

# Planning Application Requirements (PAR) for the London Borough of Newham

Effective 6 April 2008 (updated June 2010)

The Government has introduced changes to the way planning applications are validated. All planning applications received on or after 6 April 2008 are validated using two lists: a list of national information requirements and a list of local information requirements.

The national list of information requirements sets out statutory requirements that must be supplied with all applications.

The local list of information requirements comprises additional information which planning authorities can require. The local list is drawn from a recommended nationally defined list and recognises the need for variation appropriate to local circumstances.

**For a summary of all the national and local information requirements for each type of application, refer to the summary table at the end of this guide.**

## The validation process

If you do not submit an application in accordance with the requirements set out in this document, your application will be declared invalid.

If your application is invalid, Council will set out the reasons in writing to you and specify the information required in order to make the application valid.

If you decide not to provide information required by the published list, you should provide written justification with the application.

## Pre-application discussions

You are encouraged to discuss your application with a planning officer before making an application. This is particularly important for large and more complex schemes. Officers will identify the specific information that should be submitted with your application during these discussions.

On 1 January 2008, The London Borough of Newham introduced a charging system for pre-application advice on medium, larger and more complex cases. The Council continues to provide free advice for other domestic and small scale applications. More information about the pre-application charging system can be found at: <http://www.newham.gov.uk/Services/PlanningApplications/AboutUs/PreApplicationCharging.htm>

To arrange a pre-application discussion, please contact:

Alison Joyce, Ext 22235, [alison.joyce@newham.gov.uk](mailto:alison.joyce@newham.gov.uk), or  
Gareth Barnett, Ext 22324, [gareth.barnett@newham.gov.uk](mailto:gareth.barnett@newham.gov.uk).

## National Information requirements

### Full Planning Applications:

#### The standard application form

From 6 April 2008, all planning applications will need to be made using the standard application form (1APP), which is available electronically via the Council's website: [www.newham.gov.uk](http://www.newham.gov.uk) or via the Planning Portal: [www.planningportal.gov.uk/1app](http://www.planningportal.gov.uk/1app).

The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form.

If you are using the paper form, the GDPO requires three additional copies plus the original of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

#### The location plan

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. The GDPO 1995 requires three copies plus the original (unless submitted electronically). In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

#### Site and Other Plans

Copies of the site plan should be submitted. The legislation requires three copies plus the original (unless submitted electronically). The site plan should be drawn at a scale of 1:500 or 1:200 and should accurately show:

- a) the direction of North;
- b) the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries;
- c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
- d) all public rights of way crossing or adjoining the site;

e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;

f) the extent and type of any hard surfacing; and

g) boundary treatment including walls or fencing where this is proposed.

In addition other plans should be submitted (dependent on the type of application) and may include:

- **Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries**

Copies of plans should show: any site boundaries; the type and height of boundary treatment (e.g. walls, fences etc); the position of any building or structure on the other side of such boundaries.

- **Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)**

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

- **Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)**

These should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

- **Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)**

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring 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. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans (e.g. at a scale of 1:50 or 1:100)**

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan.

### **Ownership Certificates**

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 7 of the GDPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

### **Notice(s)**

A notice to owners of the application site must be completed and served in accordance with Article 6 of the GDPO.

### **Agricultural Holdings Certificate**

This certificate is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application. This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

### **The correct fee (where one is necessary)**

Refer to current fee schedule.

### **Design and Access Statements**

A Design and Access Statement must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments.

However, statements are required for householder applications where any part of a dwelling house or its curtilage falls within a Conservation Area.

If your application is in paper form, an original plus three copies of the Design and Access Statement is required.

## Outline Planning Applications:

Applications for outline planning permission generally need not give details of any proposed reserved matters (Article 4E(3) of the GDPO) unless the matters include layout, scale or access. However if a local planning authority receives an application for outline planning permission, but decides that the application ought not to be considered separately from all or any of the reserved matters, it must notify the applicant within one month from the receipt of the application that further details must be submitted. The local planning authority should also specify what further details are needed (see Article 3(2) of the GDPO).

Although the GDPO allows the local planning authority one month in which to notify the applicant that further details are required, as a matter of best practice local planning authorities should aim to notify applicants within 5 working days. This situation should not be confused with applications where inadequate information is submitted.

DCLG Circular 01/2006 sets out the scope of information to be submitted with an outline application. Even if layout, scale and access are reserved, an application will still require a basic level of information. As a minimum, applications should always include information on:

- **Use** – the use or uses proposed for the development and any distinct development zones within the site identified.
- **Amount of development** – the amount of development proposed for each use.
- **Indicative layout** – an indicative layout with separate development zones proposed within the site boundary where appropriate.
- **Scale parameters** – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- **Indicative access points** – an area or areas in which the access point or points to the site will be situated.

In addition to the information above, applications for outline planning permission should also include a Design and Access Statement.

## Local information requirements

In addition to the national list of requirements set out above, the following list of items may be requested by Newham Council when validating a planning application.

- Affordable housing statement
- Airport safeguarding zone details
- Air quality assessment
- Biodiversity survey and report
- Daylight/ sunlight assessment
- Economic statement
- Energy efficiency statement (including renewable energy statement)
- Environmental Impact Assessment
- Flood risk assessment
- Heritage statement
- Land contamination assessment
- Noise assessment
- Open space assessment
- Parking and access arrangements
- Photographs and photomontages
- Planning Statement
- Refuse disposal details
- Section 106 draft Heads of Terms
- Site Waste Management Plans
- Sustainability statement
- Town Centre Uses – evidence to accompany applications
- Transport assessment
- Travel plan (Draft)
- Tree survey/ arboricultural assessment
- Ventilation space extraction statement
- Wind study.

### The local information requirements explained

Different types and scales of applications require different levels of supporting documentation.

The scope and degree of detail necessary with a planning application will vary according to the scale and particular circumstances of each case. Applicants are strongly advised to discuss their proposal with a planning officer before making their application.

This section explains what each item is and when it is usually required:

#### **Affordable housing statement**

Applications for 10 or more residential units will be expected to provide some affordable housing in accordance with relevant London Plan Policies (e.g. 3A.11). Applications of this type should provide an affordable housing statement and schedule setting out:

- the proportion of market and affordable housing proposed.

- the mix of unit sizes with the number of habitable rooms and/or bedrooms for each unit,
- the tenure mix or different levels of affordability proposed (e.g. number of shared ownership units and number of social rented units).
- details of any Registered Social Landlords acting as partners in the development (such partners should be from the Council's preferred partners list).

If the level of affordable housing being proposed is less than that expected by the London Plan, a full open book financial should be provided with the application.

**Air quality assessment**

Schemes that may impact on air quality by virtue of the nature of the uses proposed, the associated transport generation or their location in or near to an Air Quality Management Area (AQMA) should provide an air quality assessment.

Further advice is available in Planning Policy Statement 23: Planning and Pollution Control (November 2004).

**Airport Safeguarding Zone details**

All applications for building works within the Airport Safeguarding Zone (in accordance with the ODPM Circular 01/2003 and the Airport Safeguarding Zone map, available on the Council's website) will be required to submit:

- Exact location with an Ordinance Survey grid reference (to at least 6 figures and preferably 8 figures),
- Detailed elevation plans showing maximum building heights in metres above ground level (AGL)
- Details of landscaping proposed,
- Details of external lighting proposed.

All applications for a wind turbine must submit:

- Exact location with an Ordinance Survey grid reference (to at least 6 figures and preferably 8 figures),
- Detailed elevation plans showing maximum turbine hub height and maximum height to rotor tip in meters above ground level (AGL) and above ordinance datum (AOD) to an accuracy of 0.25 metres,
- Rotation speed,
- Rotor diameter.

Note – London City Airport offers a pre-application service which enables developers to engage in early dialogue with the airport safeguarding team. To arrange, please email: [aerodromesafeguarding@londoncityairport.com](mailto:aerodromesafeguarding@londoncityairport.com).

**Biodiversity survey and report**

This type of report should be provided where a proposed development may have impacts on protected species, locally designated sites, priority habitats, or when the site lies adjacent to a watercourse. For developments involving significant alterations to or demolition of buildings, applicant should ascertain whether bats

are present and consider the impact on them in the biodiversity report. The report should set out existing biodiversity interests and possible impacts on them.

Any mitigation and/or compensation measures proposed should be explained. Where relevant, plans should be included to indicate significant wildlife habitats or features. This information might form part of an EIA (Environmental Impact Statement) where one is required (refer below). Refer to Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9) (August 2005), Circular 06/2005, Circular 01/2005 and Planning for Biodiversity and Geological Conservation: A Guide to Good Practice.

Local government ecologists, DEFRA and Natural England have issued a guidance template for Biodiversity and Geological Conservation. This gives details on the information that may be required with a planning application in relation to biodiversity and ecology: [www.alge.org.uk/publications/index.php](http://www.alge.org.uk/publications/index.php).

**Daylight/ sunlight assessment**

Any proposal to do building works or operations that may impact on the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens, amenity spaces, rivers or canals, applications may need to be accompanied by a daylight/sunlight assessment, including shadow diagrams, where necessary.

Further guidance is provided in the BRE guidelines on daylight assessments: *Site layout planning for daylight and sunlight: a guide to good practice* (BRE Report 209, 1991).

NOTE: Planning permission would not confer immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act, 1959.

**Economic statement**

Major developments may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including details of any new jobs that might be created or supported, any community benefits, and reference to any regeneration strategies that lie behind the proposal.

**Energy efficiency statement (including renewable energy statement)**

The statement should show the predicted energy demand of the proposed development and the degree to which the development meets current energy efficiency standards. The statement should describe measures proposed to maximise the development's energy efficiency and reduce carbon dioxide emissions - including orientation, passive solar gain, choice of energy supply, use of renewable energy, choice of heating and ventilation systems, control systems and choice of materials. A feasibility assessment of providing energy requirements on-site from renewable energy sources will be required, as will the investigation of ways of reaching or improving on the current national target of 10-20%. The development must provide a minimum of 10% of its predicted energy requirements from renewable sources. The applicant shall have due regard to guidance from the Energy Saving Trust (see [www.est.org.uk/bestpractice](http://www.est.org.uk/bestpractice)) and the Mayor's Energy Strategy.

Further advice is available in PPS 22: Renewable Energy (2004).

#### **Environmental Impact Assessment**

The Town and Country Planning (Environmental Impact Assessment) Regulations (1999) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 of the Regulations must be provided.

An applicant may request a “screening opinion” from the planning authority to determine whether an EIA is required before submitting the application.

If an EIA is required many of the other supporting statements required, such as the biodiversity report, shall be included within the Environmental Impact Assessment and will therefore not have to be provided separately. Where an EIA is not required, the local planning authority may still require the submission of environmental information.

#### **Flood risk assessment**

All development proposals on sites of 1 hectare or more in Flood Zone 1 and all proposals located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA). For householder applications, a FRA may be required if the site is located in Flood Zone 2 or 3. A FRA may also be required where there is a known drainage problem.

To check whether your application requires a flood risk assessment, refer to the Environment Agency’s standing advice, available on the Council’s website and the Environment Agency website [www.pipernetworking.com/floodrisk](http://www.pipernetworking.com/floodrisk), or ask a planning officer.

An FRA should address how the flood risk from all sources of flooding to the development itself, and flood risk to others, will be managed now and in the future, taking into account climate change. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding.

Planning Policy Statement 25: ‘Development and Flood Risk (December 2006) provides comprehensive guidance for both local planning authorities 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.

For major developments in Flood Zone 2 and 3, you should first talk to a planning officer about the Sequential Test before preparing the FRA. The EA also offers free pre-application advice. You can contact the Environment Agency directly. See [www.environment-agency.gov.uk/developers](http://www.environment-agency.gov.uk/developers) for more information.

Applications on sites that contain watercourses should provide the following additional plans:

- existing and proposed cross sections showing the development in relation to the top of the bank of the watercourse (the point at which the bank meets normal land levels).

## **Heritage statement**

All applications for Listed Building Consent should be accompanied by a written heritage statement. This statement should include a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/ structure, the principles of and justification for the proposed works, and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings. A structural survey may be required in support of an application that involves substantial demolition.

All applications for Conservation Area Consent will require a written statement. That statement should provide any relevant structural information, an analysis of the character and appearance of the building/structure, the principles of, and justification for, the proposed demolition, and its impact on the special character of the area.

For all applications either related to or impacting on the setting of heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For all applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For all applications involving the disturbance of ground within an Area of Archaeological Priority, as defined in the development plan, or in other areas in the case of a major development proposal or significant infrastructure works, an applicant may need to commission an assessment of existing archaeological information and submit the results as part of the heritage statement.

The scope and degree of detail necessary in a heritage statement 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.

For heritage assets, advice is provided in Planning Policy Guidance Note 15 'Planning and the Historic Environment', (September 1995) paragraphs 3.16 to 3.19 and 4.25 to 4.49. For archaeological remains, advice is provided in Planning Policy Guidance Note 16 'Archaeology and Planning' (November 1990) section B, paragraphs 18 to 26.

## **Land contamination assessment**

Applications may need to be accompanied by a land contamination assessment, which should include an assessment of contamination in line with Planning Policy Statement 23 'Planning and Pollution Control' (November 2004). Where contamination is known or suspected, or the proposed use would be particularly

vulnerable, the applicant should provide sufficient information with the application to determine whether the proposed development can proceed.

**Noise assessment**

Proposals that raise issues of disturbance or are considered to be a noise sensitive development in noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustic consultant. Further guidance is provided in Planning Policy Guidance note 24: Planning and Noise (September 1994).

**Open space assessment**

Planning consent is not normally given for development of existing open spaces which local communities need. For development within open spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site. In the absence of a robust and up-to-date assessment by the Council an applicant may seek to demonstrate the land is surplus and any such evidence should accompany the application. Refer to Planning Policy Guidance note 17: Planning for open space, sport and recreation (July 2002).

**Parking and access arrangements**

Householder applications are required to provide details of existing and proposed parking provision and access arrangements. These details can also be shown on a site layout plan and included in the Design and Access Statement.

**Photographs and photomontages**

These provide useful background information and can help to show how large 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.

**Planning statement**

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultation undertaken. For small scale and minor developments, these issues may be covered in the Design and Access statement. Larger schemes should include a phasing plan in their planning statement.

**Refuse disposal details**

On small developments, the plans should show clearly the means by which refuse will be stored and include details of how waste will be disposed of.

On larger developments, this should take the form of a waste management strategy (WMS) that assesses waste arising and uses the waste hierarchy outlined in the UK Waste Strategy 2000 to minimise the amount of waste produced. WMS should analyse the emission of any pollutants due to the production of waste on or off site and set out the methods to be employed to deal

with waste including its reduction, recycling, sorting, separate storage and sustainable disposal

A separate site waste management plan may be needed for the construction phase of the development (see below).

Government planning policy is set out in PPG10 Planning and Waste Management (September 1999).

**Section 106 Heads of Terms (draft)**

Section 106 agreements are made under section 106 of the Town and Country Planning Act 1990 and are private agreements between the Council and developers (or persons with an interest in the land). S106 agreements are intended to make an unacceptable development acceptable in planning terms (refer to ODPM Circular 05/2005: Planning Obligations, and the model s106 agreement, both available on the DCLG website).

For major developments (more than 10 residential units or 1000m<sup>2</sup> of non-res floor space), details of draft heads of terms should be submitted with a planning application. The draft heads of terms should set out the quantum and nature of any benefits that are offered and the proposed timing of delivery of each benefit, e.g. prior to implementation or prior to occupation.

If s106 contributions are not being offered for financial reasons, a full open book financial appraisal will be required.

**Site waste management plan**

Proposed new developments should be supported by site waste management plans of the type encouraged by the code of practice published by the DTI in 2004 'Site Waste Management Plans: guidance for construction contractors and clients'. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of materials to be demolished and/or excavated, opportunities for reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. Consideration should be given to the feasibility of waterborne freight transport of waste and recyclables.

**Statement of Community Involvement**

Some applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation, as set out in the London Borough of Newham's Statement of Community Involvement, available on the Council's website: [www.newham.gov.uk](http://www.newham.gov.uk). The statement should demonstrate how the views of the local community have been sought and taken into account.

Further guidance on Statements of Community Involvement is available in Chapter 7 of Creating Local Development Frameworks: A Companion Guide to PPS12 (November 2004).

## **Sustainability Statement**

Major schemes should provide a sustainability statement outlining the elements of the scheme that address sustainable development issues, including the environmental, social and economic implications. These may include:

- Building design: choice and sources of materials, energy and water consumption, carbon emissions, waste management and minimisation, and recycling, (including best practice standards for new development) and features to ameliorate anticipated future global temperature rises. The applicant shall have due regard to guidance from the Building Research Establishment: [www.bre.co.uk](http://www.bre.co.uk) .
- Resource use: use of sustainable natural and semi-natural resources should be considered (including water, especially where there is a known water scarcity problem), along with a Materials Use and Purchasing Strategy (green procurement) to cover sustainable construction management activities.
- Greenspace incorporating wildlife corridors.

## **Town Centre uses – evidence to accompany applications**

Retail impact assessments are required for all retail and leisure developments over 2,500 square metres of gross floorspace, and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Retail impact assessments should also be provided for applications to locate retail outside a designated retail centre and not in accordance with the development plan.

Policy advice can be found in *Planning Policy Statement 6: Planning for Town Centres* (March 2005).

## **Transport assessment**

Any proposed development that will have implications for transportation in terms of car parking or traffic movements should be accompanied by a Transport Assessment (TA). The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, the TA should simply outline the transport aspects of the application (parking, site access points, servicing arrangements, access to public transport, cycle parking provision), while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.

Further guidance can be found in *Guidance on Transport Assessment*, published by the Department for Transport (March 2007).

**Travel Plan (Draft)**

A draft travel plan should be submitted alongside planning applications that are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed and in particular, car use reduced. When considering sustainable modes of transport for waterside schemes, use of waterborne transport and the canal towpath should be considered.

The plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan (eg a steering group) and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.

Further advice is available in: 'Using the Planning Process to Secure Travel Plans: Best Practice Guidance for Local Authorities, Developers and Occupiers' [ODPM and DfT, 2002] and 'Making Residential Travel Plans Work' [DfT, 2007].

**Tree survey/ arboricultural assessment**

Proposals where trees may be affected on the application site, on the street, or on adjoining sites should identify which trees are to be retained and the means of protecting these trees during construction. In some cases, a suitably qualified and experienced arboriculturist should prepare this information.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

**Ventilation/ extraction statement**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (Drinking establishments - use as a public house, wine-bar or other drinking establishment) and A5 (Hot food takeaways - use for the sale of hot food for consumption off the premises). 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.

**Wind study**

Where tall buildings are proposed, a wind study of the impact the building will have on surrounding wind conditions may be required. If a tall building is proposed on the waterside, the wind study should consider the impact on navigation.

### Planning application requirements (PAR) by type of application

Application types ►	Householder application	Full Planning Permission	Outline Planning Permission	Conservation area consent	Listed Building consent	Advertisement consent	Lawful Development Certificate - existing	Lawful Development Certificate - proposed	Prior notification (telecommunications)	Prior notification (demolition)	Approval of reserved matters	Removal or variation of a condition	Approval of details pursuant to a condition	Tree works (including TPO consent)	NONMAT	MINMOD	RE-NEWAL
List of documents required ▼																	

**National requirements – items required with all applications**

Completed application form	√	√	√	√	√	√	√	√	√	√	√	√		√	√	√	√
Location plan	√	√	√	√	√	√	√	√	√					√	√	√	√
Site and other plans/information	√	√	√	√	√	√	√	√	√		√			√	√	√	√
Ownership certificate and notices	√	√	√	√	√							√					
Agricultural holdings certificate	√	√	√									√			√		
Notice(s) under article 6	√	√	√	√	√							√					
Design and access statement (if required)	√	√	√		√							√					
Correct Fee	√	√	√			√	√	√	√	√	√	√	√		√	√	√

**Local requirements - items may be required (refer to full PAR guide for details of each item and when it is needed)**

Affordable housing statement		√	√								√	√	√				
Air quality assessment		√	√	√	√						√	√	√				
Airport Safeguarding Zone details		√	√						√		√	√	√				
Biodiversity survey and report		√	√	√	√					√	√	√	√				

Daylight/ sunlight assessment	√	√	√								√	√	√				
Section 106 Heads of Terms (draft)		√	√								√	√	√				
Energy efficiency statement		√	√								√	√	√				
Environmental Impact Assessment		√	√								√	√	√				
Flood risk assessment	√	√	√								√	√	√				
Heritage statement	√	√	√	√	√						√	√	√	√			
Land contamination assessment	√	√	√	√	√						√	√	√				
Noise impact assessment	√	√	√						√		√	√	√				
Open space assessment		√	√								√	√	√				
Parking and access arrangements	√	√	√								√	√	√				
Photographs and photomontages	√	√	√	√	√	√	√		√	√	√	√	√	√			
Planning statement		√	√	√	√	√	√	√	√	√	√	√	√	√	√		
Refuse disposal details		√	√								√	√	√				
Economic statement		√	√								√	√	√				
Site waste management plan		√	√								√	√	√				
Statement of Community Involvement		√	√								√	√	√				
Sustainability statement		√	√								√	√	√				
Town Centre Uses - evidence for		√	√								√	√	√				
Transport assessment		√	√								√	√	√				
Travel Plan (draft)		√	√								√	√	√				
Tree survey/ arboricultural assessment	√	√	√	√	√				√	√	√	√	√	√			
Ventilation/ extraction details		√	√								√	√	√				
Wind study		√	√								√	√	√				