



DRAFT

**LOCAL VALIDATION CHECKLIST
FOR ALL APPLICATIONS**

*For public consultation
9 February to 9 March 2015*

February 2015


NATIONAL REQUIREMENTS	CORRESPONDING POLICIES & GUIDANCE
Application Form	
Design & Access Statement (DAS) <ul style="list-style-type: none"> • If major development or listed building. • If over 100m² non-residential or one dwelling in conservation area 	Design Quality SPD
Fee	
Plans <ul style="list-style-type: none"> • Block plan of the site (at a scale of 1:100 or 1:200) showing any site boundaries • Site survey plan (at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures) • Existing and proposed floor plans (at a scale of 1:50 or 1:100) • Existing and proposed elevations (at a scale of 1:50 or 1:100) • Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100) • Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fire places, plaster moulding and other decorative details • Roof plans (at a scale of 1:50 or 1:100) • Plans and photographs of any parts of the building to be part or fully demolished • All plans and drawings to indicate; key dimensions (in metric) e.g. width, height and length; and to a recognised metric scale. <i>A scale bar must be included on all drawings</i> 	
Ownership Certificate - The completed ownership certificate (A, B, C or D) as appropriate <ul style="list-style-type: none"> • If Ownership Certificate B is completed, Notice 1 is required • If Ownership Certificate C is completed, Notices 1 and 2 are required • If Ownership Certificate D is completed, Notice 2 is required • Agricultural Holdings Certificate 	

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Supporting Planning Statement	If major development, encouraged for other developments	Design Quality SPD
Heritage Statement	<ul style="list-style-type: none"> • If proposal affects heritage assets** • Is your property within a Conservation Area? • Does your property have an Article 4 Direction on it? 	CP7 , DM HD1-6 , Design Quality SPD
Room by Room Schedule	Internal works to a Listed Building	DM HD2
External Schedule of Works	External works to a Listed Building (It may be desirable to incorporate cross sections of new openings where proposed)	DM HD2
Structural Impact Assessment	Basements or lowering ground floor levels to Listed Buildings	DM HD2
Structural Report & written confirmation that the applicants will pay for the structural report to be independently assessed.	Demolition of a Building of Townscape Merit****	DM HD3 , NPPF
Photomontage	New building developments that will impact upon protected views and vistas ****	DM HD7
Transport Statement	All schemes involving 1-9 residential units or commercial floor space over 100m ²	CP5 , DM TP2 , NPPG
Transport Assessment,	All major applications	CP5 , DM TP2 , NPPG
Parking Layouts & Turning Circles	All schemes incorporating new on-site parking provision or amended on-site parking layout.	DM TP2 , DM TP8
Parking Survey	<ul style="list-style-type: none"> • All schemes outside town centre boundaries involving 1 or more residential units, which do not meet parking standards • If you site is within a Community Parking Zone, the survey should be conducted outside these hours. Community Parking Zones (CPZ) • Contact *** regarding parking survey methodology, costs and timescales 	CP5 , DM TP8
Travel Plan Statements	<ul style="list-style-type: none"> • Schemes that will employ 20 or more staff • Schemes comprising over 50 residential units 	TfL , CP5 , DM TP2
Full Travel Plans	Schemes above the 'Travel Plan Statements' threshold	TfL , CP5 , DM TP2

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<p>Construction Management Statement Framework. This may include:</p> <ol style="list-style-type: none"> 1. the size and routing of construction vehicles to and from the site, and holding areas for these on/off site, including a site layout plan and manoeuvring tracks for vehicles accessing the site, turning and exiting in forward gear and location of skips on highway if required 2. the parking of vehicles of site operatives and visitors 3. the loading/unloading of plant and materials 4. the storage of plant and materials used in constructing the development 5. the erection and maintenance of security hoardings including decorative displays and facilities for public viewing, where appropriate 6. wheel washing facilities 7. a scheme for recycling/disposing of waste resulting from demolition and construction works. 8. Control measures for noise and vibration and dust including working hours. The CMS shall follow the Best Practice detailed within BS5288: 2009 Code of Practice for Noise and Vibration Control on construction and open sites. 	<ul style="list-style-type: none"> • If substantial demolition/excavation works proposed. • Any basement developments • Sites in confined locations. • All major development 	<p style="text-align: center;">CP1, DM DC5, DM TP2</p>

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Flood Risk Assessment (FRA), (commensurate with the scale, nature and location)	<ul style="list-style-type: none"> All development proposals within flood zones 2 and 3 (Non-residential extensions with a footprint of less than 250sqm and Householder development and alterations – see Environment Agency template) All sites greater than 1 hectare within flood zone 1 Development proposals within flood zone 1 where there is evidence of a risk from surface water, ground water and sewer flooding 	CP3 , DM SD6 , Sustainable Construction Checklist SPD
Statement on Sustainable Drainage Systems (SuDS)	Requirement for all major developments development proposals; all others are encouraged (as part of the FRA, SCC or separate statement)	DM SD7
<p>Affordable Housing Statement including:</p> <ul style="list-style-type: none"> Statement confirming input from Registered Providers on suitability of scheme design, and their offers for the proposed affordable housing compliant with the Council's approach to affordability of rent levels and shared ownership and taking account of the availability of all possible public grant funding Affordable housing design quality checklist <p>Viability Report & written confirmation that the agent will fund for this to be independently assessed</p>	<p>Unless less than 10 units or less than 1000m2</p> <ul style="list-style-type: none"> If affordable housing is required to be provided by policy, including residential re-development of existing employment floor-space All former employment sites converting to residential, which does not meet with the affordable housing policies and Affordable Housing SPD Schemes over 1000m2 or 11 and more units, which does not meet with the affordable housing policies and Affordable Housing SPD <p>If proposal does not include policy compliant provision/ payments and this being justified on viability grounds</p> <ul style="list-style-type: none"> All former employment sites converting to residential, which does not meet with the affordable housing policies and Affordable Housing SPD Schemes over 1000m2 or 11 and more units, which does not meet with the affordable housing policies and Affordable Housing SPD 	<p>CP15, DM HO6, DM EM2, Affordable Housing SPD, London Housing Design Guide</p> <p>DM EM2, DM HO6, CP15, CP19, Affordable Housing SPD</p>
Marketing Report & Justification Statement	<ul style="list-style-type: none"> If loss of B1, B2, B8 For change of use from A1 retail or A4 where resisted by policy 	CP19 , DM EM2 , DM TC3-4
Retail Impact Assessment	If retail element exceeds mandatory threshold of 2,500sqm (gross); elsewhere a Retail Impact Assessment is encouraged and maybe essential in determining an application	CP8 , DM TC1-4

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Community Engagement Report	All major developments; all other applicants are strongly encouraged to engage with the local community prior to the submission of an application to improve outcomes	SCI , NPPG
Sustainable Construction Checklist (SCC)	<ul style="list-style-type: none"> • New residential development or extensions creating 1 dwelling unit or more (new build or conversion) • New non-residential development or extensions of more than 100sqm floorspace 	CP1 , DM SD1 , DM SD3 SCC SPD
BREEAM Pre-assessment	New non-residential buildings over 100m2	CP1 , CP2 , DM SD1
BREEAM Domestic Refurbishment scheme	New residential units achieved through conversion	CP1 , CP2 , DM SD1 DM SD3
Code for Sustainable homes Pre-Assessment (Code Level 3 accreditation is required)	All new homes	CP1 , CP2 , DM SD1
Energy Report: The report should demonstrate that the scheme achieves a 35 per cent carbon reduction target beyond Part L 2013 of the Building Regulations – Where this is not feasible, a report should be submitted to demonstrate this has been fully investigated, and the acceptability of such justification will be assessed by officers	<ul style="list-style-type: none"> • New residential development or extensions creating 1 dwelling unit or more • New non-residential development or extensions of more than 100sqm floorspace 	CP1 , CP2 , DM SD1 , DM SD2 ; DM SD3
Landscaping Scheme Including details of trees and vegetation that has been or will be removed in order to facilitate development	Schemes that result in the loss of trees	CP7 , DM DC4 , Design Quality SPD

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<ol style="list-style-type: none"> 1. Tree Survey & Constraints Plan in accordance with the current British Standard 5837 2. Arboricultural Impact Assessment and Arboricultural Method Statement – Statement in accordance with the current British Standard 5837 	<ol style="list-style-type: none"> 1. Where there are trees on or adjacent to the site (including street trees) 2. Where there are significant or protected trees (Tree Preservation Order) on or adjacent to the site, which will either be impacted by the development or construction. 	<p style="text-align: center;">DM DC4</p>
Archaeological Statement	<p>A site in an archaeological priority area (Map 1 , page 72 of the Development Management Plan) where proposed works could affect archaeological remains below ground level,</p> <ul style="list-style-type: none"> • All sites on or near a Scheduled Ancient Monument, • All sites of 0.4 hectares or larger not in a priority area, • All applications for a scoping opinion for an Environmental Impact Assessment, supported by an EIA, or Environmental Statement, • All applications where supported by an archaeological desk-based assessment as part of a design and access statement, • Buildings, parks or gardens of historic interest for which demolition or significant alteration is proposed, • All submissions to discharge archaeological or recording conditions, • Appeals. 	<p style="text-align: center;">DM HD4 (including Map)</p> <div style="text-align: center;">  charter-planning-archaeology.pdf </div>
<ol style="list-style-type: none"> 1. A Phase 1 Habitat Survey (including a desk based report, apply the Greenspace Information for Greater London data (GiGL - as our local recording organisation) for their data search, and take account of the Richmond Biodiversity Action Plans). These should be carried out during the summer, weather dependant. 2. External lighting plans/specification details, including spectrum details 3. Mitigation and enhancement measures 	<ol style="list-style-type: none"> 1. If likely to impact on wildlife and biodiversity (including LBRuT Biodiversity Action Plan (BAP) Species or habitats) or within or adjacent to an SSSI, Other Site of Nature Importance, green corridor or river. 2. Where floodlighting / external lighting is proposed in or adjacent to the above areas 3. Where habitats or species are affected by development. 	<p style="text-align: center;">CP4, DM OS5 BAP</p>

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Acoustic Assessment and/or an Acoustic Design Statement	Where noise is likely to be a material consideration / cause an impact for either Noise Sensitive Development*** or Noise Generating Development***	DM DC5
Odour Assessment Report & Scheme, in line with DEFRA: Control of Odour and Noise from Commercial Kitchen Systems 2004. The document can be downloaded from the DEFRA website http://www.defra.gov.uk/publications/files/pb10527-kitchen-exhaust-0105.pdf	New or altered kitchen extraction system	DM DC5
Daylight Assessment & Lighting Pollution in line with the Building Research Establishment (BRE) document 'Site Layout Planning for Daylight and Sunlight', A guide to good practice, Second Edition.	All major developments including new build	DM DC5 , Design Quality SPD
Residential Standards Statement outlining room sizes and external amenity sizes	<ul style="list-style-type: none"> All schemes involving 1 or more unit (achieved through reversion, conversion or new build). Where any affordable units proposed, see 'Affordable Housing Statement'. 	DM H04 , Residential Development Standards SPD
Land Contamination Assessment - Desk Study (in pdf format)	Schemes where there is a change of use to residential, if within 50m of a potential contaminated land site****	CP1
Community Infrastructure Levy Liability Form	All developments	CIL
Environmental Impact Assessment (EIA)	Requirements as set out in the the Town and Country Planning (Environmental Impact Assessment) Regulations 2011: <ul style="list-style-type: none"> Required for all Schedule 1 projects May be required for projects listed in Schedule 2 	National legislation

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Lifetime Homes Standards Statement	For all new homes	CP14, Residential Development Standards SPD
Wheelchair Housing Statement & Drawing to show turning circles for 10% of residential units	All major residential developments	CP14 Residential Development Standards SPD
<p>Statement summarising the outcome of consultations with organisations with an interest in the proposed development, in particular with the relevant body where a mast is to be installed near a school or college or within a statutory safeguarding zone surrounding an aerodrome or technical site;</p> <p>Certificate of statement that self certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines;</p> <p>For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure</p>	All telecommunication developments	NPPF Telecommunications SPD

Note: references to policies are not exhaustive

DEFINITIONS

*	<p>A major development is defined as any of the following:</p> <ul style="list-style-type: none"> • Residential development or 10 or more homes (through conversion of new building) • Residential development on a site of at least 0.5 hectares • Creation or change of use of a commercial development, where the floor space is 1000m² or more • A non-residential development on a site of at least 1 hectare
**	<p>Heritage Asset:</p> <ul style="list-style-type: none"> • Listed buildings • Buildings of townscape merit • Conservation Areas • World Heritage Sites • Ancient Monuments • Historic Parks and Gardens
***	<ul style="list-style-type: none"> • Noise Generating Development – this includes industrial and commercial development that has the potential to generate adverse noise impacts; examples of which include the installation of mechanical services plant & equipment, proposed entertainment venues, commercial development which is structurally adjoining residential development, sporting facilities and multi-use games areas. • Noise Sensitive Development- this includes proposed new residential properties, residential institutions, educational establishments and hospitals as well as noise sensitive land such as certain parks and gardens which is to be located near existing noise generating transportation and industrial noise sources such as aircraft overflight noise, road traffic , rail traffic, and industrial and commercial noise such as existing building services plant and commercial / industrial premises where noise may cause an adverse impact on the proposed development.
****	<p>Contact your local planning authority – 020 8891 1411 or email Planning@richmond.gov.uk</p>