

London Borough of Islington Local Validation Requirements for planning applications (Adopted 25 June 2021)

The list below summarises local validation requirements for planning applications in Islington. The tables on the following pages identify validation requirements for specific applications and proposals, and the scope of information to be provided in the planning application.

The validation requirements will be updated to coincide with the adoption of the new Local Plan, expected in early 2022. A lot of the current requirements are likely to still apply following this; in addition, the draft Local Plan introduces several new policies which will necessitate additional validation requirements in certain circumstances.



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PART 1: PLANS & DRAWINGS

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
1.General guidance	All drawings and plans	<ul style="list-style-type: none"> • Drawings must be to a recognised metric scale and be printable at 1:100 or 1:50. A scale bar must always be included, and the wording “do not scale” should not be used. • Dimensioned drawings aid the consultation process and are preferred where extra annotation does not compromise the drawing readability. • When submitting documents electronically ensure these are pdfs and ensure that the embedded documents are of one size only (e.g. A4 or A3). • It is requested that electronic copies of individual documents and plans are always submitted to accompany paper applications and documents should not exceed 5Mb in size. • The neighbouring properties and neighbouring windows, must always be shown on plans, elevations and sections (both existing and proposed). • Existing and proposed ground levels must always be shown for any extensions or new buildings. Where demolition is proposed, the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings. 	<ul style="list-style-type: none"> • Core Strategy Policy CS9 • Development Management Policies DM2.1 and DM2.2 • Islington Urban Design Guide SPD • Islington Basement Development SPD
2.Building elevations	Applications that involve building works	<p>Existing and proposed drawings of all sides of the exterior of the building at an appropriate scale, usually 1:50 or 1:100. Please include the following:</p> <ul style="list-style-type: none"> • All altered sides of a proposal must be shown, including blank elevations, and elevations that are part attached to an adjoining building or face into a shared lightwell. • In the case of an extension, show the elevation of the existing building to indicate the relationship between the two, clearly indicating what is new work. • Show elevations in the context of adjacent buildings. • 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. 	

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		<ul style="list-style-type: none"> • Extraneous context that obscures proposed elevations should be omitted and distant context should be avoided if its inclusion unduly diminishes the scale of the proposed elevation. • The make, type and colour of external materials (walls, roofs, windows, doors, rainwater goods etc.) should be clearly annotated. • The manner in which new windows are intended to open. • Internal elevations - proposed and existing should be provided to clearly demonstrate proposed internal alterations to a listed building at an appropriate scale, usually 1:50 or 1:100. 	
3. Building floor and roof plans	Applications that involve building works	<p>Plans are required of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100. Please include the following:</p> <ul style="list-style-type: none"> • In the case of a new building, show the proposal in detail, indicating which parts are to be used for which purpose. • Ground level floor plans should usually be shown in context with relevant details from the site plan. • Show floor plans in the context of adjacent buildings, where appropriate, detailing the positions of relevant openings (windows and doors) on immediately adjacent land. • In the case of an extension, show the floor layout of the existing and proposed building to indicate the relationship between the two, clearly indicating what is new work. • Where existing buildings or walls are to be demolished, these should be clearly shown. • Include a roof plan where necessary to show a new roof or alterations to one. 	
	Applications for changes of use	Plans of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100, and you should indicate which parts are to be used for which purpose.	

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4.Finished floor / site levels and sections	Proposals for new and altered buildings and/or changes in ground levels	<ul style="list-style-type: none"> • Cross and long sections should be provided for all new and altered buildings to reveal construction details. These should be shown in context with ground levels and immediately adjacent buildings where necessary. • In all cases where a proposal involves a change in ground levels, drawings should be submitted to show existing and finished levels. • On sloping sites, full information is required concerning alterations to levels and the way in which a proposal sits within the site, particularly relative levels between existing and proposed and how these sit in context with immediately adjacent buildings. 	
5.Detailed Site Survey Plan	Basement extensions beyond the footprint of the building	A survey plan showing the full site, calculation of the area (m ²) of any garden/unbuilt upon areas (as per original footprint of building), location of any structures (stairs, retaining walls, sheds etc.) and the relationship to adjoining sites (relative levels).	
6.Plans and drawings (detailed / specific)	All applications which require a Design & Access Statement	Plans of wheelchair parking and accessible alternatives to be provided.	<ul style="list-style-type: none"> • Core Strategy Policies CS12 and CS14 • Development Management Policies DM2.1 and DM2.2 • Inclusive Design in Islington SPD
	All proposals with an element of public realm (even where provided on private land)	Detailed plans and cross sections of proposed external areas at 1:100 scale.	<ul style="list-style-type: none"> • Development Management Policy DM2.1 • Streetbook SPD • Inclusive Landscape Design SPD
	Proposals for residential development	Plans demonstrating how each dwelling will accommodate private outdoor space and built-in storage requirements, standard-sized furniture and access needs related to the proposed level of occupancy.	<ul style="list-style-type: none"> • London Plan Policies D6 and D7 • Core Strategy Policies CS9 and CS12 • Development Management Policy DM3.4 • Inclusive Design in Islington SPD • London Housing SPG

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
	Major developments	Layout plans of external areas showing arrangements for servicing, cycle storage, substations, refuse and recycling collection.	<ul style="list-style-type: none"> • London Plan Policy D6, SI7, T5 and T7 • Core Strategy Policies CS10 and CS11 • Development Management Policy DM2.1 <p>Note: Also refer to the council's guidance for Recycling and Refuse Storage Requirements</p>
	Plant, flues, ventilation, air conditioning	Plants, flues, ventilation and air conditioning – in addition to elevations and floor plans / roof plans. Applications should provide manufacturer's specifications and details of mounting (if attached to the upper floor that is occupied as residential use).	<ul style="list-style-type: none"> • Development Management Policy DM2.1
	Advertisements	In addition to elevations, advertisement application should show methods of illumination in cross-sectional drawings.	<ul style="list-style-type: none"> • NPPF • Core Strategy Policy CS9 • Development Management Policy DM2.6 and DM4.8
	Outline planning application with 'layout' as a reserved matter	Illustrative/ indicative layout showing approximate layout of buildings, routes and open spaces.	<ul style="list-style-type: none"> • Core Strategy Policy CS9 • Development Management Policy DM2.1, DM2.6, DM3.5, DM3.6 and DM4.8
	Outline planning application with 'scale' as a reserved matter	Scale parameter plans showing upper and lower limits for height width and length.	<ul style="list-style-type: none"> • Core Strategy Policy CS9 • Development Management Policy DM2.1, DM2.6, DM3.5, DM3.6 and DM4.6

PART 2: REPORTS, ASSESSMENTS ETC.

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
<p>1.Affordable housing statement</p> <p><i>Note: Submitted Viability Assessments will be published. Where applicants consider information to be commercially sensitive this should be discussed with the Planning Policy S106 Team prior to the submission of the application.</i></p>	<p>Development proposals which would provide 10 or more new residential units / proposals for residential development on sites with the potential to provide 10 or more residential units</p> <p>Residential developments of under 10 new units</p>	<p>Number, tenure, bedroom mix, and size of proposed on-site affordable housing provision, numbers of habitable rooms, and floorspace of habitable areas. The statement should also set out the approach and justification for the level of affordable housing, and provide details of Registered Providers acting as partners in the development along with details of nomination rights and a schedule of accommodation.</p> <p>Statement of how applicant will comply with provisions of the Affordable Housing Contributions - Small Sites SPD, plus either:</p> <ul style="list-style-type: none"> • A statement to make the required payment according to the SPD and to pay the council's legal fees, or • A Viability Assessment (see separate validation requirement) and agreement to pay for an independent examination of the assessment, plus draft unilateral undertaking and undertaking to pay council's legal checking fees. 	<ul style="list-style-type: none"> • London Plan Policies H4, H5, H6 and H7 • Core Strategy Policy CS12 (Part G) • Development Viability SPD • Planning Obligations SPD <ul style="list-style-type: none"> • London Plan Policy H2 and H4 • Core Strategy Policy CS12 • Affordable Housing Small Sites Contributions SPD • Development Viability SPD • Planning Obligations SPD <p>Note: Appendix A to Affordable Housing - Small Sites Contributions SPD provides a template for a Unilateral Undertaking.</p>
<p>2.Air quality assessment</p>	<p>Proposals introducing residential use (or other sensitive uses) within areas of particularly significant air quality, and other applications likely to have impact on road traffic; applications where the grant of planning permission would conflict with, or render unworkable, elements of the council's Air Quality Action Plan/ Air Quality Strategy.</p>	<p>Assessment to provide details of how a residential scheme (or other sensitive uses) will be successfully accommodated with the area of particularly significant air quality. An impacts assessment will also be required to include necessary information to allow a full consideration of the impact of the proposal upon the air quality of the area.</p> <p>Also an Air Quality Positive/Neutral Assessment shall be provided</p>	<ul style="list-style-type: none"> • London Plan Policy S11 • Development Management Policy DM6.1 • Islington Air Quality Strategy 2014-17 <p>Note: Assessments are carried out in line with guidance issued by DEFRA and other non-governmental organisations (EPUK, IAQM), and are made against air quality objectives set out in regulations.</p>

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3.Archaeological assessment	<p>Proposals within Archaeological Priority Areas likely to affect important archaeological remains.</p> <p>Proposals that involve any form of excavation or piling within an Archaeological Priority Area.</p>	<p>An assessment of potential archaeological heritage should be provided. This should be prepared by a qualified individual or organisation, and should use existing information to establish the archaeological significance of the site and the impact of the proposals on surviving monuments or remains. Small-scale archaeological fieldwork may be required to determine the actual extent and degree of survival on site.</p>	<ul style="list-style-type: none"> • Core Strategy Policy CS9 • Development Management Policy DM2.3 (Part F)
4.Biodiversity survey / report	<p>Proposals on sites within or adjacent to a Site of Importance for Nature Conservation, or which may have impacts on biodiversity</p>	<p>An ecological survey and assessment should be carried out wherever the proposed development is likely to have a significant biodiversity impact, particularly where this involves protected species or sites designated as important for nature conservation. This includes refurbishment works which may impact species using the existing building, such as swifts or bats.</p>	<ul style="list-style-type: none"> • London Plan Policy G6 • Core Strategy Policy CS10 • Development Management Policy DM6.5 • Environmental Design SPD • Islington Basement SPD <p>Note: Environmental Design SPD provides more information on survey triggers and guidance for surveys.</p>
5.Community infrastructure levy (CIL) information	<p>Proposals including new buildings or extensions which involve the creation of 100 square metres or more of gross internal floorspace, or involve the creation of one or more dwellings (even where this is below 100 square metres)</p>	<p>CIL is a charge on new development to pay for infrastructure (e.g. sports facilities, schools, parks, health facilities and transport). Proposals must include a completed Planning Application Additional Information Requirement Form (https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf) to assist the council in determining whether a development is CIL liable and to calculate the CIL charge amount. This form requires a breakdown of the proposed residential and non-residential GIA floorspace and the GIA of existing uses to be demolished or retained on the site. It is an offence to knowingly or recklessly provide inaccurate information.</p>	<ul style="list-style-type: none"> • Planning Act 2008 (as amended), Part 11 • Community Infrastructure Levy Regulations 2010 (as amended) • London Plan Policy DF1 • Core Strategy Policy CS18 • Development Management Policies DM9.1 and DM9.2 <p>Note: For guidance on CIL see www.islington.gov.uk/cil and http://planningguidance.communities.gov.uk/blog/guidance/communityinfrastructure-levy/cil-appeals/</p>

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6. Construction management plan	Major applications	Details should be included of how on-site impacts will be managed during the demolition/construction phase (particularly on homes, other sensitive uses and biodiversity), including traffic management, dust, noise, vibration and stability.	<ul style="list-style-type: none"> • London Plan Policy T7 • Core Strategy Policy CS10 • Development Management Policy DM6.1 • Planning Obligations SPD <p>Note: See also the council's Code of Practice for Construction Sites and CMP proforma</p>
7. Contaminated land assessment	Proposals on potentially contaminated land.	<p>An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:</p> <ul style="list-style-type: none"> • Site inspection scope • Review of historical land use • Review of environmental setting • Consultation with relevant regulatory authorities • Qualitative environmental risk assessment • Review of existing relevant reports 	<ul style="list-style-type: none"> • London Plan Policy SD1 and E7 • Development Management Policy DM6.1 • Building Regulation Approved Document C <p>Note: For the assessment the following will be used: BS10175:2011+A2:2017 'Investigation of potentially contaminated sites - Code of practice' 'Model Procedures for the Management of Land Contamination', Contaminated Land Report (CLR) 11, DEFRA Circular 01/2006, "Contaminated Land: A Guide to help developers meet planning requirements" and Environmental Protection Act 1990: Part 2A - Contaminated Land.</p>
8. Daylight / sunlight assessment	Proposals where there may be a potential adverse impact on current levels of sunlight / daylight enjoyed by adjoining properties or building(s), including	The assessment should conform to the methodology identified in the Building Research Establishment guidance 'Site layout planning for daylight and sunlight: A guide to good practice' (2011). It should identify and examine the impacts upon existing properties and sites with extant planning permissions. In	<ul style="list-style-type: none"> • Core Strategy Policies CS9 and CS12 • Development Management Policies DM2.1 and DM3.4

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	associated gardens or amenity space. Or where new residential properties are created within a restricted setting	restricted settings the report should also cover the final daylight and sunlight values achieved within the proposed scheme.	<ul style="list-style-type: none"> • BRE guidance: 'Site layout planning for daylight and sunlight: A guide to good practice' (2011).
9. Economic regeneration statement	Major developments incorporating employment uses	<p>A statement should be provided on economic impacts and potential regeneration benefits of the proposal. This should include:</p> <ul style="list-style-type: none"> • Details of any jobs that might be created, supported or lost • Information on existing and proposed employment uses and occupants, including floorspace quantum • Information on potential occupiers, lease terms, etc. • Plans demonstrating how employment floorspace will operate, including measures to ensure flexibility • Information on affordable workspace provision • Potential community benefits • Regeneration strategies that might lie behind or be supported by the proposal. 	<ul style="list-style-type: none"> • London Plan Policies E1-E11, SD1-SD10 and S1 • Core Strategy Policies CS13, CS14 and CS18 • Development Management Policies DM4.1, DM4.4, DM4.6, DM4.7, DM4.11, DM4.12, DM5.1, DM5.2, DM5.3, DM5.4, DM9.1 and DM9.2 • Planning Obligations SPD
10. Fire Statement	All Major development applications	<p>A Fire Statement should be provided detailing an independent fire strategy, produced by a third party, suitably qualified assessor.</p> <p>The statement should detail how the development proposal will function in terms of:</p> <ul style="list-style-type: none"> • The building's construction; • The means of escape for all building users; • Features which reduce the risk to life; • Access for fire service personnel and equipment; • How provision will be made within the curtilage of the site to enable fire appliances to gain access to the building; • Ensuring potential future modifications to the building will take account and not compromise base build fire safety/protection measures. 	<ul style="list-style-type: none"> • London Plan D12

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11.Flood Risk Assessment	Islington falls within Flood Zone 1 with an annual chance of fluvial flooding of less than 0.1% (1 in 1000). The NPPF requires a site-specific flood risk assessment (FRA) to be provided for sites of 1 hectare or greater in Flood Zone 1; and where proposed development or a change of use to a more vulnerable class may be subject to other sources of flooding. Surface water flood risk is high in parts of Islington, a FRA is therefore required to be submitted for sites located in Local Flood Risk Zones (areas at greatest risk of surface water flooding)	<p>The assessment should, in accordance with the NPPF Technical Guidance, identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account. Those proposing developments should take advice from the emergency services when producing an evacuation plan for the development as part of the flood risk assessment.</p> <p>Proposals for basements within Local Flood Risk Zones (LFRZ) or within an area at risk of flooding from other sources should be accompanied by a Flood Risk Assessment and associated drainage and access details.</p>	<ul style="list-style-type: none"> • NPPF (section 14) • NPPG • London Plan Policy SI12 • Development Management Policy DM6.6 • Environmental Design SPD • Islington Basement Development SPD
12.Health impact assessment	Major developments	<p>A Health Impact Assessment (HIA) should be submitted demonstrating the impacts of the proposal on health, wellbeing and health inequalities. Requirements for planning applications are as follows:</p> <ul style="list-style-type: none"> • All major developments between 10 and 199 units must complete the council's HIA screening assessment at pre-application stage, to assess whether a full HIA is necessary and submitted with the application. • All large developments (over 200 units or 10,000m2) must submit a more detailed 'Watch out for Health' screening assessment at pre-application stage, with a full HIA submitted where a need has been identified through the screening process. 	<ul style="list-style-type: none"> • Core Strategy Policy CS19 • Development Management Policy DM6.1 <p>Note: The council's HIA guidance note provides more details on information to be included within screening assessments / HIAs.</p>
13.Heritage Impact Assessment	Listed building consent	<p>A written statement that should include:</p> <ul style="list-style-type: none"> - An analysis of the significance of the listed building and any other heritage assets affected (e.g. conservation area), 	<ul style="list-style-type: none"> • London Plan Policy HC1 and HC2 • Core Strategy Policy CS9

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<p><i>Note: Scope and degree of detail necessary will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals through the pre- application process.</i></p>		<p>including its setting and current condition of all elements to be affected</p> <ul style="list-style-type: none"> - A schedule of all works proposed and specification of materials and methodologies to be used - An analysis of how the proposed works would impact on that significance, including why mitigation or alternatives could not be accommodated if harm is proposed - Photographs of the affected areas where works are proposed with annotations referencing the locations within the building and linking to locations on plans / drawings - Justification for the works, including the principles and methodology which informed the proposals and subsequent implementation <p>Where reinstatement of lost or damaged features is proposed, where possible, historic evidence to support the detail of reinstatement should be provided i.e. historic plans or photographs. Where desk top analysis is unsuccessful, efforts should be made to identify original features on similar properties.</p> <p>Note: For any alterations, replacement, or installation of features such as windows, doors, shopfronts, existing and proposed elevation plans and sectional drawings to a scale of 1:20 or less will be required. Further details of features such as window frames, architraves, cills, lintels, transom, mullions, panelling, mouldings, meeting rails, skirting boards and cornices etc. may need to be at a scale of 1:5 or less; glazing bars should be at a scale of 1:2.</p>	<ul style="list-style-type: none"> • Development Management Policies DM2.1 and DM2.3 • Islington’s Conservation Area Design Guidelines • Islington Urban Design Guide SPD <p>Note: See also Historic England’s guidance and advice, particularly Advice Notes 2 and 16.</p>
	Applications for removal or variation of a listed building consent condition	A written statement that includes an analysis of the significance of the heritage asset, the principles of and justification for the proposed removal or variation of condition and its impact on the special architectural or historic interest of the listed building/structure may be required.	
	Applications either related to or impacting on the setting of heritage assets	A written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens,	

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		<p>historic battlefields and scheduled ancient monuments; and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.</p> <p>An assessment of the impact of the development on the character and appearance of the area may be required, where appropriate.</p>	
14.Landscape plan	Major developments	<p>Landscape plans show the design and layout of all outdoor areas within the curtilage of a development. Submitted landscape plans should set out the proposed hard and soft landscape layout, including:</p> <ul style="list-style-type: none"> • How it responds to local guidance/SPDs • Ecological benefits • Proposed tree planting details with available soil volumes, tree pit detail and size/species at planting • Climate change adaptation measures • Existing and proposed underground services • Sustainable drainage details (SUDS) • Level changes • Management and maintenance 	<ul style="list-style-type: none"> • London Plan Policies G1, G5, G6 and G7 • Core Strategy Policy CS10 and CS15 • Development Management Policy DM2.1 and DM6.3 • Inclusive Landscape Design SPD • Streetbook SPD • Islington Basement Development SPD <p>Note: Appendix 12 of the Development Management Policies provides more details on requirements for landscape plans.</p>
	Minor developments which contain a significant element of landscaping or that result in a loss of private open space		
	Applications for front garden hardstanding and basements which extend beyond the footprint of a building		
15.Lighting assessment	Proposals for external lighting or floodlighting in	A public realm statement including: <ul style="list-style-type: none"> • Site appraisal • Strategic / concept plan responding to appraisal • Eyelevel perspective drawings of public realm elements • How the proposal responds to the values set out in Streetbook SPD and London Plan Policy D8 	<ul style="list-style-type: none"> • London Plan Policies D3, D5 and D8 • Development Management Policy DM2.1 • Streetbook SPD • Inclusive Landscape Design SPD

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	connection with publicly accessible development or development which is in the vicinity of a residential property, listed building, conservation area or Site of Importance for Nature Conservation	<ul style="list-style-type: none"> • Layout plan with beam orientation • A schedule of the equipment in the design • Hours of operation • Light spillage • Light levels • Column heights • Method, type and colour of illumination • Method, type and colour of illumination • The size of the light fitting • For projecting signs mark the distance from the edge of the sign to the kerb edge. • Evidence demonstrating that consideration has been given to the effect of light from the proposed development on biodiversity, in particular when on or adjacent to a Site of Importance of Nature Conservation, or where roosting or foraging bats are known to frequent or live. Where detrimental effects are identified, suitable on-site mitigation will be required. 	<ul style="list-style-type: none"> • Core Strategy Policy CS9 and CS15 • Development Management Policies DM2.1, DM4.8 and DM6.8 <p>Note: Further guidance is available from the Institute of Lighting Engineers' 'Guidance Notes for the Reduction of Obtrusive Light' and the Institute of Lighting Professionals Guidance Note 08/18 Bats and artificial lighting in the UK (2018)</p>
16. Market demand analysis	Applications for change of use / redevelopment of existing B use floorspace within designated employment areas or town centres	An independent assessment should be provided to demonstrate that there is no viable potential for business floorspace above the amount proposed within the application. The assessment must be completed to the council's specification. (Note that this may form part of a viability assessment or Planning Statement submitted with an application).	<ul style="list-style-type: none"> • Core Strategy Policy CS13 • Development Management Policy DM5.1 • Finsbury Local Plan Policy BC8
17. Noise impact assessment; Vibration assessment	Proposals for residential and other noise sensitive development close to existing sources of noise; noise generating uses that raise disturbance issues to existing buildings; applications involving installation of flues, air conditioning, plant, extraction etc.	A noise assessment should be prepared by a suitably qualified acoustician, detailing Noise Exposure Categories and concomitant impact and mitigation measures, including layout, design and insulation.	<ul style="list-style-type: none"> • London Plan Policy D14 • Core Strategy Policy CS12 • Development Management Policies DM3.7 and DM6.1 <p>Note: See Appendix 10 of DM Policies for detailed guidance.</p>

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18.Open, play space and recreation assessment	Development on open spaces or play, sports and recreation facilities	Plans to be submitted showing any areas of existing or proposed open space, or play, sports or recreation facilities, within or adjoining the application site. Where the proposal would result in the loss of open space or play, sports or recreation facilities, an independent assessment should be provided as evidence that the land/buildings are surplus to local requirements. The assessment must also identify provision for future amenity space (including private, public, communal and formal play space).	<ul style="list-style-type: none"> • London Plan Policies D1, D2, D3, D8, G4, S4 and S5 • Core Strategy Policies CS15, CS16 and CS17 • Development Management Policies DM6.2, DM6.3, DM6.4 and DM6.5
	Major residential developments	Details of and justification should be provided for proposed play space. This should identify formal and informal play space provision, demonstrating how quantity standards have been met, and should include information on the location and design of the space (including layout, landscaping and materials). Maintenance arrangements should be included.	<ul style="list-style-type: none"> • London Plan Policy S4 • Development Management Policy DM3.6 • Inclusive Landscape Design SPD
19.Parking and servicing provision	Major developments	Applications are required to provide details of: <ul style="list-style-type: none"> • Existing and proposed vehicle parking including provision for accessible parking. • Details of the proposed servicing to be provided including the location, access/circulation and an indication of vehicle types and expected numbers of deliveries and times per day. These details could also be shown on a site layout plan and supporting written information. • Refuse and recycling (waste) storage locations and arrangements for collection, including locations for the collection of vehicles. 	<ul style="list-style-type: none"> • London Plan Policy T6 and T7 • Core Strategy Policy CS10 (Part H) • Development Management Policies DM8.5 and DM8.6 • Islington’s Recycling and Refuse Storage Requirements • Building Regulation Approved Document M, H
	Major developments, minor developments creating new residential and/or commercial units, and extensions of 100m ² or greater.	Information setting out how and where the development will provide cycle parking; and quantum depending on intended users.	<ul style="list-style-type: none"> • London Plan Policy T5 • Core Strategy Policy CS10 (Part H) • Development Management Policy DM8.4 <p>Note: Minimum standards are set out in Appendix 6 of the Development Management Policies.</p>

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20. Photographs and photomontages	All Development	Provide photographs of the existing building and relationship with neighbouring buildings	<ul style="list-style-type: none"> • London Plan Policy 7.6, 7.7 and 7.11 D4, D9 and HC4 • Core Strategy Policy CS9 • Development Management Policies DM2.1, DM2.3, DM2.4 and DM2.5 • Finsbury Local Plan Policies BC5, BC9 • London View Management Framework SPG
	Large developments	Include photographs and photomontages to show how large buildings can be satisfactorily integrated within the street scene.	
	Development affecting a heritage asset or its setting; demolition of an existing building	Provide photographs of the existing building(s) including internal imagery where relevant	
	Proposals within strategic or local viewing corridors; or affecting views of landmarks	Provide annotated elevations relating to heights of viewing planes; photomontages; and verified visual montages. These should demonstrate the impact of the proposal on the quality of designated views and on views of designated landmarks.	
21. Planning obligations – draft heads of terms	Applications which require the council and applicant to enter into a legal agreement (a planning obligation); for example, to secure affordable housing on site.	Provide a statement of the proposed Heads of Terms which will form the basis of a Section 106 agreement to be entered into in respect of the application. Clarify any advice provided at pre-application stage and provide details of the applicant's solicitors.	<ul style="list-style-type: none"> • London Plan Policy DF1 • Core Strategy Policies CS12 and CS18 • Development Management Policies DM5.4, DM9.1, DM9.2 and DM52 • Finsbury Local Plan Policy BC10 • Planning Obligations (Section 106) SPD • Environmental Design SPD • Affordable Housing Small Sites Contributions SPD <p>Note: Further guidance can be found on the council's website including a standard agreement template.</p>
22. Planning Statement	Minor applications for full planning permission	A short written description and explanation of the proposal, including a justification of the scheme against key planning policies and why any other submission documents are not appropriate in the particular circumstances. The statement should also cover issues of crime prevention / safer places and	<ul style="list-style-type: none"> • London Plan, Core Strategy, Development Management Policies, Finsbury Local Plan and Site Allocations

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
<p><i>Note: Scope and content dependent on the nature of the proposed development, the type of application, and the sensitivity of the proposed development's location. May vary in format from a short summary (i.e. a covering letter) to a detailed document that includes information and commentary on all planning issues relevant to the proposal. The council will exercise proportionality when advising what should be included in the statement, and will only require inclusion of information necessary to enable the assessment of the proposed development.</i></p>		<p>what consultations have been undertaken with neighbouring properties at the pre-application stage</p>	<ul style="list-style-type: none"> • Islington's Statement of Community Involvement (2006) <p>Note: Details used to assess the acceptability of marketing and vacancy evidence is set out in Appendix 11 of DM Policies DPD.</p>
	<p>Major developments (including applications for outline permission and approval of reserved matters)</p>	<p>A summary (no more than 20 pages in length) of the proposed development, its key impacts and the contents of other supporting application documents for applications where the entire submission exceeds 100 pages in length and where that summary is not already provided in an Environmental Statement's non-technical summary:</p> <ul style="list-style-type: none"> • a description of the site, its context and planning history; • a summary of relevant national, regional and local planning policies and guidance (without reproducing their full text) and • explanations as to how/why the proposed development accords or fails to accord with them; • details of consultations with the wider community, local planning authority and statutory and other consultees (if not described separately in a Statement of Community Involvement); • any other information that is materially relevant to planning and to the proposed development but which is not addressed in other submission documents; and • where an application is not accompanied by the information required by this local list, a short written justification explaining why it is not appropriate in these particular circumstances 	
	<p>Proposals involving restaurant/cafés, public house or hot food takeaway uses, nightclubs, places of worship, minicab offices, community facilities or other uses with the potential for significant impacts upon neighbouring residential amenity.</p>	<p>As per the requirements for other applications for full planning permission, together with details of opening hours, covers, staff and customer numbers, means of transport used by staff and customers, refuse storage and collection, activities to be held on the premises, and ancillary uses; and where it involves a minicab office details of the number of minicabs operating and whether drivers will be remote or office based.</p>	

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
	Applications involving a change of use from retail/main town centre uses, business or community use; amalgamation of retail units; change of use from a Public House; and loss of a heritage asset	As per the requirements for other applications for full planning permission, together with marketing information and evidence of lack of demand for the protected use; evidence that alternative employment and community uses have been considered (where relevant); and other information relevant to any exception criteria set out in the relevant planning policies.	
	Applications for variation or removal of conditions and for material and non-material amendments	An explanation as to how the proposed development differs to the approved scheme; a summary of relevant national, regional and local planning policies and guidance adopted since the previous permission was issued (without reproducing their full text) and explanations as to how/why the proposed development accords or fails to accord with them; and an explanation as to why the alterations are required.	
	Applications for Lawful Development Certificates	A description of the site and its planning history; a clear description of the use(s) or work(s) to which the application relates; an explanation as to why the use(s) or work(s) are believed to be lawful (with reference to planning legislation, where relevant); and appendices containing a dated floor plan, sworn affidavits, rent records, evidence of council tax and utility bills, receipts relating to works, advertisements relating to a business, invoices, tax returns and dated photographs, as appropriate.	
23.Retail impact assessment / Retail statement	Applications for Main Town Centre Uses (, retail, professional services, café/restaurants, assembly and leisure, and Sui Generis uses) more than 80sqm GIA in out-of-centre locations (excluding those within the CAZ)	<p>Sequential test assessment to be provided which thoroughly investigates alternative sites in Town Centres, Local Shopping Areas and edge-of-centre locations, to demonstrate that there are no more preferable sites for development.</p> <p>It should be demonstrated that the development would not individually or cumulatively have a detrimental impact on the vitality and viability of Town Centres and Local Shopping Areas.</p>	<ul style="list-style-type: none"> • London Plan Policy E9 and SD7 • Core Strategy Policy CS14 (Part D) • Development Management Policy DM4.4

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
	Applications within Primary or Secondary Frontages or Local Shopping Areas (ground floor only)	An analysis of the resulting proportion of retail units in any Primary or Secondary Frontage, or Local Shopping Area, to be provided.	<ul style="list-style-type: none"> London Plan Policies E9 and SD7Core Strategy Policy CS14 Development Management Policies DM4.5, DM4.6 and DM4.7
	Applications for change of use from retail use, for units outside a designated retail area	Plan to be provided showing essential services within a 300 metre radius.	<ul style="list-style-type: none"> Finsbury Local Plan Policy BC8 (Part F) Location and Concentration of uses SPD <p>Note: Essential services are defined in the glossary of the Development Management Policies.</p>
	Major retail developments; redevelopment of existing small shop units	<p>Information to be provided on existing and proposed small shop units, including:</p> <ul style="list-style-type: none"> Existing number of units / floorspace Proposed number of units / floorspace Information on current occupants including any vacancy periods 	<ul style="list-style-type: none"> London Plan Policies E9 Core Strategy Policy CS14 (Parts A and D) Development Management Policy DM4.1 and DM4.4
24.Schedule of accessible accommodation and operational details (can be provided as part of the accompanying Planning Statement)	Proposals for new residential development	<p>Details to be provided of the mix of housing sizes, tenure mix and proportion of wheelchair accessible units to be achieved in redevelopments, refurbishments and conversions.</p> <p>Operational details to be provided regarding shared circulation spaces, travel distance between drop off points and dwelling entrances, security arrangements (including access control systems), refuse and recycling storage and mailbox locations.</p>	<ul style="list-style-type: none"> London Plan Policy D5, D6, H6 and H10 Core Strategy Policy CS9 and CS12 Development Management Policies DM3.1, DM3.3 and DM3.4 London Housing SPG Inclusive Design in Islington SPD <p>Note: for Operational Requirements, Category 2 and 3 of Approved Document M of the Building Regulations 2015 as amended.</p>

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
	Proposals for hotels, HMOs, student accommodation and other non-self-contained housing, visitor accommodation	Details to be provided of room sizes and wheelchair accessible units	<ul style="list-style-type: none"> • London Plan Policies D6, E10, H12, H16 • Core Strategy Policy CS12, CS14 • Development Management Policies DM3.9 and DM4.11 • Inclusive Design in Islington SPD
	Proposals for residential developments, HMOs, student accommodation, hostels and visitor accommodation	Details of proposed overall residential floorspace and, for each dwelling, intended occupancy, proposed floorspace, built-in storage space and breakdown of room sizes, private outdoor space provision.	<ul style="list-style-type: none"> • London Plan Policies D6, E10, H12 and H16 • Core Strategy Policy CS12, CS14 • Development Management Policies DM3.4, DM3.5, DM3.9 and DM4.11 • London Housing SPG
25. Site waste management plan	Major developments	Details on volume and type of material to be demolished and/or excavated, opportunities for reuse and recovery of materials and how off-site disposal of waste is to be minimised and managed.	<ul style="list-style-type: none"> • London Plan Policy SI7 • Core Strategy Policy CS10 • Development Management Policies DM7.1, DM7.4 and DM9.2
26. Circular Economy Statements	Applications referable to the Mayor	<p>A Circular Economy Statement should be submitted, to demonstrate:</p> <ul style="list-style-type: none"> • how all materials arising from demolition and remediation works will be re-used and/or recycled • how the proposal's design and construction will reduce material demands and enable building materials, components and products to be disassembled and re-used at the end of their useful life 	<ul style="list-style-type: none"> • London Plan policy SI 7

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
		<ul style="list-style-type: none"> • opportunities for managing as much waste as possible on site • adequate and easily accessible storage space and collection systems to support recycling and re-use • how much waste the proposal is expected to generate, and how and where the waste will be managed in accordance with the waste hierarchy • how performance will be monitored and reported. 	
27.Structural Method Statement / Survey; Statement of justification; Schedule of works (for listed buildings)	Basement Development	<p>A Structural Method Statement, in accordance with Section 6 and Appendix B of the Basement Development SPD is required, which must be signed by a Chartered Civil Engineer (MICE) or Chartered Structural Engineer (MIStruct.E), appointed by the applicant. Details of the qualifications and experience of the person signing the statement should be clearly stated.</p>	<ul style="list-style-type: none"> • NPPF • Islington Basement Development SPD
	Works to a listed building or structure (including demolition)	<p>A structural survey may be required in support of an application if the proposal involves substantial demolition, or where substantial excavations are to take place under or near existing buildings to accommodate development, especially if those buildings are listed.</p> <p>For applications for listed building consent, where structural works are proposed a structural statement/report justifying the proposed structural works and methods and indicating the intended method of ensuring the safety and stability of the building fabric throughout the works may be needed.</p> <p>If the proposed works would cause any harm or loss of significance to the listed building or structure, a method statement and justification must be provided.</p> <p>A schedule of works must be provided where proposals seek to remove any part of a building, indicating the location, extent and character of the items to be removed (cross-referenced to elevations, plans and sections).</p>	<ul style="list-style-type: none"> • London Plan Policy HC1 • Core Strategy Policy CS9 • Development Management Policy DM2.3 <p>Note: See also Historic England's 'Historic Environment Good Practise Advice in Planning Notes 1, 2 and 3, and Advice Notes 2 and 16.</p>

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
28.Student bursary statement	All applications for student accommodation or mixed use developments that include element of student accommodation	<p>Statement of how applicant will comply with provisions of Student Bursaries SPD, plus either:</p> <ul style="list-style-type: none"> • A Unilateral Undertaking to make the required payment according to the SPD and undertaking to pay council's legal checking fees, or <p>A viability assessment (see separate validation requirement) and agreement to pay for an independent examination of the assessment plus draft unilateral undertaking and undertaking to pay council's legal checking fees</p>	<ul style="list-style-type: none"> • Core Strategy Policy CS12 • Development Management Policy DM3.9 (Part H) • Student Accommodation Contributions for Bursaries SPD
29.Sustainable design and construction statement	Major developments, minor developments creating new residential and/or commercial units, and extensions of 100m ² or greater.	<p>Full Sustainable Design and Construction Statement required, setting out how the application complies with relevant sustainable design and construction policies and guidance.</p> <p>For major developments this should include:</p> <ul style="list-style-type: none"> • A full Energy Statement, • Assessment of sustainable design standards for new residential and BREEAM pre-assessments (as appropriate), • draft Green Performance Plan, • internal thermal modelling and • Sustainable drainage strategy detailing how sustainable drainage measures have been prioritised over hard solutions, designed in accordance with the drainage hierarchy, maximises biodiversity and amenity value, achieves a greenfield run-off rate (8L/ha/sec for Islington), and is designed for exceedance (minimising risk to life and property should the design event be exceeded) • A SUDS maintenance plan for the drainage system • Completed GLA Sustainable Drainage Proforma • Details setting out the off-setting or remaining CO₂ emissions to be secured with s106 agreement / draft heads of terms. 	<ul style="list-style-type: none"> • London Plan Policies SI1 to SI5, SI7, SI13 Core Strategy Policy CS10 • Development Management Policies DM6.6 to DM7.5 • Mayor's Sustainable Design and Construction SPG • Environmental Design SPD (Appendix 7)
	Planning Applications referable to the Mayor	Development proposals referable to the Mayor should include calculations of whole life-cycle carbon emissions through a	<ul style="list-style-type: none"> • London Plan policy SI2

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
		nationally recognised assessment and demonstrated actions taken to reduce life-cycle emissions.	
	Minor new build residential developments	A Sustainable Design and Construction Statement in accordance with Appendix 8 of the Environmental Design SPD A Unilateral Undertaking agreeing to payments contributions in respect of carbon offsetting and undertaking to pay council's legal checking fees.	<ul style="list-style-type: none"> • Core Strategy Policy CS10 • Development Management Policy DM7.1 and DM7.2 • Environmental Design SPD (Appendix 8) •
	Minor basement development	A Sustainable Design and Construction Statement in accordance with the Islington Basement Development SPD	<ul style="list-style-type: none"> • Core Strategy Policy CS10 • Development Management Policies DM7.2 • Islington Basement Development SPD
30.Electronic Communications Code Operators supplementary information	Planning applications for mast and antenna development by Electronic Communications Code Operators and mobile phone network operators in England	<p>Supplementary information to be included is as follows:</p> <ul style="list-style-type: none"> • Area of search • Details of any consultation undertaken • Details of the proposed structure • Technical justification and information about the proposed development. <p>Applicants must provide a signed declaration that the equipment and installation has been designed in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p>	<ul style="list-style-type: none"> • London Plan Policy SI6 • Development Management Policy DM2.7 • Islington Urban Design Guide SPD <p>Note: Further guidance on information that may be required is set out in The Code of Best Practice on Mobile Network Development in England (2016)</p>
31.Transport assessment and Full or Local level travel plan	<p>All proposals above the following thresholds:</p> <p>E(a) Retail: 1,000sqm or greater</p> <p>E(b)/ Sui Generis hot food takeaway and bar/public house use : 750sqm or greater</p>	<p>The Transport Assessment should identify the impact of the proposal on the transport infrastructure including road capacity, public transport and walking and cycling infrastructure.</p> <p>Coverage and detail should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, the transport aspects of the application should be outlined. For Major proposals, appropriate baseline data should be considered, alongside cumulative effects of existing and potential development in the area. Accessibility to the site</p>	<ul style="list-style-type: none"> • London Plan Policy T4 • Core Strategy Policy CS10 • Development Management Policies DM8.1, DM8.2, DM8.3 and DM8.4 • Planning Obligations (Section 106) SPD

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
	<p>B2/B8/E(c)/E(g): 2,500sqm or greater</p> <p>C1: 50 beds or greater</p> <p>C3: 50 residents or greater</p> <p>E€ hospitals/medical centres: 50 staff or greater</p> <p>F1(a) schools: all developments to have a school travel plan</p> <p>F1(a) higher/further education: 2,500sqm or greater</p> <p>F1(c) and F1€ museum/gallery: 100,000 or greater visitors annually</p> <p>F1(f) places of worship: 200 or greater members/attendees</p> <p>E(d) and F2 (c-d) and Sui Generis uses Assembly and Lesirue: 1,000sqm or greater</p> <p>General Class E (unspecified activity): 750sqm or greater</p>	<p>by all modes of transport should be outlined, likely modal splits of journeys to and from the site provided, and needs of all users (including people with a disability) considered.</p> <p>The Travel Plan should identify how travel to the development will be managed. It must contain proposals to manage sustainably the levels of movement generated with the aim of reducing the environmental impact of vehicles, and promote public transport, walking and cycling opportunities for all users.</p> <p>All Major applications shall be accompanied by a PERS Audit. This should be undertaken with reference to BS8300:2009 and Inclusive Mobility (DfT).</p>	<ul style="list-style-type: none"> • Islington's Transport Strategy 2011 to 2031 • Streetbook SPD • Inclusive Design in Islington SPD <p>Note: Appendix 5 to the Development Management Policies identifies thresholds for Transport Assessments and Travel Plans.</p> <p>Further guidance is provided in Transport for London's Travel Plan Guidance available at https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans and in the National Planning Practice Guidance on 'Transport evidence bases in plan making and decision taking' available at https://www.gov.uk/guidance/transport-evidence-bases-in-plan-making-and-decision-taking</p>
<p>32.Tree survey, Arboricultural Impact Assessment and Arboricultural Method Statement</p>	<p>Proposals that affect trees within the application site or on land adjacent to the site (including street trees).</p>	<p>A tree survey and arboricultural impact assessment (AIA) to BS 5837:2012 Trees in Relation to Design, Demolition and Construction.</p> <p>The tree survey is an appraisal of the pre-construction arboricultural situation that includes an assessment of tree quality.</p> <p>The arboricultural impact assessment (AIA) is required to quantify and suggest solutions to minimise the impacts to trees. It includes a tree retention/removal plan (finalised).</p>	<ul style="list-style-type: none"> • London Plan Policies G1, G5, G7, D8 • Core Strategy Policies CS10 and CS15 • Development Management Policy DM6.5 • Islington Basement Development SPD

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
		If the impacts identified require tree protection or identify special working methods within the root protection area of retained trees, an arboricultural method statement (AMS) and tree protection plan to BS 5837:2012 are also required.	<ul style="list-style-type: none"> Islington Tree Policy (planning guidance) <p>Note: Tree quality assessment should accord with British Standard BS5837:2012</p>
33. Urban Greening	Major development proposals	The applicant will be required to demonstrate how Urban Greening has been incorporated into proposals and how this meets the Urban Greening Factor targets set out in London Plan Policy G5 or any subsequently adopted target	<ul style="list-style-type: none"> London Plan Policy G5 Core Strategy Policy CS10 and CS15 Development Management Policy DM6.5 Environmental Design SPD
34. Utilities and foul sewage assessment	Major developments involving connection to utilities infrastructure; e.g. electricity, gas, telecommunications and water supply	<p>The applicant will be required to demonstrate that:</p> <ul style="list-style-type: none"> Following consultation with the service provider, the availability of utility services has been examined and the proposal would not result in undue stress on infrastructure Proposals incorporate utility company requirements for substations, telecommunications equipment or similar Service routes have been planned to avoid (as far as possible) damage to trees and archaeological remains Where development impinges on existing infrastructure, provisions for relocating or protecting that infrastructure have been agreed with the service provider 	<ul style="list-style-type: none"> London Plan Policy SI5 Core Strategy Policy CS18 Development Management Policies DM2.7, DM4.12, DM9.1 and DM9.2 <p>Note: Guidance on what should be included in a non-mains drainage assessment is provided in current Building Regulations Approved Document Part H and in British Standard BS6297.</p>
	Proposals involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer	A fuller foul drainage assessment is required, including details of the method of storage, treatment and disposal, and the suitability of the site for storing, transporting and treating sewage. It should be demonstrated why connection to the mains sewer is not practical and show satisfactory alternative means of disposal. 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.	
	Proposals involving any changes / replacement to	Scale plans of the new foul drainage arrangements to be provided, including a location plan, cross sections/elevations	

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
	the existing drainage system or the creation of a new drainage system	and specification. Drainage details for Building Regulations Approval will be required to be submitted. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.	
35.Ventilation / Extraction statement	Proposals for premises within the Restaurant/Café, bar/public house, hot food take-away or B2 uses; significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed	<p>Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics are required. The assessment should be undertaken as per the methodology laid out in British Standard BS4142 (Methods for Rating and Assessing Industrial and Commercial Sound) 2014.</p> <p>Note: odour abatement techniques are not usually required for non-A or B use development.</p> <p>Natural ventilation should be designed in rather than mechanical. Where mechanical ventilation is proposed, it must be demonstrated that it is absolutely necessary and options for passive design/ventilation have been considered.</p>	<ul style="list-style-type: none"> • Development Management Policies DM2.1 and DM6.1 Note: See also Appendix 10 of the Development Management Policies.
36.Viability assessment	<p>All proposals where development viability is a relevant consideration, including, but not limited to those set out below.</p> <p>Residential or Mixed Use developments comprising or capable of delivering 10 residential units or more</p>	<p>Viability Assessments should be undertaken in line with the Islington Development Viability SPD and should comprise of the information requirements set out in the SPD (see in particular Sections 4, 5, 6 and Appendix B).</p> <p>This should include an agreement to pay for the council's assessment of the submitted viability information and an electronic version of the viability appraisal that can be fully tested and interrogated.</p> <p>In submitting viability information, applicants should do so in the knowledge that this will be made publically available alongside other application documents.</p> <p>If an applicant wishes to make a case for an exceptional circumstance this should be done well in advance of submission at an early stage within the pre-application process. (See Viability SPD Section 4)</p> <p>A Viability Assessment will be required to demonstrate whether the proposed level of affordable housing is the maximum reasonable that can be delivered.</p>	<ul style="list-style-type: none"> • London Plan Policies H4, H5, E1, E2, E3, E9, S4, SI2 and DF1 • Core Strategy Policies CS10 and CS12 • Development Management Policies DM3.6, DM4.1, DM5.1, DM5.4, DM6.2, DM6.4, DM6.6, DM7.2, DM7.3 and DM9.2 • Finsbury Local Plan Policy BC8 • Planning Obligations SPD • Development Viability SPD • Affordable Housing Small Sites Contributions SPD • Sustainable Design SPD • Student Bursaries SPD • NPPF • NPPG

Validation requirement	Which applications	What is required	Policy drivers / guidance and information
	Residential developments of less than 10 units where a Unilateral Undertaking is not being submitted for the full required affordable housing or carbon offset contribution is not being submitted	Demonstrate whether the required financial contributions towards affordable housing and carbon offsetting are not viable and that if the full required contribution is not agreed to at the validation stage, any lower payment is the maximum reasonable amount based on the site specific characteristics and constraints.	
	Proposals for development on sites with existing business floorspace in Town Centres and designated employment clusters	Demonstrate that the scheme provides the maximum reasonable amount of business floorspace, including affordable / small workspace	
	Other proposals where development viability is a relevant consideration.	A Viability Assessment will be required for other proposals where an applicant makes the case that policy requirements cannot be met or the full level of planning obligations cannot be provided, where viability is a relevant consideration. Demonstrate that it is not viable for the scheme to incorporate the required amount of small shop units.	
	Major developments in the E(a-c) and Sui Generis hot food take away and bar/public house uses	Demonstrate that it is not viable for the scheme to incorporate the required amount of small shop units.	
	Developments in excess of 200 units or 10,000m ² GEA	Demonstrate that it is not viable for the scheme to incorporate required amount of public space, play, and sports and recreation facilities on site.	

Local Validation Requirements Checklist Matrix – June 2021

Validation Requirement		Householder Application	Full Application	Outline Application	Listed Building Consent	Advertisement Consent	Certificate of Lawful Use (Existing)	Certificate of Lawful Use (Proposed)	Prior Notification	Approval of Reserved Matters	Removal or Variation of Condition(s)	Approval of Details (Conditions)	Tree Works (including TPO consent)	Non Material Amendment	Minor Amendment (S73/S19)
Part 1															
1-6	Plans & Drawings	X	X	X	X	X	X	X	X	X	D	D	X	X	X
Part 2 – Reports, Assessments, etc															
1	Affordable Housing Statement		X	X							X	X			D
2	Air Quality Assessment		X	X						X	X	X			
3	Archaeological Assessment	X	X	X											
4	Biodiversity Report		X	X						X	X	X			
5	Community Infrastructure Levy (CIL)		X	X						X					
6	Construction Management Plan		X	X						X	X	X			
7	Contaminated Land Assessment		X	X						X	X	X			D
8	Daylight/Sunlight Assessment	X	X	X						X	X	X			
9	Economic regeneration Statement		X	X						X	X	X			
10	Fire Statement		X	X											D
11	Flood Risk Assessment		X	X						X	X	X			D
12	Health Impact Assessment		X	X											

13	Heritage Statement	X CA	X	X	X	X CA			X	X	X	X	X		D
14	Landscaping details		X	X						X	X	X			D
15	Lighting Assessment		X	X		X				X	X	X			D
16	Market Demand Analysis		X	x						X					
17	Noise Impact/Vibration Assessment		X	X						X	X	X			D
18	Open Space/Recreation Assessment		X	X						X	X	X			D
19	Parking & Servicing provision		X	X						X	X	X			D
20	Photographs & Photomontages	X	X	X	X										
21	Planning Obligations - draft heads of terms		X	X						X	X	X	X		
22	Planning Statement		X	X	X	X	x	X		X	X	X	X		X
23	Retail Impact Assessment/Retail Statement		X	X						X	X	X			D
24	Schedule of accessible accommodation & operational details		X	X						X		X			
25	Site Waste Management Plan		X	X						X	X	X			
26	Circular Economy Statements		X												D
27	Structural Survey /Statement/ Statement of Justification / Schedule for works (for listed buildings)		X	X	X					X	X	X			
28	Student Bursary Statement		X	X						X	X	X			
29	Sustainable Design & Construction Statement	D	X	X						X	X	X			
30	Electronic Communications Code Operators supplementary information		X						X						

31	Transport Assessment & Full or Local Level Travel Plan		X	X						X	X	X			
32	Tree Survey/ Arboricultural implications	X	X	X	X					X	X	X	X		
33	Urban Greening Factor		X												D
34	Utilities and Foul Sewage Assessment	D	X	X						X	X	X			
35	Ventilation/Extract Statement		X	X						X	X	X			
36	Viability Assessment		X	X						X	X	X			X

X = Instances where such reports are required, although these should be tailored to the type of development involved

D = Instances where reports are discretionary. Contact with the local planning authority is firstly recommended to confirm whether required or not, preferably by way of entering into pre-application discussions

CA = Conservation Area

Local Validation Requirements Checklist – June 2021

- Plans & Drawings: Householder Application, Full Application, Outline Application, Listed Building Consent, Advertisement Consent, Certificate of Lawful Use (Proposed), Certificate of Lawful Use (Existing), Prior Notification, Approval of Reserved Matters, Removal of Variation of Condition(s) discretionary, Approval of Details (Conditions) discretionary, Tree Works (including TPO Consent), Non Material Amendment, Minor Amendments (S73/S19)
- Affordable housing requirements: Full application, Outline Application, Removal of Variation of Conditions, Approval of Details (Conditions). Minor Amendments (S73/S19) discretionary.
- Air Quality Assessment Requirements: Full application, Outline application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Archaeological Assessment: Householder Application, Full Application, Outline Application,
- Biodiversity Report: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Community Infrastructure Levy (CIL): Full Application, Outline Application, Approval of Reserved Matters.
- Construction Management Plan: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Contaminated Land Assessment: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Minor Amendments (S73/S19) discretionary.
- Daylight/Sunlight Assessment: Householder Application, Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Economic Regeneration Statement: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).

- Fire Statement: Full Application, Outline Application, Minor Amendments (S73/S19) discretionary.
- Flood Risk Assessment: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Minor Amendments (S73/S19) discretionary.
- Health Impact Assessment: Full Application, Outline Application,
- Heritage Statement: Householder Application (Conservation Area), Full Application, Outline Application, Listed Building Consent, Advertisement Consent (Conservation Area), Prior Notification, Approval of Reserved Matters, Removal of Variation of Condition(s) discretionary, Approval of Details (Conditions) discretionary, Tree Works (including TPO Consent), Minor Amendments (S73/S19) discretionary.
- Landscaping Details: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Minor Amendments (S73/S19) discretionary.
- Lighting Assessment: Full Application, Outline Application, Advertisement Consent, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Minor Amendments (S73/S19) discretionary.
- Market Demand Analysis: Full Application, Outline Application, Approval of Reserved Matters.
- Noise Impact/Vibration Assessment: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Minor Amendments (S73/S19) discretionary.
- Open Space/Recreation Assessment: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Minor Amendments (S73/S19) discretionary.
- Parking & Servicing Provision : Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Minor Amendments (S73/S19) discretionary.
- Photographs & Photomontages: Householder Application, Full Application, Outline Application, Listed Building Consent
- Planning Obligations – draft heads of terms: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s) discretionary, Approval of Details (Conditions) discretionary, Tree Works (including TPO Consent).
- Planning Statement: Full Application, Outline Application, Listed Building Consent, Advertisement Consent, Certificate of Lawful Use (Proposed), Certificate of Lawful Use (Existing), Approval of Reserved Matters, Removal of Variation of Condition(s) discretionary, Approval of Details (Conditions) discretionary, Tree Works (including TPO Consent), Minor Amendments (S73/S19)
- Retail Impact Assessment/Retail Statement: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Minor Amendments (S73/S19) discretionary.
- Schedule of Accessible Accommodation & Operational Details: Full Application, Outline Application, Approval of Reserved Matters, Approval of Details (Conditions).
- Site Waste Management Plan: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Circular Economy Statements: Full Application, Minor Amendments (S73/S19) discretionary.
- Structural Survey/Statement/Statement of Justification/ Schedule for works (for listed buildings): Full Application, Outline Application, Listed Building Consent, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Student Bursary Statement: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Sustainable Design & Construction Statement: Householder Application discretionary, Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Electronic Communications Code Operators Supplementary Information: Full Application, Prior Notification.
- Transport Assessment & Full or Local Level Travel Plan: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).

- Tree Survey/Arboricultural Implications: Householder Application, Full Application, Outline Application, Listed Building Consent, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Tree Works (including TPO Consent).
- Urban Greening Factor: Full Application, Minor Amendments (S73/S19) discretionary.
- Utilities and Foul Sewage Assessment: Householder Application discretionary, Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Ventilation/Extract Statement: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions).
- Viability Assessment: Full Application, Outline Application, Approval of Reserved Matters, Removal of Variation of Condition(s), Approval of Details (Conditions), Minor Amendments (S73/S19).

In addition to documents required by the Local Validation Requirements there are National Information Requirements as specified in the Development Management Procedure Order 2010 (as amended). These include:

- A completed application form (all questions must be answered on the correct application form)
- Location Plan
- Site Plan
- Ownership certificates and associated notices
- Agricultural Land declaration
- The correct fee and
- Design and Access Statement, where required by the Development Management Procedure Order

For further advice on the National Information Requirements please visit the [planning portal](#).

Acceptable document formats and size

The Development Management service can accept files in the following formats:

Adobe PDF - .pdf

Microsoft Office - .doc / .docx

All documents must have no restrictions on editing/redacting, so that the council can comply with GDPR requirements (Minimum requirement: document can be saved as another file name without editing restrictions).

Other formats - Please convert the following formats into pdf format or a word document:

Images - .bmp, .gif, .jpg / .jpeg, .png, .tif

Spreadsheets: .xls / .xlsx

Text - .rtf, .txt

CAD (HPGL) - .plt

If you wish to use another file type, you should check before submission as we may not be able to accept them.

File size

You will not be able to upload files larger than 10MB. Please break the large files into numbered sections to reduce the file size.

Please do not submit .EXE files or use ZIP utilities to condense file sizes.