Applications should be submitted via https://www.planningportal.co.uk/ (note this service does not cater for PREAPPS, PPPAs or Prior Approvals; for guidance on those please refer to our website)

All drawings should be PDF not jpeg, TIF, doc, xls, or CAD files.

The maximum file size of any single attachment is 10mb. In the case of larger schemes where it proves impossible to create some documents in less than 10mb, the document should be broken down into parts and labelled appropriately.

CDs/paper copies of submission documents may be required for the largest of schemes, for example where they are referable to the GLA or are publicised in local libraries.

It is the Applicant’s responsibility to complete the Submission Checklist that outlines what documents from the Newham PAR have been submitted and where each of the relevant documents can be located within the application submission. It is important you label your documents appropriately in accordance with the Newham PAR.

### National Requirements (forms, fees, plans)

<table>
<thead>
<tr>
<th>Application Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose the relevant application form from Planning Portal and ensure all sections are completed, specifically the Ownership Certificate and Agricultural Holding Certificate; your application cannot be processed if these are not provided.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee</th>
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<tbody>
<tr>
<td>Our preferred method of payment for a planning application is via the planning portal.</td>
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<table>
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<tr>
<th>Pay It Webpage</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can pay via our Planning ‘Pay it webpage’, <a href="https://www.newham.gov.uk/Pages/Services/PayIt.aspx">https://www.newham.gov.uk/Pages/Services/PayIt.aspx</a>. Please enter your planning application reference number taking any letters and using a back slash e.g. 15\00000</td>
</tr>
<tr>
<td>If you pay via the ‘Pay it’ website please email <a href="mailto:Development.control@newham.gov.uk">Development.control@newham.gov.uk</a> the site address, application number, date you paid and the amount.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Bacs / Electronic Transfer / Cheque / Phone</th>
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</thead>
<tbody>
<tr>
<td>Please ensure your remittance advice is e-mailed to: <a href="mailto:Cash.Control@newham.gov.uk">Cash.Control@newham.gov.uk</a> and <a href="mailto:Development.Control@newham.gov.uk">Development.Control@newham.gov.uk</a></td>
</tr>
</tbody>
</table>
Our bank details are:

Bank: Lloyds TSB Bank Plc
Sort Code: 30-00-02
Account Number: 00879113

Cheques payable to the London Borough of Newham.

Please quote your Application reference number (e.g. 19/00001/FUL) on the back of the cheque and send to: Development Control, Newham Dockside, First Floor West Wing, 1000 Dockside Road, London, E16 2QU.

**Over the Phone:**

Our Technical Support Team can take payments over the phone during office hours using your application reference number. Call 0203 373 0620. Alternatively email your contact details to: Development.control@newham.gov.uk and a member of the team will contact you.

**Location Plan** (1:1250 or 1:2500 unless otherwise agreed)

All applications must include copies of a location plan based on an up-to-date map.

Properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The full extent of the application site should be outlined in red. This should include all land necessary to carry out the proposed development, for example; land required for access to the site, 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 / Block Plan** (1:100/200/500 unless otherwise agreed)

Existing and proposed, showing direction of North. Must show the proposed development in relation to existing buildings on and adjoining the site, areas and boundaries of site, including detail of access points, trees and hard-surfacing (e.g. parking spaces, driveways, footpaths).

**Floor Plans** (1:50/100 unless otherwise agreed)

Existing and proposed floor plans, labelled clearly. Indicate where existing buildings or walls are to be demolished. Drawings submitted should show the use and layout of **all** existing floors as well as those within the proposed development. A3/A5 proposals must show routing of extraction ducting.

**Elevations** (1:50/100 unless otherwise agreed)

All existing and proposed elevations, showing **all** windows/doors. Details of materials/finishes for all proposed elevations must be included unless the application is for major development (in which case materials detail are often approved later)

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 position of openings on each property.

**Roof Plans** (1:100 unless otherwise agreed)

Required only where new roofs and or roof alterations are proposed. Should show the profile, layout and material of all roofs, detailing the location and purpose of any rooftop plant/machinery.

**Sections & Site Levels** (1:50/100 unless otherwise agreed)

Section drawings should be provided to confirm finished floor levels (in both proposed and existing
schemes) and aid understanding of a proposal where helpful. Drawings should also confirm levels of surrounding/adjoining land and buildings. In small Householder schemes where there are no changes to floor levels, sections may not be necessary.

**Other Submission Documents** *(Local List)*

Depending on the scale of the proposal a single Design & Access Statement (DAS) may suffice, though for many schemes there will be a range of Development Plan requirements that necessitate separate issue-specific submissions or additional information grouped within a Planning Statement (PS).

See below for information requirements, these may be standalone documents or sections within one of the above main statements. In the interests of clarity and accessibility to interested parties, applicants are encouraged to be as succinct as possible (and use non-technical language as far as possible) in all submission documents whilst demonstrating how relevant Development Plan requirements are met.

It is the Applicant’s responsibility to complete the Submission Checklist that outlines what documents from the Newham PAR have been submitted and where each of the relevant documents can be located within the application submission. It is important you label your documents appropriately in accordance with the Newham PAR.
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Design & Access Statement Masterplanning
Statement/Annex..........................................................6
Tall Buildings Study .........................................................8
Heritage/Character/Place-making Asset
Statement .....................................................................9
Landscaping / Biodiversity Statement ..........................10
Planning Statement (PS) ...............................................11
Statement of Community Involvement /
Consultation Statement .............................................12
CIL Assessment.............................................................12
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Housing Quality Statement ..........................................13
Affordable Housing Statement .................................14
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Demolition Method Statement ..................................29
**Design & Access Statement (DAS)**

Own document with topic specific annexes as necessary and cross-referencing other submissions (e.g. parking / transport) as appropriate

<table>
<thead>
<tr>
<th>Policy Requirements</th>
<th>Local</th>
<th>Regional</th>
<th>National</th>
</tr>
</thead>
</table>

**Guidance & Standards**

- LBN: [Newham’s Character Study](#)
- Design Council: [Building for Life](#)

Relevant to

- All major development* and applications in a designated area that create one or more dwellings or 100 sq. m+ of non-residential floor-space. **While this requirement applies to more schemes than that prescribed nationally, it is considered necessary in relation to Development Plan requirements irrespective of scheme size; the length and detail of a DAS can be tailored accordingly.**

*Applications for waste development, a material change of use, engineering or mining operations do not need to be accompanied by a Design and Access Statement

**The DAS must:**

(a) **explain the design principles and concepts that have been applied to the proposed development.**

(b) **Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account (including agent of change considerations set out in Policies SP8 and J2).**

Policies SP1, SP3, SP5:1 and SP8 give a detailed set of design considerations which should be addressed in order that a proper assessment can be made of the application; it is useful if the DAS is structured according to policy criteria.

Policies SP4, SP5, SP6, SP7 and SP9 also give further criteria which are relevant in particular contexts.

The Council’s Character Study provides a useful summary of SWOTS (strengths, weaknesses, opportunities, threats) we expect to be addressed in each Community Neighbourhood area.

Photographs and montages are an expected part of a DAS for a major development or where the development will have a significant effect on the appearance of an area.

Where design features are to have multiple roles (e.g. Sustainable urban drainage systems (SUDS), public open space, biodiversity & landscaping elements) appropriate details and drawings should be provided demonstrating their contribution to these different roles.

(c) **Explain the applicant’s approach to access and how relevant policies (SP2, SP3, INF2, SP8), access constraints, and consultation on access have been taken into account.**

The ‘access’ component should deal with both interior design and management issues, demonstrating that the proposal meets the requirements of the Equality Act 2010 (incorporating the Disability Discrimination Act 1995). Where relevant, this should be reflected in the design and provision of:

- Approaches to and around the site including public transport and active travel connections, wider accessibility.
- Car-parking, setting down points, location of any dropped kerbs, servicing details.
- All entrances, including visibility.
- Horizontal/vertical circulation and layout arrangements, including circulation within units and site permeability.
- Appropriate use of surface materials.
- Facilities within the building including toilets, and an explanation of accessibility standards applicable to all public parts of the building.
- Legibility (wayfinding) and signage.
- Details of means of escape for all and if applicable, management of congregations of people.

Other rows detail assessments that may be part of the DAS, annexes to it, or cross-referenced by it. Major developments are more likely to have separate submissions covering these subjects, but they should all be cross-referenced by the main DAS.

<table>
<thead>
<tr>
<th>Masterplanning Statement</th>
<th>Part of Design and Access Statement, cross-referencing other submissions (e.g. Engagement Statement, Infrastructure Sufficiency Statement, Economic Development Statement) as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Requirements</td>
<td>Local Plan (2018): S1, S2, S3, S4, S5, S6, SP4, SP8, J2, H1, INF2, INF9</td>
</tr>
<tr>
<td></td>
<td>Regional</td>
</tr>
<tr>
<td>Guidance &amp; Standards</td>
<td>LBN: <a href="#">Statement of Community Involvement</a>; <a href="#">Infrastructure Delivery Plan</a></td>
</tr>
<tr>
<td>Relevant to</td>
<td>• Any major developments on Strategic Sites</td>
</tr>
<tr>
<td></td>
<td>• Any major development on unallocated sites proposing multiple blocks/development platforms and/or a mix of uses</td>
</tr>
</tbody>
</table>

Whilst some of the masterplanning criteria may be sufficiently addressed through written statements, the expectation is that the appropriateness of the scheme in terms of comprehensive design and development will also be demonstrated by plans and drawings proportionate to its scale, the complexity of the matters addressed, and the level of agreement reached between key stakeholders involved in the process.

The Masterplanning Statement must:

(a) **Justify the choice of masterplanning boundaries, including through early engagement with the Council and other key stakeholders.**

On Strategic Sites, the boundary will generally be:

- the Strategic Site boundary itself;
- part of the Strategic Site, where justified by significant prior build-out of the site or by other site-specific characteristics subject to there being no impacts on achieving the objectives of the site (including infrastructure sufficiency); or
- a larger area, where further extension of the masterplanning boundary beyond the Strategic Site may be necessary/logical (e.g. in areas like the Royal Docks and Canning Town and Custom House where there are several Strategic Sites in close proximity to one another);
On unallocated sites bringing forward large scale development, the expectation is that the masterplan boundary will be decided based on an assessment of the scale and potential impact of the development.

(b) Demonstrate meaningful, early and recurring engagement with relevant stakeholders in line with the Council’s Statement of Community Involvement;

See the Statement of Community Involvement section of the PAR.

(c) Demonstrate effective joint working with other relevant landowners/developers;

A Statement of Common Ground or Memorandum of Understanding may form part of the submission and address issues of:
- Land ownership (including identifying any parts of the site where cooperation with the landowner has not been achieved).
- Type and scale of development.
- Infrastructure sufficiency.
- Land swapping or ‘pooling’ of affordable housing contributions.
- Phasing and delivery timescales;
- Continued joint working and future co-governance of the site as necessary.

(d) Demonstrate how the scheme for the masterplan area will integrate with the wider public area (including the transport network) and compatibility with existing uses.

(e) Address the transition between and neighbourliness of, different uses both within the masterplannig boundary and in relation to adjacent area, as per Policies SP8 and J2 (Agent of Change).

(f) The proposed mix and arrangement of housing types, sizes and tenures across the whole masterplan area, as per policy H1, demonstrating how the principal of ‘sustainable mixed and balanced communities’ has been addressed.

(g) Address delivery of:
- key strategic links and connections set out in Policies S2-6 and INF2 ;
- new local/town centres (Policies S2-6 and INF5) and multi-functional community facilities (notably schools); and
- public open space and other green infrastructure.

(h) The accommodation of tall buildings as per the strategic approach set out in Policy SP4.

Should provide justification for the positioning and scale of tall buildings and, where relevant, hierarchy (cluster composition) criteria. Can cross-reference a Tall Buildings
Study or relevant section(s) of a Design and Access Statement.

(i) Demonstrate how infrastructure sufficiency is achieved across the masterplan area through appropriate and proportionate delivery or contributions made by individual developments; also considering where infrastructure provision is outside of the masterplanning area.

See the Infrastructure Sufficiency Statement section of the PAR.

<table>
<thead>
<tr>
<th>Tall Buildings Study</th>
<th>Part of Design and Access Statement/ Masterplanning Statement/Environmental Statement/Planning Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Requirements</td>
<td>Local Plan (2018): SP4, S1, SP3, SP5, SP8, SC1</td>
</tr>
<tr>
<td></td>
<td>Regional Plan (2016): 7.7</td>
</tr>
<tr>
<td>Relevant to</td>
<td>All proposals for tall buildings, defined as those in excess of 6 storeys or 17.05 metres above ground level</td>
</tr>
</tbody>
</table>

The study will provide:

(a) A thorough assessment of where, and in what form, tall buildings should be located, taking into account local, wider and cumulative impacts.

It should consider:

- The spatial strategy as set out in policy SP4 (including clustering considerations).
- The historic context and character of the wider and immediate area.
- The immediate context and character of the site including degree of public transport accessibility, topography, urban grain, significant views of skylines, scale and height, heritage assets, streetscape, landmarks and their settings and important local and strategic views, prospects and panoramas, airport safeguarding considerations.
- Existing tall building impacts.

Taking these factors into account, it should identify opportunities where the arrangement (including reconfiguration as appropriate) of building heights will:

- Minimise negative impacts (including on ecology and amenity of a watercourse).
- Enhance the overall townscape, local and historic character.
- Contribute to an area’s legibility and identity.
- Help to define and enclose space.
- Where relevant, co-ordinate together as a cluster.

(b) An Options Appraisal should consider alternative build forms of similar density (e.g. mid-rise as opposed to high-rise) and justify the appropriateness, and added value and positive contributions (e.g. contributions to ‘good growth’ and ‘sustainable, mixed and balanced communities’, additional sustainability benefits et c.) of the preferred
scheme in relation to the alternatives.

(c) Detail as to how the building contributes to, and does not negatively impact upon a successful community through:
- Creation of meaningful and useful public and communal spaces.
- Addressing issues of overshadowing, overlooking and microclimate (e.g. wind eddying, heat island effects).
- Management of lettings and communal space.
- Safety, including fire prevention and safe evacuation.
- Maintenance and management of sustainability features (e.g. air tightness, ventilation systems, operational energy use).

(d) Provide confidence as regards design credibility, including technical feasibility and financial viability, ensuring that design excellence is sustained and not disrupted by the standard of execution or supply chain issues. This requirement must also be satisfied in the case of outline applications.

<table>
<thead>
<tr>
<th>Heritage/Character/Place-making Asset Statement</th>
<th>Part of Design and Access Statement/Environmental Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Requirements</td>
<td>Local Plan (2018): SP5, SP5a</td>
</tr>
<tr>
<td></td>
<td>Regional London Plan (2016): 7.8, 7.9</td>
</tr>
<tr>
<td></td>
<td>National NPPF (2018): Chapter 16</td>
</tr>
<tr>
<td>Guidance &amp; Standards</td>
<td>LBN: Character Study (2017); GLA: Character &amp; Context SPG (2014)</td>
</tr>
<tr>
<td>Relevant to</td>
<td>Listed Building Consent applications or the setting of a listed building.</td>
</tr>
<tr>
<td></td>
<td>Applications affecting any other monument, structure, park/garden subject to national listing/scheduling.</td>
</tr>
<tr>
<td></td>
<td>Applications affecting a locally listed building and its setting, or other non-designated character/place-making asset identified at pre-app stage.</td>
</tr>
<tr>
<td></td>
<td>All applications involving a disturbance of ground in an Archaeological Priority Area, or otherwise involving significant disturbance of ground (Major developments/infrastructure works)</td>
</tr>
<tr>
<td></td>
<td>Conservation Area Consent application</td>
</tr>
<tr>
<td></td>
<td>Planning applications in Conservation Areas or adjacent to them</td>
</tr>
</tbody>
</table>

The scope and degree of detail necessary in a heritage/character asset statement will vary according to particular circumstances of each application, and should preferably be agreed by way of pre-application advice. However the following gives some broad parameters, bearing in mind objectives to protect, conserve and enhance assets and their settings.

**Listed Building Consent:**
- 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 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.
- Photographs and photomontages
Applications either related to or impacting on the setting of heritage/character assets:

- plans showing historic features that may exist on or adjacent to the application site
- 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 [heritage] asset, its setting and the setting of adjacent [heritage] assets.
- Photographs and photomontages

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.

Demolition in a Conservation area:

- relevant structural information,
- an analysis of the character and appearance of the building/structure,
- the principles of, and justification for, the proposed demolition,
- Photographs and photomontages

Applications involving the disturbance of ground within an Area of Archaeological Priority or significant disturbance elsewhere (Major applications and infrastructure works):

- existing archaeological information
- method statement re how archaeological investigation will occur and be recorded

<table>
<thead>
<tr>
<th>Landscaping / Biodiversity Statement</th>
<th>Part of Design and Access Statement/Environmental Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relevant to</strong></td>
<td><strong>Landscaping should be an integral part of all schemes that involve outside space within the red line boundary.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Development proposals which will involve felling / works to / construction in the vicinity of mature trees &amp; those subject to a TPO should submit details of Aboricultural proposals</strong></td>
</tr>
<tr>
<td></td>
<td><strong>a Biodiversity Statement that details policy compliance is required for All new residential AND Non-residential above 500sq. m GIA (mostly FUL or OUT)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Any proposal adjacent to a watercourse, Site of Importance for Nature Conservation (SINC), or where development may impact a protected species (e.g. bats where significant works to or demolition of buildings is proposed) should submit information regarding the assessment and protection of habitats</strong></td>
</tr>
</tbody>
</table>

Landscaping should be an integral part of the design concept for most sites involving physical development and in most cases this detail should be integrated within the DAS. It should:
- Include site survey and analysis, location of existing and proposed vegetation, location and detail concerning hard landscaping elements, justifying it in terms of suitability, interest and sustainability.
- Make provision for the protection of existing vegetation during construction.
- Account for the long-term maintenance and management of landscape—this will include demonstrating that drainage and other subterranean services do not conflict with planting/protections.

**For applications where a Biodiversity Statement is required**, we suggest integration of it with the landscaping information, or at least clear cross-referencing between the two, as landscaping is the key route to securing required biodiversity enhancements. As per SSC4, such statements should:
- Include plans to indicate existing biodiversity habitats or features and an evaluation of their significance.
- Demonstrate how the proposal protects connectivity between habitats and avoids or mitigates impacts on existing trees**, hedging, soft landscaping and other biodiversity features.
- Demonstrates that the opportunity to enhance biodiversity has been maximised through the provision of soft landscaping and management of non-native species on site, enhancing SINCs and access to them as appropriate.
- Set out technical detail in relation to the efficacy of green roofs, specifically depth and variation of substrate.
- Address the potential need for a WFD compliance assessment and relevant management of direct/indirect waterbody impacts.
- Demonstrate an approach to biodiversity that recognises its multi-functionality in terms of landscaping, flood reduction/surface water attenuation, pollution management, and food growing potential.

**For developments involving significant alterations to or demolition of buildings:**
- Applicants should conduct a Bat Survey to ascertain impacts.

**Applications affecting mature trees/TPO applications should provide:**
- Details of the potential impact the construction project may have on affected trees and the issues that need to be addressed by an Arboricultural Method Statement.
- A suitably qualified and experienced arboriculturist should prepare this information in accordance with BS5837: The British Standard for Trees in relation to design, demolition and construction—Recommendations.

You are advised that any biodiversity surveys / ecological assessments provided as part of an application will be shared with Greenspace Information for Greater London (GiGL) – the capital’s Environmental Records Centre.

<table>
<thead>
<tr>
<th>Planning Statement (PS)</th>
<th>Standalone, or incorporated into Design and Access Statement for minor developments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy Requirements</strong></td>
<td><strong>Local</strong> Local Plan (2018): All policies, as appropriate</td>
</tr>
<tr>
<td>Guidance &amp; Standards</td>
<td>n/a (see topic-specific guidance within sections)</td>
</tr>
</tbody>
</table>
Relevant to All FUL, OUT, REM and COU applications

**A statement setting out how your proposal positively addresses the policy context.** In doing so, attention should be paid to the Policies Map and all designations and allocations affecting the site, together with the Spatial Policy for the area, alongside other relevant thematic policies, excluding (but cross-referencing) those dealt with via the Design & Access Statement (DAS). Such thematic responses should refer to National and London Plan policies where relevant. It may also include details of consultation undertaken if a separate Statement of Community Involvement is not submitted. Larger schemes should detail expected phasing of the development.

For minor developments, matters normally covered within a planning statement may be covered in the Design and Access Statement.

Major developments should ensure a non-technical summary suitable for a wider (non-professional) audience is included.

Other parts of this table set out explicit and distinct elements of a Planning Statement applicable to particular types of development. It should be noted that in some cases, some of these component parts will be scoped into an Environmental Statement and can be cross referenced rather than repeated.

<table>
<thead>
<tr>
<th>Statement of Community Involvement / Consultation Statement</th>
<th>Within Design and Access Statement (demonstrating how consultation has informed outcomes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy Requirements</strong></td>
<td><strong>Local</strong></td>
</tr>
<tr>
<td>Guidance &amp; Standards</td>
<td>LBN: Statement of Community Involvement</td>
</tr>
<tr>
<td>Relevant to</td>
<td>All FUL, OUT, REM and COU applications</td>
</tr>
</tbody>
</table>

**Statement setting out how the applicant has followed advice regarding early engagement in relation to the proposed scheme, and masterplanning where relevant.** Ergo, the submission should demonstrate how the views of the local community have been sought and taken into account. Applicants and others who carry out consultation exercises on planning matters should follow the principles of the Council’s Statement of Community Involvement and the Equality & Cohesion Plan.

Note that where a major development scheme is proposed, the Council offers various opportunities to use its engagement resource as part of pre-application processes, notably through presenting to Development Control Members Forum.

<table>
<thead>
<tr>
<th>CIL Assessment</th>
<th>Planning Application Additional Information Requirement Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy Requirements</strong></td>
<td><strong>Local</strong></td>
</tr>
<tr>
<td>Guidance &amp; Standards</td>
<td>MHCLG, Planning Practice Guidance: Community Infrastructure Levy</td>
</tr>
</tbody>
</table>
| Relevant to | • Applications for new buildings or extensions which involve the creation of 100 sq. m or more of gross internal floor-space (GIA)  
• Applications that create a dwelling (even where below 100 sq.m GIA) via new build or change of use |

Proposals must include a completed Planning Application Additional Information Requirement Form to assist the collecting authority in determining CIL liability. The form is available via the Planning Portal. CIL liability will only take effect if planning permission is granted and implemented; rates will be in accordance with the relevant charging schedules in force at the time.

Note that the London-wide CIL may also be applicable, further information is available on the GLA website at [https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/mayoral-community-infrastructure-levy](https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/mayoral-community-infrastructure-levy)

### Infrastructure Sufficiency Statement

<table>
<thead>
<tr>
<th>Policy Requirements</th>
<th>Local</th>
<th>Regional</th>
<th>National</th>
</tr>
</thead>
</table>

**Guidance & Standards**
- LBN: [Infrastructure Delivery Plan](https://www.newham.gov.uk/Documents/Environment%20and%20planning/CIL-Newham-charging-schedule.pdf)

**Relevant to**
- All major developments

A statement that confirms whether and how the scheme or masterplan (where appropriate) will provide a policy-compliant level of infrastructure through on-site delivery, off-site provision and/or financial contributions towards remedying existing deficits as well as new needs arising, in accordance with Policies S1 and INF9.

Strategic Site allocations include requirements for infrastructure, such as physical connectivity enhancements, schools or health care facilities. Elsewhere and additionally, the Infrastructure Delivery Plan provides an indication of known infrastructure needs and projects based on current assumptions about population growth; where schemes propose to exceed these benchmarks, the infrastructure requirements will need to be revisited through early engagement with the Council and other key infrastructure providers.

**For sites subject to masterplanning requirements, the Infrastructure Sufficiency Statement should be supported by an Infrastructure Delivery Statement in relation to the masterplan area**, detailing:

- How each component scheme in the masterplan area will contribute towards the overall infrastructure needs of the site, supported by a Statement of Common Ground or Memorandum of Understanding affirming the apportionment of responsibility for delivering infrastructure across the masterplan area; and
- Any intermediary/transition arrangements (e.g. making use of temporary structures or meanwhile uses; contribution towards bulge classes while a school is under construction).

The statement should clarify the methodology used in the assessment of infrastructure needs arising from the proposed scheme(s).

### Housing Quality Statement

<table>
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<th>Policy Requirements</th>
<th>Local</th>
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<th>National</th>
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</thead>
</table>

**Guidance & Standards**

**Relevant to**
- All new housing proposals, play space information required for new residential that will house 10 or more children

A statement setting out how the development will incorporate high levels of quality design including that new housing:
- Densities reflect local character and context and are appropriate in relation to available infrastructure (in accordance with H1).
- Meets accessibility requirements as set out in Policy H1 and the London Plan, including demonstrating where wheelchair user dwellings (Part M4[3]) have been directed towards local need through engagement with relevant LBN service areas.
- Meets minimum internal space, amenity and child play space standards in accordance with the London Plan.

### Affordable Housing Statement

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<th>Policy Requirements</th>
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<th>National</th>
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</table>

**Guidance & Standards**

- GLA: [Housing SPG](#) (2016) and [Affordable Housing and Viability SPG](#) (2017)

**Relevant to**

Application for sites with the capacity for 10 or more residential units* (includes FUL/OUT/COU/REM applications) and all Student Housing proposals. *refer to the London Plan’s density matrix (Table 3.2) for guidance or seek confirmation via a PREAPP if in doubt

A statement detailing how the application will provide a policy-compliant level of affordable housing in accordance with the requirements of H1 and H2, including:

- The proportion of market (including private rented and market sale) and affordable housing proposed.
- The mix of unit sizes (including the number of habitable rooms and/or bedrooms for each unit).
- The tenure mix of affordable housing proposed (e.g. number of shared ownership units, social and affordable rented units etc.)
- Details of any Registered Social Landlords acting as partners.
- Availability of any subsidy to support the delivery of affordable housing.
- Where off site provision is proposed, the site constraints, local context, infrastructure or amenity deficiencies that render on site provision inappropriate (as per Policy H2. 1d).
- Confirmation that the provision of Private Rented Sector (PRS) units does not supersede the need to provide family and affordable accommodation on site in accordance with the above policies.

**Note that assessments should be on a unit basis as per Policy H2 (not per habitable room as in the GLA’s SPG)**

In relation to **student housing applications** that do not relate to specified educational institutions, an element of affordable* student accommodation is expected (subject to viability).

*Affordable for students in the context of average student incomes and rents for broadly comparable accommodation provided by London universities.

### Family Housing Statement

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<th>Policy Requirements</th>
<th>Local</th>
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<th>National</th>
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</table>

**Guidance & Standards**

- n/a
Relevant to Applications for sites with the capacity for 10 or more residential units (includes FUL/OUT/COU/REM applications)

A statement that confirms whether and how the application will provide a policy-compliant level of family housing, ensuring that densities do not inhibit that provision of suitable family accommodation, in accordance with Policy H1.

Include or cross-reference to detail concerning the number of habitable rooms and/or bedrooms, and their size (single/double) for each unit.

<table>
<thead>
<tr>
<th>Specialist Housing Statement</th>
<th>Relevant to</th>
<th>Applications for new non-conventional housing, including nightly-stay hostels, student accommodation and C2 care-based facilities</th>
</tr>
</thead>
</table>

**Specialist Housing Statement**

**Standalone or within Planning Statement**

**Policy Requirements**

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<tr>
<th>Local</th>
<th>Regional</th>
<th>National</th>
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</table>

**Guidance & Standards**

GLA: [Housing SPG (2016)](https://www.london.gov.uk/housing)

For all non-conventional housing excluding student accommodation, a statement detailing:

- The residential population mix (including confirmation that occupancy from non-Newham residents will not exceed 33%).

For all non-conventional housing a statement detailing:

- How relevant quality standards will be met (as per H3)
- An appropriately detailed and resourced management plan demonstrating management of residential population mix and other practices, including the minimisation of safeguarding risks and maximisation of opportunities to create and sustain social networks and access to appropriate support.

**Viability Appraisal**

**Standalone**

**Policy Requirements**

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<th>Local</th>
<th>Regional</th>
<th>National</th>
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<tbody>
<tr>
<td>H1, H2,</td>
<td>London Plan (2016): 3.12</td>
<td>NPPF Paragraph 57</td>
</tr>
</tbody>
</table>

**Guidance & Standards**

LBN: [Draft Planning Obligations & Development Viability SPD](https://www.newham.gov.uk/)

London Borough Viability Group: [London Borough Viability Protocol](https://www.newham.gov.uk/)

GLA: [Affordable Housing and Viability SPG (2017)](https://www.london.gov.uk/housing)

MHCLG: [Planning Practice Guidance: Viability](https://www.gov.uk/government/publications/)

For PRS/Build-to-Rent applications, two viability appraisals (setting out ‘Build for Rent’ and ‘Build for Sale’ approaches) should be provided.

**Relevant to**

- Any application where below policy-compliant levels of on-site affordable and family housing are proposed.
- Any 500 sq. m plus non-residential development proposing BREEAM levels that are not policy compliant (i.e. the requirement to achieve ‘Very Good’ on developments of 500-999 sq. m, and ‘Excellent’ on major developments).

*Note that for applications for major development, the SC1 requirement for ‘Very Good’ BREEAM levels is not subject to viability (i.e. is a given)*

An independent assessment detailing the financial viability of the proposal, which conforms to the principles set out in the London Borough Viability Protocol.

- The appraisal should be in the ‘Argus Developer’ format or a certified bespoke model and be submitted in both PDF and editable electronic format at pre-application and application stage. An undertaking to fund the Council’s independent scrutiny of the appraisal must also be forthcoming.
- Assessments should be on a unit basis as per Policy H2 (not per habitable room as in the GLA’s SPG)
- Benchmark data used must be locally relevant.
- For PRS/Build-to-Rent applications, two viability appraisals (setting out ‘Build for Rent’ and ‘Build for Sale’ approaches) should be provided.
Note that the ‘fast tracked’ viability route prescribed in the GLA’s SPG does not apply in Newham (as per Policy H2). Also, the Viability Appraisals will be published on the planning register alongside all other planning documents.

### Economic Development Statement

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</table>

**Guidance & Standards**

**Relevant to**
- All applications proposing employment-generating floorspace

**A statement setting out how the proposal responds to the contributors to inward investment and economic competitiveness identified in Policy J1.** In brief (though it is vital to consult the exact wording of Policy J1) these are:
  - A supply of land, premises and successful places
  - Development and promotion of the Arc of Opportunity and employment hubs
  - Development of more, better quality affordable and flexible local workspaces reflecting growth sector needs
  - Promoting employment as a component of mixed use neighbourhoods
  - Strengthening economic connections
  - The identified spatial strategy in relation to visitor economy, offices, industry (also refer to Policy J2), town centre uses and community facilities

### Employment Strategy

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<tr>
<th>Policy Requirements</th>
<th>Local</th>
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<th>National</th>
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</thead>
</table>

**Guidance & Standards**
- GLA: [Land for Industry and Transport SPG (2012)](#)

**Relevant to**
- All major development

**A statement setting out how the proposal addresses the objectives of improving access to work and regeneration/economic growth benefits for Newham residents as per the criteria in Policy J3 concerning:**
  - Targeted education, skills and training provision,
  - Removal of barriers to work, including convenient childcare and through support for successful employability projects.

As per Policy J1:3e, proposals on Strategic Sites (set out in Policies S2-6) and Major developments incorporating employment floorspace in employment hubs and/or on SIL, LIL and LMUAs (set out in Policy J2) should also detail:
  - **Phasing** of new permanent employment-generating floor space that maximises the likelihood of beneficial use;
  - **Marketing/demand testing and occupier commitments**, considering temporary uses where appropriate; and
Commitments to work with the Council’s employment mechanism, currently Workplace, to maximise local employment opportunities, including appropriate lead in time in relation to training provision;

Managed Release/Transition Statement

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</table>

Guidance & Standards

- LBN: Employment Land Review Part 1 (2017) and Part 2 (2017);
- GLA: Land for Industry and Transport SPG (2012)

Relevant to

- All applications on SIL / other industrial land identified for release in Policy J2 (currently within Strategic Sites S01, S08, S09, S10, S11, S16, S17, S18, S20, S22, S23)
- All applications involving redevelopment of, or loss of, employment-generating floor space within:
  1. Local Mixed Use Areas (LMUAs);
  2. Non-designated employment sites above 0.1ha or where employment-generating floor space is 1000 sq. m or more; or
  3. Local Industrial Locations (LILs) or Strategic Industrial Locations (SILs) not identified for release.

A Strategy that:

- Sets out how the relocation requirements of existing businesses that cannot be incorporated within a redevelopment no matter the extent of their lease interest, are to be dealt with;
- Where release to residential is proposed, demonstrates marketing through local agents for a period of at least 12 months for the full range of permitted uses, including the option of sub-division
- Demonstrates that the proposal responds to evidenced market demand and occupier requirements (Employment Land Review)

A statement further setting out consistency with the relevant Spatial Policy, and demonstrates, that the proposals do not prejudice the functioning of any remaining employment uses on the site or in the [local] area.

Retail/Leisure Impact Assessment

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<th>Policy Requirements</th>
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Guidance & Standards

- MHCLG, Planning Practice Huidance: Ensuring the vitality of town centres
- GLA, Culture and Night time Economy SPG (2016)

Relevant to

- Retail development of more than 300 square metres outside designated town and local centres not in accordance with the Development Plan (i.e. not provided in the site allocation/Policy INF5) or in town centres, above capacities ('need') calculated in the latest Town Centre and Retail Study;
- Leisure development of more than 2500 sq. m outside town centres not in accordance with the Development Plan (i.e. not provided in the site allocation/Policy INF5)

This should include assessment of: the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made.
For Major developments where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made. (NPPF)

In doing so, regard should be had for the Council’s latest Town Centre and Retail Study and monitoring of commitment, borough-wide capacity projections, and potential trade and spatial impacts within the centre and on other proximate centres, taking into account the strategy for the retail hierarchy set out in Policy INF5.

**Town Centre Sequential Test**

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<tr>
<th>Policy Requirements</th>
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<tbody>
<tr>
<td>Guidance &amp; Standards</td>
<td>MHCLG, Planning Practice Huidance: Ensuring the vitality of town centres</td>
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<tr>
<td>Relevant to</td>
<td>Proposals for main town centre uses that are not in an existing centre or provided for within a Strategic Site allocation</td>
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<td></td>
<td>NB. Main town centre uses are defined by the NPPF as: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).</td>
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**Community Facilities Statement**

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<tbody>
<tr>
<td>Guidance &amp; Standards</td>
<td>LBN, Infrastructure Delivery Plan, GLA Accessible London SPG, Social Infrastructure SPG</td>
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</table>
| Relevant to          | Information pertaining to need/no need is required for all applications involving the creation, intensification, or loss of Community Facilities, with CF defined as:  
  - Education (from pre-school to further and higher education) and training;  
  - Health;  
  - Social;  
  - Leisure;  
  - Places of Worship;  
  - Community (could include pubs where other facilities are lacking);  
  - Cultural and Civic uses (including criminal justice and court facilities) and emergency services;  
  - Older people’s housing and specialist provision for other vulnerable people (falling into Use Class C2) |          |          |
Multi-function information is relevant to new and intensified facilities only (i.e. not losses)

A two-fold submission that demonstrates (a) need for, and (b) multi-function use of, Community Facilities.

(a) Statement of Need

Planning applications are required to demonstrate local need via submission of the following information:

- Demonstrate that at least 67% of users will be ordinarily Newham residents.
- Demonstrate that existing facilities cannot meet the identified need, this must take into account the need to consider innovative approaches to provision
- Submissions should use published sufficiency assessments and strategic infrastructure plans/capital programmes where relevant

In relation to the loss of community facilities to other uses, the following evidence is required:

- A demonstration that the facility has been assessed and identified as surplus as part of a broader strategic approach.
- Or that it has been offered to the market for the range of existing lawful uses (typically Class D1) for a period of 6 months at a rent or sale price benchmarked against at least 3 other equivalent properties in the area.
- Or a demonstration that the facility is unsuitable in size and scale for its location in relation to the spatial strategy prioritising Town and Local Centres as locations for community facilities.

(b) Multi-function

Statement setting out the design and management measures that enable (outside of its principle use and any sacred areas), the facility to operate as a multifunctional space with fair and affordable access to all members of the community.

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<th>Policy Requirements</th>
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<tr>
<td>Relevant to</td>
<td>All applications other than Householders (see further sections for whether a larger TS/TA is required)</td>
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Applications are required to provide details of:

- Existing and proposed vehicle parking including provision for accessible parking.
- Existing and proposed cycle parking. Cycle parking facilities should be of a high quality and located in a safe, secure, and prominent location in order to promote sustainable modes of transport within the proposal.
- London Cycling Design Standards (TFL).
- The proposed servicing to be provided including the location, access/circulation and an indication of vehicle types and expected numbers of deliveries and times per day.
- Refuse and recycling (waste) storage locations and arrangements for collection (cross-reference the Waste Management Strategy).

### Transport Assessment/Statement

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<th>Policy Requirements</th>
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**Guidance & Standards**

Department for Transport: [Guidance on Transport Assessment](#) (also relevant for transport statements);
TfL: Urban Planning and Construction: [Construction Logistics Plans guidance](#);
MHCLG, Planning Practice Guidance: [Travel Plans, Transport Assessments and Statements](#)

### Relevant to

A **Transport Statement (TS)** is required for all developments that will have implications for transport (including car-parking and traffic movements); **unless** a Transport Assessment (TA) is required.

A TA is required for all applications other than Householders (HH) that meet the following thresholds:
- A1: 1000 sq. m or greater.
- A3/A4/A5: 750 sq. m of greater.
- B1/B2/B8: 2500 sq. m or greater.
- C1: 50 beds or greater.
- C3: 30 units and above.
- D1: healthcare: 50 staff or greater.
- D1: higher/further education 2500 sq. m.
- D1: museum/gallery 100,000 or greater visitors annually.
- D1: Places of Worship 200 or greater members/attendees.
- D2: 1000 sq. m or greater.

NB for mixed-use proposals the threshold for TA requirement will likely be lower than any of the above individual use thresholds; seek clarification via a PREAPP if necessary.

Construction Logistics Plans (CLP) will be required on all schemes where significant levels of construction form part of the proposal. While this will likely apply predominately to Major developments, construction impacts can vary significantly for smaller schemes so CLPs may be required on a case-by-case basis (seek clarification via a PREAPP if unsure).

A **Transport Statement (TS)** is required for smaller schemes where the proposal generates relatively lower levels of transport implications. The TS should outline the transport aspects of the proposal, giving details on the proposed measures to improve access by public transport, walking and cycling to reduce the need for vehicular...
parking with the scheme and to mitigate the transport impacts. Refer to guidance above.

**A Transport Assessment (TA)** should outline the transport aspects of the application (parking, site access points, servicing arrangements, access to public transport, cycle parking provision in both the operational and construction phase), and should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys (including freight/waste movements) 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. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. Refer to guidance above.

**Construction Logistics Plans (CLPs)** will provide the framework for proving the TA has fully considered the freight implications of the construction phase of the development, refer to TfL guidance above for recommended contents.

### Travel Plans

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<th>Policy Requirements</th>
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</table>

### Guidance & Standards

- TFL: Urban Planning and Construction: Travel Plans
- MHCLG: Planning Practice Guidance: Travel Plans, Transport Assessments and Statements

### Relevant to

- A travel plan should be submitted with all major applications and some minor applications, for example changes of use (regardless of size) that are likely to have significant transport implications. If in doubt, this can be confirmed as part of the PREAPP process. Note that further guidance on when a travel plan is likely to be required is set out in the Planning Practice Guidance.

### A Travel Plan should explain how travel to the development will be managed.

It must contain detail as to how the proposal will manage sustainable levels of movement with the aim of reducing the environmental impacts of vehicles, promoting public transport, and walking and cycling opportunities for all users. 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 to the development proposed. It should identify the travel plan co-ordinator, the management arrangements for the plan (e.g. a steering group) and the development timetable. It should also include targets and arrangements for monitoring implementation. The plan should detail a strategy for marketing and promoting its provisions to occupiers, visitors and users of the site.

### Airport Safeguarding Information

In the Design and Access Statement /Planning Statement, cross-referenced as necessary

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</table>

Guidance & Standards:

- DfT/ODPM circular 1/2003
- NPPF 104
- London City Airport (LCY), Aerodrome Safeguarding, Guidance on Biodiversity and Safeguarding, Biodiversity Strategy 2012-2017
Standards

Relevant to
All applications and prior approvals across the borough are screened by London City Airport to assess compatibility with the airport’s physical and technical safeguarding. The [LCY Height Constraints](#) map hosted on the Council’s website indicates the different thresholds relevant to different parts of the borough. Applicants are strongly advised to make use of the airport’s pre-application advice service by contacting [safeguarding@londoncityairport.com](mailto:safeguarding@londoncityairport.com)

Necessary details might include:

- The exact location with an Ordnance Survey grid reference (to at least six figures but preferably eight figures).
- Detailed elevation plans showing maximum building heights in metres above ordnance datum (AOD).
- Details of hard and soft landscaping.
- Details of roof design including photovoltaics.
- Details of external lighting.
- Details of any potential bird attractors such as outdoor eateries and habitat.
- Details of proposed cranes or other elevated construction equipment.
- In the PSZ, details of likely numbers of people on site at any one time relative to the current position.

All proposals for a wind turbine must submit:

- the exact location with an Ordnance Survey grid reference (to at least six figures but preferably eight figures).
- detailed elevation plans showing maximum turbine hub height and maximum height to rotor tip in metres above ordnance datum (AOD) to an accuracy of 0.25 metres;
- rotation speed.
- Rotor diameter.

### Health Impact Assessment

**Planning Statement/Environmental Statement**/should cross reference appropriate parts of the Design and Access Statement

**Policy Requirements**

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**Guidance & Standards**

- [NHS: London Healthy Urban Development Unit, Health Impact Assessment](#)

**Relevant to**

- All major residential developments and mixed use proposals

The HIA should examine the direct positive and negative health impacts of a development as well as assessing the indirect implications for the wider community.

The aim is to identify the main impacts and prompt discussion about the best ways of addressing them to maximise the benefits of development and avoid any potential adverse impacts. Criteria set out in SP2 identify the key considerations for an HIA.

### Cumulative Impact Statement

**Planning Statement, but can cross-reference material found elsewhere**

**Policy Requirements**

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**Guidance & Standards**

- Specified within Policy SP9 where applicable

**Relevant to**

- Any development falling within one or more of the identified cumulative impact zones
A response to the requirements set out in SP9 concerning developments that fall within the following zones:

- Air Quality Management
- Water Quality Stress
- Critical Drainage Areas
- Flood Zones 2&3
- Parks Deficiency
- Deficiency in Access to Nature
- Sustainable Travel Opportunity Areas
- Congestion Zones
- Licensing Saturation
- Health and Safety Executive Consultation – risk
- City Airport’s Public Safety Zone

<table>
<thead>
<tr>
<th>EIA / Environmental Statement (ES)</th>
<th>Standalone submission, Environmental Statement</th>
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<tbody>
<tr>
<td>Policy Requirements</td>
<td>Local</td>
</tr>
<tr>
<td>Guidance &amp; Standards</td>
<td>MHCLG, Planning Practice Guidance: Environmental Impact Assessment</td>
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</tbody>
</table>

Relevant to

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an EIA is required (Schedule 1: always required, Schedule 2: may be required).

Applicants should request a ‘screening opinion’ from the LPA if unsure whether their Schedule 2 development requires an EIA.

Applicants can also request a ‘scoping opinion’ to confirm the contents of an EIA, though this is more easily done as part of the PREAPP process.

NB the requirement usually applies to FUL and OUT, but may also apply to reserved matters (REM) and discharge of conditions.

For projects requiring an Environmental Impact Assessment, an Environmental Statement (including non-technical summary) must be provided.

Information for inclusion in Environmental Statements is specified by Schedule 4 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Refer to MHCLG guidance.

If an EIA is required many of the other supporting statements required (such as the biodiversity report) can be included within the ES and will not therefore have to be provided separately, provided adequate signposting is submitted. Hard copies of the documents / discs should be made available at validation stage, the number of hard copies will be agreed with the LPA.

Where an EIA is not required, the LPA may still require the submission of environmental information; see other sections of this PAR guidance.
<table>
<thead>
<tr>
<th>Energy Assessment</th>
<th>Within Sustainability Statement, Planning Statement, Environmental Statement, or standalone</th>
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<tbody>
<tr>
<td><strong>Policy Requirements</strong></td>
<td><strong>Local</strong></td>
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<tr>
<td><strong>Guidance &amp; Standards</strong></td>
<td><strong>Relevant to</strong></td>
</tr>
<tr>
<td><strong>Policy 5.2 of the London Plan requires major development proposals to submit a detailed energy assessment;</strong></td>
<td><strong>These should follow the GLA’s guidance on preparing energy assessments (link above).</strong></td>
</tr>
<tr>
<td><strong>The assessment should demonstrate that the proposal meets the requirements of the Development Plan, specifically those set out in Polices SC1 and SC2, the CO2 emissions targets for residential and non-residential development set out in Policy 5.2 of the London Plan, and any requirements for connection to heat networks (Policies SC2 and INF4).</strong></td>
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<tr>
<td><strong>Reductions should be made on site as far as possible; alternatively, carbon off-setting contributions will be required where targets are not met.</strong></td>
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<thead>
<tr>
<th>Sustainability Statement</th>
<th>Design and Access Statement / Environmental Statement</th>
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<tr>
<td><strong>Guidance &amp; Standards</strong></td>
<td><strong>Relevant to</strong></td>
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<tr>
<td><strong>Proposals should demonstrate how they meet sustainable design related requirements of the Development Plan,</strong></td>
<td><strong>(notably in SC1 to SC5 and INF2) including relevant BREEAM requirements if the proposal is non-residential (Policy SC1).</strong></td>
</tr>
<tr>
<td><strong>A sustainability statement</strong></td>
<td><strong>will draw together sustainable design features and considerations with the scheme; where material is covered by other documents (e.g. the Energy Statement, Biodiversity Statement, Flood Risk Assessment, Environmental Statement, Travel Plan) these should be cross-referenced rather than duplicated.</strong></td>
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<thead>
<tr>
<th>Flood Risk Assessment</th>
<th>Standalone submission (including Surface Water Drainage Strategy where appropriate)</th>
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<tbody>
<tr>
<td><strong>Policy Requirements</strong></td>
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<tr>
<td><strong>Guidance &amp; Standards</strong></td>
<td><strong>Relevant to</strong></td>
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<td>Relevant to</td>
<td>FRA:</td>
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<td>• All development in Flood Zone 2 or 3 (including minor development and changes of use) unless the development is a householder or non-domestic extension of less than 250 sq. m (in which case applicants should refer to the standing advice for minor extensions)</td>
</tr>
<tr>
<td></td>
<td>• Development of more than 1 hectare (ha) in Flood Zone 1</td>
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<td></td>
<td>• Development of less than 1 hectare in Flood Zone 1 and Critical Drainage Areas where a change to a more vulnerable use is proposed</td>
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</tbody>
</table>

Refer to the government’s flood map for planning to check flood zones.

**Sequential Test:** any major new development, if the site is located within Flood Zone 2&3

### Flood Risk Assessment

The applicant’s plans for the management of flood risk and surface water need to meet the requirements set out by:

- the Surface Water Management Plan
- the Strategic Flood Risk Assessment
- London Plan - Policy 5.13: Sustainable Drainage and the Supplementary Planning Guidance (SPG) on Sustainable Design and Construction
- Building Regulations Part H: drainage and water disposal.

This will include details of floor levels (average ground level and finished floor level of the lowest habitable room) showing that in Zones 2 and 3 they exceed 300mm above the general ground level of the site or, if higher, 600mm above the estimated river or sea flood level, stated in relation to Ordnance Datum (height above average sea level). If you can’t raise floor levels above the estimated flood level, you need provide details of extra flood resistance and resilience design measures.

In Flood Zones 2 and 3 you will also need to provide details of access and evacuation for any parts of a building that are below the estimated flood level to a an upper level or ground above flood level. It needs to be demonstrates that there is sufficient time and means to leave the area after flood warnings, and that these will be effectively communicated.

In TE2100 areas, (16m safeguarding zones) applicants will need to demonstrate that development incorporates or does not inhibit sufficient land and access to be available for the renewal and maintenance of flood defences. Proposals adjacent to flood defences will need a condition assessment/strategy that demonstrates how they will provide protection for the lifetime of the development.

**NB** The Environment Agency will highlight any issues and additional information required for a FRA in a free written preliminary opinion. As a minimum they will require a site plan and a brief description of the proposed use; their ‘What’s in my backyard’ website provides information on surface and subsurface water. Any additional technical advice (including pre-application or post-permission comments) requested will be chargeable at an hourly rate.

**Sequential Test**

In order for the development to be considered appropriate in locations in flood zones 2 and 3 a Sequential Test should be undertaken as detailed within the Planning Practice Guidance: Flood Risk and Coastal Change. For the site to pass the Sequential Test it must be satisfactorily demonstrated that there are no alternative sites available...
for this development at a lower risk of flooding.

### Surface Water Drainage Strategy
- **Standalone, combined with FRA, or part of Design and Access Statement if a small scheme**

<table>
<thead>
<tr>
<th>Policy Requirements</th>
<th>Local</th>
<th>Regional</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newham Lead Local Flood Authority: Flood Risk and Sustainable Drainage: requirements and guidance for Planning Application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Guidance & Standards
- Surface water management details must be set out within any FRA (see thresholds above); they are also specifically required to demonstrate attainment of the standards required for **all majors and any development within a local Critical Drainage Area** (CDA). See Newham’s Surface Water Management Plan (SWMP) and Policy SC3 (Figure 5.1) for CDA mapping.

#### Relevant to
- Details of how the proposal responds to Development Plan requirements relating to the management of surface runoff (quantity and quality) and mitigation through use of SUDS. **The Lead Local Flood Authority’s Drainage Pro-forma should be completed and cross-referenced as appropriate.**

The submission should clarify before and after development run off rates and address water quality impacts including the potential need for a Water Framework Directive compliance assessment). The strategy should follow the drainage hierarchy of the London Plan and maximise the use of SUDS, with submission documents confirming arrangements for their ownership, management and maintenance.

As per Policy SC3, all major development and any development within a CDA should achieve greenfield run-off, this should be demonstrated via the SWDS. Refer to part 3 of Policy SC5 for further information, including reference to DEFRA/EA calculation guidance.

Proposals should show regard to the published Local Flood Risk Management Strategy (LFRMS) and Surface Water management Plan (SWMP), with references where relevant.

### Waste Management Strategy / Checklist (WMS)
- **Design and Access Statement or standalone and cross-referenced within it**

<table>
<thead>
<tr>
<th>Policy Requirements</th>
<th>Local</th>
<th>Regional</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBN: Waste Management Guidelines for Architects &amp; Property Developers</td>
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</tr>
</tbody>
</table>

#### Guidance & Standards
- All new-build
- All Major developments
- Any COU that either (i) creates a new residential use, or (ii) gives rise to more commercial waste or a change in the way waste is managed

NB proposals for new waste management facilities are subject to other requirements within the Development Plan and should seek tailored advice through the PREAPP process.
All proposals must confirm how waste (refuse and recycling) will be managed on site in a manner that meets Development Plan requirements and local guidance.

All Major schemes are expected to submit a detailed Waste Management Strategy that:

- assesses the amount of operational waste arising from the development;
- manages waste in line with the ‘waste hierarchy’;
- responds to all requirements of relevant London Plan and Local Plan policies;
- includes completion of the checklist;
- specifically address reduction, recycling, sorting, separate storage and sustainable disposal;
- identifies how CD&E waste will be managed in line with the waste hierarchy and London Plan requirements;
- includes details of related movements of vehicles onto and off the site, making use of water/rail where possible.

### Daylight / Sunlight Assessment

<table>
<thead>
<tr>
<th>Policy Requirements</th>
<th>Local</th>
<th>Regional</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant to</td>
<td>All new residential development of one unit or more + Any proposal for building works / operations that may impact on the current levels of sunlight / daylight enjoyed by adjoining properties, including within gardens, amenity spaces, waterways.</td>
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</tbody>
</table>

The assessment should conform to the methodology set out in the above guidance; it should identify and examine impacts on existing properties and sites with live planning permissions as well examine the likely success of lighting within the proposed development. Daylight and sunlight assessments must include diagrams and calculations of 'Vertical Sky Component' & 'Average Daylight Factor' where relevant.

Please note that planning consent does not grant immunity with regard to the Rights of Light Act, 1959.

### Lighting Assessment

<table>
<thead>
<tr>
<th>Policy Requirements</th>
<th>Design and Access Statement/Environmental Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance &amp; Standards</td>
<td>GLA: <a href="#">Sustainable Design and Construction SPG</a> (2014)</td>
</tr>
<tr>
<td>Relevant to</td>
<td>All proposals (including changes to open space) that include or make necessary external lighting. Particularly relevant to schemes involving publically accessible space and those close to residential uses or affecting heritage assets and waterways.</td>
</tr>
</tbody>
</table>

Details of the purpose, location, type, number, and intensity of any lighting and the proposed hours when the lighting would be switched on, identifying the direction and spread of illumination (including spillage) and relevant outcomes (security, way finding, efficiency, neighbour and biodiversity impact etc.)

### Pollution Management Statement

<table>
<thead>
<tr>
<th>Policy Requirements</th>
<th>Standalone or in Planning Statement/Environmental Statement, should cross-reference parts of the Design and Access Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Guidance &amp; Standards</strong></td>
<td><strong>SP8, SP9, SC1, SC2 and SC5</strong></td>
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<tr>
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<tr>
<td>MHCLG: Planning Practice Guidance: Land affected by contamination</td>
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<tr>
<td>DEFRA, Guidance: Land contamination: risk management</td>
<td></td>
</tr>
<tr>
<td>GLA, Sustainable Design and Construction SPG; Control of Dust and Emissions SPG</td>
<td></td>
</tr>
<tr>
<td>East London Contaminated Land Group: Guidance for land affected by contamination</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Relevant to</strong></th>
<th><strong>Air Quality:</strong> All development.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noise: where (i) a commercial or industrial development is proposed with associated plant that could cause disturbance to local noise sensitive developments; (ii) new plant is proposed on an existing industrial or commercial development close to a noise sensitive development; (iii) new noise sensitive development is proposed close to existing noise sources, such as London City Airport, railways and main roads.</td>
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<tr>
<td>Lighting: All applications involving external lighting in the vicinity of a residential building, conservation area / listed building, or open space.</td>
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<tr>
<td>Ventilation &amp; Extraction: All A3/A4/A5 applications, and developments (typically Major developments) where substantial ventilation or extraction equipment is proposed.</td>
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</tr>
<tr>
<td>Contaminated Land: (i) Phase 1 risk assessment where the historic use of a site suggests contamination is likely, or is known to exist; (ii) Phase 2, where the results of Phase 1 indicate it is necessary.</td>
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<tr>
<td>Radiation: Where radiation is likely to be emitted by a development, e.g. telecoms equipment.</td>
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<tr>
<td>Interference: Tall buildings, large scale electrical equipment such as wind turbines, and photovoltaic panels.</td>
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</tbody>
</table>

Submission demonstrating how unacceptable exposure to light, odour, dust, noise, vibration, contamination, radiation and other amenity or health impacting pollutants is avoided by the scheme and complies with requirements. Preferred standards are provided by Policy SP8, Table 4. Summary of guidance on specific issues as below.

**Air Quality (including dust)**

All development should aim to be at least air quality neutral, for major developments this should be confirmed via submission documents that follow London Plan definitions and guidance. Information provided should reference Newham’s Air Quality Action Plan, the (London) Mayor’s Air Quality Strategy, and The Air Quality Standards Regulations 2010 where relevant. As per the requirements of SP9/SP2, smaller schemes within an AQMA should confirm they will not lead to an increase in specified pollutants (‘particulate matter’ (PM) and (NO2) nitrogen dioxide).

Proposals should also demonstrate how the requirements of Policies SC2 and SC5 and relevant London Plan standards in terms of energy choices have been met.

All demolition and construction works should follow GLA guidance regarding the control of dust and emissions. Development proposals must demonstrate how they plan to comply with the Non-Road Mobile Machinery Low Emission Zone and reduce emissions from the demolition and construction of buildings following best practice guidance (Control of Dust and Emissions SPG or subsequent updates).

**Noise**

A noise and vibration impact assessment, prepared by a suitably qualified acoustic consultant is required in the instances described above. Proposals should reference relevant British Standards. The Council’s Environmental Control Unit can provide further site-specific guidance as part of the PREAPP process where necessary.
Odour and Fumes (Ventilation / Extraction statement)
Detail the position and design of ventilation and extraction equipment, demonstrating that extracted air will be discharged above roof height. If this cannot be demonstrated, details of odour and noise abatement in line with DEFRA guidance must be provided.

Light Spillage
The Lighting Statement component of the DAS should suffice and be cross referenced, as long as reference is made to the standards and guidance found in the GLA’s Sustainable Design and Construction SPG

Contaminated Land
A ‘Phase 1’ risk assessment is required where the historical land use of a site suggests contamination is likely to or is known to exist. The risk assessment will consist of:
- Desk-top study identifying the historical land use of a site;
- Site walk-over reconnaissance;
- Conceptual model identifying any potential pollution linkages and the assessment of risk associated to these linkages.

Where a potential risk from contamination is identified a ‘Phase 2’ investigation will be undertaken to provide a Generic Risk Assessment and options appraisal for the management and remediation of any identified contamination risk to reduce the level of risk to an acceptable level.

Regard should be had to:
- Defra & MHCLG Guidance
- LBN’s Contaminated Land Strategy
- Land Quality Management guidance (formerly the GAC)

Radiation (from telecoms)
A certificate / declaration confirming that levels are within International Commission on Non-Ionizing Radiation Protection (ICNIRP) guidelines. See the MOA’s Code of Best Practice on Mobile Network Development (2013) for further information.

Interference
London City Airport screens all applications and may make additional information requests where necessary in relation to interference with air traffic control technology. Such information may also form part of a Tall Buildings Study and can be cross-referenced accordingly.

<table>
<thead>
<tr>
<th>Demolition Method Statement</th>
<th>Standalone (cross-referencing Waste Management Strategy where relevant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance &amp; Standards GLA:</td>
<td>The control of dust and emissions during construction and demolition (July 2014)</td>
</tr>
<tr>
<td>Relevant to A Demolition Method Statement is the key submission within a Prior Notification of Proposed Demolition, for other applications it is only required for the</td>
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</tbody>
</table>
very largest of schemes that involve significant levels of demolition. In such instances pre-application advice should ordinarily be sought and can be used to confirm the requirement.

A risk assessment and method statement prepared by a suitably qualified person that outline plans for demolition and - where further development is not immediate - the making-good of a site.


Note that notice of demolition is required under The Building Act 1984 (Section 80) – this is dealt with by Building Control, more details available at https://www.newham.gov.uk/Pages/Services/Demolition-control.aspx