



Information Requirements for:

An Application for Planning Permission (4)

An Application for Outline Planning Permission With Some Matters Reserved (5)

An Application of Outline Planning Permission With All Matters Reserved (6)

An Application for Planning Permission and Conservation Area Consent for Demolition in a Conservation Area (7)

An Application for Planning Permission and Listed Build Consent for Alterations, Extension or Demolition of a Listed Building (8)

An Application for Planning Permission and Consent to Display Advertisements(s) (9)

An Application for Conservation Area Consent for Demolition in a Conservation Area (10)

An Application for Listed Building Consent for Alterations, Extensions or Demolition of a Listed Building (11)

An Application for Consent to Display an Advertisement and Application for Listed Building Consent (13)

The following documents are national requirements and must be supplied for applications of these types

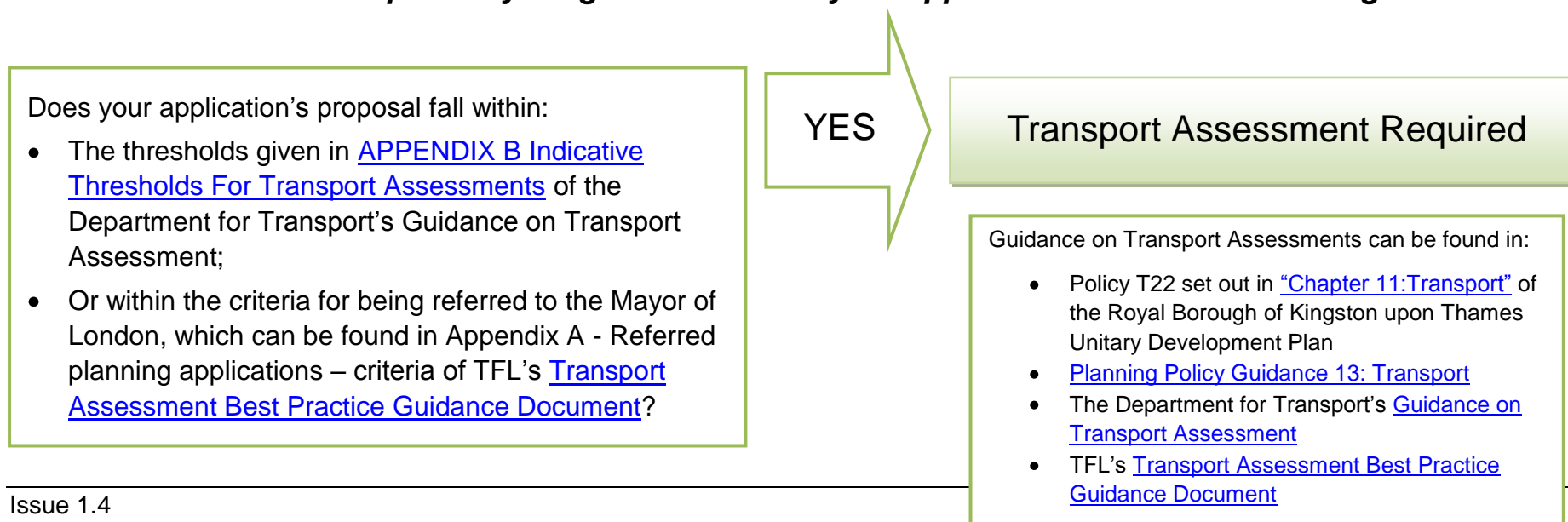
Kingston Council requires **four** copies (three copies plus the original) of each of the documents below if the application is not submitted electronically. Not all applications require all of the national requirements listed below; please refer to the application form for which documents are required for your application.

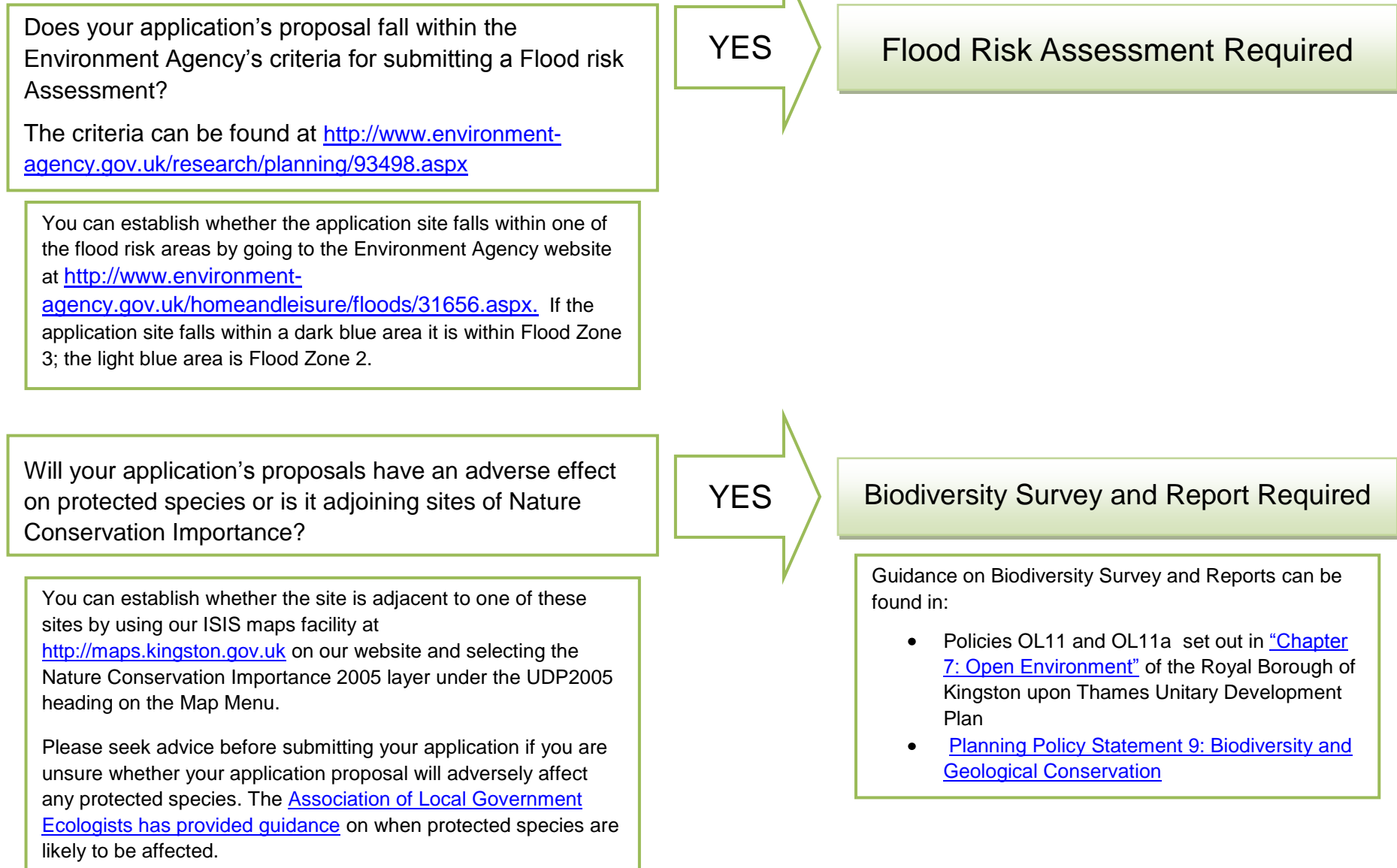
DOCUMENTS THAT YOU MUST SUPPLY FOR THIS TYPE OF APPLICATION	GUIDANCE FOR THE CONTENTS OF THESE DOCUMENTS WHEN SUBMITTED TO KINGSTON COUNCIL
THE COMPLETED APPLICATION FORM	Guidance on how to fill out these forms can be found at the Planning Portal web site www.planningportal.gov.uk
A PLAN WHICH IDENTIFIES THE LAND TO WHICH THE APPLICATION RELATES DRAWN TO AN IDENTIFIED SCALE AND SHOWING THE DIRECTION OF NORTH.	<p>A site location plan at a scale of either 1:1250 or 1:2500 which identifies the site and the surrounding area and shows at least two roads. The site should be outlined in red on all copies and any other land owned by the applicant in blue.</p> <p>Please note that if you are using a plan based on Ordnance Survey data you must have either purchased the map specifically for this purpose or have a licence which allows you to do so. Kingston council cannot accept copies of plans (such as your title deeds) that were created for other purposes and submission of such plans will make your application invalid.</p>

DOCUMENTS THAT YOU MUST SUPPLY FOR THIS TYPE OF APPLICATION	GUIDANCE FOR THE CONTENTS OF THESE DOCUMENTS WHEN SUBMITTED TO KINGSTON COUNCIL
<p>ANY OTHER PLANS AND DRAWINGS OR INFORMATION NECESSARY TO DESCRIBE THE SUBJECT OF THE APPLICATION.</p>	<p>Kingston Council requires at least:</p> <ul style="list-style-type: none"> • A block plan of the site (at a scale of at least 1:500) which should show at least the properties on either side and to the rear as well as existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures. • Existing and proposed elevations (the suggested scale for this is 1:50 or 1:100) • Existing and proposed floor plans (the suggested scale for this is 1:50 or 1:100) • Existing and proposed site sections and finished floor and site levels (the suggested scale for this is 1:100) <p>All plans and drawings must indicate the paper size, key dimensions and have a scale bar indicating a minimum of 0-10m. Wherever possible please do not submit plans greater than A3 in size. Existing and proposed plans and elevations must be shown on separate drawings.</p>
<p>A DESIGN AND ACCESS STATEMENT</p>	<p>This is required for all applications except for: material change in the use of land or buildings (unless it involves operational development); engineering or mining operations; advertisement control or the storage of hazardous substances.</p> <p>The statement should follow the guidance given in the Kingston Supplementary Planning Advice Note on Design and Access Statements that includes a requirement to show how sustainability issues have been addressed as part of the overall design. Further guidance regarding accessibility policies for residential development can be found in the Supplementary Planning Advice Note on Lifetime Homes and Wheelchair Housing.</p> <p>Further guidance can be found in the following documents:</p> <ul style="list-style-type: none"> • Supplementary Planning Guidance: Sustainable Construction • Supplementary Planning Document: Access for All • Supplementary Planning Document: Shop Fronts and Shop Sign Design Guide

DOCUMENTS THAT YOU MUST SUPPLY FOR THIS TYPE OF APPLICATION	GUIDANCE FOR THE CONTENTS OF THESE DOCUMENTS WHEN SUBMITTED TO KINGSTON COUNCIL
THE APPROPRIATE FEE	<p>Cheques should be made payable to “Royal Borough of Kingston Upon Thames”. We can accept cash at our Environmental Services Helpdesk on the 2nd Floor of Guildhall 2 or you can pay on-line at http://maps.kingston.gov.uk/planning/planning_payments.aspx. Please note that to pay online you must already have either a Planning Portal or Kingston Council reference number for your application.</p> <p>Assistance in calculating the appropriate fee can be found on the Planning Portal website at www.planningportal.gov.uk/pins/FeeCalculatorStandalone</p>
A COMPLETED, DATED ARTICLE 7 CERTIFICATE (AGRICULTURAL HOLDINGS) - IF APPROPRIATE	<p>This part of the application form must be signed to either confirm the land to which the application relates is not part of an agricultural holding; or if it is that you have notified any tenants.</p>
A COMPLETED, DATED OWNERSHIP CERTIFICATE (A, B, C OR D - AS APPLICABLE)	<p>Guidance on how to fill out these forms can be found at the Planning Portal web site www.planningportal.gov.uk</p>

These documents are required by Kingston Council if your application meets the following criteria:





Does the application’s proposal involve the installation of floodlighting?
or
Is it for ten or more dwellings, or 1000m² or more of commercial floor space, and includes external lighting schemes?

YES

Lighting Assessment Required

The applicant should submit details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation and a schedule of the equipment in the design. This information should demonstrate that lighting complies with the design guidance and obtrusive light limitations for exterior lighting installations as specified in the [Institution of Lighting Engineers: Guidance Notes for the Reduction of Obtrusive Light GN01 2005](#) and any other national lighting guidance specific to the development.

[*Lighting in the countryside: Towards good practice*](#) (1997) demonstrates what can be done to lessen the effects of external lighting, including street lighting and security lighting. The advice is applicable in towns as well as the countryside. This can be found on the Communities website www.communities.gov.uk

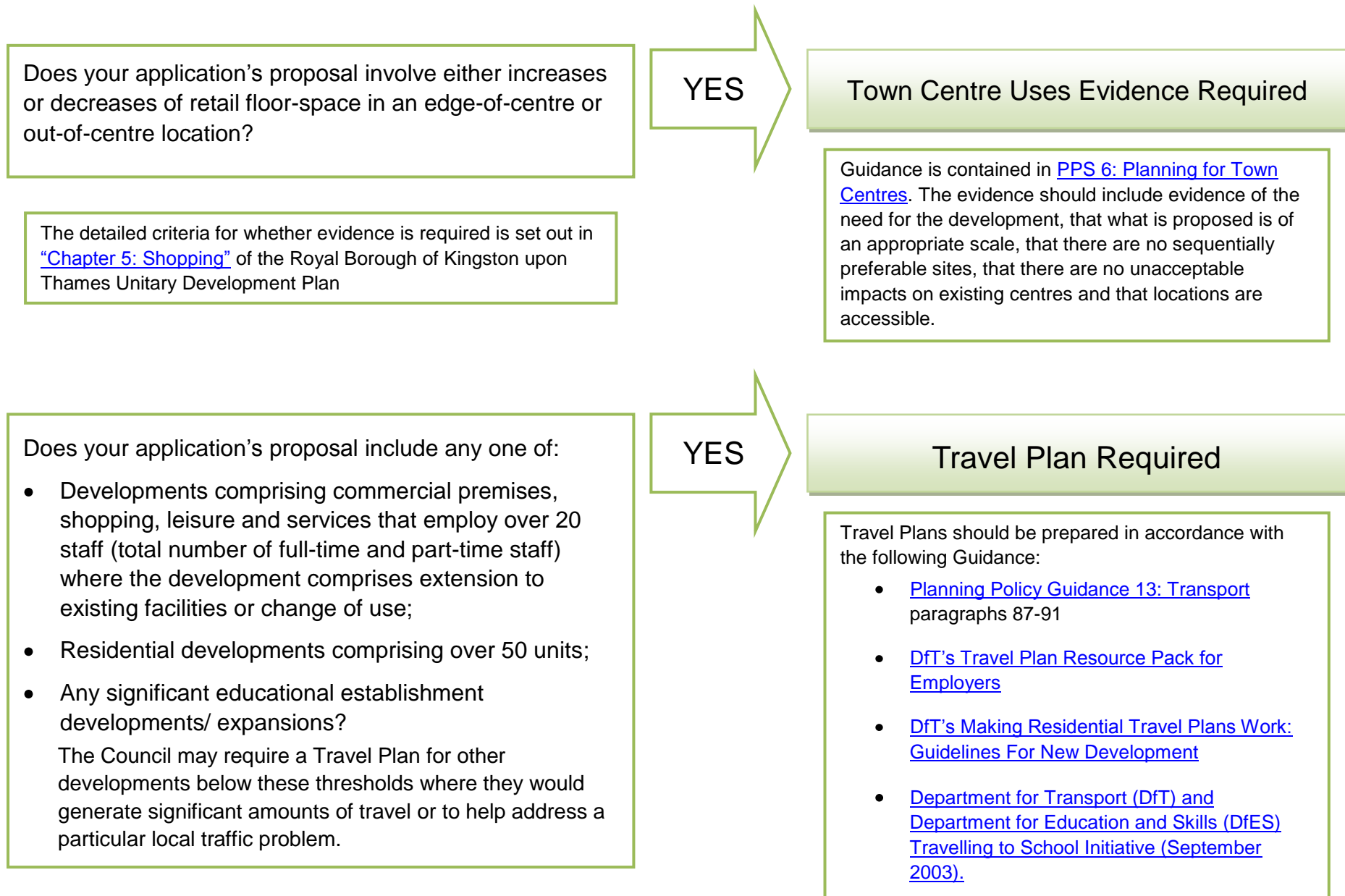
Does your application’s proposal deviate from the policies specified in the [Affordable Housing Supplementary Planning Document](#)?

YES

Affordable Housing Statement Required

Only applies to private residential developments of 10 or more dwellings; private residential developments of less than 10 dwellings on a suitable site of 0.3 hectares or more; and mixed-use developments that include 10 or more dwellings.

Guidance on the contents of this statement can be found in Annex 4: Development Appraisal Criteria of our [Supplementary Planning Document: Affordable Housing](#)



Does your application's proposals have trees or hedges on the proposed development site and/or on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

YES

Tree Survey/Arboricultural Statement
Required

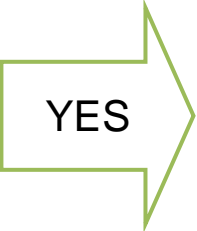
A Land Survey will be required at a scale of 1:500 or 1:200 showing the location to within 0.5m of all existing trees on or adjoining the site with a stem diameter of 75mm or more measured at 1.5m above ground level. The land surveys should include all soft and hard landscape features within the site particularly near each main tree or group of trees. On complex or large sites a land or soil survey maybe required to allow full assessment of the impact that changes will have on trees and woodlands.

All trees should be individually numbered. Group numbering maybe acceptable where trees are growing together, but only where the development is outside of the crown spread of any individual within that group. Woodland numbering and the use of designated compartments are acceptable if no development is occurring in the woodland. Edge trees may still require individual numbering.

Where woodland is within the site, the woodland should be accurately plotted with all boundary trees shown. However where the development is proposed in the woodland it will be necessary to plot all the trees. Hedgerows will need to be plotted.

An accompanying schedule should contain data required to apply Table 1 of British Standard BS 5837 2005: Trees in relation to construction and section 5.2 of that standard. This will include species, age, class, vigour condition, height and stem diameter measured at 1.5m above ground level and crown spread of all trees. (Note if the crown spread is uneven, this should be shown).

Does your application’s proposal raise issues of disturbance or does it contain proposals that are likely to be considered noise sensitive?



Noise Impact Assessment Required

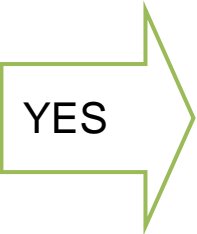
Is required for all applications for the use of premises for purposes within Use Classes A3(Restaurants and Cafes), A4 (Drinking Establishments), B1(c) (Light Industrial), B2(General Industrial), D2(Assembly and Leisure) and Sui Generis.

Please seek advice before submitting your application if you are unsure or your application relates to licensed premises and the provision of regulated entertainment.

This statement should be in line with the guidance set out [in Planning Policy Guidance 24: Planning and Noise](#) and, in respect to industrial noise, regard should also be given to the British Standard 4142:1997 – Method for rating industrial noise affecting mixed residential and industrial areas.

Noise from fixed plant and machinery should be designed so that the rating level of the noise emitted from plant located on the premises shall be at least 5dBA lower than the existing background noise level at any given time of operation. The noise levels shall be determined 1m externally to any window at the nearest residential facade. The measurements and assessment shall be made according to BS4142:1997.

Is your application’s proposal to re-develop, or significantly change the use of a piece of land, which could potentially be contaminated as a result of current or historic use?



Land Contamination Information Required

Guidance on the reports that we require can be found in our document [Contaminated Land Guide for Developers](#)

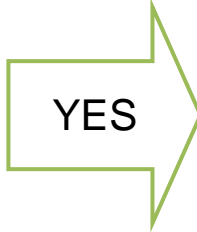
Will your application’s proposal affect known areas of archaeological significance or areas where there are reasonable grounds to suspect that archaeological remains may exist?

or

Does your application involve demolition, or partial demolition, of a listed building?

or

Does your application involve demolition in, or adjoining, a conservation area?



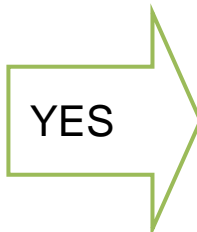
Heritage Statement Required

Guidance on our requirements for developments in these areas is given in “[Chapter 6: Built Environment](#)” of the Royal Borough of Kingston upon Thames Unitary Development Plan.

Further general guidance can be found in [Planning Policy Guidance 16: Archaeology and Planning](#) and [Planning Policy Guidance 15: Planning and The Historic Environment](#),

You can establish whether the site falls into one of these categories by using our ISIS maps facility at <http://maps.kingston.gov.uk> on our website. The information tab will indicate whether an address is in an Archaeological Priority Area, contains a listed building or is in a conservation area.

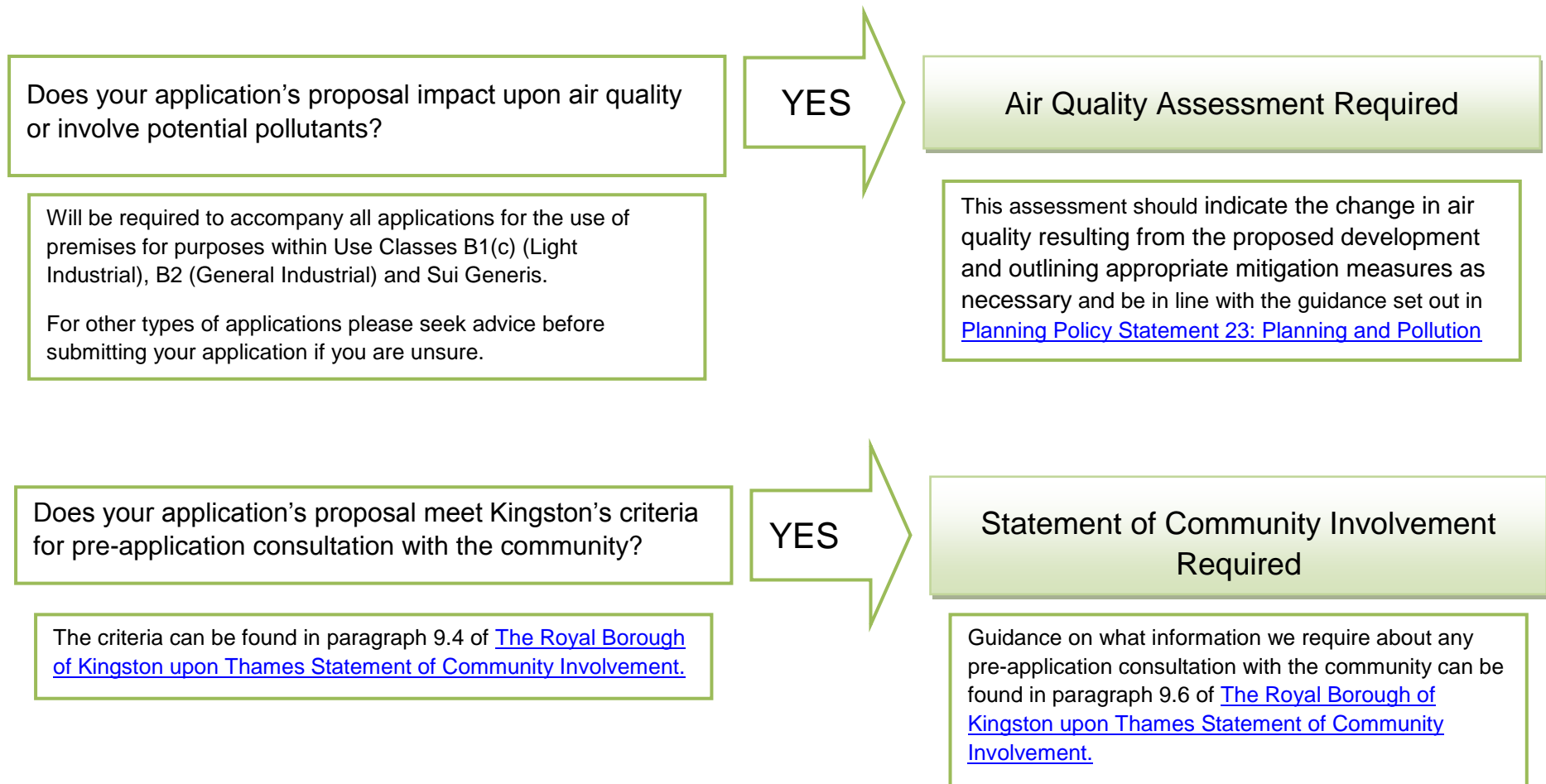
Is the cost of work associated with your application’s proposal likely to exceed £300,000?



Site Waste Management Plan Required

Guidance on what the contents of the plan should be can be found in the Department for Business, Enterprise and Regulatory Reform document [Site Waste Management Plans - Guidance for Construction Contractors and Clients](#).

Please note that even if your cost of work is less than £300, 000 you should still familiarise yourself with the contents of **Section 5 Duty of Care - Your Responsibilities** of the Guidance which details your responsibilities for disposing of waste from your development.



Will your application's proposal require the installation of plant and ducting for the mechanical extraction of fume and odour from the development?

YES

Ventilation/Extraction Statement Required

Will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (i.e. Restaurants and cafes – use for the sale of food and drink for consumption on the premises), A4 (i.e. Drinking establishments – use as a public house, wine-bar or other drinking establishment), A5 (i.e. Hot food takeaways – use for the sale of hot food for consumption off the premises), B1 (general business) and B2 (general industrial). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

The applicant should submit details for assessment demonstrating that the best available technique is being employed for extraction, absorption and discharge of fume and odours from the premises.

Documentation should be submitted to demonstrate that the selected extraction scheme is appropriate and specific to the fume being extracted and discharged externally to air and the locality of the point of discharge at the premises. Submitted information shall also include management and maintenance procedures to ensure the continued effective operation of the proposed scheme. Our preference is toward high level extraction wherever possible.