



## **PLANNING APPLICATION CHECKLIST**

### **All Applications except Householder Applications**

#### **Application for Planning Permission**

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

#### **Notes regarding plans and drawings**

There are requirements for plans/drawings in **both** the National and Local Planning Application Requirements. Please ensure that you satisfy both lists.

Please note that drawings, plans and some other documents submitted with applications will be published on the council's website. All text on plans and within statements should be of a reasonable size (i.e. point 12) and in a clear font, so that the material can be read easily.

For more information about making an online application, refer to the [Planning Portal Guidance](#).

#### **Planning Application Requirements**

One hardcopy (do not send originals as these cannot be returned) of all the information on the checklist is required unless the application is submitted electronically through the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk))

## PLANNING APPLICATION CHECKLIST, All applications except Householder Applications

### National Planning Application Requirements

**You must provide the following as part of your application:**

- Completed 1APP National Standard Application Form, signed and dated.
- The application form must include data required by the Greater London Authority Data Standard. Refer to:  
[https://www.london.gov.uk/sites/default/files/planning\\_london\\_datahub\\_questions.pdf](https://www.london.gov.uk/sites/default/files/planning_london_datahub_questions.pdf)
- Completed Ownership Certificate (A, B, C or D as applicable), signed and dated.

*Where Ownership Certificate B, C or D has been completed, the correct Notice under GDPO 1995 which must be given and served on the owner(s) and/or published in a local newspaper.*

- Agricultural Holdings Certificate, signed and dated.
- Appropriate fee. Refer to: [Planning Fee Calculator](#)
- [Design and Access Statement](#), where the application is for the following:
  - Major Development<sup>1</sup>, except where:
    - for removal or variation of conditions;
    - involving change of use of land/buildings only;
    - engineering operations;
    - waste development.
  - Development within Conservation Areas involving:
    - the provision of one or more dwelling houses;
    - the provision of building or buildings where the floor space created by the development is 100 square metres or more.
  - A Location Plan which identifies the land to which the application relates, drawn to an identified scale and showing the direction of North. A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (eg land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
  - Any other plans, drawings and information necessary to describe the development which is the subject of the application (See Local Requirements for Plans below);
  - Fire Safety Statement – where the proposal is for a new building or change of use containing two or more dwellings or educational residential accommodation and meets the height condition of 18m or more in height, or 7 or more storeys

#### NOTE

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## Local Planning Application Requirements

You may also need to provide the following as part of your application:

Requirement	When Required	Reason Required
Existing and Proposed Block Plan – Scale 1:100, 1:200 or 1:500 clearly showing all the site boundaries and the direction of North	All proposals where new buildings are proposed (including extensions)	In order to describe the development proposed.
Existing and Proposed Elevations – Scale 1:50 or 1:100	All proposals where new buildings (including extensions)/external alterations are proposed or involving change of use or conversion of the property to residential	In order to describe the development proposed.
Existing and Proposed Floor Plans – Scale 1:50 or 1:100	All proposals where new buildings are proposed (including extensions) or involving change of use or conversion of the property to residential	In order to describe the development proposed.
Existing and Proposed Roof Plan	All proposals that involve new buildings or any alterations or extensions to the roof of the existing building(s)	In order to describe the development proposed.
Existing and Proposed Site Sections including details of existing and proposed finished floor levels and site levels – Scale 1:50 or 1:100	All proposals where new buildings are proposed (including extensions)	In order to describe the development proposed
Community Infrastructure Levy Information Form	All applications for: <ol style="list-style-type: none"> <li>I. full/outline planning permission, with proposed new build of 100sqm+ (GIA);</li> <li>II. full/outline planning permission, consisting of at least one new dwelling;</li> <li>III. the last reserved matters following an outline planning</li> </ol>	Required by National Planning Practice Guidance:  Paragraph: 098 Reference ID: 25-098-20190901

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Requirement	When Required	Reason Required
	permission	
Planning Obligations – Draft Heads of Terms	<p>Required where, in accordance with the Havering Local Plan, the scale of the proposed development requires the provision of planning benefits.</p> <p>Provide the level of contribution(s) offered under each head(s) of terms.</p>	Relevant London Plan and Local Plan policies requiring mitigation through planning obligation(s)
Planning Statement	Required for all major development proposals (including change of use of more than 1000 square metres floorspace).	For major development proposals, it is expected that those interested in the application should have access to the applicant's assessment of the main planning issues/impacts and mitigation measures incorporated into the proposal.
Viability Appraisal	<p>A financial viability appraisal is required: where there is a planning policy requirement to provide affordable housing for all major developments of 10 or more dwellings where London Plan Policy H5 applies and the Threshold Test is not met, or where the proposed development departs from other planning policy requirements due to viability.</p> <p>Financial viability appraisals should be accompanied by:</p> <ul style="list-style-type: none"> <li>• an executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader; and</li> <li>• a fully testable and editable electronic/software model which explicitly shows the calculations and assumptions used in the planning application.</li> </ul> <p>Applicants should meet the cost of</p>	London Plan – Policy H5

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Requirement	When Required	Reason Required
	reviewing financial viability appraisals, or provide a solicitor's undertaking to pay, for an application requiring a financial viability appraisal to be validated.	

**Additionally, you may also need to provide the following as part of your application:**

Requirement	When Required	Reason Required
Affordable Housing Statement	On residential or part residential development where there is capacity to provide 10 or more homes, or where the site area is greater than 0.5 hectares.	London Plan Policy H5
Air Quality Assessment	Required for all major applications. Refer to the London Plan Guidance and SPGs and Mayor's Control of Dust and Emissions SPG for further guidance, including details of the 'air quality neutral' emission benchmarks for buildings and transport.  <a href="https://www.havering.gov.uk/info/20073/public_health/567/air_quality">https://www.havering.gov.uk/info/20073/public_health/567/air_quality</a>	London Plan – Policy S11
Archaeological Assessment	An archaeological desk-based assessment is required for all applications where groundworks are proposed within an Archaeological Priority Zone (APZ) or Archaeological Priority Area (APA).  <a href="https://historicengland.org.uk/content/docs/planning/apa-havering-pdf/">https://historicengland.org.uk/content/docs/planning/apa-havering-pdf/</a>  Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included. Find out about archaeological assessments and evaluations at:  <a href="http://www.archaeologists.net/codes/ifa">http://www.archaeologists.net/codes/ifa</a>	NPPF – Para 194

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Requirement	When Required	Reason Required
Basement Impact Assessment	Required where there is a new or extended basement. The level of information required will be commensurate with the scale, location and complexity of the scheme. The assessment can form part of the Flood Risk Assessment or Structural Survey reports	London Plan – Policy D10
Biodiversity Survey and Report	<p>All Major Development<sup>1</sup> (except change of use).</p> <p>Development (excluding change of use) on sites designated as SSSI or any part of the site is within 100 metres of SSSI.</p> <p>Development (excluding change of use) on or adjacent to sites of Metropolitan, Borough or Local Importance for Nature Conservation as shown on the Council's LDF Proposals Map.</p> <p>Where there is a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site:</p> <ul style="list-style-type: none"> <li>Protected and Priority Species</li> <li>Designated Sites, Important Habitats or other Biodiversity Features</li> <li>Features of Geological Conservation Importance</li> </ul> <p>Development resulting in loss of any hedgerow or woodland or alteration to any water course.</p> <p>Surveys should be undertaken at the appropriate time of year; for survey calendars and other guidance see: <a href="https://oppla.eu/product/1928">https://oppla.eu/product/1928</a></p>	<p>LDF Policy DC58</p> <p>Emerging Local Plan Policy 30</p> <p>London Plan Policy G6</p> <p>NPPF – Para 180</p>

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<b>Requirement</b>	<b>When Required</b>	<b>Reason Required</b>
Daylight/Sunlight Assessment	All new Major development (including change of use to provide new dwellings).	London Plan – Policies D6, D9  Emerging Local Plan – Policy 8
Economic Statement	All new employment related development (including change of use) where the floorspace created would be over 5000 square metres.	
Employment and Skills Plan	Required for all major development proposals	London Plan – Policy E11  Emerging Local Plan Policy 22
Energy Statement / Energy Strategy / Energy Assessment	All major development proposals.	LDF Policy CP15 and DC50  Emerging Local Plan Policy 36  London Plan Policy SI 2  NPPF – Para 20, 151 to 158
Environmental Impact Statement	All development falling within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.  Development falling within Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017, where a Screening Opinion has confirmed the need to submit an EIA  <a href="https://www.legislation.gov.uk/uksi/2017/571/contents/made">https://www.legislation.gov.uk/uksi/2017/571/contents/made</a>	Legislative requirement
Evidence to accompany applications for town centre uses	Evidence that the sequential test is satisfied for town centre uses 200 square metres or more located outside town and local centres must be	LDF Policies CP4, DC15 and DC19.  Emerging Local Plan Policy 13

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Requirement	When Required	Reason Required
	<p>provided.</p> <p>A Town Centre Impact Assessment is required for all applications for new, or extensions to existing, edge or out-of-centre uses that are not in accordance with the Local Plan and where the development has a floorspace of 200 sq m or more.</p>	<p>London Plan Policy SD7.</p> <p>NPPF (2019): Paras 87 to 91.</p>
Fire Statement	<p>All major development proposals. Refer to London Plan Policy D12(b) Fire safety.</p> <p>See also National Requirement for Fire Statement.</p>	London Plan – Policy D12
Flood Risk Assessment	<p>All new development in Flood Zones 2 and 3 as designated by the Environment Agency. Refer to <a href="https://flood-map-for-planning.service.gov.uk">https://flood-map-for-planning.service.gov.uk</a></p> <p>All development of 1 hectare or more in Flood Zone 1 as designated by the Environment Agency (map shown on the EA website.)</p> <p>All development of 1 hectare or more (surface flood assessment only required).</p>	NPPF – Para 167
Foul Sewerage and Utilities Assessment	<p>Required where the proposed development involves connection to foul and storm water sewers.</p> <p>The applicant will be required to demonstrate that, following consultation with the service provider, the availability of drainage/sewerage infrastructure capacity has been examined and the proposal would not result in undue stress on this infrastructure.</p> <p>Relevant technical guidance is provided in Building Regulations Approved Document Part H (Drainage and waste</p>	London Plan – Policy SI5

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Requirement	When Required	Reason Required
	disposal).	
Health Impact Assessment (HIA)	<p>Required for all major development proposals. Guidance on HIAs is provided by the London Healthy Urban Development Unit:</p> <p><a href="https://www.healthyurbandevelopment.nhs.uk/our-services/delivering-healthy-urban-development/health-impact-assessment/">https://www.healthyurbandevelopment.nhs.uk/our-services/delivering-healthy-urban-development/health-impact-assessment/</a></p>	<p>London Plan – Policy GG3</p> <p>Emerging Local Plan – Policy 12</p>
Heritage Statement	<p>All new development within the curtilage of a listed building, registered historic park or gardens, or Scheduled Ancient Monument.</p> <p>All new development (except change of use) on land that is in a Conservation Area or an Archaeological Priority Area or adjoins a Listed Building or Scheduled Ancient Monument.</p> <p>All major development where any part of the site is within 50 metres of the boundary of a Conservation Area.</p> <p><a href="https://www.havering.gov.uk/info/20034/planning/145/heritage">https://www.havering.gov.uk/info/20034/planning/145/heritage</a></p> <p><a href="https://ancientmonuments.uk/england/havering#.YHFwIS9Q364">https://ancientmonuments.uk/england/havering#.YHFwIS9Q364</a></p>	NPPF – Para 194
Land Contamination Assessment	<p>If the proposal involves land which is known to be contaminated or where contamination is suspected for all or part of the site or is for a proposed use that would be particularly vulnerable to the presence of contamination.</p>	NPPF- Para 183
Landfill Statement	<p>All development involving the depositing of waste (landfill).</p>	London Plan – Policies S17 and S18
Landscaping Details	<p>All major development (except change</p>	LDF Policy DC61

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Requirement	When Required	Reason Required
	of use). Provide information including Urban Greening Factor Details and Calculation in accordance with Policy G5 of the London Plan.	Emerging Local Plan Policy 27 London Plan – Policy G5, G6, D3 and D4
Lighting Assessment	Required for all development where external lighting is proposed or where the proposal involves areas of public access. Refer to Institution of Lighting Professionals guidance for the reduction of obtrusive light. .	London Plan – Policies D8, D9, S5, HC6, G6 LDF Policy DC56 Emerging Local Plan – Policy 34
Management Plan	All applications for restaurants, pubs and micro brewery’s (Havering Local Plan Policy 14 Eating and Drinking)	LDF Policy 23 Emerging Local Plan – Policy 14 London Plan Policy HC6
Noise Impact Assessment	<p>All new residential development that adjoins a trunk road, motorway or railway land.</p> <p>All major residential development within designated town centres.</p> <p>All new development involving the following uses:</p> <ul style="list-style-type: none"> <li>• industrial (Class B2)</li> <li>• food and drink (Class A3, A4, A5) and nightclub</li> <li>• new recreational and sporting development</li> </ul> <p>All major development involving the following uses:</p> <ul style="list-style-type: none"> <li>• retail (Class A1)</li> <li>• storage and distribution (Class B8)</li> <li>• leisure development.</li> </ul> <p>All aviation development.</p> <p>All wind turbine development</p>	LDF Policy DC55 Emerging Local Plan – Policies 7, 13, 14, 34, 36 London Plan Policy D13
Open Space	Development involving loss of park land (including greens, recreation grounds	London Plan – Policy

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<b>Requirement</b>	<b>When Required</b>	<b>Reason Required</b>
Assessment	and play space), sports ground, allotment land or cemetery land.	S5 LDF Policy DC18 Emerging Local Plan – Policy 18
Parking Design and Management Plan - indicating how the car parking will be designed and managed, with reference to Transport for London guidance on parking management and parking design.	All new development that includes provision of parking spaces.	London Plan – Policy T6  Emerging Local Plan – Policy 24
Photographs/ Photomontages & Contextual Drawings	All new major development in conservation areas.  All development proposing more than 20,000 square metres floorspace and/or 200 dwelling units.	NPPF – Para 130, 194
A 3D Massing Model in FBX file format (2013-2016)	3D Modelling is required for all majors and strategic applications <sup>2</sup> . The model is intended for the evaluation of massing and therefore does not need to be a large-set BIM model with full structural or internal information. The file should be less than 128mb, and all objects should be grouped onto one layer.  The model should be geo-located in OSGB space. If the application you have used does not geo-locate in OSGB or you have any issues, please zero the model instead. When you submit a model, please ensure you also include the OSGB geolocation coordinates and AOD height, the modelling package used to create the	NPPF, Para 130

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<b>Requirement</b>	<b>When Required</b>	<b>Reason Required</b>
	file alongside the scale used.	
Safer Places Statement	All major development proposals	NPPF – Para 92
Schedule of accommodation Part M4 of the Building Regulations	<p>Required for all residential development in accordance with Approved Document M of the Building Regulations and London Plan 2015 Policy 3.8.</p> <p>Where M4(2) (Accessible and Adaptable Dwellings) cannot be achieved for reason of viability or practicality the applicant must provide evidence to support this.</p> <p>The applicant must provide a floor plan that identifies the unit reference number for each proposed unit.</p>	London Plan – Policy D7
Statement of Community Involvement	Required for all major development proposals unless provided in the Planning Statement.	NPPF – Para 40
Structural Survey	<p>Required for all applications involving substantial works where the retained structure is changing significantly, there is a basement, or the development is affecting the foundations.</p> <p>This should fully assess the impact of the proposal on structural stability including potential impacts on adjacent/nearby properties. This assessment should be prepared and self-certified by a suitably qualified chartered engineer, who is a member of the relevant professional body.</p>	
Sustainable Design and Construction Statement	All major development proposals.	<p>LDF Policy CP15 and DC49</p> <p>Emerging Local Plan Policy 34</p>

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Requirement	When Required	Reason Required
Telecommunication Development – Supplementary Information	All mast and antenna development by mobile phone network operators.	LDF Policy DC64 Emerging Local Plan Policy 25 NPPF – Para 117
Transport Assessment / Servicing and Refuse Management Plan	All development that meets thresholds in Appendix B of DoT Guidance on Transport Assessments – <a href="https://content.tfl.gov.uk/thresholds-for-transport-assessments.pdf">https://content.tfl.gov.uk/thresholds-for-transport-assessments.pdf</a>	LDF Policy DC32, DC33 and DC39  NPPF – Para 113  London Plan – Policy T4
Travel Plan	<p>All major retail and leisure development.</p> <p>All new business and educational development (including change of use) where floorspace would be more than 2,500 square metres.</p> <p>All stadia development proposing more than 1500 seats.</p> <p>Figure 2.1: Development scale guidelines for travel plans in TfL Travel Planning Guidance November 2013 sets out the thresholds for Travel Statements and full Travel Plans: <a href="http://london.itrace.org.uk/Document/Resources/TfL%20Travel%20Planning%20Guidance%202013.pdf">http://london.itrace.org.uk/Document/Resources/TfL%20Travel%20Planning%20Guidance%202013.pdf</a></p> <p>Developments in excess of 2,500 square metres</p> <p>All schools and nurseries should either submit a full travel plan or have a TfL STARS active and accredited travel plan.</p>	LDF Policy CP10 London Plan Policy T4 and TfL Travel Planning Guidance 2013  NPPF – Para 113

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Requirement	When Required	Reason Required
	<p>All Higher and Further Education organisations with more than 20 staff but less than 2500 sqm should submit a transport assessment.</p> <p>All Higher and Further Education organisations with equal or more than 2,500 sqm should either submit a full travel plan or have a TfL STARS active and accredited travel plan.</p>	
Tree Survey/Arboricultural Implications	<p>Where there are trees or hedges on the proposed development site or on land adjacent to the proposed development site that are potentially affected by the development proposal or might be important as part of the local landscape character.</p> <p>If your proposal involves the removal or pruning of any existing trees or hedges for the carrying out of demolition, building or engineering operations (including the excavation of foundations, any changes of level and service/utility runs) where these may affect trees or hedges on site and/or on adjoining land. Refer to British Standards BS:5837 and BS:8545, and Trees and Design Action Group (TDAG) guidance.</p>	<p>London Plan – Policy G7</p> <p>Emerging Local Plan – Policy 27</p> <p>LDF Policy DC60</p>
Ventilation/Extraction Statement	All food and drink (Class E) development and change of use.	<p>LDF Policy DC61</p> <p>Emerging Local Plan – Policy 14</p>
Waste Management Plan	All major development proposals (Havering Emerging Local Plan Policy 35 Waste Management).	Emerging Local Plan – Policy 35
Circular Economy Statement	All strategic applications	London Plan – Policy SI7

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<sup>1</sup>**Major Development** - For dwellings, a major development is one where the number of dwellings to be created by new development and /or conversion is 10 or more.

Where the number of dwellings to be constructed is not given in the application, a site area of 0.5 hectares or more should be used as the definition of a major development. For all other uses, a major development is one where the floor space to be built or converted is 1000 square metres or more, or where the site area is 1 hectare or more.

<sup>2</sup>**Strategic Applications** - All development that is referable to the Mayor of London by virtue of The Town and Country Planning (Mayor of London) Order 2008

LDF – The LDF is the adopted Local Plan and consists of a number of documents, including the Core Strategy and Development Control Policies Development Plan Document (2008).

Emerging Local Plan – The Havering Local Plan (2016-31) and supporting documents were submitted to the Secretary of State for the Ministry of Housing, Communities and Local Government for independent examination on 27 March 2018. The Council expects to adopt the Havering Local Plan in autumn 2021.

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