

Full & Outline Planning Applications Checklist

February 2021



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Full & Outline Planning Applications National & Local Requirements

Introduction

Submitting your application can be made easier by ensuring you have submitted all of the necessary information. Should important information be missing from your application, the application will be made invalid whilst we wait for the relevant information to be submitted.

This local validation list can be used to check requirements when making applications for Full planning permission, Outline (with some matters or all matters reserved) planning permission, Listed Building Consent, Change of use applications and applications for removal or variation of conditions (incl. Minor Material Amendments (s73) and Non-material Amendments (s96a)).

Definition

Development includes building, engineering or other works, in, on, over or under land, or the making of any material change in the use of any buildings or other land.

Major Development

Your development is considered 'minor' unless it meets the requirements for a major development as detailed below

'Major Development' is development involving any one or more of the following:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where -
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more

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National Requirements	Policy / Drivers
Completed, signed and dated form	<ul style="list-style-type: none"> - Article 7 of The Town and Country Planning Development Management Procedure (England) (Order) 2015
Ownership Certificate (A, B, C, D as applicable) For this purpose, an owner is anyone with a freehold interest where the unexpired term is not less than 7 years.	<ul style="list-style-type: none"> - Article 13 & 14 of The Town and Country Planning Development Management Procedure (England) (Order) 2015
Agricultural Holdings Certificate	<ul style="list-style-type: none"> - Article 13 & 14 of The Town and Country Planning Development Management Procedure (England) (Order) 2015
The Fee	<ul style="list-style-type: none"> - The correct fee, where necessary and as outlined in the The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2017 - The current planning fees are also available from our website.
Location Plan All applications must include copies of a location plan based on an up to-date map. This should be at a scale of 1:1250 or 1:2500 and identify roads / buildings to ensure the location is clear. It should show the application site edged in <u>red</u> and use a <u>blue</u> edge to show any other land owned by the applicant close to the site.	<ul style="list-style-type: none"> - Article 7 of The Town and Country Planning Development Management Procedure (England) (Order) 2015

<p>Site Plan</p> <p>A site plan should be submitted, to a stated metric scale, showing:</p> <ul style="list-style-type: none"> - The direction of North; - The development in relation to the site boundaries and other existing buildings on the site; - All buildings, roads and footpaths on land adjoining the site, including access arrangements (where affected by the proposal); - All public rights of way crossing or adjoining the site; - The position of all trees on the site, and those on adjacent land (where affected by the proposal); - The extent and type of hard surfacing (where affected by the proposal); and - Boundary treatment including walls / fencing where proposed. 	<ul style="list-style-type: none"> - Article 7 of The Town and Country Planning Development Management Procedure (England) (Order) 2015
<p>Design & Access Statement</p> <p>A Design and Access Statement is a report accompanying and supporting a planning application that should seek to explain and justify the proposal in a structured way. The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.</p> <p>Design and access statements are required for:</p> <ul style="list-style-type: none"> - Major development (see definition above); - Applications in Conservation Areas or effecting World Heritage Sites, where the proposal is creating one or more dwellinghouses, or creating floorspace of 100sqm or more. 	<ul style="list-style-type: none"> - Article 9 of the Town and Country Planning (Development Management Procedure (England) (Order) 2015

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Local Requirements	Application Type / Requirement	Guidance
<p>Existing and Proposed Elevations (at a scale of 1:50, 1:100 or 1:200)</p>	<p>All applications where alterations or new building work will be involved and display of advertisements.</p>	<p>These should show clearly the proposed works in relation to what's existing. All elevations of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, including materials of finish of windows and doors. Blank elevations should also be included.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. A linear scale bar must be included on each drawing.</p> <p>Please see website for further guidance.</p>

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Local Requirements	Application Type / Requirement	Guidance
<p>Existing and Proposed Floor Plans (at a scale of 1:50, 1:100 or 1:200)</p>	<p>All applications.</p>	<p>These should explain the proposal in detail. Where existing buildings or walls are to be demolished, the plans should demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. A linear scale bar should be included on each drawing. A graphic linear scale bar must be included on each drawing.</p> <p>Measured, colour coded plans illustrating Gross Internal Area (using RICS definition) floorspaces for each land use over each floor level and tenure types</p> <p>Floorspace schedule detailing Gross Internal Area (using RICS definition) floorspaces for each land use over each floor level and tenure types</p> <p>For major schemes please refer to the website 'Gross Internal Area Floorspace Assessment utilising the RICS Code of Measurement Practice.</p> <p>Please see website for further guidance.</p>

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Local Requirements	Application Type / Requirement	Guidance
Existing and Proposed Site Sections and Finished Floor and Site Levels (at a scale of 1:50 or 1:100)	All applications involving new building work, alterations to buildings or display of advertisements.	<p>Such plans should show a cross section(s) through the existing/proposed building(s).</p> <p>Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings.</p> <p>Please see website for further guidance.</p>
Roof Plans (at a scale of 1:50, 1:100 or 1:200)	All applications where alterations to an existing roof are proposed or new building work will be involved.	<p>A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and their location are typically specified on the roof plan. A linear scale bar must be included on each drawing.</p> <p>Please see website for further guidance.</p>

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<p>Gross Internal Area Floorspace Assessment utilising the RICS Code of Measuring Practice</p>	<p>THE FOLLOWING IS NOT AN ESSENTIAL REQUIREMENT BUT PROVIDING THIS INFORMATION WILL ASSIST THE LOCAL AUTHORITY AND APPLICANT IN ISSUING AN ACCURATE LIABILITY NOTICE.</p> <p>Full planning, outline & reserved matters applications and any minor material amendment applications seeking to make changes to floorspace providing 10 or more residential units and/or 1,000sqm of non-residential floorspace</p>	<p>This <u>must</u> be completed by a separate/third party RICS qualified surveyor.</p> <p>The GIA Floorspace Assessment will:</p> <ul style="list-style-type: none"> • Include Gross Internal Area floorspace as specified by the RICS Code of Measuring Practice including, but not limited to, plant rooms, undercroft parking, inset balconies, lift shafts, stairways and core areas • Include a floorspace schedule detailing GIA floorspace figures for each use class over each floor level and relevant tenure types which is consistent with, and corresponds to colour coded & measured plans provided • Include commentary identifying and demonstrating how shared and/or communal floorspace is shared between tenures and/or use classes. <p>Please see website for further guidance.</p>
<p>Community Infrastructure Levy (CIL) – Planning Application Additional Information Form</p>	<p>All applications.</p>	<p>All applications are required to complete and submit the Council’s CIL additional information form which can be found on the LBTH CIL webpages.</p> <p>Further information including further submission requirements regarding CIL can also be found on the LBTH CIL webpages.</p>

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Local Requirements	Application Type / Requirement	Guidance
Affordable Housing Statement	Required for major development	<p>Information concerning both affordable housing and any market housing; including the numbers of residential units, the mix of units with numbers of habitable rooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms, and/or the floor space of the units.</p> <p>Please see website for further guidance.</p>

<p>Air Quality</p>	<p>Both an Air Quality Assessment and an Air Quality Neutral based on current best practice is required for:</p> <ul style="list-style-type: none"> i. Developments which require substantial earthworks or demolition ii. Developments which propose education and health facilities or open space (including child play space); and iii. New build developments in areas of substandard air quality (as shown on the proposals map) iv. Major developments 	<p>Air Quality Assessment (AQA)</p> <p>An AQA shall:</p> <ul style="list-style-type: none"> • Identify site location and provide brief description of the proposed development as it relates to air quality, including a description of all receptors. This should include any particularly sensitive receptors and may include ecological receptors. The AQA shall also assess the current air quality/dust/odour in the vicinity of the proposed development; • Provide full details of mitigation measures that will be implemented to maintain and to improve air quality in the vicinity of the development, and mitigation measures to protect the internal air quality of buildings. • Identify how the building works and related activities and the future operation and use of the development may impact upon local air quality (prediction of the impact of the proposed development). • Identify measures that will be implemented or continue to be implemented after the completion of the development with clear timescales of when information will be provided. • Include an Air Quality (Dust) Risk-Assessment (AQDRA) giving detailed risk-assessment for each construction sub-phase as outlined in the Control of Dust and Emissions During Construction SPG 2014, Mayor of London. • Include current baseline and future year projections of NO2 and PM10 based on monitoring data and the LAEI (20 m2 grid reference).
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		<ul style="list-style-type: none"> • Include at least three to six-month NO2 data measurement, unless not requested. For major developments, or sensitive areas, measured data shall be requested. The techniques to be used will depend on the development (real-time monitoring might be required). Locations and methodology of monitoring shall be agreed by the local planning authority. • Model the impact of the development (parking emissions, and building emissions) on local air quality through by the use of suitable modelling software. Data measurement shall be the latest available, and nearest full meteorological datasets (as outlined in the Mayor of London SPG 2014). The report of the model shall clearly state: datasets used, methodologies (monitoring, modelling, and scenarios), meteorological data, background concentrations, traffic data (flow, speeds, etc.), dispersion model type. <p>Air Quality Neutral (AQN)</p> <p>The Mayor of London has published Supplementary Planning Guidance on Sustainable Design and Construction. This includes a requirement that new developments in London are air quality neutral. All major new developments, taken to be 10 or more dwellings or 1,000sq metres or more floor space for all other developments, will have to calculate the building and transport emissions and compare these with a benchmark for development. The calculations cover the emissions of nitrogen oxides and PM10. The guidance also sets emission limits for boilers and centralised energy plant. The effects</p>
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Local Requirements	Application Type / Requirement	Guidance
		<p>(including cumulative effects) of pollution on health, the natural environment or general amenity, and the potential sensitivity of the area or proposed development to adverse effects from pollution, should be taken into account.</p> <p>Please see website for further guidance.</p>

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Local Requirements	Application Type / Requirement	Guidance
Biodiversity Survey Report, Urban Greening Statement and Ecology Assessment	Required for all major development, and sites within or adjacent to sites of importance for nature conservation (SINC), and other applications where the proposal is likely to have an impact on wildlife and biodiversity.	Special attention should be paid to whether the proposed site is inhabited by bats. Please see website for further guidance.
CGI Visualisations	Required for major development.	Please see website for further guidance.
Construction Environmental Management Plan (CEMP)	Required for major development, as well as minor works including basement developments or any application obstructing a public highway.	<p>The CEMP will be expected to be meet the requirements as set out in the GLA SPG on the Control of Dust and Emissions During Construction</p> <p>Please see website for further guidance.</p>
Daylight / Sunlight Assessment	<p>Required on all applications where the proposal is likely to have an adverse effect upon levels of light to adjoining sensitive land uses.</p> <p>Also required for all residential major development to demonstrate that adequate daylight and sunlight would be provided to new units.</p>	<p>Sunlight and daylight studies shall assess the impact of a proposed scheme on the sunlight and daylight received by adjoining/neighbouring residential properties and buildings.</p> <p>The Council will expect the impact of the development to be assessed following the methodology set out in the most recent version of Building Research Establishment's (BRE) "Site layout planning for daylight and sunlight: A guide to good practice". (https://www.bre.co.uk)</p> <p>Please see website for further guidance.</p>

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Local Requirements	Application Type / Requirement	Guidance
Design Codes	Required for outline planning permission.	<p>The purpose of this document is to determine a design language for the scheme and to establish a robust framework for its development that encourages high quality design. Any future reserved matters applications for the development of any of the Development Zones defined in the Parameter Plans or open spaces between them will be required to accord with the Design Guidelines, unless there is a good and justified reason to depart from them.</p> <p>Please see website for further guidance.</p>
Digital 3D Modelling	All strategic scale development (as defined by Mayor of London Planning Order) and within the Neighbourhood Plan area.	Please see website for further guidance.
Development Specification	Required for outline planning permission.	This document should set out a written account of the parameter plans and details, the floorspace specifications for the proposed land uses, minimum and maximum vehicle parking and minimum cycle parking and open space, the range of dwelling mix for each tenure and unit type and areas of new land and moorings
Drainage Strategy and Sustainable Urban Drainage Systems (SuDS) Report	<p>Required for all major planning applications.</p> <p>Please submit all major development with a completed Tower Hamlets SuDS Proforma (see website)</p>	<p>To demonstrate that surface water will be controlled near the source in line with sustainable drainage systems (SuDS) hierarchy</p> <p>Please see website for further guidance.</p>

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Local Requirements	Application Type / Requirement	Guidance
Energy Assessment and Overheating Mitigation	Required for major development	<p>This statement should outline the environmental sustainability measures that have been incorporated into the proposal including managing heat risk. The outcomes of any energy rating assessment should accompany this information.</p> <p>Please see website for further guidance.</p>
Environmental Impact Assessment (incl. Environmental Statement)	<p>An EIA is compulsory for developments listed in Schedule 1 of the EIA Regulations (as amended). Developments listed in Schedule 2 of the EIA Regulations will only require an EIA where a development is likely to have significant effects on the environment by virtue of their nature, size or location. An EIA Screening Opinion can be sought from the Council to confirm whether a proposed development is considered to be EIA Development.</p>	<p>Please see website for further guidance.</p>

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Local Requirements	Application Type / Requirement	Guidance
Equalisation Statement	Required for all reserved matters applications	The purpose of this document is to assess the reserved matters proposals against the Development Specification, the Parameter Plans and the Design Guidelines. For phased developments, the document should demonstrate compliance with the documents both as a stand-alone application and cumulatively with all other submitted and approved reserved matters applications as well as demonstrate that any future reserved applications or the fulfilment of the relevant parameters, guidelines and obligations of the outline planning permission would not be prejudiced by the proposed reserved matters development.
Financial Viability Assessments	All planning applications which trigger a requirement to provide affordable housing or where viability is relied upon as a material consideration are required to provide a financial viability assessment.	Please see website for further guidance.
Fire Statement	Required for all major development.	The statement is an independent fire strategy produced by a third party suitably qualified assessor in accordance with draft London Plan (Intend to Publish December 2019) policy D12 Please see website for further guidance.

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<p>Flood Risk Assessment (FRA)</p>	<p>Required for all applications in Environment Agency Flood Zone 2, or 3 relating to new builds and basement or ground floor extensions.</p>	<p>The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.</p> <p>To check whether your property falls within a flood risk zone please see the flood risk map on the Government's website.</p> <p>Further guidance regarding the type of information to be submitted as part of a FRA can also be found on the Government's website.</p> <p>Please see website for further guidance.</p>
<p>Flues and Ventilation Extraction Details</p>	<p>All applications relating to the preparation of cooked food, laundrettes and other uses where air conditioning or extraction equipment is required.</p>	<p>The submitted plans should include details of the external appearance and written details outlining the technical specification of the proposed plant. The technical specification should include:</p> <ul style="list-style-type: none"> - A schematic of the proposed ducting showing the location of all components (fan, filters, silencers etc). - The noise levels generated by the fan in decibels (dB) at a specified distance (ie 1.0m, 3.0m etc). - Details of the means of mounting the ducting to the structure including details of all anti-vibration measures proposed. <p>Please see website for further guidance.</p>

Local Requirements	Application Type / Requirement	Guidance
<p>Foul Sewage and Utilities Assessment</p>	<p>Required on all applications where the proposal involves connection to or changes to the existing utility infrastructure systems.</p>	<p>All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal</p> <p>The applicant should demonstrate:</p> <ul style="list-style-type: none"> - that, following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community; - that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures; - that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; - where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider. <p>Please see website for further guidance.</p>

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Local Requirements	Application Type / Requirement	Guidance
Health Impact Assessment	<p>Required for major development, developments within an area of substandard air quality (as shown in the Policies Map), and developments which contain any of the following uses;</p> <ul style="list-style-type: none"> i. Education facilities ii. Health facilities iii. Leisure or community facilities iv. A5 uses (hot food takeaways) v. Betting shops vi. Publicly accessible open space. <p>Developments of a scale referable to the Greater London Authority (as set out in legislation) are required to complete and submit a detailed health impact assessment as part of the planning application.</p>	Please see website for further guidance.

Local Requirements	Application Type / Requirement	Guidance
Heritage Impact Statement	Required where the development affects locally or statutorily listed buildings (including their setting); where the development is in, or affects the setting of, a conservation area; where the development involves the disturbance of ground within an Area of Archaeological Potential.	<p>A statement which describes the significance of the heritage assets and / or the conservation area setting, and clearly set out the impacts both harmful or positive caused by the development proposal.</p> <p>For listed buildings, the assessment should include a schedule of works to the listed building(s). An analysis of the significance of archaeology, history and character of the building / structure. Consideration of its setting and the setting of the adjacent listed buildings may be required.</p> <p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application.</p> <p>Further guidance can be found in Historic Environment - Good Practice In Planning Notes 1, 2 and 3</p> <p>To check whether a building is listed use our online interactive mapping.</p> <p>Please see website for further guidance.</p>

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<p>ICNIRP Statement for Telecommunications Apparatus/ Telecommunications Development</p>	<p>Required for all full planning applications for telecommunications and mobile phone masts.</p>	<p>Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p> <p>Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p> <p>All full planning applications need to provide evidence of consultation with local schools and day nurseries. All applications must also be accompanied by a declaration that the proposal, when operational, will meet the ICNIRP (international Commission on Non-Ionizing Radiation Protection)</p> <p>Please see website for further guidance.</p>
<p>Infrastructure Impact Assessment</p>	<p>Residential developments in the Isle of Dogs Neighbourhood Planning Area, where the density exceeds 1,100 habitable rooms per hectare will require an Infrastructure Impact Assessment (IIA). The IIA should set out the impacts on local community infrastructure and how this will be mitigated through development on site, planning conditions, planning obligations and CIL.</p>	<p>We recommend discussing the draft IIA at the pre-application stage.</p>

Local Requirements	Application Type / Requirement	Guidance
<p>Inclusive Design (Wheelchair Accessible Housing Statement)</p>	<p>Required for all major residential development (can form part of the Design and Access Statement)</p>	<p>Statement to explain how the needs of relevant user groups, including older and disabled people have been integrated into the proposed development, whether relevant best practice standards such as British Standard BS8300:2009 + A1:2010 have been complied with and how inclusion will be maintained and managed.</p> <p>For wheelchair accessible homes the statement should also include:</p> <ul style="list-style-type: none"> • Plan showing the location of wheelchair accessible units within the proposed development and labelled/ colour coded according to tenure and compliance with Building Regulations 2010 (as amended) optional requirement M4(3)(2)(a) or M4(3)(2)(b). • Detailed 1:50 scale plans showing the layout of each of the proposed wheelchair units (including an indicative furniture layout). • Completed 'Standards for New Homes: section 106 design guide' checklist (available on the Council's website) • Details of lifts (location, whether two lifts operate independently, maintenance and management arrangements e.g. emergency breakdown response times. • Step free access diagram (showing gradients/ levels) to entrances/ exits, including: <ul style="list-style-type: none"> ○ location of automated doors between entrances and front door or wheelchair accessible homes ○ wheelchair access to cycle parking, post boxes and bin stores, and disabled car parking provision <p>For more information refer to the Council's Inclusive design guidance and Wheelchair Design Brief</p>

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Local Requirements	Application Type / Requirement	Guidance
Land Contamination Assessment	Required for all applications on contaminated sites, sites previously used for industrial processes, major development and those on or adjoining public open space.	<p>Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination.</p> <p>Investigations of this type should follow such procedures as set out in BS 10175:2011 + A2:2017 Investigation of potentially contaminated sites. Code of practice.</p> <p>Please see website for further guidance.</p>
Landscaping Scheme	Required for major development.	<p>Landscaping schemes will detail the layout of hard and soft landscaping, details of structure planting and materials. Outline applications accompanied by a Design and Access Statement should include a landscaping scheme.</p> <p>Applications should include proposals for long term maintenance and landscape management. There should be reference to landscaping and detailed landscaping proposals which follow from the design concept in the Design and Access Statement, if required.</p> <p>Please see website for further guidance</p>

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Lighting Assessment	Required for all applications where the proposal involves the provision of publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, public open space, where external lighting would be provided or made necessary by the development, provision of flood lighting and tall buildings. Also required for proposals that are likely to produce significant solar glare.	<p>The lighting assessment will include details and specifications of any flood / external lighting and their proposed hours of use, in addition to a light pollution assessment.</p> <p>Please see website for further guidance</p>
Noise Impact Assessment and Mitigation Details	Required for developments that raise issues of disturbance by noise generating equipment or uses, to the occupants of nearby existing buildings. Developments that are considered to be noise sensitive which are close to existing sources of noise, should be supported by a noise assessment prepared by a suitably qualified acoustician.	Please see website for further guidance.
Parameter Plans	Required for all applications for outline planning permission.	The plans should define where buildings, roads and open space may arrive on the site, the distribution of uses across the site and maximum heights (Above Ordnance Datum) and maximum footprints (length and width) of each development plot.

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<p>Parking and Access Details (Parking Provision)</p>	<p>Required for all applications where parking provision is proposed as part of the development.</p>	<p>Plans should include details of any existing or proposed access and a proposed parking layout.</p> <p>Please see website for further guidance</p>
<p>Photographs / Photomontages/ Townscape and Visual Impact Assessments (TVIA)</p>	<p>Required where the proposal involves demolition or development affecting a conservation area or listed building. TVIA -may be required for applications considered to have a significant impact on the townscape. Medium to large scale projects would normally include a TVIA within an EIA (if an EIA is required).</p>	<p>Please see website for further guidance including use of TVIA</p> <p>Technical guidance is available for visual representations of development proposals from the Landscape Institute</p>

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Local Requirements	Application Type / Requirement	Guidance
<p>Planning Obligations – Draft Head(s) of Terms</p>	<p>Required for all major development.</p>	<p>Planning legal agreements? (or “section 106 agreements” or “Unilateral Undertakings”) are private agreements negotiated between local planning authorities (LPA) and persons with an interest in a parcel of land (or “developers”), and are intended to make acceptable, development which might otherwise be unacceptable in planning terms.</p> <p>The Planning Obligations Supplementary Planning Document (SPD) provides guidance on the identification and calculation of planning obligations in Tower Hamlets. Applicants should use this SPD to consider the impacts of the proposed scheme and identify any planning obligations likely to be required in order to mitigate the impacts of development. These should be submitted as draft Heads of Terms.</p> <p>It is noted the planning obligations outlined in the SPD are not an exhaustive list and it may be necessary to add other Heads of Terms to cover planning obligations Contributions unique to the proposed development. Equally, not all obligations covered in the SPD are applicable to every development.</p> <p>Pre-application discussions on planning obligations are encouraged and can decrease the time spent negotiating the legal agreement once the planning application has been submitted.</p> <p>Please see website for further guidance.</p>

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Local Requirements	Application Type / Requirement	Guidance
<p>Planning Statement</p>	<p>A supporting planning statement will be required for all major development, major change of use applications or listed building applications.</p>	<p>A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate.</p> <p>Please see website for further guidance.</p>
<p>Retail Impact Assessment</p>	<p>Required for all retail and leisure developments over 2,500 sqm gross floor space and may be required for smaller developments which are likely to have a significant impact on smaller centres.</p> <p>Impact assessments should also be provided for applications for other main town centre uses when they are in an edge of centre or out of centre location and not in accordance with the local plan.</p>	<p>Retail Impact Assessments should meet the requirements of paragraph 89 of the National Planning Policy Framework and should include quantitative and qualitative merits of the proposal when tested against national and local planning policies. In particular, it should consider the scale of the proposal, assess the effect of the scheme on existing centres within the locality and its wider catchment area and examine the qualitative improvements that would result from the scheme, if approved.</p> <p>Please see website for further guidance.</p>

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Statement of Community Involvement	Required for all major development	<p>A statement setting out how the applicant has complied with the requirements for pre-application consultation and demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.</p> <p>The Council’s Statement of Community Involvement sets out how the community can get involved in the preparation of local planning policy documents and decisions on planning applications.</p> <p>Please see website for further guidance.</p>
Transport Assessment (TA)	A Transport Assessment (TA) should be submitted as part of any major development and any planning application where the proposed development has significant transport implications.	<p>The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>Please see website for further guidance.</p>

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<p>Transport Statement</p>	<p>A Transport Statement should be submitted as part of applications for :</p> <p>Operational development or change of use to schools and nurseries, hospitals or places of worship Any proposal for operational development or change of use of premises to provide 100sqm or more floorspace in Use Classes A1, A2, A3, A4, A5, B1 or D2</p> <p>Any other minor development (including residential) which may give rise to transport impacts due to the site location, level of parking proposed, PTAL rating, existing parking stress and other factors.</p>	<p>Transport statements are intended to identify the likely impacts of those schemes which may not be of a scale to warrant a full Transport Assessment. These are intended to be used to understand the likely impacts from a development on an area and any increase in traffic, public transport use and local parking availability.</p> <p>As a minimum, a transport statement should include:</p> <ul style="list-style-type: none"> • the PTAL of the site • the expected Trip Generation • details of access to public transport and any other sustainable modes of transport in the area • expected impact on parking <p>A parking survey may be required in support of Transport Statements, depending on the parking stress in the area. You are advised to speak to Highways officers at an early stage to establish the scope of the document required and to determine whether other studies might also be necessary dependent on your site.</p> <p>Please see website for further guidance.</p>
<p>Travel Plan (TP)</p>	<p>A travel plan should be submitted with planning applications which are likely to have significant transport implications. This could include major commercial and residential developments, or minor change of use which would result in an increase in trips rates; for example a Place of Worship.</p>	<p>Commercial and residential TPs should be produced in accordance with guidance set out in the Transport for London's Transport Assessment Guidance.</p> <p>Please see website for further guidance.</p>

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<p>Tree Survey/ Arboricultural Statement</p>	<p>Where the application involves works that affect any trees on or off the site that are protected by Tree Preservation Order (TPO) or Conservation Area legislation. Also where the application would affect other sizeable trees that are not covered by a TPO or in a Conservation Area.</p>	<p>To find out whether or not your tree is in a conservation area or has a TPO please use our interactive map.</p> <p>A plan must be provided showing the location of all trees on site and within influencing distance of the proposal. An accompanying report must be submitted in accordance with the recommendations of <i>BS5837: 2012 Trees in relation to design, demolition and construction</i> to include a survey of the trees, an arboricultural implications assessment, a concise list of trees which are desired to be retained/removed any other tree surgery works and a method statement outlining how the trees will be physically protected during the works. Also a drawing showing new tree planting either as mitigation for proposed tree losses or new landscaping. Applicants are encouraged to discuss proposals with an Arboriculture Officer before submission.</p> <p>Please see website for further guidance.</p>
<p>Wind Impact Assessment</p>	<p>Required for applications for development of a building of 10 storeys or more and any free standing buildings that significantly exceed the prevailing building heights in the immediate area.</p>	<p>This should prepared by a suitably qualified wind engineer indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development. A wind tunnel test will be required with results reported in accordance with Lawson Criteria. Computational fluid dynamics modelling alone will not normally be accepted.</p> <p>Please see website for further guidance.</p>