



LOCAL VALIDATION CHECKLIST FOR ALL APPLICATIONS

**As agreed by the Strategic Cabinet Member for
Environment Business and Community on 28 April 2015**

Updates made in September 2015 to reflect Government changes in relation to technical housing standards and affordable housing.

Updates made in September 2016 to reflect:

- requirement for streetscene drawings,
- minor updates to Flood Risk Assessment guidance,
- requirement for foul sewage and utilities statement,
- requirement for Open Space Assessment (where proposals impact on designated open land),
 - inclusion of reference to Affordable Housing policy,
 - updated ecological requirements,
 - requirement for Air Quality Assessments,
- Government changes in relation to housing standards, and
- requirement for statement on residential outbuildings.

Updates made in December 2016 to provide additional guidance in relation to flood risk assessments.

The London Borough of Richmond upon Thames Local Validation Checklist has been prepared in accordance with the Town & Country Planning (Development Management Procedure) (England) Order 2015 and the Town and Country Planning Act 1990 (as amended).

April 2015, updated December 2016

NATIONAL REQUIREMENTS – in line with The Town and Country Planning (Development Management Procedure) (England) Order 2015	THRESHOLD	CORRESPONDING POLICIES & GUIDANCE
Application Form	All applications	
Design & Access Statement (DAS)	<ul style="list-style-type: none"> • If major development or Listed Building • If over 100m² non-residential, or • If one or more new dwellings in a Conservation Area 	Design Quality SPD
Fee	All applications	
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	All applications	
Plans – National Requirements <ul style="list-style-type: none"> • Plan identifying the land the application relates • Other plans and drawings and information needed to describe the development • All drawings to be of an identified scale and with a direction of north 	All applications	

LOCAL REQUIREMENTS	THRESHOLD	CORRESPONDING POLICIES & GUIDANCE
<p>Plans – Local Requirements</p> <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 for Listed Buildings, Buildings of Townscape Merit and external works in Conservation Areas • 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. <p>A scale bar must be included on all drawings.</p>	All applications	
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	DM HD2

Structural Impact Assessment & written confirmation that the applicants will pay for the structural report to be independently assessed	Adding basements to or adjacent to Listed Buildings or lowering floor levels of 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
Streetscape drawing	Infill developments	DM DC1, HO2
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 (refer to Transport for London guidance via the link)	CP5 , DM TP2 , TfL (Transport Assessments) , 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 your site is within a Community Parking Zones (CPZ), the survey should be conducted outside these hours Contact Highways & Transport***** 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	Thresholds according to Transport for London Guidance (via the link) and Transport Planning requirements such as for school expansions	TfL (Travel Plans) , CP5 , DM TP2

<p>Construction Management Statement This may include:</p> <ol style="list-style-type: none"> 1. The size, number, routing and manoeuvring tracking of construction vehicles to and from the site, and holding areas for these on/off site 2. Site layout plan showing manoeuvring tracks for vehicles accessing the site to allow these to turn and exit in forward gear; 3. Details and location of parking for site operatives and visitor vehicles (including measures taken to ensure satisfactory access and movement for existing occupiers of neighbouring properties during construction); 4. Details and location where plant and materials will be loaded and unloaded; 5. Details and location where plant and materials used in constructing the development will be stored, and the location of skips on the highway if required 6. Details of any necessary suspension of pavement, roadspace, bus stops and/or parking bays; 7. Details where security hoardings (including decorative displays and facilities for public viewing) will be installed, and the maintenance of such 8. Details of any wheel washing facilities; 9. Details of a scheme for recycling/disposing of waste resulting from demolition and construction works (including excavation, location and emptying of skips); 10. Details of measures that will be applied to control the emission of noise, vibration and dust including working hours. This should follow Best Practice detailed within BS5288:2009 Code of Practice for Noise and Vibration Control on Construction and Open Sites; 11. Details of any highway licenses and traffic orders that may be required (such as for licences for any structures / materials on the highway or pavement; or suspensions to allow the routing of construction vehicles to the site); 12. Details of the phasing programming and timing of works; 13. Where applicable, the Construction Management Statement should be written in conjunction with the Arboricultural Method Statement, and in accordance with British Statement 5837:2012 'Trees in relation to design, demolition and construction – recommendations', in particular section 5.5, 6.1, 6.2, 6.3 and 7; 14. A construction programme including a 24 hour emergency contact number; 15. See also TfL guidance on Construction Logistics Plans. 	<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, TfL (Construction Logistics Plan), TfL (Delivery & Servicing Plan) </p>

<p>Flood Risk Assessment (FRA), commensurate with the scale, nature and location</p> <p>An accurate assessment of the level of flood risk demonstrating the proposed land use is suitable and will not increase flood risk on or off site and is resilient to climate change:</p> <ul style="list-style-type: none"> • Including the latest flood map and modelling evidence. Request the latest flood map by emailing kslenquiries@environment-agency.gov.uk • Including the line of the tidal flood defence and the state of the flood defences for sites next to the River Thames 	<ul style="list-style-type: none"> • All development proposals within flood zones 2 and 3 • All sites greater than 1 hectare within flood zone 1 • Development adjacent / within 16 metres of a flood defence • Development proposals within flood zone 1 where there is evidence of a risk from surface water, ground water and sewer flooding 	<p>CP3, DM SD6, Sustainable Construction Checklist SPD, SFRA, PPG</p> <p>How to produce a Flood Risk Assessment</p>
<p>Statement on Sustainable Drainage Systems (SuDS)</p>	<p>Requirement for all major developments development proposals; All others are encouraged (as part of the FRA, SCC or separate statement)</p>	<p>DM SD7, LBRuT SuDS Guidance, Non-statutory technical standards for sustainable drainage systems</p>
<p>Foul sewage and utilities statement</p>	<p>All major developments including new build</p>	<p>DM SD9, DM SD10</p>
<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 (where policy requirement is for schemes include on site affordable housing provision) • Affordable housing design quality checklist • Commuted sum Calculation Pro-forma • Agreement to pay affordable housing financial contribution 	<p>All schemes including 1 or more residential units</p>	<p>CP15, DM HO6, DM EM2, Affordable Housing SPD, London Housing Design Guide, LP36 adopted for DC purposes</p>
<p>Viability Report and written confirmation that the agent will fund for this to be independently assessed</p>	<p>If proposal does not include policy compliant provision/ payments and this being justified on viability grounds</p>	<p>DM EM2, DM HO6, CP15, CP19, Affordable Housing SPD, LP36 adopted for DC purposes</p>

Marketing Report and Justification Statement	<ul style="list-style-type: none"> • If loss of B1, B2, B8 uses • For change of use from A1 retail or A4 where resisted by policy 	CP19 , DM EM2 , DM TC3-4
Retail Impact Assessment	<ul style="list-style-type: none"> • If retail element exceeds mandatory threshold of 2,500m² (gross); • Elsewhere a Retail Impact Assessment is encouraged and maybe essential in determining an application 	CP8 , DM TC1-4
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 100m² floorspace 	CP1 , DM SD1 , DM SD3 SCC SPD
BREEAM Pre-Assessment	New non-residential buildings over 100m ²	CP1 , CP2 , DM SD1
BREEAM Domestic Refurbishment scheme	New residential units achieved through conversion	CP1 , CP2 , DM SD1 DM SD3
Energy Report: The report should demonstrate that the scheme achieves a 35 per cent carbon emissions 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 100m² floorspace 	CP1 , CP2 , DM SD1 , DM SD2 ; DM SD3
Open Space Assessment: demonstrating impacts on Green Belt, Metropolitan Open Land or Other Open Land of Townscape Importance	For proposals affecting designated Green Belt, Metropolitan Open Land or Other Open Land of Townscape Importance	NPPF DM OS2 DM OS3

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
<ol style="list-style-type: none"> 1. Tree Survey and Constraints Plan 2. Arboricultural Impact Assessment and Arboricultural Method Statement Both in accordance with 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. 	DM DC4
Archaeological Statement	<p>A site in an archaeological priority area (Map 1, page 72, DMP) 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. 	DM HD4 (including Map)
<ol style="list-style-type: none"> 1. A Preliminary Ecological Appraisal (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). Surveys should be carried out during appropriate times. 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. 	CP4 , DM OS5 , BAP , CIEEM

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.	New or altered kitchen extraction system	DM DC5 , DEFRA
Air Quality Assessment	All major developments including new build	CP1 , 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; this should also consider overshadowing and solar glare	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 , Housing Technical Standards – nationally described space standards
Land Contamination Assessment – Desk Study	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 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

Health Impact Assessment (HIA)	Requirement for all major developments	CP17
Inclusive Access Statement to address Building Regulations Requirement M4 (2) 'accessible and adaptable dwellings'	For all new homes For 90% of all new homes in all major residential developments	CP14, Residential Development Standards SPD
Wheelchair Housing Statement to address Building Regulations Requirement M4 (3) 'wheelchair user dwellings'	All major residential developments	CP14, Residential Development Standards SPD
Statement on use of residential outbuildings / granny annexes and relationship with the main dwelling	For all applications proposing outbuildings	DM DC5, DM HO3
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; Certificate of statement that self certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines; 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	All telecommunication developments	NPPE Telecommunications SPD

Note: references to policies and guidance are not exhaustive

DEFINITIONS	
*	<p>A <u>major</u> development is defined as any of the following</p> <ul style="list-style-type: none"> • Residential development of 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 • Registered Parks and Gardens of Historic Interest
***	<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.
****	Contact your local planning authority – 020 8891 1411 or email Planning@richmond.gov.uk
*****	Contact Highways & Transport – 020 8891 1411