PLANNING APPLICATION REQUIREMENTS

What to submit with your planning application

April 2019
Overview

Applications should be submitted via https://www.planningportal.co.uk/ (paid service) or https://iapply.co.uk/ (free service). Note these services do not cater for pre-applications (PREAPPS or 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>

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<tr>
<th>Fee</th>
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Our preferred method of payment for a planning application is via the Planning Portal.

Pay It Webpage

You can pay via our Planning ‘Pay it webpage’, https://www.newham.gov.uk/Pages/Services/PayIt.aspx. Please enter your planning application reference number taking any letters and using a back slash e.g. 15\00000

If you pay via the ‘Pay it’ website please email Development.control@newham.gov.uk the site address, application number, date you paid and the amount.

Bacs / Electronic Transfer / Cheque / Phone

Please ensure your remittance advice is e-mailed to: Cash.Control@newham.gov.uk and Development.Control@newham.gov.uk

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.

<table>
<thead>
<tr>
<th>Location Plan (1:1250 or 1:2500 unless otherwise agreed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All applications must include copies of a location plan based on an up-to-date map.</td>
</tr>
<tr>
<td>Properties should wherever possible show at least two named roads and existing surrounding buildings.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Site / Block Plan (1:100/200/500 unless otherwise agreed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floor Plans (1:50/100 unless otherwise agreed)</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elevations (1:50/100 unless otherwise agreed)</th>
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</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
<tr>
<td>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.</td>
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</table>

<table>
<thead>
<tr>
<th>Roof Plans (1:100 unless otherwise agreed)</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Sections &amp; Site Levels (1:50/100 unless otherwise agreed)</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Submission Document</th>
<th>Applies to</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Statement</td>
<td>• All FUL, OUT, REM and COU applications</td>
<td>7</td>
</tr>
</tbody>
</table>
| Design & Access Statement            | • All major development (except a material change of use, waste development, engineering or mining operations)  
                                         • Applications in a designated area that create one or more dwellings or 100 sq. m+ of non-residential floor-space | 7    |
| Masterplanning Statement             | • Any major developments on Strategic Sites  
                                         • Any major development on unallocated sites proposing multiple blocks/development platforms and/or a mix of uses | 8    |
| Tall Buildings Study                 | • All proposals for tall buildings, defined as those in excess of 6 storeys or 17.05 metres above ground level | 10   |
| Heritage/Character/Place-making Asset Statement | • Listed Building Consent applications  
                                         • Applications affecting any nationally listed, locally listed or other non-designated character/place-making asset identified at pre-application stage  
                                         • All applications involving a disturbance of ground in an Archaeological Priority Area, or otherwise involving significant disturbance of ground (major developments/infrastructure works)  
                                         • Planning applications in Conservation Areas or adjacent to them | 11   |
| Landscaping/Biodiversity Statement   | • Landscaping: all schemes that involve outside space within the red line boundary and felling/works to/construction in the vicinity of mature trees & those subject to a Tree Protection Order.  
                                         • Biodiversity Statement: all new residential, and non-residential above 500sq. m GIA (mostly FUL or OUT).  
                                         • Assessment and protection of habitats: any proposal adjacent to a watercourse, Site of Importance for Nature Conservation (SINC), or where development may impact a protected species (e.g. bats, nesting birds, or where significant works to or demolition of buildings is proposed) | 12   |
<p>| Statement of Community Involvement/Consultation Statement | • All FUL, OUT, REM and COU applications | 13   |
| Housing Quality Statement            | • All new housing proposals, play space information required for new residential that will house 10 or more children | 14   |
| Family Housing Statement             | • Applications for sites with the capacity for 10 or more residential units (includes FUL/OUT/COU/REM applications) | 14   |
| Affordable Housing Statement         | • Applications for sites with the capacity for 10 or more residential units (includes FUL/OUT/COU/REM applications); and | 14   |</p>
<table>
<thead>
<tr>
<th>Submission Document</th>
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<th>Page</th>
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<tbody>
<tr>
<td>Specialist Housing Statement</td>
<td>All student housing proposals</td>
<td></td>
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<tr>
<td></td>
<td>• All proposals for new non-conventional housing, including nightly-stay hostels, student accommodation and C2 care-based facilities.</td>
<td>15</td>
</tr>
</tbody>
</table>
| Viability Appraisal                    | Any application where below policy-compliant levels of on-site affordable and family housing are proposed.  
• Any 500 sq. m plus of non-residential development proposing BREEAM levels that are not policy compliant (see policy SC1).                                                                                                                                                                                                                                                                                                                               | 15   |
| CIL Assessment                         | 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                                                                                                                                                                                                                                                                                                                                 | 16   |
| Infrastructure Sufficiency Statement   | All major developments                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 16   |
| Economic Development Statement         | All applications proposing employment-generating floorspace                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 16   |
| Employment Strategy                   | All major development                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 17   |
| Managed Release/Transition Statement   | All applications on SIL / industrial land identified for release in Policy J2 (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. Local Industrial Locations (LILs) or Strategic Industrial Locations (SILs) not identified for release; or  
  3. Non-designated employment sites above 0.1ha or where employment-generating floor space is 1000 sq. m or more.                                                                                                                                                                                                                                                                                                             | 17   |
| Community Facilities Statement         | Applications involving the creation, intensification, or loss of Community Facilities (see definition in Policy INF8/Justification)                                                                                                                                                                                                                                                                                                                                           | 18   |
| Town Centre Sequential Test            | Proposals for main town centre uses (as defined by the NPPF) that are not in an existing centre or provided for by a Strategic Site allocation                                                                                                                                                                                                                                                                                                                                         | 18   |
| Retail/Leisure Impact Assessment       | 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 site allocations or Policy INFS).  
• Retail development 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 site allocations or Policy INFS).                                                                                                                                                                                                                                      | 19   |
| Transport Assessment/Statement         | All developments that will have implications for transport                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 19   |
| Travel Plans                           | All major applications  
• Development in or adjacent to an AQMA, Sustainable Transport Opportunity Area, or Congestion Zones  
• All D1 uses, including extensions.  
• Minor applications likely to have significant transport implications                                                                                                                                                                                                                                                                                                                                  | 20   |
<p>| Parking &amp; Service Details              | All applications other than Householder                                                                                                                                                                                                                                                                                                                                                                                                                                      | 20   |
| Airport Safeguarding Information       | All applications and prior approvals                                                                                                                                                                                                                                                                                                                                                                                                                                      | 21   |
| Sustainability Statement               | Major residential schemes and non-residential schemes of 500 sq.m and above                                                                                                                                                                                                                                                                                                                                                                                               | 21   |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Environmental Impact Assessment/Environmental Statement</strong></td>
<td>• 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). Usually applies to FUL and OUT, but may also apply to reserved matters (REM) and discharge of conditions.</td>
<td>22</td>
</tr>
<tr>
<td><strong>Cumulative Impact Statement</strong></td>
<td>• Any development falling within one or more of the identified cumulative impact zones</td>
<td>22</td>
</tr>
<tr>
<td><strong>Health Impact Assessment</strong></td>
<td>• All major residential developments and mixed use proposals</td>
<td>23</td>
</tr>
<tr>
<td><strong>Energy Assessment</strong></td>
<td>• All development (as per thresholds in Policies SC1 and SC2)</td>
<td>23</td>
</tr>
<tr>
<td><strong>Flood Risk Assessment</strong></td>
<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 (see Environment Agency’s standing advice) • Development of more than 1 hectare (ha) in Flood Zone 1 • 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>
<td>23</td>
</tr>
<tr>
<td><strong>Surface Water Drainage Strategy</strong></td>
<td>• All majors • Applications requiring an Flood Risk Assessment • Any development within a local Critical Drainage Area (see Policy SC3)</td>
<td>24</td>
</tr>
<tr>
<td><strong>Waste Management Strategy/Checklist</strong></td>
<td>• 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 and should seek tailored advice through the PREAPP.</td>
<td>25</td>
</tr>
<tr>
<td><strong>Daylight / Sunlight Assessment</strong></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>
<td>25</td>
</tr>
<tr>
<td><strong>Lighting Assessment</strong></td>
<td>• All proposals (including changes to open space) that include or make necessary external lighting.</td>
<td>25</td>
</tr>
<tr>
<td><strong>Pollution Management Statement</strong></td>
<td>• Air Quality: All development. • 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. • Lighting: All applications involving external lighting in the vicinity of a residential building, conservation area / listed building, or open space. • Ventilation &amp; Extraction: All development including A3/A4/A5 uses, and those proposing substantial ventilation or extraction equipment. • Contaminated Land: where the historic use of a site suggests contamination is likely, or is known to exist. • Radiation: Where radiation is likely to be emitted by a development, e.g. telecoms equipment. • Interference: Tall buildings, large scale electrical equipment such as wind turbines, and photovoltaic panels.</td>
<td>26</td>
</tr>
<tr>
<td><strong>Demolition Method Statement</strong></td>
<td>• Prior Notification of Proposed Demolition applications • Most major developments that involve significant levels of demolition</td>
<td>27</td>
</tr>
</tbody>
</table>
### Planning Statement (PS)

<table>
<thead>
<tr>
<th>Policy Requirements</th>
<th>Local</th>
<th>Regional</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local Plan (2018): All policies, as appropriate</td>
<td>London Plan (2016): All policies, as appropriate</td>
<td>NPPF (2019): paragraphs 43, 44, 47</td>
</tr>
</tbody>
</table>

#### Guidance & Standards

- n/a (see topic-specific guidance within sections)

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 the PAR 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.

### Design & Access Statement (DAS)

<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](#) (2017)
- Secured by Design: [Industry Advice and Guides](#).

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.

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.

Below PAR rows detail submissions that may form part of the DAS, or associated annexes. 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>
</table>

Whilst some of the masterplanning criteria may be sufficiently addressed through written statements, the expectation is that the appropriateness of the masterplan 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 masterplanning 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</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 etc.) 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>Guidance &amp; Standards</td>
<td>Regional Plan (2016): 7.8, 7.9</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 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.
- 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>Guidance &amp; Standards</td>
<td>GLA: <a href="2012">All London Green Grid SPG</a>, <a href="2015">Natural Capital: Investing in a Green Infrastructure for a Future City</a></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, including buildings-based, and an evaluation of their significance.
- Demonstrate how the proposal protects connectivity between habitats and avoids or mitigates impacts on existing trees (see below), hedging, soft landscaping and other biodiversity features.
- Demonstrates that the opportunity to enhance biodiversity has been maximised through the provision of soft landscaping, artificial nesting and roosting habitats, 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 and Nesting Birds 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>Statement of Community Involvement / Consultation Statement</th>
<th>Within Design and Access Statement (demonstrating how consultation has informed outcomes)</th>
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<tbody>
<tr>
<td>Policy Requirements</td>
<td>Local</td>
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<tr>
<td>Guidance &amp; Standards</td>
<td>LBN: Statement of Community Involvement</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.

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.
### Housing Quality Statement

Standalone or within Planning Statement / Design and Access Statement

**Policy Requirements**
- **Local:** Local Plan (2018): H1, SP2, SP3
- **Regional:** London Plan (2016): 3.5, 3.6, 3.8
- **National:** NPPF (2019): Chapter 5

**Guidance & Standards**

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.

### Family Housing Statement

Within Planning Statement or Design and Access Statement. Could be combined with the Affordable Housing Statement where threshold is met.

**Policy Requirements**
- **Local:** Local Plan (2018): H1
- **Regional:** London Plan (2016): 3.5, 3.8
- **National:** NPPF (2019): paragraph 61

**Guidance & Standards**
- n/a

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.

### Affordable Housing Statement

Within Planning Statement; could be combined with Family Housing Statement

**Policy Requirements**
- **Local:** Local Plan (2018): H1, H2
- **Regional:** London Plan (2016): 3.8, 3.10, 3.11, 3.13
- **National:** NPPF (2019): Paragraph 62-64

**Guidance & Standards**
- GLA: Housing SPG (2016) and Affordable Housing and Viability SPG (2017)

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.

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**Specialist Housing Statement** Standalone or within Planning Statement

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**Guidance & Standards**

GLA: **Housing SPG** (2016)

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.

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**Viability Appraisal** Standalone

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<th>Policy Requirements</th>
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<tbody>
<tr>
<td></td>
<td>H1, H2, SC1</td>
<td>London Plan (2016): 3.12</td>
<td>NPPF Paragraph 57</td>
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</tbody>
</table>

**Guidance & Standards**

LBN: **(Draft) Planning Obligations & Development Viability SPD**

London Borough Viability Group: **London Borough Viability Protocol**

GLA: **Affordable Housing and Viability SPG** (2017)

MHCLG: **Planning Practice Guidance: Viability**

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).
- For applications for major development, the SC1 requirement for ‘Very Good’ BREEAM levels is not subject to viability (i.e. is a given).
- The Viability Appraisals will be published without redaction on the planning register alongside all other planning documents.
### CIL Assessment

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#### Guidance & Standards
- MHCLG, Planning Practice Guidance: Community Infrastructure Levy
- LBN, Charging Schedule

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

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#### Guidance & Standards
- LBN: Infrastructure Delivery Plan

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 remediating existing deficits as well as new needs arising, in accordance with Policies S1 and INF9.

Strategic Site allocations include requirements for additional infrastructure, such as physical connectivity enhancements, schools or health care facilities, as well as safeguarding of existing infrastructure (e.g. the water and sewer networks). 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 (e.g. Thames Water).

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).

### Economic Development Statement

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#### Guidance & Standards
- LBN: Employment Land Review [Part 1 – Employment Sites Audit](2017) and [Part 2 – Demand Assessment](2017);
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>Employment Strategy</th>
<th>Standalone or within Planning Statement</th>
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<td><strong>Policy Requirements</strong></td>
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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

<table>
<thead>
<tr>
<th>Managed Release/Transition Statement</th>
<th>Within the Planning Statement, cross-referencing Employment Strategy as necessary</th>
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<td><strong>Policy Requirements</strong></td>
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A Strategy that:

- Sets out how the relocation requirements of existing businesses that cannot be incorporated within a scheme are to be dealt with (irrespective of length of lease).
- 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.

### Community Facilities Statement
Within Planning Statement (need) and Design and Access Statement (multi-use, street presence, accessibility)

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<th>Policy Requirements</th>
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| Guidance & Standards | LBN, Infrastructure Delivery Plan, GLA Accessible London SPG, Social Infrastructure SPG |

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.

### Town Centre Sequential Test
Within Planning Statement

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| Guidance & Standards | MHCLG, Planning Practice Guidance: Ensuring the vitality of town centres |

Demonstrate that the proposed uses cannot be located in town centres, relevant Strategic Sites, or edge of centre locations before an out of centre location is considered. When considering edge of centre and out of centre proposals, preference shall be given to accessible sites that are well connected to the town centre.

Applicants should demonstrate appropriate consideration of alternative scale and format as options as part of this process.
Retail/Leisure Impact Assessment

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**Guidance & Standards**
- MHCLG: Planning Practice Guidance: Ensuring the vitality of town centres
- GLA: Culture and Night time Economy SPG (2016)

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.

### Transport Assessment/Statement (TA/TS)

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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: Guidance for Planning Applicants: Transport Assessments; Construction Logistics Plans guidance;
- MHCLG: Planning Practice Guidance - Travel Plans, Transport Assessments and Statements

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)**, TA is required for all applications other than Householders (HH) that meet the below thresholds. Note that 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.

- A1: 1000 sq. m or greater.
- A3/A4/A5: 750 sq. m of greater.
- B1/B2/B8: 2500 sq. m 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.
Building on the Healthy Streets Approach, a 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.

A Construction Logistics Plan (CLP) is required for all schemes where significant levels of construction form part of the proposal – predominately major developments, but also smaller schemes on a case-by-case basis where construction impacts are sufficiently significant. A CLP 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

In the Planning Statement; cross referencing the Design and Access Statement, Environmental Statement and Transport Assessment/Transport Statement as appropriate.

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<tbody>
<tr>
<td>MHCLG: Planning Practice Guidance: Travel Plans, Transport Assessments and Statements</td>
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**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.

### Parking & Service Details

Within the Design and Access Statement for very small schemes, within the Transport Statement/Transport Assessment where required.

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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 (should be of a high quality and located in a safe, secure, and prominent location).
- London Cycling Design Standards (TfL).
- The proposed servicing, 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).
## Airport Safeguarding Information

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

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| Guidance & Standards | London City Airport (LCY), Aerodrome Safeguarding, Guidance on Biodiversity and Safeguarding, Biodiversity Strategy 2012-2017 |

Developments 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

**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.

## Sustainability Statement

### Design and Access Statement / Environmental Statement

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<th>Policy Requirements</th>
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| Guidance & Standards | n/a |

**Relevant to** Major residential schemes and non-residential schemes of 500 sq.m and above

**Proposals should demonstrate how they meet sustainable design related requirements of the Development Plan**, (notably in SC1 to SC5 and INF2) including relevant BREEAM requirements if the proposal is non-residential (Policy SC1).

**A sustainability statement** 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.
Environmental Impact Assessment (EIA) / Environmental Statement (ES) | Standalone submission, Environmental Statement
---|---
**Policy Requirements** | **Local** | **Regional** | **National**
| | n/a | n/a | Required by TCP (EIA) Regulations 2011

**Guidance & Standards** | MHCLG, Planning Practice Guidance: Environmental Impact Assessment

**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. 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.

At validation stage, hard copies of the documents (number to be agreed with the LPA) and discs should be made available. Further, details should be submitted detailing where members of the public can purchase hard copies/CDs and how to do this, so the information can be distributed as part of the consultation.

Where an EIA is not required, the LPA may still require the submission of environmental information; see other sections of this PAR guidance.

Cumulative Impact Statement | Planning Statement, but can cross-reference material found elsewhere
---|---
**Policy Requirements** | **Local** | **Regional** | **National**

**Guidance & Standards** | Specified within Policy SP9 where applicable

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
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.

### Energy Assessment

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<tr>
<td>GHG, London Healthy Urban Development Unit: Health Impact Assessment Tools</td>
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Policy 5.2 of the London Plan requires major development proposals to submit a detailed energy assessment; these should follow the GLA’s guidance on preparing energy assessments (link above).

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).

Reductions should be made on site as far as possible; alternatively, carbon off-setting contributions will be required where targets are not met.

### Flood Risk Assessment

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<tr>
<td>GLA: Flood risk assessment for planning applications; Preparing a flood risk assessment: standing advice</td>
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<tr>
<td>MHCLG: Planning Practice Guidance: Flood risk and coastal change</td>
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<tr>
<td>Newham Lead Local Flood Authority: Flood Risk and Sustainable Drainage: requirements and guidance for Planning Application</td>
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Refer to the government’s [flood map for planning](https://www.gov.uk/government/publications/flood-risk-assessment) to check flood zones.

Flood Risk Assessment


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](https://www.newham.gov.uk/guidance-and-policy/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 an upper level or ground above flood level. It needs to be demonstrated 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. Their ‘What’s in your backyard’ website provides information on surface and subsurface water. Any additional technical advice requested will be chargeable.

**Sequential Test**
In order for major 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. 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
<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>
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</tbody>
</table>

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 (available from the Council’s Flooding webpage) 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)

<table>
<thead>
<tr>
<th>Policy Requirements</th>
<th>Local</th>
<th>Regional</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local Plan (2018): SC1, SC2, INF3, SP8, W1</td>
<td>London Plan (2016): 5.16, 5.17, 5.18, 5.19</td>
<td>National planning policy for waste (paragraph 8)</td>
</tr>
</tbody>
</table>

**Guidance & Standards**
- GLA: Sustainable Design and Construction SPG (2014)
- LBN: Waste Management Guidelines for Architects & Property Developers

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>
</table>

**Guidance & Standards**

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>
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<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SP8, SP5, SP3</td>
<td>London Plan (2016): 3.5 &amp; 7.6</td>
<td>NPPF Paragraph 180</td>
</tr>
</tbody>
</table>

**Guidance & Standards**
- GLA: Sustainable Design and Construction SPG (2014)

Particularly relevant to schemes involving publically accessible space and those close to residential uses or affecting heritage assets and waterways.

The assessment should detail **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.)
<table>
<thead>
<tr>
<th><strong>Pollution Management Statement</strong></th>
<th><strong>Standalone or in Planning Statement/Environmental Statement, should cross-reference parts of the Design and Access Statement</strong></th>
</tr>
</thead>
</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 Newham’s Contaminated Land Strategy and guidance set out above.

**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: The control of dust and emissions during construction and demolition (July 2014) British Standards: BS6187 Code of Practice for Demolition (2011)</td>
<td></td>
</tr>
</tbody>
</table>

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.

Proposals should reference and conform to relevant guidance (above) and legislation including: The Construction (Design and Management) Regulations 2015, Site Waste Management Regulations 2008, Health & Safety at Work Act, Control of Asbestos Regulations 2006, Control of Substances Hazardous to Health Regulations 2002, and other relevant Health & Safety Executive (HSE) guidance (or subsequent updates).

Note that notice of demolition is required under The Building Act 1984 (Section 80) – this is dealt with by Building Control.