

Royal Borough of Kingston Council Validation Requirements for Planning Applications 2013

Section 1: National Requirements (Three copies plus original unless submitted electronically)

No	National Requirement	Types of Application and when required	What is required	Policy Driver and where to get more advice
1a	Application Form	All	Guidance on how to fill out these forms can be found at the Planning Portal web site www.planningportal.gov.uk .	
1b	Agricultural Holding Certificate (article 7)	All	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.	General Permitted Development Procedure Order 1995 DCLG circular - Guidance on information requirements and validation
1c	Ownership certificate (A,B,C or D as applicable)	All	Guidance on how to fill out these forms can be found at the Planning Portal web site www.planningportal.gov.uk One of the ownership certificates must be signed. (If part of your proposal overhangs or forms a party wall on your neighbours land you are required to submit certificate b)	General Permitted Development Procedure Order 1995 DCLG circular - Guidance on information requirements and validation
1d	Site Location Plan	All	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 and the north point. The site should be outlined in red on all copies and any other land owned by the applicant in blue. It should include land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, car parking and open areas around buildings. <i>(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).</i>	General Permitted Development Procedure Order 1995 DCLG circular - Guidance on information requirements and validation

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1e	Site Plan/Block Plan	All	<p>The site plan should be drawn at an identified standard metric scale (1:500 or 1:200). It should accurately show: the direction of North; the proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the boundaries.</p> <p>The following may be required, unless these would NOT influence or be affected by the proposed development:</p> <ul style="list-style-type: none"> • all the buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site, and those on adjacent land • the extent and type of any hard surfacing; and • boundary treatment including walls or fencing where this is proposed 	DCLG circular - Guidance on information requirements and validation
1f	Design and Access Statement (Not required for householder development except when in a Conservation Area or a Listed Building or LDC)	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>The statement should follow the guidance given in the following documents:</p> <ul style="list-style-type: none"> • Kingston Supplementary Planning Advice note on Design and Access Statements that includes a requirement to show how sustainability issues have been addressed • Supplementary Planning Guidance: Sustainable Construction • Supplementary Planning Advice Note Lifetime Homes and Wheelchair Housing • Supplementary Planning Document: Access for All • Supplementary Planning Document: Shop Fronts and Shop Sign Design Guide 	The statutory requirements for design and access statements are set out in Article 4C of the GPDO, as amended.

No	National Requirement	Types of Application and when required	What is required	Policy Driver and where to get more advice
1g	Appropriate Fee	All (exemptions)	<p>Cheques should be made payable to “Royal Borough of Kingston Upon Thames”. r 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>You can also pay by phone by credit card on 0208 547 5002.</p> <p>Assistance in calculating the appropriate fee can be found on the Planning Portal website at www.planningportal.gov.uk/pins/FeeCalculatorStandalone</p>	You can calculate the fee yourself by using the National Planning Portal's online fee calculator
1h	Existing and proposed floor plans	All applications including change of use.	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated with dimensions and scale bar.</p> <p>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.</p>	DCLG circular - Guidance on information requirements and validation
1i	Existing and Proposed Elevations	All applications involving building work, alterations to buildings or display of advertisements	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated with dimensions and a scale bar. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and the relationship to neighbouring buildings.</p> <p>If your application is for a change of use and no change is proposed to the external elevations a statement must be included to state that no external changes are proposed.</p>	DCLG circular - Guidance on information requirements and validation
1j	Existing and proposed sections	All applications involving building work, alterations to buildings or display of advertisements	All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated where appropriate. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.	DCLG circular - Guidance on information requirements and validation

No	National Requirement	Types of Application and when required	What is required	Policy Driver and where to get more advice
1k	Existing and proposed roof plans	All applications involving alterations to the roof layout	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated with dimensions and a scale bar.</p> <p>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.</p>	DCLG circular - Guidance on information requirements and validation
1l	Outline Planning Applications	<p>Outline planning applications are generally only appropriate for new build developments outside conservation areas and are not appropriate for changes of use, or for proposals which are within or adjacent to a conservation area or involve development to or adjacent to a listed building</p>	<p>Where access is a reserved matter there is a requirement to indicate where access points to the development would be situated.</p> <p>If access is to be determined at the outline stage all transport matters must be dealt with in detail, including the submission of a Transport Impact assessment where necessary.</p> <p>The Council reserves the right to request further information in the form of e.g. indicative drawings and other supplementary documents, if it is not possible to determine the application on the reserved matters indicated (Article 3 (2) of the GDPO 1995).</p>	<p>The Town and Country Planning (Development Procedure Order)(England)(Amendment No.3) Order 2012</p> <p>DCLG Circular 01/2006</p>

In addition to the above National Requirements Kingston Council has the following Local Requirements:

Section 2: Plans and Drawings – Local Requirements

No	Validation Requirement	Types of applications and when required	What is required	Policy Driver and where to get more information
2a	Plans and Drawings - Detail	Conservatories and house extensions	Plans elevations and sections You must show the boundary walls with the adjoining properties and, where relevant, the relative levels of adjoining properties If the proposed development will project above the boundary wall you must provide an elevation from the neighbouring perspective.	
2b		Roof extensions, roof terraces, dormer windows and window and door replacement	Plans elevations and sections <ul style="list-style-type: none"> • Submit elevations of the whole property, not just the roof and upper floor(s). • For extensions, roof terraces and dormers submit existing and proposed sections through the roof. • Submit existing and proposed internal floor plans of floors where the works are proposed. . For roof terraces: <ul style="list-style-type: none"> • show the nearest windows on the immediately adjoining properties on elevations and floor plans. • provide details including proposed materials and measurements of means of enclosure around the terrace and any privacy screens. 	
2c		Basement or excavations	Plans, elevations and sections <ul style="list-style-type: none"> • existing and proposed sections • Show light wells and window dimensions on sections • If the proposed works to the basement extend to the front and rear of the property show the distance between basement and boundary on plans and section. 	

No	Validation Requirement	Types of applications and when required	What is required	Policy Driver and where to get more information
2d	Shop fronts	Shop Fronts	Plans, elevations and sections <ul style="list-style-type: none"> • Section of security grilles or shutters, if proposed, indicating the location of the shutter box and canopy. • If the proposal affects the access to the upper floors in any way, ground floor plans showing separate access to upper floors • For proposals including the installation of ATM's, details of height (for disabled access) and details of any illuminated adverts. • If advertisements are shown on the plans, these may require a combined planning permission and advertisement consent application. • 	
2e	Plant	Installation of plant, flues, ventilation, extraction or air conditioning equipment	Plans, elevations and sections <ul style="list-style-type: none"> • Show equipment, ducting and acoustic enclosures or screening on plans, elevations and sections. • Show the location of neighbouring windows on drawings cross referenced to the acoustic report. 	
2f	Parking	Forecourt parking	Plans and elevations Submit existing and proposed layout plans to scale showing: <ul style="list-style-type: none"> • areas of hard and soft landscaping. • location and type of boundary treatment for example gates, walls, fences, railings. • location, type and spread of trees on the site and on pavement. • existing and proposed changes of levels • an indication as to how the hard standing will be drained. 	
2g	Adverts	Advertisements	Plans, elevations and sections Show the following details on drawings: <ul style="list-style-type: none"> • the method, type and colour of illumination • is it externally or internally lit? • type of lighting – spot lights, trough lights, halo illumination? • the size of the light fittings. • submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20. 	

No	Validation Requirement	Types of applications and when required	What is required	Policy Driver and where to get more information
2h	Minor Material Amendments (MMA)	Minor material amendments	You need to submit drawings [plans, elevations and sections] clearly labelled “as existing”, “as approved” or state which permission is being amended or revised, and provide a schedule setting out the differences, describing in full changes proposed.	CLG Circular Greater Flexibility for planning permissions (Nov 2009)
2i	Non Material Amendments (NMA)	Non material amendments for planning permissions only	You need to submit drawings [plans, elevations and sections] clearly labelled “as existing”, “as approved” or state which permission is being amended or revised, and provide a schedule setting out the differences, describing in full changes proposed.	CLG Circular Greater Flexibility for planning permissions (Nov 2009)
2j	Listed Building Consent	Listed Building Consent	<p>Alterations and extensions to a listed building</p> <ul style="list-style-type: none"> • existing and proposed internal elevations affected by proposed works at scale 1:50 • existing and proposed sections in cases involving the removal or insertion of floors, ceilings, and alterations to staircases • drawings of new or replacement architectural features, for example joinery and cornices, at a minimum scale of 1:20. <p>Demolition of a listed building</p> <ul style="list-style-type: none"> • show the location and extent of demolition work on existing plan and elevation drawings either by labelling or hatching. 	
2k	Conservation Area Consent	Conservation Area Consent	Show the location and extent of demolition work on existing plans, sections and elevations either by labelling or hatching .	
2l	Lawful Development Certificate for a proposed building or use (LDC)	Lawful Development Certificates	<p>Building works for existing use or development</p> <ul style="list-style-type: none"> • Submit plans, elevations and sections at scale 1:100 or 1:50 that clearly show the full extent of use or building works. <p>Alterations to the roof including extensions, dormer windows, roof lights:</p> <ul style="list-style-type: none"> • Provide a schedule setting out existing and proposed cubic content of the roof space. You also need to show how you reached your calculation. 	

			<ul style="list-style-type: none"> • If you are proposing to install roof lights please confirm how far they project from the roof slope by marking the measurement on the drawings. • If you are proposing dormer windows please confirm the distance between the eaves of the original roof and the bottom of the dormer window. • Annotate your drawings to confirm if you are cladding any part of the extension. <p>Change of use</p> <ul style="list-style-type: none"> • Details of the previous lawful use of the building and why it is considered that no planning permission is required. As per application requirements 	
2m	Certificate of Lawfulness for Exiting Use or Development (CLEUD)	Certificate of Lawfulness for Exiting Use or Development (CLEUD)	An application for a Certificate of Lawfulness is assessed purely on the basis of the evidence submitted in support of it, and on any other evidence that the Council may have, such as its own records, or may obtain during processing of the application.	
2n	Hardstanding	All	If your proposal involves laying a hard standing then you must confirm the proposed materials are permeable or show on your drawings how the rainwater is directed to a lawn or border to drain naturally	
2o	Variation/Removal of Condition	Variation/Removal of Condition	<p>The applicant will need to provide sufficient information to enable the local planning authority to identify the previous grant of planning permission and the associated condition(s) which the applicant is seeking to vary.</p> <p>If you are applying to vary approved plans, they should clearly indicate the full extent of the proposed changes across the site with a supporting statement indicating the changes sought.</p>	

No	Validation Requirement	Types of applications and when required	What is required	Policy Driver and where to get more information
2p	Extension of Time	Extension of Time	<p>Except in cases where there is a need to comply with a statutory requirement in connection with the submission of the application, or a relevant change in policy or other material considerations which post-date the original application, no other information additional is required apart from the application form.</p> <p>Applicants seeking to renew a planning permission need to submit a valid application prior to the planning permission which they wish to extend expiring. After this date a fresh application accompanied by all the relevant plans and reports set out in this document will be required.</p>	<p>Applicants seeking to extend the time limit for their existing permission are advised to refer to CLG guidance note <i>Greater Flexibility for Planning Permissions</i>, published in October 2010</p> <p>Town and Country Planning (General Procedure Order)(Amendment 3)</p>
2q	Documents and Drawings	Major	<p>Provide a minimum of 10 copies comprised of :</p> <ul style="list-style-type: none"> • 4 copies of drawings to scale with all associated documents • 3 sets of drawings/documents reduced to A3 size, • 3 sets of drawings/documents in electronic format e.g CDs. 	
2r	Floor space/ accommodation schedule	Major	A schedule of accommodation types, mix and floor space – displayed in Gross External Area (GEA) and Gross Internal Area (GIA)	Core Strategy Policy DM13 London Plan

Section 3: Residential Development Requirements (developments for 1 or more dwellings)

No	Validation Requirement	Types of Application and when required	What is required	Policy Driver and where to get more information
3a	Lifetime homes and wheelchair housing	All applications that involve the creation of any new residential units, including changes of use and conversions. All new housing needs to be built to Lifetime homes standards.	<p>Statement</p> <ul style="list-style-type: none"> • Submit a statement that explains how your proposals address the 16 Lifetime Homes standards <p>Plans</p> <ul style="list-style-type: none"> • Show on your plans what measures you use to achieve the requirements of the relevant standards 	You can find out more information about the requirements at http://www.lifetimehomes.org.uk/
3b	Affordable housing statement	If your proposals are for 5 or more new residential units.	<p>Submit an affordable housing statement. The statement will need to include:</p> <ul style="list-style-type: none"> • the mix of private and affordable units with numbers of habitable rooms and/or bedrooms or the floor space of habitable areas of residential units • if you are proposing different levels or types of affordability or tenure for different units you should explain this clearly and fully. <p>You should also show the location of the affordable units and the number of habitable rooms and/or bedrooms, and/or the floor space of the units on the floor plans</p>	Core Strategy Policy DM15
3c	Student Housing	All applications involving student accommodation	<p>A Student Management Plan is required. The Plan should include details of safety and crime prevention and a 'Code of Conduct'. This shall include details on;</p> <ul style="list-style-type: none"> • health and safety standards and procedures; • maintenance and repairs; • environmental quality; • landlord and tenant relationship; • student welfare; 	Core Strategy Policy DM13; CS15

			<ul style="list-style-type: none"> • anti-social behaviour and disciplinary procedures; • administration, accreditation and compliance procedures. • secured by design principles • student tenancy agreement • parking management and allocation 	
3d	Street scene	All new build residential	Street scenes plan (to scale) showing the relationship between the proposed development and existing buildings along the vicinity of the application site.	Core Strategy DM10
3e	Character Analysis and Appraisal	New Build Residential (1+ house)	Provide a contextual statement that demonstrates a clear understanding and analysis of the local character of the area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the local character of the area.	Core Strategy Policy DM11 SPD Residential Design Guide Borough Character Study
3f	Samples of Materials	All new build residential	<p>Details of the facing materials to be used in the development. This could include</p> <ul style="list-style-type: none"> • sample of the materials • the make and type of materials • manufactures specification accompanied by photographs and RAL numbers. 	Core Strategy Policies CS8; DM10 (g)
3g	Cycle Parking	All new build residential	Details of proposed cycle parking including a plan to scale showing location; numbers of stands, elevations of proposed cycle covers and materials to be used	Core Strategy Policy DM8
3h	Bin Stores/Recycling Facilities	All new development which would result in the need for new or additional bin storage or recycling facilities	A scaled plan indicating the location of bin stores and details of the materials, design and type enclosure to be used. The plan should include elevations with dimensions.	Core Strategy DM10(s) London Plan Policy 5.17 RBK Refuse and Recycling Storage Requirements for New Developments (April 2012) BS 5906:2005
3i	CIL	The Mayoral CIL charge will apply to most developments in	The CIL liability assessment form, found on the Council's website should be submitted to the Council with the relevant planning application form.	Mayor of London Community Infrastructure Levy (CIL)

		Greater London that are for more than 100 square metres gross internal floorspace or those involving the creation of a new dwelling. Charges will be based on the net additional increase in floorspace from development, and in this Borough, the charge is £35/sqm	<p>The Council have adopted the form to include information on land ownership to assist the Council progress CIL collection and to ensure that the correct amount of CIL is levied</p> <p>http://www.kingston.gov.uk/cil_determinant_form.pdf</p>	
3j	Car Parking	All	Details of existing and proposed parking provision on a scaled plan including cycle parking	Core Strategy Policy DM9 and DM10(n)
3k	Code for Sustainable Homes	All new build residential	<p>Applicants must demonstrate that the buildings will be of low environmental impact by providing details of energy and water efficiency measures, climate change adaption measures and use of less polluting materials.</p> <p>A Code for Sustainable Homes Level 4 (Code 5 for major developments) interim design-stage assessment certificate shall be submitted by an accredited assessor.</p>	<p>Core Strategy Policy DM1 London Plan Policy 5.13 Councils Sustainable Design and Construction SPD</p> <p>In order to achieve a Code level, the development must be assessed by a registered Code Assessor. A list of Code assessors can be found at: http://www.greenbooklive.com</p> <p>In order to achieve the best score possible a Code assessor should be involved in the design process of the development at an early stage to provide advice on the best sustainability measures to implement to achieve the targeted Code level.</p>

3l	Tree Survey/Arboricultural Statement and landscaping schemes	All new build residential All conversions All development impacting on trees	<p>You will need to provide information about:</p> <ul style="list-style-type: none"> • species, spread, roots and position of trees, • which trees you are proposing to fell and which are to be retained, • which trees will be affected in any way by the proposed development, and • the measures that will be used to protect them during construction. <p>You will need to provide the information in the form of the documents and plans listed below in line with BS5837:2005</p> <ul style="list-style-type: none"> • a tree survey • a tree constraints plan • an arboricultural implications assessment • an arboricultural method statement including a tree protection plan <p>Landscaping scheme Plans should only include trees to be retained and should clearly differentiate between retained existing trees and those proposed. You must provide details of the planting of trees and/or shrubs, surface materials, boundary screen walls and fences. The scheme should describe the:</p> <ul style="list-style-type: none"> • materials, • species, • tree and plant sizes, numbers and planting densities, • levels, gradients and any earthworks required • proposed timing of the implementation of the scheme. <p>It should also include proposals for long term maintenance and landscape management</p>	Core Strategy Policy CS3 Core Strategy DM10
3m	Site Sections Levels	All New Build Residential	<p>Plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s).</p> <p>Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring</p>	Core Strategy Policies DM10 CS8

			development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. Levels should also be taken into account in the formulation of design and access statements.	
3n	Planning Obligations	Applications for planning permission where the LPA have indicated at pre application stage that a section 106 agreement would be necessary; and any development which requires a contribution to be made set out in the Council's Planning Obligations SPD	The planning obligations SPD also gives an indication of the contributions relevant to different types of development. For major development draft heads of terms will be required along with the ownership and contact details necessary for the planning obligation to be progressed. For minor development just the ownership and contact details will be required.	Government Circular 05/2005: Planning Obligations Core Strategy Policy IMP3 Planning Obligations SPD Regulation 122 of the Community Infrastructure Levy Regulations 2012
3o	Sustainable Urban Drainage Systems (SUDS)	All new build residential	<p>Details of the implementation, adoption, maintenance and management of a sustainable drainage system. The details shall include a timetable for its implementation and a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the effective operation of the sustainable drainage system throughout its lifetime.</p> <p>If your development does not include SUDS you should demonstrate that such measures are not feasible and give details of how drainage will be dealt with.</p>	Policy DM 4 d (Water Management and Flood Risk) Mayor of London Drainage Hierarchy

Section 4: Listed Buildings and Conservation Areas

No	Validation Requirement	Types of Application and when required	What is required	Policy Driver and where to get more information
4a	Heritage Statement - Listed building appraisal	All listed building consent applications	<p>You must provide information about:</p> <ul style="list-style-type: none"> • the significance of the architectural and historical interest and character of the building or structure; • the principles of and justification for the proposed works; and • the impact of the proposal on the special interest of the listed building or structure, its setting and the setting of adjacent listed buildings. <p>The information should explain</p> <ul style="list-style-type: none"> • the sources that you have considered; • the expertise that you have consulted; and • the steps that have been taken to avoid or minimise any adverse impacts on the significance of the building. <p>The type and amount of detail required will vary according to the particular circumstances of each application.</p> <p>You can provide this information in the design and access statement, where one is required, as part of the explanation of the design concept.</p> <p>If you are not required to submit a design and access statement then you should provide this information in a separate written statement.</p>	Core Strategy Policy CS8
4b	Photographs	If the proposal involves the demolition of an existing building in a conservation area or a listed building [including internal works to a listed building]	<p>You must provide</p> <ul style="list-style-type: none"> • dated and numbered photographs cross referenced to the drawings showing the building its surrounding area and the areas where the works/alterations are proposed 	Core Strategy Policy CS8

4c	Samples of Materials	All applications	A sample of the facing materials to be used in the development	Core Strategy Policies CS8; DM10 (g)
4d	Structural Report	Structural alterations to a listed building or demolition of a listed building	<p>If significant structural alterations [including new or alterations to basements] are proposed provide structural engineering information explaining the means of structural support and loss of fabric in the form of a report which is cross referenced to the drawings.</p> <p>If the demolition works are extensive provide structural engineering information in the form of a report which is cross referenced to the drawings, to explain means of structural support to retained building elements</p>	
4e	Statement of Justification	Structural alterations to a listed building or demolition of a listed building	If the proposed works would cause substantial harm or total loss of significance to the building provide a method statement and justification	
4f	Schedule of works	Structural alterations to a listed building or demolition of a listed building	<p>Where you are proposing to remove any part of the building including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works.</p> <p>If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principles for the proposal.</p>	

Section 5: Non Residential Requirements

No	Validation Requirement	Types of Application and when required	What is required	Policy Driver and where to get more advice
5a	Marketing Information	B1 (Business), B2 (General Industrial) and B8 (Storage or Distribution) uses on land allocated for such purposes in the Core Strategy	<p>It should be demonstrated that the property/land has been advertised for sale or lease on the open market for a period of two years for uses appropriate to the use allocated in the core strategy. Details of the marketing and all offers received should be submitted along with a written assessment.</p> <p>Any financial information provided will be treated as confidential and will not be made available on the public file.</p>	Core Strategy Policy DM17 GLA Industrial Capacity SPG(2008) para 4.13
5b	Mayoral CiL	The Mayoral CiL charge will apply to most developments in Greater London that are for more than 100 square metres gross internal floorspace or those involving the creation of a new dwelling. Charges will be based on the net additional increase in floorspace from development, and in this Borough, the charge is £35/sqm	<p>The CiL liability assessment form, found on the Council's website, should be submitted to the Council with the relevant planning application form.</p> <p>The Council have adopted the form to include information on land ownership to assist the Council progress CiL collection and to ensure that the correct amount of CiL is levied</p> <p>http://www.kingston.gov.uk/cil_determinant_form.pdf</p>	Mayor of London Community Infrastructure Levy (CiL)
5c	Planning Obligations	Applications for planning permission where the LPA have indicated at pre application stage that a section 106 agreement	The planning obligations SPD also gives an indication of the contributions relevant to different types of development. For major development draft heads of terms will be required along with the ownership and contact details necessary for the planning obligation to be progressed. For minor development just the ownership and contact details will be required.	Government Circular 05/2005: Planning Obligations Core Strategy Policy IMP3 Planning Obligations SPD

		would be necessary; or any development which requires a contribution to be made as set out in the Council's Planning Obligations SPD		
5d	BREEAM	Any major development (non residential)	<p>A BREEAM assessment in line with Policy DM1 certified by accredited assessor which would establish the sustainability performance of your buildings.</p> <p>www.breeam.org</p>	<p>Core Strategy Policy DM1</p> <p>London Plan Policy</p> <p>Councils Sustainable Design and Construction SPD</p>
5e	Tree Survey/Arboricultural Statement and landscaping schemes	<p>If there are trees within the application site or on adjacent sites including street trees</p> <p>All major applications that include external space must be accompanied by a detailed scheme for landscaping</p>	<p>Tree survey and arboricultural statement</p> <p>You will need to provide information about</p> <ul style="list-style-type: none"> • species, spread, roots and position of trees, • which trees you are proposing to fell and which are to be retained, • which trees will be affected in any way by the proposed development, and • the measures that will be used to protect them during construction. <p>You will need to provide the information in the form of the documents and plans listed below in line with BS5837:2005</p> <ul style="list-style-type: none"> • a tree survey • a tree constraints plan • an arboricultural implications assessment • an arboricultural method statement including a tree protection plan <p>Landscaping scheme</p> <p>Should not include trees to be removed within the plans and should clearly differentiate between retained existing trees and those proposed.</p>	<p>Core Strategy Policy CS3</p> <p>Core Strategy DM10</p>

			<p>You must provide details of the planting of trees and / or shrubs, surface materials, boundary screen walls and fences.</p> <p>The scheme should describe the:</p> <ul style="list-style-type: none"> • materials, • species, • tree and plant sizes, numbers and planting densities, • levels, gradients and any earthworks required • proposed timing of the implementation of the scheme. <p>It should also include proposals for long term maintenance and landscape management</p>	
5f	Bin Stores/Recycling Facilities	All new development which would result in the need for new or additional bin storage or recycling facilities	A plan indicating the location of bin store and details of the materials; design and type enclosure to be used. The plan should include elevations with dimensions.	Core Strategy DM10(s) London Plan Policy 5.17 RBK Refuse and Recycling Storage Requirements for New Developments (April 2012) BS 5906:2005
5g	Samples of Materials	Any major/minor development	<p>Details of the facing materials to be used in the development. This could include:</p> <ul style="list-style-type: none"> • sample of the materials • the make and type of materials • manufactures specification accompanied by photographs and RAL numbers. 	Core Strategy Policies CS8; DM10 (g)
5h	Cycle Parking	All Applications	Details of proposed cycle parking including a plan showing location; numbers of stands, elevations of proposed cycle covers and materials to be used.	Core Strategy Policy DM8
5i	Car Parking	All applications	Details of existing and proposed parking provision on a plan including details of servicing arrangement and turning heads and tracking for large service vehicles.	Core Strategy Policy DM9 and DM10
5j	Ventilation/Extraction Statement	Required to accompany all	Details should include a full description of the system including noise levels of the units, the height of any flue and their distance from	Core Strategy Policy DM10

		<p>applications of the use of premises for purposes within the following use class:</p> <p>A3 (Restaurant and Cafes)</p> <p>A4 (Drinking Establishments)</p> <p>A5 (Hot Food Take-Away)</p> <p>May also be required for significant retail, industrial, leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed</p>	noise sensitive premises	
5k	Sustainable Urban Drainage Systems (SUDS)	All new build commercial	<p>Details of the implementation, adoption, maintenance and management of a sustainable drainage system. The details shall include a timetable for its implementation and a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the effective operation of the sustainable drainage system throughout its lifetime.</p> <p>If your development does not include SUDS you should demonstrate that such measures are not feasible and give details of how drainage will be dealt with.</p>	<p>Policy DM 4 d (Water Management and Flood Risk)</p> <p>Mayor of London Drainage Hierarchy</p>

Section 6: Reports and Assessments (All types of development including householder applications where relevant)

No	Validation Requirement	Types of Application and when required	What is required	Policy Driver and where to get more advice
6a	Archaeological Assessment	If your proposals involve a new building or the disturbance of ground within an Area of Archaeological Potential	<p>An archaeological desk top assessment and a field evaluation report .</p> <p>A written statement that includes plans showing historic features, listed buildings & structures, historic parks & gardens, historic battlefields & scheduled ancient monuments, an analysis of significance of archaeological, history & character of building/structure, principles of and justification for proposed works & impact on the special character of listed building, its setting and setting of adjacent listed building.</p>	You can find information about Archaeological Priority Areas on the proposals map of the Local Development Framework
6b	Air quality assessment	<p>Needed for development that could have a significant impact on air quality, either directly or indirectly. If your proposals include any of the following you will need to submit an air quality assessment:</p> <ul style="list-style-type: none"> • Residential development where new residents will be exposed to poor air quality where the development is located along a busy road 	This assessment should indicate the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary.	Core Strategy Policies CS1; DM21
6c	Basements	All developments that include new or	Provide specific details of excavation, temporary works & construction techniques, including details of potential impact of	Core Strategy Policy CS1

		extended basements	<p>subterranean development on existing & neighbouring structures. Must be prepared and signed off by a Chartered Civil Engineer (MICE) or Structural Engineer (MI Struct.E)</p> <p>A general statement that addresses the following processes to establish if a Basement Impact Assessment is required:</p> <ul style="list-style-type: none"> • Impact of proposals on surface flow and flooding • Impact of proposals on groundwater flow • Impact of proposals on structural stability <p>The level of technical information required will vary according to the type of the development, but is likely to include:</p> <ul style="list-style-type: none"> • Desktop study of existing geological and hydrological conditions of the site and the wider area in order to identify areas susceptible to instability (ground and water movement) and localised flooding [needs to be site specific] • Detailed engineering study undertaken by a chartered engineer/geologist to assess local ground conditions, water movement, subsidence and drainage including through the use of boreholes, potential impacts on adjoining/nearby properties • Identify suitable construction methods and mitigation measures for developments which may affect the stability [of the host and neighbouring buildings and/or nearby structures] and hydrology (at the site and within the area), without placing additional pressure on other areas or on the local combined sewer network and • Devise a method for monitoring local ground conditions, water movement, subsidence and drainage <p>All technical reports should be prepared by a suitably qualified chartered engineer or chartered geologist, who is a member of the relevant professional body</p>	
6d	Car Park Management Plan	Major Residential Developments where a communal parking area is proposed or commercial	A Car Park Management Plan demonstrating how the use of the car park will be controlled and detailing the signage necessary within the site to direct pedestrians and vehicles.	Core Strategy Policy DM 9 b

		developments exceeding 1000m2 floor space		
6e	Contaminated Land Assessment	Application 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	<p>Dependent on the site and the end use and the potential for contamination to affect the development proposals, it may be a requirement that a Site Investigation and Risk Assessment and Remediation Strategy need to be submitted with the application</p> <p>The amount of information required should be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose, and whether these can be satisfactorily reduced to an acceptable level.</p>	Core Strategy Policy DM10
6f	Daylight and Sunlight Assessment	<p>Major applications where there is a potential adverse impact upon the current levels of sunlight/ daylight enjoyed by adjoining properties o buildings, including associated gardens or amenity space.</p> <p>Applications where the application site itself is subject to potential adverse impact from adjoining buildings or features or where one part of the development is affected by another part of the same development</p>	<p>A daylight, vertical sky component, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the BRE document.</p> <p>The information included should be sufficient to determine:</p> <ul style="list-style-type: none"> the existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties the measures that will be taken to mitigate against the expected impact of the proposed development 	<p>Core Strategy Policy DM10</p> <p>Site Layout Planning for Daylight and Sunlight “A guide to good practice” (BRE) 2011</p> <p>http://www.bre.co.uk/</p>

6g	Environmental Impact Assessment	Required for developments that: are listed under Schedule 1 and Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 1999 (SI 1999 No.293) set out the circumstances in which an EIA is required.</p> <p>You should request a screening opinion before submitting a planning application if the development area is over 0.5ha to determine if an EIA is required.</p> <p>The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. e.g. air quality assessment.</p> <p>Where an EIA is required, this should be in the form set out in Schedule 4 of the Regulations.</p>	<p>You can view Schedule 1 and 2 developments of the Regulations at the Office of Public Sector Information</p> <p>Circular 02/99 Environmental Impact Assessment</p>
6h	Flood Risk Assessment (FRA)	Planning applications for development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment.	A flood risk assessment (FRA) may be required if a development falls within an Indicative Flood Plain or 'Flood Zone'. These maps are available from the Environment Agency.	<p>Further information can be obtained in the Environment Agency's document 'Flood risk standing advice for use by planning applicants and their agents'.</p> <p>Core Strategy Policy DM14 Water Management and Flood Risk</p> <p>National Planning Policy Framework (NPPF)</p>
6i	Lighting Assessments	Any proposal which involves the installation of floodlighting or external lighting	<p>Submit an assessment which provides details of the external lighting or floodlighting, including</p> <ul style="list-style-type: none"> • hours of operation, • light spillage • light levels • column heights; layout plan with beam orientation, • equipment design, • impact on nearby dwellings or roads and use of planting to 	<p>Lighting in the countryside: towards good practice' (1997) demonstrates what can be done to lessen the effects of external lighting, including security lighting and is applicable in towns as well.</p> <p>See also The Lighting Engineers "Guidance Notes for the Reduction</p>

			mitigate effect	of Light Pollution 2000 ” for information outlining possible attenuation measures.
6j	Noise Impact Assessment and Sound Insulation	<p>If your proposal is next to an existing noise source for example it is the upper floor of a pub or night club, next to an industrial site, a busy road, or a railway line</p> <p>OR</p> <p>Your proposal has the potential to generate noise for example</p> <ul style="list-style-type: none"> • change of use to a pub, and other entertainment uses including any application for a nightclub or equivalent use • new industrial uses adjacent to existing residential 	<p>You must submit a noise and vibration impact assessment prepared by a qualified acoustician.</p> <p>Provide details of the following:</p> <ul style="list-style-type: none"> • the existing background noise levels measured over 24hrs • proposed noise output • the measures proposed to reduce noise and vibration [e.g design, orientation, foundation design] • the method used to compile the report and examples of the calculations and assumptions made 	<p>You can find details of acoustic consultancies at:</p> <ul style="list-style-type: none"> • The Institute of Acoustics www.ioa.org.uk • The Association of Noise Consultants www.association-of-noise-consultants.co.uk
6k	Planning statement and additional supporting information	All Major applications	<p>The planning statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application.</p> <p>You should submit information explaining how the proposed development accords with policies in the LDF Core Strategy and Supplementary Planning Documents and development briefs.</p> <p>You should also include details of any pre application consultation you have carried out.</p>	

6l	Servicing/Delivery Management Plan	All commercial developments with off street servicing and or where the floor area is greater than 200m2	The plan should include how delivery vehicles and servicing will be managed at the site; the hours of deliveries will be controlled; an explanation of the controls on the types and sizes of vehicles accessing the site.	Policy DM10
6m	Statement of Community involvement (SCI)	<p>Required for the following types of development:</p> <ul style="list-style-type: none"> • Residential 50+ units or sites of 1 hectare or more; • Commercial developments of 1000m2 or site area exceeding 1hectare; • Contentious developments or ones likely to generate significant local concern • EIA developments. <p>A full list of developments where a SCI is advisable can be found at para 9.4 of RBK document Statement of Community Involvement 2007.</p>	<p>Guidance on what information we require about any pre-application consultation with the community can be found in paragraph 9.6 of The Royal Borough of Kingston upon Thames Statement of Community Involvement</p> <p>http://www.kingston.gov.uk/statement_of_community_involvement-2.pdf</p>	RBK Statement of Community Involvement (2007)
6n	Structural Survey	<p>Any applications that involve:</p> <ul style="list-style-type: none"> • The change of use or conversion of rural buildings; 	<p>A full structural engineers survey by a suitably qualified professional. This should include each of the following where appropriate:</p> <ul style="list-style-type: none"> • General description and age of building; • Condition - structural integrity, foundations, damp proofing, walls, joinery, timbers, roof structure and roof covering; 	Core Strategy Policies CS8 DM10

		<ul style="list-style-type: none"> Any listed building or structure, where works are proposed that involve demolition or would affect the structural integrity of the building or structure 	<ul style="list-style-type: none"> Assessment of repairs necessary to ensure retention of the building; Assessment of structural and other alterations necessary to implement the proposed conversion; Assessment of percentage of building that needs to be rebuilt - including walls and timbers; Opinion as to the suitability of building for proposed conversion; Photographs are often helpful but not essential; A schedule of works necessary to preserve the building; A schedule of works necessary to carry out the applicant's proposals (including those necessary to meet building regulation approval). 	
6o	Transport Assessment and Travel Plan	<p>All Major Applications</p> <p>Other applications that have an impact on transport for example changes of use or extensions to places of worship, educational buildings and community facilities</p>	<p>Provide an assessment of the transport and servicing impact of the development which includes:</p> <ul style="list-style-type: none"> existing and proposed vehicular and pedestrian journeys to and from the site by all modes of transport description and analysis of existing transport conditions how the proposal will affect the transport conditions a travel plan which outlines the measures that will be put in place to improve access to public transport and reduce the need for parking associated with the proposal proposed loading areas, arrangements for manoeuvring, servicing and parking cross referenced to the drawings <p>The coverage and scale of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal.</p>	<p>Core Strategy Policies CS5 CS6 CS7 DM8 DM9 DM10</p> <p>London Plan Policy 6.3</p> <p>TfL Transport Assessment Best Practice Guidance</p>
6p	Site Waste Management Plan	<p>Major applications</p> <p>Other applications that will have an impact on the generation of waste. For example</p>	<p>A plan indicating the location of bin store and details of the materials; design and type enclosure to be used.</p>	<p>Core Strategy DM10(s)</p>

		conversion to flats, changes of use to bars, restaurants, takeaway food outlets		
6q	Retail Assessment	Retail Impact Assessments are required for all retail and leisure developments over 2,500 square metres gross floor space	The requirements for an assessment are set out at paragraph 26 of the National Planning Policy Framework	Core Strategy Policy DM20 London Plan Policy 4.7 National Planning Policy Framework (para 26)
6r	Financial Viability Assessment	Major developments that do not offer planning obligations in accordance with the Council's SPD on Affordable Housing and/or the Council's SPD on Planning Obligations Major residential Development	Affordable housing thresholds and requirements are set out in Core Strategy Policy DM15. New housing should seek to meet a borough-wide affordable housing target of 50% of all units subject to site characteristics, location and overall scheme viability. Where provision is less than what is sought under Policy DM15, validation of a planning application will be subject to a supporting viability report to include: - Full copy of the Greater London Authority's Affordable Housing Toolkit Assessment Model (latest edition) or equivalent model -Details of Finance Costs calculation including assumptions on finance period and interest rates, where applicable -Residential market sales report -Commercial market report, where applicable -Quantity Surveyors build cost schedule	Core Strategy DM15, IMP 3 and IMP 4 London Plan Policy 3.12
6s	Visual Impact Assessment	May be required to support an application where there is a potential adverse impact from the visual effects from the proposed development	The following guidance outlines the appropriate methodology for carrying out Landscape and Visual Assessments. <ul style="list-style-type: none"> Guidelines for Landscape and Visual Impact Assessment published jointly by the Landscape Institute and the Institute of Environmental Assessment in 2002 	Core Strategy Policies CS8 DM10 DM11

6t	Open Space Assessment	Required if proposal is for development within or on open spaces	Plans should show any areas of existing or proposed open space within or adjoining the application site.	Core Strategy Policy DM5
6u	Biodiversity Survey/Report	Where your proposed development is part of, or located next to, a site designated for its biodiversity value, you will need to accompany your planning application with a biodiversity survey and report.	<p>A biodiversity survey and report (Phase 1 Habit Survey) should include the following information:</p> <ul style="list-style-type: none"> • details about the existing biodiversity interests and protected species found on the development site (including any possible impacts that the new development may have on them) • details of any proposed measures to prevent, mitigate or compensate for the possible impacts of the proposed development 	<p>For further information on preparing and submitting a biodiversity survey and report please see:</p> <ul style="list-style-type: none"> • ODPM Circular 06/2005 and Good Practice Guide: Biodiversity and Geological Conservation - Statutory Obligations and Their Impact Within the Planning System (Communities and Local Government) • The association of Local Government Ecologist (ALGE)