxide requirements and, where relevant, decentralised energy.</p> <p>Any proposal which includes a biomass boiler will need to be accompanied by a report addressing the impacts on local air quality. Please contact Environmental Health Service on 020 8359 7995 for advice.</p>	<p>London Plan – policies 5.2 and 5.3</p> <p>Mayor’s Sustainable Design and Construction Supplementary Planning Guidance</p> <p>Barnet Development Management Policies Document: Policies DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.8</p>
<p>Noise Impact Assessment</p>	<p>Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician.</p>	<p>NPPF paragraph 123</p> <p>London Plan policies 7.15</p>

	<p>Will be required where noise sensitive development is proposed to be located on or near to a railway or class A road or where the site falls within PPG24 categories C or D. An assessment will also be required where potentially noisy development is located close to noise sensitive sites.</p> <p>Applications should be in accordance with the requirements of the Council's Sustainable Design and Construction SPD Consult Barnet's Environmental Health Team for specific advice on 020 8359 7995.</p>	<p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.14</p>
<p>Air Quality Assessment</p>	<p>Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.</p> <p>Developments for sensitive developments eg residential near busy roads will normally need to be supported by an assessment.</p> <p>Further guidance is available in Barnet Sustainable Design and Construction SPD</p> <p>Consult Barnet's Environmental Health Team for specific advice 020 8359 7995.</p>	<p>London Plan policy 7.14</p> <p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.13</p>

<p>Foul Sewerage and Utilities Assessment</p>	<p>Should include a description of the type, quantities and means of disposal of any trade waste or effluent and should include how an application connects to existing utility infrastructure systems. A more detailed assessment is required where connection to the public sewer is not proposed.</p> <p>For all Major developments the statement should include a letter from the utility company stating that capacity exists within its network <u>or</u> confirmation that agreements have been signed for the provision of the necessary infrastructure.</p> <p>There may be circumstances when, due to existing flooding/ low water pressure problems in the catchment Thames Water require utilities statements for minor developments.</p>	<p>London Plan– policy 5.15</p>
<p>Ventilation and extraction details</p>	<p>Necessary for example; for air conditioning units, mechanical ventilation for hot food takeaways, restaurant uses etc. Necessary for all applications within A3, A4 and A5, B1 and B2, or similar sui generis uses. Details may be required for other developments where ventilation is proposed.</p> <p>Details should include a full description of the system including noise levels of the units, the height of any flue and their distance from noise sensitive premises.</p> <p>Useful references for air quality can be found in Barnet Supplementary Planning Documentary: Sustainable Design and Construction</p> <p>Consult Barnet’s Environmental Health Team for specific advice 020 8359 7995.</p>	<p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.13</p>

<p>Refuse disposal and recycling</p>	<p>Proposed arrangements and collection of refuse and recycling, to include refuse points/frequency. Necessary for all applications for new buildings or extensions and relevant changes of use. Consult Barnet's Street Services Team for specific advice 020 8359 4600 on refuse storage.</p>	<p>London Plan policy 5.18 Barnet Sustainable Design and Construction SPD requirements 2.12 and 2.18</p>
<p>Flood Risk Assessment / Drainage Strategy</p>	<p>A flood risk assessment (FRA) will be required if a development falls within an Indicative Flood Plain or 'Flood Zone'. These maps are available from the Environment Agency.</p> <p>An FRA will be required for all developments on sites of 1 hectare or more in size in Flood Zone 1.</p> <p>An FRA will be required for all developments in Flood Zones 2 and 3, including changes of use to a more vulnerable class and will also require sequential Test Evidence and confirmation, where applicable, of application of Exception Test.</p> <p>For minor (non-residential extensions of less than 250 sq.m.) and householder developments the required FRA is normally a standard form providing supporting evidence to show that flood risk issues have been addressed as part of the development.</p> <p>All other developments require a full FRA.</p> <p>For sites containing watercourses, plans (existing and proposed) showing the location of the bank top of the watercourse (the points where the bank meets normal land levels) in relation to the new development must be submitted.</p> <p>An FRA will also be required when the Environment Agency, Internal Drainage Board and/or other bodies have indicated that</p>	<p>NPPF paragraphs 100 to 108 and NPPF Technical guidance.</p> <p>London Plan policies 5.13 and 5.14</p> <p>North London Strategic Flood Risk Assessment</p> <p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.15</p>

	<p>there may be a drainage problem.</p> <p>For new developments in Flood Zones 2 and 3 please contact the Planning Service to discuss the Sequential Test before undertaking the FRA.</p> <p>The National Planning Framework and accompanying technical guidance provides guidance for both LPAs and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere, where surface water may arise and what arrangements will be made for its sustainable disposal (e.g. sustainable drainage or SUDS).</p> <p>Further advice is also available in the North London Waste Plan – North London Strategic Flood Risk Assessment</p> <p>For further information http://www.environment-agency.gov.uk/research/planning/33098.aspx And for sustainable drainage http://www.susdrain.org/</p>	
<p>Planning Obligations</p>	<p>Many non-householder planning applications will normally incur some planning obligations, to secure appropriate planning benefits necessary to support the development. These operate through legal covenants with the Council; recorded in a 'Section 106 agreement' or 'unilateral undertaking'. These can be discussed in a pre-application meeting and it is advisable to submit a draft agreement or undertaking to include the agreed 'draft heads of terms'. In almost every case some contribution will be required, but if you have not discussed these with us yet, please refer to the following for details of the contributions required:</p>	<p>Government Circular 05/05: Planning Obligations</p> <p>Community Infrastructure Levy Regulations 2010</p> <p>Barnet Core Strategy policy CS15</p>

	<p>Supplementary Planning Document on 'Planning Obligations' Supplementary Planning Document on 'Affordable Housing'</p> <p>The final list and level of contributions will be discussed and confirmed with the planning case officer.</p>	<p>Barnet Planning Obligations SPD</p>
--	---	--

<p>Heritage Statement to address the architectural, historical and archaeological importance of heritage assets. A heritage asset includes conservation areas, locally listed buildings, buildings which make a positive contribution to a conservation area (positive building) listed buildings, scheduled ancient monuments, sites of archaeological significance, historic parks, gardens and battlefields.</p>	<p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made.</p> <p>Applications including listed building consent will require a written statement to include a schedule of works, and an analysis of the architectural, archaeological, historical or other significance of the building/structure, its site and setting, the principles of and justification for the proposed works and their impact on the special character and appearance, its setting and the setting of adjacent listed buildings may be required. Archive drawings should be submitted, where they are available.</p> <p>Applications including conservation area consent will require a written statement to include a structural survey, analysis of the character and appearance of the building/ structure, principles of and justification for demolition and impact on special character of the area.</p> <p>Applications in or adjacent to a conservation area will require an assessment of the impact of the development on the character and appearance of the area.</p> <p>Applications involving disturbance of ground within an Area of Archaeological Significance may need an assessment of existing archaeological information in the form of a Desktop Study.</p> <p>Advice should be sought for information required in connection with developments affecting other heritage assets inc. historic battlefields and ancient monuments.</p>	<p>NPPF paragraphs 126 to 141</p> <p>Barnet Development Management Policies Document: Policy DM06</p>
---	---	---

<p>Economic Statement</p>	<p>This should address any change of use resulting in the loss of employment land and include the relevant marketing report in accordance with Local Plan policies.</p> <p>For major developments in regeneration areas: a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs, floor space, community benefits and reference to any relevant regeneration strategies.</p>	<p>NPPF</p> <p>Barnet Development Management Policies Document: Policies DM14</p>
<p>Town Centre Sequential Approach and Impact Assessment</p>	<p>The level and type of evidence and analysis required will depend on the scale and nature of the proposal.</p> <p>A main town centre use includes retail development, leisure, entertainment facilities and more intensive sport and recreational uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres, bingo halls), offices, arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities). It includes applications for additional floorspace, including internal alterations requiring planning permission and applications to remove or vary conditions changing the range of goods sold.</p> <p>A sequential assessment is required for planning applications for main town centres uses that are not in an existing major, district or local town centre. This requirement also applies to extensions to retail or leisure uses only where the gross floor space of the proposed extension exceeds 200 square metres.</p> <p>An assessment addressing the impacts is required for planning applications for retail and leisure developments over 500 square metres gross floorspace that are not in an existing district or major town centre.</p>	<p>NPPF paragraphs 23 - 27</p> <p>Barnet Development Management Policies Document: Policy DM11</p>

<p>Affordable Housing Statement</p>	<p>All applications for or including residential development of 10 or more units or sites of 0.4ha and over require the provision of affordable housing. The LPA will require information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.</p> <p>If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained.</p> <p>Any viability appraisal should be undertaken in accordance with a recognised toolkit.</p>	<p>NPPF paragraph 50</p> <p>London Plan policy 3.12</p> <p>Barnet Development Management Policies Document: Policy DM10</p> <p>Barnet Supplementary Planning Document- Affordable Housing</p>
<p>Biodiversity Assessment (to cover Ecology, geological conservation, landscape assessments as necessary)</p>	<p>Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992 and subsequent amendments. Applications for development that will affect sensitive areas must be accompanied by ecological assessments and include proposals for long term maintenance and management.</p> <p>This information might be incorporated into an Environmental Statement, if one is necessary.</p> <p>Appropriate ecological assessments will be required for all developments near known habitats of any protected species, or where there is a reasonable likelihood of a species being present.</p> <p>Further advice on protected species and habitats can be obtained from Natural England.</p>	<p>Wildlife and Countryside Act 1981 as amended</p> <p>Conservation of Habitats and Species Regulations 2010</p> <p>Circular 06/2005 – Biodiversity and Geological Conservation: Statutory Obligations and impact within the planning system</p> <p>London plan policy 7.19</p>

	<p>An ecological statement is required for major and large scale development which should identify how protection of biodiversity and habitat quality will be achieved and where enhancement to biodiversity can be made.</p>	<p>Barnet Development Management Policies Document: Policy DM16</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.16.</p>
<p>Sunlight/Daylight Assessment</p>	<p>Applicable for all applications where there is a potential significant adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties and buildings.</p> <p>Please seek advice from the Planning Service.</p> <p>Further guidance is available in the Building Research Establishments (BRE) guidelines on daylight assessment.</p>	<p>Barnet Development Management Policies Document: Policies DM01</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.4</p>
<p>Details of any lighting scheme including a light pollution assessment</p>	<p>Details should include:</p> <ul style="list-style-type: none"> - Number/ type of lighting installation, beam orientation and schedule of equipment. - Assessment of existing and proposed lighting levels within and beyond the site. <p>All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill Observatory. Please seek advice from the Planning Service.</p> <p>Details of lighting to be provided for all applications which include illuminated advertisements.</p>	<p>Barnet Supplementary Planning Documentary: Sustainable Design and Construction requirement 2.4</p> <p>Town and Country Planning (Control of Advertisement) (England) Regulations 2007</p> <p>Barnet Residential Design Guidance SPD section 7</p>

<p>Contaminated Land and Notifiable Installations</p>	<p>Preliminary site risk assessment. This should include historical use of the land, desk top study, conceptual model and initial assessment of risk.</p> <p>A full site investigation report will be required where a proposed site is on or near known or suspected contaminated land or where required due to the historical use of the land.</p>	<p>NPPF paragraph 121</p> <p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Supplementary Planning Documentary: Sustainable Design and Construction requirement 2.18</p>
<p>Environmental Statement (ES)</p>	<p>A screening opinion can be requested from the Planning Service in accordance with the regulations.</p> <p>This requirement can relate to development proposals for any 'urban development project' for proposals on all sites of 0.5 ha or greater. Pre-application advice should be sought from the Planning Service on all sites that exceed this size threshold.</p> <p>Where an ES is required to accompany a planning application, it should meet the requirements laid out in Schedule 4 of the Regulations.</p>	<p>Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended – particularly Schedules 1 to 4</p>

<p>Supplementary Information Template (for telecommunications development)</p>	<p>To include:</p> <ul style="list-style-type: none"> • area of search • evidence that mast/ site sharing has been considered • details of any consultation undertaken • where near a school or college, evidence that relevant body has been consulted • details of proposed structure and technical justification and information about the proposed development, inc. purpose and need • details of frequency and modulation characteristics and power output • applications should also be accompanied by a signed declaration that the equipment and installation has been designed in full compliance with the requirements of the radio frequency, public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection. <p>Further guidance set out in the Code of Practice on Mobile Network Development (2002)</p>	<p>NPPF</p> <p>Barnet Development Management Policies Document: Policies DM18</p> <p>Code of Practice on Mobile Network Development</p>
<p>Statement of Community Involvement</p>	<p>Large scale major applications will need to be accompanied by a Statement setting out how they have complied with Barnet's Statement of Community Involvement and showing how the views of the local community have been sought and taken into account.</p>	<p>NPPF</p>

Validation Checklist 1 – Works to a dwelling

- Householder application for works or extension to a dwelling
- Householder application for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area
- Householder application for works or extension to a dwelling and Listed Building Consent

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

For the vast majority of householder applications, plans and elevations will be the only local requirement.

Where additional information is required, assessments and statements need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed 1APP application form	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	Required where a property is in a conservation area and where the additional floor space is 100 sq m or more and in all cases where the building is listed

<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
<p>6. A site (block) plan</p> <ul style="list-style-type: none"> • At identified metric scale (1:200 or 1:500 advised) • Showing the development in relation to site boundaries and other buildings on site 	All applications.
<p>7. 3 copies of plans, drawings and information necessary to describe the development</p>	All applications
<u>Local List Requirements</u>	<u>Threshold</u>
<p>1. Completed Community Infrastructure Levy (CIL) Additional Information Form</p>	All applications involving extensions
<p>2. Drawings to show the development proposals:</p> <ul style="list-style-type: none"> • with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • showing trees within 15m of extension • Each sheet must have a drawing reference number and include the site address • At a scale of : 50 or 1:100 • <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt 	All applications, as specified below
<p>3. Existing and proposed floor plans</p>	All applications
<p>4. Existing and proposed front, side and rear elevations</p>	All applications
<p>5. Existing and proposed roof plan</p>	All applications where roof is to be extended or altered, unless it is a flat roof
<p>6. Existing and proposed sections</p>	Normally only required for applications where internal level changes are proposed

7. Existing and proposed finished floor levels and site levels	Required where changes to internal or external finished floor or ground levels (including patios and decking). Required for all applications in Flood Zones 2 and 3. Existing and proposed site levels required where trees are sited within 15m
8. Details of internal alterations at 1:1, 1:10 or 1:20 (as appropriate)	Applications for listed building consent where new or replacement features proposed eg doors skirting, architraves
9. Heritage Statement	A statement (proportionate to the development proposal) is required for extensions and alterations to listed buildings. For positive buildings and locally listed buildings and other buildings in a conservation area, heritage issues can be included in the design and access statement, where one is required. The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications
10. Proposed landscaping	Required for significant developments in conservation areas or where a property is listed. May also be required where a development is adjacent to a watercourse
11. Photographs and photomontages	Optional but advised particularly for developments in conservation areas or where a building is listed
12. Existing and proposed street scene 1:200	Optional but advised particularly for new buildings in conservation areas or within the setting of a listed building
13. Parking layout	Required where proposal involves the conversion of a garage to a habitable room or for the provision of hardsurfacing in a conservation area. (For further guidance refer to Barnet's Residential Design Guidance SPD 2013)
14. Flood Risk Assessment	Required where location in flood zone 2 or 3 or within 20m of the top of the bank of a main river
15. Tree survey and arboricultural statement	Required where development within 15m (edge of trunk) of a tree.
16. Land contamination assessment	Required where known issues. Seek advice from Planning Service.
17. Ecological Assessment	Required where near known habitat (or where there is a reasonable likelihood) of a protected species.
18. Noise Impact Assessment	Required for air-conditioning units and some micro-generation technologies. Seek advice from Planning Service.
19. Sunlight and Daylight Assessment	Required only in exceptional cases where development may have significant impacts on neighbouring properties. Seek advice from Planning Service. (For further guidance refer to Barnet's Residential Design Guidance SPD 2013)

Validation Checklist 2 – Minor Developments

- Full planning permission
- Full planning permission and Conservation Area Consent for demolition in a Conservation Area
- Full planning permission and Listed Building Consent
- Full planning permission and Advertisement Consent

A ‘**minor**’ development is the provision of 1 to 9 residential units, the provision of new non-residential buildings or non-residential extensions or changes of use of less than 1,000 sq m or less than 1 ha, planning applications for telecommunication masts and equipment.

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say ‘Do not scale’. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single ‘planning statement’, particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications

4. Design and Access Statement	<p>A Design and Access Statement is only required for the following:</p> <ul style="list-style-type: none"> • Provision of 1 or more dwelling houses in a conservation area • Where development involves additional floor space of 100 sq m or more in a conservation area • The property is a listed building
<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
<p>6. A site (block) plan</p> <ul style="list-style-type: none"> • At identified metric scale (1:200 or 1:500 advised) • Showing the development in relation to site boundaries and other buildings on site • Showing buildings, roads, footpaths on land adjoining the site, trees, public rights of way, hardsurfacing and boundary treatment 	All applications involving extensions or new buildings
7. 3 copies of plans, drawings and information necessary to describe the development	All applications
Local List Requirements	
1. Completed Community Infrastructure Levy (CIL) Additional Information form	All applications involving extensions of 100 sq m or more or creation of 1 or more residential unit
<p>2. Drawings to show the development proposals:</p> <ul style="list-style-type: none"> • with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • showing trees within 15m of extension • Each sheet must have a drawing reference number and include the site address • At a scale of : 50 or 1:100 • <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt 	All applications
3. Existing and proposed floor plans	All applications
4. Existing and proposed front, side and rear elevations	All applications

5.Existing and proposed roof plan	All applications unless no changes to roof
6. Existing and proposed sections	All applications unless only minor elevational changes proposed
7. Existing and proposed finished floor levels and site levels	Required where changes to internal or external finished floor or ground levels (including patios and decking). Existing and proposed site levels required where trees are sited within 15m
8. Details of internal alterations at 1:1, 1: 10 or 1:20 scale (as appropriate)	Applications for listed building consent where new or replacement features proposed eg doors, skirting, architraves
9. Planning Statement – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.	All applications.
10. Heritage Statement	Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive building, locally listed building, area of archaeological significance. The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications
11. Tree survey and arboricultural statement	Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required. Also required where there are ground level changes and/or excavations including for enabling works.
12. Amenity Space and landscaping	Indicative amenity space and landscaping for applications involving residential development. Also may be required for developments in conservation areas or affecting the setting of listed buildings. (For further guidance refer to Barnet’s Residential Design Guidance SPD 2013)
13. Photographs and photomontages	Optional but advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.
14. Affordable Housing Statement to include Viability Assessment where relevant	All applications for or including residential development on sites of 0.4ha and over.
15.Transport Statement	Developments generating significant traffic movements eg schools, certain community uses
16. Parking Layout – to show existing and proposed parking layout	Where parking is existing or proposed. (For further guidance refer to Barnet’s Residential Design Guidance SPD 2013)
17. Travel Plan	Developments generating significant traffic movements eg schools, certain community uses.

18. Noise Impact Assessment	<p>Required where noise sensitive development to be located near a railway or Class A road or where site within Noise Exposure Categories C or D.</p> <p>Required where potentially noisy development (use classes B2-B8, D1 and D2 and similar) to be located close to existing noise sensitive sites. Required for air-conditioning/ plant and machinery and some micro-generation technologies. Seek advice from Planning Service.</p>
19. Air Quality Assessment	<p>Required where new residential development located in Air Quality Management Areas. Also required where development could potentially contribute to a worsening of local air quality. All applications for biomass boilers.</p>
20. Drainage	<p>There may be circumstances when, due to existing flooding/ low water pressure problems in the catchment, Thames Water require utilities statements for minor developments.</p>
21. Ventilation and Extraction Details	<p>Required for applications within Use Classes A3, A4 and A5 (pubs, restaurants, take-aways), B1 and B2 (industrial) or other applications where ventilation equipment proposed eg air-conditioning, mechanical ventilation for residential.</p>
22. Refuse Disposal and Recycling Details	<p>Indicative proposals required.</p>
23. Flood Risk Assessment (FRA)	<p>In Flood Zone 1 an FRA will be required for all operational development on sites over 1ha in size.</p> <p>In Flood Zone 2 an FRA will be required for all developments except change of use from 'less vulnerable' use to 'water compatible' use. Operational development on sites over 1 ha require evidence to enable the Authority to carry out the sequential and exception test.</p> <p>In Flood Zone 3 an FRA will be required for all developments. All operational development requires evidence to enable the Authority to carry out the sequential and exception test.</p> <p>For development within 20m of the top of a bank of the main river an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3.</p> <p>For developments involving culverting or control of flow of a stream, an FRA will be required for all operational development.</p> <p>An FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p>

24. Economic Statement	Required for all developments resulting in a loss of employment land and/ or reduction in employment level. To include marketing information.
25. Town Centre Use Assessment	<p>In accordance with the National Planning Policy Framework a sequential test is required for all new retail, leisure and office developments located outside Barnet's existing town centres. Extensions to existing units outside the town centre/ or in local parades resulting in a single unit exceeding 200 sq m, will also require a sequential assessment.</p> <p>In addition, an Impact Assessment is locally required for all retail development of over 500 sq m outside an existing town centre.</p>
26. Details of lighting including a light pollution assessment	All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill Observatory. Details of lighting to be provided for all applications which include illuminated advertisements.
27. Land contamination assessment	Developments where site is on or near known or suspected contaminated land or where required due to the historical use of the land.
28. Ecological Assessment	Appropriate assessments required for all developments near known or reasonable likelihood of habitats of a protected species. Also required for developments affecting sensitive areas (including for example, open landscape, sites of nature conservation importance) and to include proposals for long term maintenance and management.
29. Sunlight and Daylight Assessment	Required where development may have significant impacts on neighbouring properties. Seek advice from Planning Service.
30. Environmental Statement (ES)	<p>May be required for 'urban development projects' on sites over 0.5ha. A screening request may be made to the Council to ascertain whether an ES is required for a development.</p> <p>Contents of a full ES can be established through a scoping request.</p> <p>It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.</p>
31. Supplementary Information Template	All applications for telecommunication development

Validation Checklist 3 – Major Development

- Full planning permission
- Full planning permission and Conservation Area Consent for demolition in a Conservation Area
- Full planning permission and Listed Building Consent
- Full planning permission and Advertisement Consent

A '**small scale major**' development includes an application for residential development of 10 to 199 dwellings or a site exceeding 0.5ha but less than 4ha, non-residential development of 1,000 sq.m to 9,999sq m or a site of between 1ha and 2ha.

A '**large scale major**' development includes an application for residential development of 200 or more dwellings or a site exceeding 4ha, non-residential development of 10,000sq m or a site of 2ha or more.

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	Required for all major applications except: <ul style="list-style-type: none"> • Section 73 applications to develop land without conditions previously attached • Applications to extend time limits • Material change of use of land or buildings • Engineering or mining operations • Waste development
5. An Ordnance Survey location plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
6. A site (block) plan <ul style="list-style-type: none"> • At identified metric scale (1:200 or 1:500 advised) • Showing the development in relation to site boundaries and other buildings on site • Showing buildings, roads, footpaths on land adjoining the site, trees, public rights of way, hard surfacing and boundary treatment 	All applications involving extensions or new buildings.
7. 3 copies of plans, drawings and information necessary to describe the development	All applications
<u>Local List Requirements</u>	<u>Threshold</u>
1. 6 copies of plans and documents may be required for larger or more complex applications. Alternatively 3 copies plus 3 CDs may be submitted	Larger or complex applications
2. Completed Community Infrastructure Levy (CIL) additional Information form	All applications

<p>3. Drawings to show the development proposals:</p> <ul style="list-style-type: none"> • with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • showing trees within 15m of extension • Each sheet must have a drawing reference number and include the site address • At a scale of : 50 or 1:100 • <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt 	<p>All applications, as set out below</p>
<p>4. Existing and proposed floor plans</p>	<p>All applications</p>
<p>5. Existing and proposed front, side and rear elevations</p>	<p>All applications</p>
<p>6. Existing and proposed roof plan</p>	<p>All applications unless no changes to roof</p>
<p>7. Existing and proposed sections</p>	<p>All applications unless only minor elevational changes proposed</p>
<p>8. Existing and proposed finished floor levels and site levels</p>	<p>Required where changes to internal or external finished floor or ground levels (including patios and decking). Existing and proposed site levels required where trees are sited within 15m</p>
<p>9. Details of internal alterations at 1:1, 1:10 or 1:20 (as appropriate)</p>	<p>Applications for listed building consent where new or replacement features proposed eg doors, skirting, architraves</p>
<p>10. Planning Statement – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.</p>	<p>All applications</p>
<p>11. Heritage Statement</p>	<p>Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive building, locally listed building, area of archaeological significance. The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications</p>
<p>12. Tree survey and arboricultural statement</p>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required. Also required where there are ground level changes and/ or excavations including for enabling works.</p>

13. Open Space and landscaping	All developments. Indicative open space, play space and landscaping required. Also for developments in conservation areas or affecting the setting of listed buildings.
14. Photographs and photomontages	Optional but advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.
15. Affordable Housing Statement	Applications for or including residential development of 10 or more units or sites of 0.4ha and over, to include a viability assessment where appropriate
16. Transport Assessment	Applications generating significant traffic movements eg schools, certain community uses and all large-scale major developments
17. Travel Plan	Applications generating significant traffic movements eg schools, certain community uses and all large-scale major developments
18. Sustainability Statement to include Energy Statement to show how the development meets all the standards specified in the Council's 'Sustainable Design and Construction' Supplementary Planning Document (SPD)	All developments
19. Noise Impact Assessment	Required where noise sensitive development to be located near a railway or Class A road or where site within PPG24 categories C or D. Required where potentially noisy development (use classes B2-B8, D1 and D2 and similar) to be located close to existing noise sensitive sites. Required for air-conditioning/ plant machinery and some micro-generation technologies. Seek advice from Planning Service.
20 . Air Quality Assessment	Required where new residential development located in Air Quality Management Areas. Also required where development could potentially contribute to a worsening of local air quality. All applications for biomass boilers.
21. Foul Sewerage and Utilities Assessment	A statement of connection to existing utilities required for all redevelopments. More detailed assessment required where connection to public sewer is not proposed. For 'major' developments this should include a letter from the utility company stating that capacity exists within its network or confirmation that agreements have been signed for the provision of the necessary infrastructure. There may be circumstances when, due to existing flooding/ low water pressure problems in the catchment, Thames water require utilities statements for minor developments.

22. Ventilation and Extraction Details	Required for applications within Use Classes A3, A4 and A5 (pubs, restaurants, take-aways), B1 and B2 (industrial) or other applications where ventilation equipment proposed eg air-conditioning, mechanical ventilation for residential.
23. Refuse disposal details and recycling	All applications.
24. Flood Risk Assessment (FRA)/ Drainage Strategy	<p>In Flood Zone 1 an FRA will be required for all operational development on sites over 1ha in size. In Flood Zone 2 an FRA will be required for all developments except change of use from 'less vulnerable' use to 'water compatible' use. Operational development on sites over 1 ha require evidence to enable the Authority to carry out the sequential and exception test. In Flood Zone 3 an FRA will be required for all developments. All operational development requires evidence to enable the Authority to carry out the sequential and exception test.</p> <p>For development within 20m of the top of a bank of the main river an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3.</p> <p>For developments involving culverting or control of flow of a stream, an FRA will be required for all operational development.</p> <p>An FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p>
25. Economic Statement	<p>All developments within the identified regeneration areas.</p> <p>Also required for all developments resulting in a loss of employment land and/ or reduction in employment level.</p>
26. Town Centre Use Assessment	<p>In accordance with the National Planning Policy Framework a sequential test is required for all new retail, leisure and office developments located outside Barnet's existing town centres. Extensions to existing units outside the town centre/ or in local parades resulting in a single unit exceeding 200 sq m, will also require a sequential assessment.</p> <p>In addition, an Impact Assessment is locally required for all retail development of over 500 sq m outside an existing town centre.</p>

27. Details of lighting	All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill Observatory. Details of lighting to be provided for all applications which include illuminated advertisements.
28. Land contamination assessment	Developments where site is on or near known or suspected contaminated land or where required due to the historical use of the land.
29. Ecological Assessment	An ecological statement is required which should identify how protection of biodiversity and habitat quality will be achieved and where enhancement to biodiversity can be made. Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species and also required for developments affecting sensitive areas (including for example, open landscape, sites of nature conservation importance) and to include proposals for long term maintenance and management.
30. Sunlight and Daylight Assessment	Required where development may have significant impacts on neighbouring properties. Seek advice from Planning Service.
31. Environmental Statement (ES)	May be required for 'urban development projects' on sites over 0.5ha. A screening request may be made to the Council to ascertain whether an ES is required for a development. Contents of a full ES can be established through a scoping request. It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.
32. Statement of Community Involvement	All large scale major applications.

Validation Checklist 4 – Outline Applications

- Outline planning permission with some matters reserved
- Outline planning permission with some matters reserved

A ‘**minor**’ development is the provision of 1 to 9 residential units, the provision of new non-residential buildings or non-residential extensions or changes of use of less than 1,000 sq m or less than 1 ha, planning applications for telecommunication masts and equipment.

A ‘**small scale major**’ development includes an application for residential development of 10 to 199 dwellings or a site exceeding 0.5ha but less than 4ha, non-residential development of 1,000 sq.m to 9,999sq m or a site of between 1ha and 2ha.

A ‘**large scale major**’ development includes an application for residential development of 200 or more dwellings or a site exceeding 4ha, non-residential development of 10,000sq m or a site of 2ha or more.

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say ‘Do not scale’. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For ‘major’ applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single ‘planning statement’, particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a ‘major’ application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	Required for all major applications and applications for development in a conservation area consisting of the provision of one or more dwellinghouse or the provision of a building where the floor space is 100 sq m or more, except: <ul style="list-style-type: none"> • Section 73 applications to develop land without conditions previously attached • Applications to extend time limits • Engineering or mining operations • Material change of use of land or buildings • Waste development
5. An Ordnance Survey location plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
6. A site (block) plan <ul style="list-style-type: none"> • At identified metric scale (1:200 or 1:500 advised) • Showing the development in relation to site boundaries and other buildings on site • Showing buildings, roads, footpaths on land adjoining the site, trees, public rights of way, hardsurfacing and boundary treatment 	All applications involving extensions or new buildings
7. 3 copies of plans, drawings and information necessary to describe the development	All applications. The information required will depend on which, if any, matters are reserved.
<u>Local List Requirements</u>	<u>Threshold</u>
1. 6 copies of plans and documents may be required for larger or more complex applications. Alternatively 3 copies plus 3 CDs may be submitted	Larger or complex applications

2. Completed Community Infrastructure Levy (CIL) additional Information form	All applications
3. Drawings to show the development proposals: <ul style="list-style-type: none"> • with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • showing trees within 15m of extension • Each sheet must have a drawing reference number and include the site address • At a scale of 1: 50 or 1:100 • <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt 	All applications.
4. Existing and proposed floor plans,	Will depend on whether layout, scale and/ or appearance are reserved matters.
5. Existing and proposed elevations	Will depend on whether layout, scale and/ or appearance are reserved matters.
6. Existing and proposed roof plan	Will depend on whether layout, scale and/ or appearance are reserved matters.
7. Existing and proposed sections	Will depend on whether layout, scale and/ or appearance are reserved matters.
8. Existing and proposed indicative site levels	Required where changes proposed to ground levels where existing trees are sited within 15m
9. Planning Statement – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.	All applications. The Statement shall include the amount and types of uses proposed.
10. Heritage Statement	Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive building, locally listed building, area of archaeological significance. The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications
11. Tree survey and arboricultural statement	Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required. Also required where there are ground level changes and/ or excavations including for enabling works.

12. Open Space and landscaping	All developments where landscaping is not a reserved matter. Indicative open space and play space locations will also be required for all applications for residential development where landscaping is a reserved matter.
13. Photographs and photomontages	Optional but advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.
14. Affordable Housing Statement	Applications for or including residential development of 10 or more units or sites of 0.4ha and over, to include a viability assessment where appropriate
15. Transport Assessment	Applications generating significant traffic movements eg schools, certain community uses and all large-scale major developments
16. Travel Plan	Applications generating significant traffic movements eg schools, certain community uses and all large-scale major developments
17. Sustainability Statement to include Energy Statement to show how the development will meet all the standards specified in the Council's 'Sustainable Design and Construction' Supplementary Planning Document (SPD	All developments
18. Noise Impact Assessment	Required where noise sensitive development to be located near a railway or Class A road or where site within PPG24 categories C or D. Required where potentially noisy development (use classes B2-B8, D1 and D2 and similar) to be located close to existing noise sensitive sites. Required for air-conditioning/ plant machinery and some micro-generation technologies. Seek advice from Planning Service.
19. Air Quality Assessment	Required where new residential development located in Air Quality Management Areas. Also required where development could potentially contribute to a worsening of local air quality. All applications for biomass boilers.
20. Foul Sewerage and Utilities Assessment	A statement of connection to existing utilities required for all redevelopments. More detailed assessment required where connection to public sewer is not proposed. For 'major' developments this should include a letter from the utility company stating that capacity exists within its network or confirmation that agreements have been signed for the provision of the necessary infrastructure. There may be circumstances when, due to existing flooding/ low water pressure problems in the catchment, Thames water require utilities statements for minor developments.

<p>21. Flood Risk Assessment (FRA)/ Drainage Strategy</p>	<p>In Flood Zone 1 an FRA will be required for all operational development on sites over 1ha in size. In Flood Zone 2 an FRA will be required for all developments except change of use from 'less vulnerable' use to 'water compatible' use. Operational development on sites over 1 ha require evidence to enable the Authority to carry out the sequential and exception test. In Flood Zone 3 an FRA will be required for all developments. All operational development requires evidence to enable the Authority to carry out the sequential and exception test. For development within 20m of the top of a bank of the main river an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3. For developments involving culverting or control of flow of a stream, an FRA will be required for all operational development.</p> <p>An FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p>
<p>22. Economic Statement</p>	<p>All developments within the identified regeneration areas. Also required for all developments resulting in a loss of employment land and/ or reduction in employment level.</p>
<p>23. Town Centre Use Assessment</p>	<p>In accordance with the National Planning Policy Framework a sequential test is required for all new retail, leisure and office developments located outside Barnet's existing town centres. Extensions to existing units outside the town centre/ or in local parades resulting in a single unit exceeding 200 sq m, will also require a sequential assessment.</p> <p>In addition, an Impact Assessment is locally required for all retail development of over 500 sq m outside an existing town centre.</p>
<p>24. Land contamination assessment</p>	<p>Developments where site is on or near known or suspected contaminated land or where required due to the historical use of the land.</p>

25. Ecological Assessment	An ecological statement is required which should identify how protection of biodiversity and habitat quality will be achieved and where enhancement to biodiversity can be made. Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species and also required for developments affecting sensitive areas (including for example, open landscape, sites of nature conservation importance) and to include proposals for long term maintenance and management.
26. Environmental Statement (ES)	May be required for 'urban development projects' on sites over 0.5ha. A screening request may be made to the Council to ascertain whether an ES is required for a development. Contents of a full ES can be established through a scoping request. It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.
27. Statement of Community Involvement	All large scale major applications.

Validation Checklist 5 – Approval of Reserved Matters

- Approval of Reserved Matters following outline approval

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal and what matters have been reserved.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	Required for all applications except: <ul style="list-style-type: none"> • Section 73 applications to develop land without conditions previously attached • Applications to extend time limits • Engineering or mining operations • Material change of use of land or buildings • Waste development

<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
<p>6. A site (block) plan</p> <ul style="list-style-type: none"> • At identified metric scale (1:200 or 1:500 advised) • Showing the development in relation to site boundaries and other buildings on site • Showing buildings, roads, footpaths on land adjoining the site, trees, public rights of way, hardsurfacing and boundary treatment 	All applications. Detail required will depend on reserved matters being determined.
<p>7. 3 copies of plans, drawings and information necessary to describe the development</p>	All applications
<p><u>Local List Requirements</u></p>	<p><u>Threshold</u></p>
<p>1. 6 copies of plans and documents may be required for larger or more complex applications. Alternatively 3 copies plus 3 CDs may be submitted</p>	Larger or complex applications
<p>2. Completed Community Infrastructure Levy (CIL) additional Information form</p>	All applications
<p>3. Drawings to show the development proposals:</p> <ul style="list-style-type: none"> • with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • showing trees within 15m of extension • Each sheet must have a drawing reference number and include the site address • At a scale of 1: 50 or 1:100 • <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt 	All applications, as set out below
<p>4. Existing and proposed floor plans</p>	All applications, where layout and/or scale are to be determined
<p>5. Existing and proposed front, side and rear elevations</p>	All where layout, scale and appearance to be determined
<p>6. Existing and proposed roof plan</p>	All applications where layout, scale and appearance to be determined
<p>7. Existing and proposed sections</p>	All applications

8. Existing and proposed finished floor levels and site levels	Required where changes to internal or external finished floor or ground levels (including patios and decking). Existing and proposed site levels required where trees are sited within 15m
9. Planning Statement – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.	All applications
10. Heritage Statement	Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive building, locally listed building, area of archaeological significance. The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications
11. Tree survey and arboricultural statement	Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required. Also required where there are ground level changes and/ or excavations including for enabling works.
12. Open Space and landscaping	All developments. Indicative open space, play space and landscaping required
13. Photographs and photomontages	Optional but advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.
14. Sustainability Statement to include Energy Statement to show how the development meets all the standards specified in the Council’s ‘Sustainable Design and Construction’ Supplementary Planning Document (SPD	All developments
15. Noise Impact Assessment	This may be required at Reserved Matters stage to assess mitigation measures. Required where noise sensitive development to be located near a railway or Class A road or where site within PPG24 categories C or D. Required where potentially noisy development (use classes B2-B8, D1 and D2 and similar) to be located close to existing noise sensitive sites. Required for air-conditioning/ plant machinery and some micro-generation technologies.
16. Air Quality Assessment	This may be necessary at Reserved Matters stage to assess mitigation measures. Required where new residential development located in Air Quality Management Areas. Also required where development could potentially contribute to a worsening of local air quality. All applications for biomass boilers.

<p>17. Foul Sewerage and Utilities Assessment</p>	<p>May be required depending on information submitted at outline stage. A statement of connection to existing utilities required for all redevelopments. More detailed assessment required where connection to public sewer is not proposed. For 'major' developments this should include a letter from the utility company stating that capacity exists within its network or confirmation that agreements have been signed for the provision of the necessary infrastructure. There may be circumstances when, due to existing flooding/ low water pressure problems in the catchment, Thames water require utilities statements for minor developments.</p>
<p>18. Ventilation and Extraction Details</p>	<p>Required for applications within Use Classes A3, A4 and A5 (pubs, restaurants, take-aways), B1 and B2 (industrial) or other applications where ventilation equipment proposed eg air-conditioning, mechanical ventilation for residential.</p>
<p>19. Refuse disposal details and recycling</p>	<p>All applications.</p>
<p>20. Flood Risk Assessment (FRA)/ Drainage Strategy</p>	<p>In Flood Zone 1 an FRA will be required for all operational development on sites over 1ha in size. In Flood Zone 2 an FRA will be required for all developments except change of use from 'water compatible' use to 'less vulnerable' use. Operational development on sites over 1 ha require evidence to enable the Authority to carry out the sequential and exception test. In Flood Zone 3 an FRA will be required for all developments. All operational development requires evidence to enable the Authority to carry out the sequential and exception test. For development within 20m of the top of a bank of the main river an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3. For developments involving culverting or control of flow of a stream, an FRA will be required for all operational development.</p> <p>An FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p> <p>An updated FRA may be required to address matters raised at outline application stage.</p>

21. Details of lighting	All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill Observatory. Details of lighting to be provided for all applications which include illuminated advertisements.
22. Sunlight and Daylight Assessment	Required where development may have significant impacts on neighbouring properties. Seek advice from Planning Service.
23. Environmental Statement (ES)	May be required for 'urban development projects' on sites over 0.5ha. A screening request may be made to the Council to ascertain whether an ES is required for a development. Contents of a full ES can be established through a scoping request. It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.
24. Statement of Community Involvement	All large scale major applications.

Validation Checklist 6 - Conservation Area Consent

- Conservation Area Consent for demolition in a Conservation Area

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. An Ordnance Survey location plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications

5. A site (block) plan <ul style="list-style-type: none"> At identified metric scale (1:200 or 1:500 advised) Showing the development in relation to site boundaries and other buildings on site 	All applications
6. 3 copies of plans, drawings and information necessary to describe the development	All applications
<u>Local List Requirements</u>	<u>Threshold</u>
1. Drawings to show the development proposals: <ul style="list-style-type: none"> with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres showing trees within 15m of extension Each sheet must have a drawing reference number and include the site address At a scale of 1: 50 or 1:100 <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt 	All applications, as specified below
2. Existing and proposed floor plans	All applications
3. Existing and proposed front, side and rear elevations	All applications
4. Existing and proposed roof plan	All applications unless no changes to roof
5. Planning Statement – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.	All applications
6. Heritage Statement	All applications. The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications
7. Tree survey and arboricultural statement	Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required. Also required where there are ground level changes and/ or excavations including for enabling works.
8. Open Space and landscaping	Where restoration of the site is proposed.
9. Photographs and photomontages	Optional, but advised
10. Ecological Assessment	Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species

Validation Checklist 7 – Listed Building Consent

- Listed Building Consent for alterations, extension or demolition of a Listed Building
- Listed Building Consent for alterations, extension or demolition of a Listed Building and Advertisement Consent

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications

4. Design and Access Statement	Required for all LBC applications except: <ul style="list-style-type: none"> • Section 73 applications to develop land without conditions previously attached • Applications to extend time limits • Where only internal changes are proposed
5. An Ordnance Survey location plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
6. A site (block) plan <ul style="list-style-type: none"> • At identified metric scale (1:200 or 1:500 advised) • Showing the development in relation to site boundaries and other buildings on site • Showing buildings, roads, footpaths on land adjoining the site, trees, public rights of way, hardsurfacing and boundary treatment 	All applications
7. 3 copies of plans, drawings and information necessary to describe the development	All applications
<u>Local List Requirements</u>	<u>Threshold</u>
1. 6 copies of plans and documents may be required for larger or more complex applications. Alternatively 3 copies plus 3 CDs may be submitted	Larger or complex applications
2. Drawings to show the development proposals: <ul style="list-style-type: none"> • with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • showing trees within 15m of extension • Each sheet must have a drawing reference number and include the site address • At a scale of 1: 50 or 1:100 • <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt 	All applications, as specified below
3. Existing and proposed floor plans	All applications

4. Existing and proposed front, side and rear elevations	All applications
5. Existing and proposed roof plan	All applications unless no changes to roof
6. Existing and proposed sections	All applications unless only minor elevational changes proposed
7. Existing and proposed finished floor levels and site levels	Required where changes to internal or external finished floor or ground levels (including patios and decking). Existing and proposed site levels required where trees are sited within 15m
8. Details of internal alterations at 1:1, 1:10 or 1:20 (as appropriate)	Applications for listed building consent where new or replacement features proposed eg doors, skirting, architraves
9. Heritage Statement	All applications. The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications
10. Archive drawings, historical records eg London metro Archive	Where available
11. Tree survey and arboricultural statement	Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required. Also required where there are ground level changes and/ or excavations including for enabling works.
12. Open Space and landscaping	All developments affecting the setting of listed buildings.
13. Photographs and photomontages	Optional but advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.
18. Sustainability Statement to show how the development meets all the standards specified in the Council's 'Sustainable Design and Construction' Supplementary Planning Document (SPD)	All developments
19. Ecological Assessment	Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species.

Validation Checklist 8 – Lawful Development

- Lawful Development Certificate for an existing use or operation including those in breach of a planning condition
- Lawful Development Certificate for a proposed use or operation

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Appropriate fee	All applications
3. An Ordnance Survey location plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications

4. 3 copies of plans, drawings and information necessary to describe the development	All applications
<u>Local List Requirements</u>	<u>Threshold</u>
1. Drawings to show the development proposals: <ul style="list-style-type: none"> • with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • showing trees within 15m of extension • Each sheet must have a drawing reference number and include the site address • At a scale of 1: 50 or 1:100 • <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt 	All applications
2. Existing and proposed floor plans	All applications
3. Existing and proposed front, side and rear elevations	All applications other than changes of use
4. Existing and proposed roof plan	All applications other than changes of use
5. Existing and proposed finished floor levels and site levels	Required where changes to internal or external finished floor or ground levels (including patios and decking).
6. Supporting Information and Evidence	Photographs provide useful evidence. Other information is particularly important for certificates for existing uses and operations. This can include sworn affidavits, council tax records, electoral register records, tenancy agreements, utility bills and any other relevant information to support the application.

Validation Checklist 9 - Advertisements

- Advertisement Consent

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Appropriate fee	All applications
3. An Ordnance Survey location plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north Location plan 	All applications
4. 3 copies of plans, drawings and information necessary to describe the development	All applications

<u>Local List Requirements</u>	<u>Threshold</u>
<p>1. Existing and proposed elevations</p> <ul style="list-style-type: none"> • scale 1:100 or 1:200 with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • <u>Original</u> required for applications for extensions to or replacement of buildings in the green belt <p>Each sheet must have a drawing reference number and include the site address</p>	All applications
2. Advertisement drawings	All applications
3. Photographs and photomontages	Optional but advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.
4. Lighting Assessment to show details of external lighting and proposed hours of illumination. Layout plan with beam orientation and schedule of equipment.	Normally only required for significant freestanding adverts.

Validation Checklist 10 – Removal or Variation of a Condition

- Removal or variation of a condition following grant of planning permission

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. An Ordnance Survey site plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
5. Supporting plans and information to show the changes across the site.	

<u>Local List Requirements</u>	<u>Threshold</u>
1. Planning Statement – a supplementary statement that addresses the changes, to be read in conjunction with the documents that supported the original application.	All applications
2. Other supporting documents may be required depending on the nature of the changes and the condition being removed or varied.	Depends on condition being removed/ varied
3. Environmental Statement (ES)	May be required for ‘urban development projects’ on sites over 0.5ha. A screening request may be made to the Council to ascertain whether an ES is required for a development. Contents of a full ES can be established through a scoping request. It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.
4. Copies of original approved plans	Optional
5. Deed of variation to existing Section 106 legal agreement	Advisable for all relevant applications

Validation Checklist 11 – Discharge of Conditions

- Approval of details reserved by condition

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Appropriate fee	All applications
<u>Local List Requirements</u>	
1. Planning Statement – a supplementary statement to be read in conjunction with documents that supported the original application.	All applications
2. Other requirements are the same as validation checklist 2. The amount of information will depend on the condition being discharged	Depends on condition being discharged

Validation Checklist 12

- Prior Notification of proposed development by telecommunications code system operators

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application form or written description of the proposed development	All applications
2. Appropriate fee	All applications
3. An Ordnance Survey location plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications

<p>4. Evidence of Notice: That Notice has been given in accordance with A.2 (4) of Schedule 2 of the General Permitted Development Order 1995 (where mast within 3km of perimeter of an aerodrome)</p>	<p>Where relevant</p>
<p><u>Local List Requirements</u></p>	
<p>1. Existing and proposed block plan</p> <ul style="list-style-type: none"> • Scale 1:200 with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • showing trees within 15m of extension • Each sheet must have a drawing reference number and include the site address 	<p>Advised for all applications</p>
<p>2. Existing and proposed site layout and elevations</p> <ul style="list-style-type: none"> • either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • Each sheet must have a drawing reference number and include the site address 	<p>Advised for all applications</p>
<p>3. Photographs and photomontages</p>	<p>Optional but advised</p>
<p>4. Supplementary Information Template to include:</p> <ul style="list-style-type: none"> • area of search • evidence that mast/ site sharing has been considered • details of any consultation undertaken • where near a school or college, evidence that relevant body has been consulted • details of proposed structure and technical justification and information about the proposed development, inc. purpose and need • details of frequency and modulation characteristics and power output • applications should also be accompanied by a signed declaration that the equipment and installation has been designed in full compliance with the requirements of the radio frequency, public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection. <p>Further guidance set out in the Code of Practice on Mobile Network Development (2002)</p>	<p>Advised for all applications</p>

Validation Checklist 13

- Prior notification for demolition

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application form or written description of the proposed development	All applications
2. Site Notice – Statement that the applicant has displayed the site notice in accordance with A.2(b) (ii and iii) of Part 31 of Schedule 2 of the General Permitted Development Order 1995	All applications
3.. Appropriate fee	All applications
4. An Ordnance Survey location plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications

<u>Local List Requirements</u>	
1. Ecological assessments	Developments near known, or where reasonable likelihood of, habitats of protected species
2. Landscaping details to show proposed restoration of the site	All applications
3. Supporting Planning	All applications
4. Photographs and photomontages	Optional but advised
5. Tree survey/ arboricultural report to show how existing trees on and adjoining the site will be protected during demolition	All applications where trees present

Validation Checklist 14

- Prior Notification of proposed agricultural or forestry development – proposed building
- Prior Notification of proposed agricultural or forestry development – proposed road
- Prior Notification of proposed agricultural or forestry development – proposed excavation/ deposit of waste material
- Prior Notification of proposed agricultural or forestry development – proposed fish tank or cage

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them. For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application form or written description of the proposed development, to include materials to be used	All applications
2. Appropriate fee	All applications
3. An Ordnance Survey location plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
<u>Local List Requirements</u>	
1. Ecological Assessment	Developments near known, or where reasonable likelihood of, habitats of protected species
2. Landscaping details. Existing trees and vegetation should where practicable be retained in new development and protected during construction	All applications
3. Supporting Planning Statement	All applications
4. Existing and proposed block plans, floor plans and elevations scale 1:50 or 1:100	All applications
5. Photographs and photomontages	Optional but advised

Validation Checklist 15

- Application for a new planning permission to replace an extant planning permission in order to extend the time limit for implementation and for replacement of associated Listed Building Consent and/ or Conservation Area Consent

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named, using up to 50 characters.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal. The local requirement assessments and statements need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. An Ordnance Survey site plan <ul style="list-style-type: none"> • Showing the property in relation to it's surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	Applications involving Listed Building or Conservation Area Consents
5. 1 copy of plans and drawings to describe the subject of the application	Applications involving Listed Building or Conservation Area Consents
<u>Local List Requirements</u>	
1. Planning Statement to address changes in policy or other material considerations that have occurred since original grant of permission.	All applications
2. Completed Community Infrastructure Levy (CIL) Additional Information form	All applications
3. Environmental Statement	May be required for 'urban development projects' on sites over 0.5ha. A screening request may be made to the Council to ascertain whether an ES is required for a development. Contents of a full ES can be established through a scoping request. It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.
4. Amended supporting documents if the need for these has arisen due to changes in policy	All applications, where necessary
5. Deed of variation to existing Section 106 legal agreement	Advisable for all relevant applications

Validation Checklist 16

- Application for a Non-Material Amendment following a grant of planning permission

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Appendix A includes a description of the details required for the individual requirements specified below and where to find further information

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application form	All applications
2. Confirmation that Notice given to any owners of land in accordance with article 9(3) of the Town and Country Planning (Development Management Procedure) (England) Order 2010	All applications
3. Appropriate fee	All applications
4. Plans and drawings or information to describe the subject of the application	All applications
<u>Local List Requirements</u>	
1. Planning Statement to explain the amendments to the scheme and to include any technical justification if necessary.	All applications. Amount of details will depend on the nature of the amendment
2. Amended drawings to show the changes <ul style="list-style-type: none"> • either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • Each sheet must have a drawing reference number and include the site address 	All applications

Validation Checklist 17

- Prior Notification of proposed larger home extension

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

A form for your use in making the application can be found here:

https://www.barnet.gov.uk/forms/form/395/en/prior_notification_of_householder_extension

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application form or written description of the proposed development, to include <ul style="list-style-type: none"> • How far the enlarged part extends beyond the rear wall of the original dwellinghouse • The maximum height of the enlarged part • The height of the eaves of the enlarged part • A plan to show the site and the proposed development • Addresses of any adjoining properties • Developer's contact address • The developer's email address if willing to receive communications electronically 	All applications
2. Appropriate fee	All applications
<u>Local List Requirements</u>	
1. The Council have produced a template form for you to complete with the requested information. The link is given above.	Advised for all applications

<p>2. An Ordnance Survey site plan</p> <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	<p>All applications</p>
<p>3. Existing and proposed block plan to show the site and proposed development</p> <ul style="list-style-type: none"> • Scale 1:200 with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • Each sheet must have a drawing reference number and include the site address 	<p>All applications</p>
<p>4. Existing and proposed floor plans and elevations</p> <ul style="list-style-type: none"> • either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • Each sheet must have a drawing reference number and include the site address 	<p>Advised for all applications</p>
<p>5. Completed Community Infrastructure Levy (CIL) Additional Information Form</p>	<p>Advised for all applications</p>

Validation Checklist 18

- Prior approval of proposed change of use from business to residential

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application form or written description of the proposed development to include <ul style="list-style-type: none"> • The number of residential units • A plan indicating the site and proposed development • The developer's contact address • The developer's email address if content to receive communications electronically 	All applications
2. Appropriate fee	All applications
<u>Local List Requirements</u>	
1. An Ordnance Survey site plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
2. Existing and proposed floor plans <ul style="list-style-type: none"> • either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • Each sheet must have a drawing reference number and include the site address 	Optional but advised for all applications
3. Assessments of <ul style="list-style-type: none"> • Transport and highways impacts • Contamination risks on the site • Flooding risks on the site 	Optional but advised for all applications

Validation Checklist 19

- Prior approval for proposed change of use to a state-funded school

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application form or written description of the proposed development to include <ul style="list-style-type: none"> • A plan indicating the site and proposed development • The developer's contact address • The developer's email address if content to receive communications electronically 	All applications
2. Appropriate fee	All applications
<u>Local List Requirements</u>	
1. An Ordnance Survey site plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
2. Existing and proposed floor plans <ul style="list-style-type: none"> • either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • Each sheet must have a drawing reference number and include the site address 	Optional but advised for all applications
3. Assessments of <ul style="list-style-type: none"> • Transport and highways impacts of the development • Noise impacts of the development • Contamination risks on the site 	Optional but advised for all applications

Validation Checklist 20

- Prior approval of proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels, or assembly or leisure

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

<u>National List Requirements</u>	<u>Threshold</u>
1. Completed application form or written description of the proposed development to include <ul style="list-style-type: none"> • A plan indicating the site and proposed development • The developer's contact address • The developer's email address if content to receive communications electronically 	All applications
2. Appropriate fee	All applications
<u>Local List Requirements</u>	
1. An Ordnance Survey site plan <ul style="list-style-type: none"> • Showing the property in relation to its surroundings • Showing the boundaries of the property marked by a red line • Other land owned by the applicant marked by a blue line • Scaled at 1:1250 • Showing road names and direction of north 	All applications
2. Existing and proposed floor plans <ul style="list-style-type: none"> • either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres • Each sheet must have a drawing reference number and include the site address 	Optional but advised for all applications
3. Assessments of <ul style="list-style-type: none"> • Transport and highways impacts of the development • Noise impacts of the development • Contamination risks on the site • Flooding risks on the site 	Optional but advised for all applications

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS)
ACT 1990

GUIDANCE NOTES
FOR APPLICATIONS FOR
LISTED BUILDING CONSENT OR
CONSERVATION AREA CONSENT

The following Guidance is to help you apply for Listed Building Consent or Conservation Area Consent by explaining what information the council will need to properly assess your proposal. If your proposal involves changes to the external appearance of the building, its boundaries or surrounding landscaping, you are likely to need Planning Permission as well. Please ask the Development Management Officer for your area for advice about this; (telephone 020 8359 3000). You may need Building Control Approval and they can be contacted on 020 8359 4500.

THE WHOLE OF A LISTED BUILDING, INTERNALLY AS WELL AS EXTERNALLY, IS PROTECTED. THIS IS TRUE FOR ALL GRADES OF LISTED BUILDINGS, INCLUDING GRADE II.

You will need to apply for **Listed Building Consent** if either of the following cases apply:

- You want to demolish a Listed Building.
- You want to alter or extend a Listed Building in a manner which would affect its significance as a building of special architectural or historic interest.

You may also need Listed Building Consent for any works to separate buildings within the grounds of a listed building.

IT IS A CRIMINAL OFFENCE TO CARRY OUT WORK WHICH NEEDS LISTED BUILDING CONSENT WITHOUT OBTAINING IT BEFOREHAND.

If your building is in a designated conservation area you will need to apply for **Conservation Area Consent** to do the following:

- Demolish a building with a volume of more than 115 cubic metres. There are a few exceptions – you can get information on these from the council.
- To demolish a gate, fence, wall or railing over 1 metre high where next to a highway (including a public footpath or bridleway) or public open space; or over 2 metres high elsewhere.

Below you will find two “checklists” of items the council will need from you; one for Listed Building Consent applications and one for Conservation Area Consent. This information will help the council assess your application and come to a decision as quickly as possible. It is always advisable to contact the Urban Design & Heritage Team (020 8359 3000) at an early stage to avoid problems later on.

Checklist for Applications for Listed Building Consent

- 1 Three copies of the application for “**APPLICATION FOR LISTED BUILDING CONSENT**” with all relevant sections filled in.
 - 2 A **HERITAGE STATEMENT** for the site. Further advice on this important part of your application can be found later in this leaflet.
 - 3 A **SITE LOCATION PLAN** preferably at a scale of 1:1250 with the extent of the site the subject of the application, including any access route to the public highway, outlined in red. Ordnance Survey map extracts can be supplied by the council, although there is a charge for this service. Guidance notes relating to their provision and an application form are available separately.
 - 4 **FLOOR PLANS AND ELEVATIONS** at a scale or not less than 1:50 of the whole building showing the existing situation marked “**AS EXISTING**”.
 - 5 **DETAILED PLANS** usually at a scale of 1:10 or 1:20; of areas of special features which you propose to alter or remove marked “**AS EXISTING**”.
 - 6 **FLOOR PLANS AND ELEVATIONS** at a scale of not less than 1:50 of the whole building showing the proposed alterations, extension or demolition marked “**AS PROPOSED**”.
 - 7 **DETAILED PLANS AND ELEVATIONS**, usually at a scale of 1:10; of new features (for example doors, windows, skirtings or other joinery, fireplaces, staircases etc) which will be introduced into the building by the proposals marked “**AS PROPOSED**”.
 - 8 An **ARCHIVE DRAWING** should be provided. These may be attached to the deeds for the property or obtained from the Royal Institute of British Architects Library (020 7580 5533) or the London Metropolitan Archive (020 7332 3820). These are needed to show the original design and plan form of a building.
 - 9 Where the application is for a new building or an extension, a **LAYOUT PLAN** on a scale of 1:500 should be provided to show the position of the building(s) in relation to the site boundaries and the location, type and size of existing trees and hedges. Similarly, where a new building or extension would be visible on the street scene, an **ELEVATION PLAN** at a scale of 1:500 showing the new building and the neighbouring two or three properties on each side should be provided to allow a full assessment of the proposal.
 - 10 Where proposals affect hard landscaping around the building, or introduce a new landscaping scheme, it is always beneficial to attach such proposed to the application. However, such proposals will usually be covered by the need to obtain ordinary Planning Permission where the affect on the setting of the Listed Building will be considered.
-

Checklist for Applications for Conservation Area Consent

There are 17 Conservation Areas in the borough. If you are unsure as to whether your building is in a conservation area please rind the Urban Design & Heritage Team.

- 1 Conservation Area Consent Applications are usually for consent to demolish any existing building on the site. The council may not in law give such consent unless there is an acceptable scheme for the redevelopment of the site. The council would normally expect an application for Conservation Area Consent to be accompanys by an application for **PLANNING PERMISSION** showing the redevelopment proposals for the site after demolition.
 - 2 For Conservation Area Consent applications, the council will assess if the existing building makes a positive contribution to the character of the Conservation Area. If it does, applicants are advised that national and council policies are that there is **strong presumption against demolition**. Applicants are referred to in the council's Local Plan. Further guidance on this matter can be found in the Government's National Planning Policy Framework.
 - 3 Three copies of the application form "**APPLICATION FOR CONSERVATION AREA CONSENT**" with all sections filled in as appropriate.
 - 4 A **SITE LOCATION PLAN** preferably at a scale of 1:1250 with the extent of the site the subject of the application, including any access route to the public highway, outlined in red. Ordnance Survey map extracts can be supplied by the council, although there is a charge for this service. Guidance notes relating to their provision and an application form are available separately.
 - 5 **FLOOR PLANS AND ELEVATIONS** at a scale of not less than 1:50 of the whole building showing the existing situation marked "**AS EXISTING**".
 - 6 **FLOOR PLANS AND ELEVATIONS** at a scale of not less than 1:50 showing the proposed new building or development marked "**AS PROPOSED**".
 - 7 Where the application is for a new building or an extension, a **LAYOUT PLAN** on a scale of 1:500 should be provided to show the position of the building(s) in relation to the site boundaries and the location, type and size of existing trees and hedges. Similarly, where a new building or extension would be visible on the street scene, an **ELEVATION PLAN** at a scale of 1:500 showing the new building and the neighbouring two or three properties on each side should be provided to allow a full assessment of the proposal.
 - 8 Where proposals affect hard landscaping around the building, or introduce a new landscaping scheme, it is always beneficial to attach such proposals to the application. However, such proposals will usually be covered by the need to obtain ordinary Planning Permission where the affect on the character of the conservation area will be considered.
-

General Information

- 1 Plans which are drawn to scale and then include a note which reads “DO NOT SCALE FROM DRAWING” are unlikely to be accepted unless they are contained written dimensions.
- 2 Applications are open to public inspection and plans should clearly show the proposed works so they can be easily understood.
- 3 It is important that plans are accurate so that Officers and Members of the Council and the public are not misled.
- 4 Consideration of applications is likely to be delayed if requests for clarification have to be made.

HERITAGE STATEMENTS FOR LISTED BUILDINGS

WHAT ARE THEY?

Heritage Statements are strongly supported by English Heritage, grant making bodies (eg the Heritage Lottery Fund) and the council as a new way of better protecting Historic Buildings. A Heritage Statement is a written document which sets out:

1 What is significant about the building.

This should explain what it is about the building that in heritage terms is considered to be significant. It should analyse the possible threats to this significance and set out what action can be taken to protect what is special. It should show with the help of drawings (including the archive drawing), photographs (old and new) paintings, engravings or any other visual aid how the building has evolved over the years. It should show what features are believed original, which have been altered and what impact this has had on the special interest of the building. Such understanding of the significance and evolution of the building will allow for the better management of the building in terms of its repair and, where necessary, the more sympathetic development of future proposals for its use.

This section should be written **before** any development ideas are considered to ensure that there is an objective assessment of the building’s significance and vulnerability to harm. It acts as a ‘benchmark’ against which any new proposals can be measured. Any such ideas for changing the building can then be designed in such a way as to preserve the special interest of the building and to avoid any changes that might cause it harm. Some ideas, of course, will be unacceptable when assessed against this part of the Heritage Statment.

2 Why the proposals are necessary

Change, for a Listed Building, is often the point when it is most vulnerable to harm. Part 2 of the Heritage Statement should show how proposals for change relate to the aspects highlighted in Part 1 and demonstrate how they do not harm the building's special interest. It should show how it meets the requirements of Government and the council's policies on the built environment (to be found in its Local Plan). It should show how the proposals are necessary to secure the future long term viability of the Listed Building and are not merely passing fads. The Heritage Statement should show how other options which also might meet the current needs have been explored and how they would fail to meet the requirements of Part 1 and Government and council policies.

WHO CAN WRITE THEM?

They can be written by anyone competent to do so. Sometimes this could be the owner of the building although often it will be an architect, surveyor or other professional with experience in the conservation field. The important thing is that it should be an objective assessment and NOT simply a justification of the particular scheme being promoted. The needs of the building and its special interest should be at the heart of the Heritage Statement.

The Royal Institution of Chartered Surveyors (020 7222 7000) can provide a list of Surveyors accredited in Building Conservation while The Royal Institute of British Architects (020 7580 5533) can provide lists of architects practising in your area.

HOW LONG SHOULD THEY BE?

There are no hard and fast rules. For complex proposals affecting large parts of the building they will need to address all the issues involved. For relatively simple schemes they will be only a few paragraphs long. An example would be to use the following headings:

1. *Summary*
2. *Background*
3. *Understanding the historic site*
4. *Assessment of Significance*
5. *Defining issues (vulnerability)*
6. *Conservation Policies (including proposals)*
7. *Implementation and Review* and finally *Appendices.*

However, you may want to use your own headings. The important thing is that the reader is given enough information to understand the building and its special interest, what the proposed changes are and what effect they will have on the building.

HOW SHOULD IT BE USED?

A good Heritage Statement will help you to manage your building more effectively. It can help you plan for repairs to the building and to anticipate when expensive routine works will be necessary. It will tell you how to do such work without harming the special interest of the building. It should form the basis of any proposals for change. It will eliminate at an early stage ideas and proposals that would harm the special interest of the building (and for which you would not get Listed Building Consent). This will save you time, effort and money and allow you to focus on those proposals which do accord with the Heritage Statement.

The Heritage Statement should be at the heart of any design brief given to your architect or Surveyor and should inform all decisions about any proposals you wish the council to consider.

The Council will look to see that the Heritage Statement is an objective assessment of the building and its special interest and that the development proposals put before it are in accordance with Part 1 of the Heritage Statement, NPPF and its own Local Plan policies. Only those proposals which, in the opinion of the council, do not harm the special interest of the Listed Building will be approved.

The Heritage Statement is your opportunity to prove that your proposals do not cause such harm.

For more information please ring the Urban Design & Heritage Team on 020 8359 3000.