



# **DRAFT LOCAL VALIDATION CHECKLIST FOR ALL APPLICATIONS**

**As agreed for public consultation  
by the Environment, Sustainability, Sport and Culture Committee on 15 July 2019**

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).

**Consultation Draft, July 2019**

**Public Consultation: 22 July to 2 September 2019**

FOR INFORMATION:

### **Outline Planning Applications**

Whilst it is recommended the checklist is applied to identify the documents that may be necessary, the Local Planning Authority (LPA) recognise the level of information required at submission of an outline application will vary, depending on the reserved matters. Thereby it is recommended applicants seek advice from Development Management prior to submission. Alternatively, the LPA will specify to the applicant / agent within 1 month from receipt of the application the further details required to allow the LPA to process the application.

### **Permission in Principle – what makes a valid application?**

#### **Requirements:**

#### **Stage 1: Permission in principle**

1. Completed application form
2. A plan which identifies the land to which the application relates, drawn to an identified scale and showing the direction of North
3. Block/Site Layout Plan (at a scale of 1:200 or 1:500) identifying:
  - a. The proposed development in relation to the site boundaries and other existing buildings on the site.
  - b. Any trees
  - c. Any protected species habitats
  - d. Any public rights of way affected by the development
  - e. Access points together with the proposed parking arrangements
4. Correct application fee
5. Additional requirements may apply where compulsory pre-application consultation is required by virtue of Section 61W(1) of the Town and Country Planning Act 1990.

#### **Stage 2: Technical details consent**

1. The requirements for a valid technical details consent application are the same as those for an application for full planning permission.
2. Any additional information identified on the Brownfield Land Register.

<b>NATIONAL REQUIREMENTS – in line with <a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></b>	<b>THRESHOLD</b>	<b>CORRESPONDING POLICIES &amp; GUIDANCE</b> LP = Local Plan HPNP = Ham & Petersham Neighbourhood Plan <sup>1</sup>
Application Form	All applications	
Design & Access Statement (DAS)	<ul style="list-style-type: none"> <li>• If <a href="#">major</a>** development or Listed Building</li> <li>• If over 100m<sup>2</sup> non-residential, or</li> <li>• If one or more new dwellings in a Conservation Area</li> </ul>	<a href="#">Design Quality SPD</a>
Fee	All applications	
Ownership Certificate - The completed ownership certificate (A, B, C or D) as appropriate <ul style="list-style-type: none"> <li>• If Ownership Certificate B is completed, Notice 1 is required</li> <li>• If Ownership Certificate C is completed, Notices 1 and 2 are required</li> <li>• If Ownership Certificate D is completed, Notice 2 is required</li> </ul> Agricultural Holdings Certificate	All applications	
Plans – National Requirements <ul style="list-style-type: none"> <li>• Plan identifying the land the application relates</li> <li>• Other plans and drawings and information needed to describe the development</li> <li>• All drawings to be of an identified scale and with a direction of north</li> </ul>	All applications	

LOCAL REQUIREMENTS	THRESHOLD	CORRESPONDING POLICIES & GUIDANCE LP = Local Plan HPNP = Ham & Petersham Neighbourhood Plan <sup>1</sup>
<p>Plans – Local Requirements</p> <ul style="list-style-type: none"> <li>• Block plan of the site (at a scale of 1:100 or 1:200) showing any site boundaries</li> <li>• 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)</li> <li>• Existing and proposed floor plans (at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed elevations (at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed site sections and finished floor and site levels (at a scale of 1:50 or 1:100)</li> <li>• 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</li> <li>• Roof plans (at a scale of 1:50 or 1:100)</li> <li>• Plans and photographs of any parts of the building to be part or fully demolished</li> <li>• All plans and drawings to indicate; key dimensions (in metric) e.g. width, height and length; and to a recognised metric scale. A scale bar must be included on all drawings.</li> <li>• <a href="#">Actual existing and proposed floorspace figures by use class<sup>2</sup></a></li> </ul>	<p>All applications except where specified.</p>	
<p>Supporting Planning Statement</p>	<p>If <a href="#">major</a> development, encouraged for other developments</p>	<p><a href="#">Design Quality SPD</a></p>

LOCAL REQUIREMENTS	THRESHOLD	CORRESPONDING POLICIES & GUIDANCE LP = Local Plan HPNP = Ham & Petersham Neighbourhood Plan <sup>1</sup>
Heritage Statement	<ul style="list-style-type: none"> <li>If proposal affects designated and/or non-designated heritage assets<sup>3</sup> or their setting</li> <li>Is your property within a <a href="#">Conservation Area</a>?</li> <li>Does your property have an <a href="#">Article 4 Direction</a> relating to conservation on it?</li> </ul>	<a href="#">LP 3</a> , <a href="#">LP 4</a> <a href="#">Design Quality SPD</a> , and others including <a href="#">Public Space Design Guide</a> , <a href="#">House Extensions and External Alterations</a>
Room by Room Schedule	Internal works to a Listed Building	<a href="#">LP 3</a>
External Schedule of Works	External works to a Listed Building	<a href="#">LP 3</a>
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 and any structural alterations and repairs to listed buildings.	<a href="#">LP 3</a>
Structural Report & written confirmation that the applicants will pay for the structural report to be independently assessed	Demolition of a Building of Townscape Merit <sup>3</sup> unless it is not being demolished for structural reasons.	<a href="#">LP 4</a> , <a href="#">NPPF</a>
Photomontage	New building developments that will impact upon protected views and vistas Major applications, which include new built form	<a href="#">LP 5</a>
Streetscape drawing	Infill developments	<a href="#">LP 1</a> , <a href="#">LP 39</a>
Transport Statement	All schemes involving 1-9 residential units or commercial floor space over	<a href="#">LP 44</a> , <a href="#">NPPG</a>

	100m <sup>2</sup>	
Transport Assessment	All <a href="#">major</a> applications (refer to Transport for London guidance via the link in next column)	<a href="#">LP 44, HPNP T1 TfL (Transport Assessments), NPPG</a>
Parking Layouts & Turning Circles	All schemes incorporating new on-site parking provision or amended on-site parking layout.	<a href="#">LP 45 Supplementary Planning Document 'Front Garden and Other Off Street Parking Standards'</a>
Parking Survey	<ul style="list-style-type: none"> <li>• All schemes outside town centre boundaries involving 1 or more residential units.</li> <li>• If your site is within a <a href="#">Community Parking Zones (CPZ)</a>, the survey should be conducted outside these hours</li> <li>• Contact Highways &amp; Transport<sup>4</sup> regarding parking survey methodology, costs and timescales</li> </ul>	<a href="#">LP 45</a>
Travel Plan Statements	<ul style="list-style-type: none"> <li>• Schemes that will employ 20 or more staff</li> <li>• Schemes comprising over 50 residential units</li> <li>• All proposals for car free housing</li> </ul>	<a href="#">LP 45 TfL (Travel Plans) TfL Travel Planning Guidance</a>
In relation to schools: School travel plans will be expected to be developed on the TfL STARS system.	All development of schools.	<a href="#">LP 45 STARS accreditation</a>
Full Travel Plans	Thresholds according to Transport for London Guidance (via the link) and Transport Planning requirements such as for school expansions	<a href="#">LP 45 TfL (Travel Plans)</a>

<p>Construction Management Statement This may include:</p> <ol style="list-style-type: none"> <li>1. The size, number, routing and manoeuvring tracking of construction vehicles to and from the site, and holding areas for these on/off site</li> <li>2. Site layout plan showing manoeuvring tracks for vehicles accessing the site to allow these to turn and exit in forward gear;</li> <li>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);</li> <li>4. Details and location where plant and materials will be loaded and unloaded;</li> <li>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</li> <li>6. Details of any necessary suspension of pavement, roadspace, bus stops and/or parking bays;</li> <li>7. Details where security hoardings (including decorative displays and facilities for public viewing) will be installed, and the maintenance of such</li> <li>8. Details of any wheel washing facilities;</li> <li>9. Details of a scheme for recycling/disposing of waste resulting from demolition and construction works (including excavation, location and emptying of skips);</li> <li>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 &amp; Best Practice produced by the Greater London Authority (GLA).</li> <li>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);</li> <li>12. Details of the phasing programming and timing of works;</li> <li>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;</li> <li>14. A construction programme including a 24 hour emergency contact number.</li> <li>15. See also TfL guidance on Construction Logistics Plans.</li> </ol>	<ul style="list-style-type: none"> <li>• If substantial demolition/excavation works proposed</li> <li>• Any basement and subterranean developments</li> <li>• Sites in confined locations or near sensitive receptors.</li> <li>• All <u>major</u> development</li> </ul>	<p><a href="#">LP 10</a> <a href="#">LP 45</a> <a href="#">TfL Construction Logistics Plans guidance</a></p> <p><a href="#">TfL Delivery &amp; Servicing plans</a></p> <p><a href="#">GLA Control of Dust and Emissions during Construction and Demolition SPG</a></p> <p><a href="#">Good Practice Guide on Basement Development</a></p>
<p>Delivery &amp; Servicing Plan</p>	<p>Major new development which involves freight movements and has servicing</p>	<p><a href="#">TfL Delivery &amp; Servicing plans</a></p>

	needs.	
<p>Flood Risk Assessment (FRA), commensurate with the scale, nature and location, to include:</p> <ol style="list-style-type: none"> <li>1. 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: <ul style="list-style-type: none"> <li>• Including the latest flood map and modelling evidence. Request the latest flood map by emailing <a href="mailto:kslenquiries@environment-agency.gov.uk">kslenquiries@environment-agency.gov.uk</a></li> <li>• Including the line of the tidal flood defence and the state of the flood defences for sites next to the River Thames</li> </ul> </li> <li>2. A completed Flood Risk Assessment Checklist, which provides guidance and advice to applicants and enables Council officers to ensure that all of the required information is included.</li> </ol>	<ul style="list-style-type: none"> <li>• All development proposals within flood zones 2 and 3</li> <li>• All sites greater than 1 hectare within flood zone 1</li> <li>• Development adjacent / within 16 metres of a flood defence</li> <li>• Development proposals within flood zone 1 where there is evidence of a risk from surface water, ground water and sewer flooding</li> </ul>	<p><a href="#">LP 21</a></p> <p><a href="#">Sustainable Construction Checklist SPD, SFRA, PPG</a></p> <p><a href="#">How to produce a Flood Risk Assessment</a></p> <p><a href="#">Flood Risk Assessment Checklist</a></p>
<p>The <a href="#">London Sustainable Drainage Proforma</a></p> <ol style="list-style-type: none"> <li>1. Applicants must use the Proforma in Excel which is available on the Council's website via the above link.</li> <li>2. to demonstrate the proposal complies with: <ul style="list-style-type: none"> <li>• A reduction in surface water discharge to greenfield run-off rates</li> <li>• Where greenfield run-off rates are not feasible, this will need to be demonstrated by the applicant, and in such instances, the minimum requirement is to achieve at least a 50% attenuation of the site's surface water runoff at peak times based on the levels existing prior to the development</li> </ul> </li> </ol>	<p>Requirement for all applications</p>	<p><a href="#">LP 21, HPNP E4</a></p> <p><a href="#">LBRuT SuDS Guidance and Proforma,</a></p> <p><a href="#">Non-statutory technical standards for sustainable drainage systems</a></p>
<p><a href="#">Statement on Sustainable Drainage Systems (SuDs)</a></p> <p>Including the proposed Sustainable Drainage System to be incorporated in the development, along with details for their long term management and maintenance.</p>	<p>Required for all major developments in Flood Zone 1.</p> <p>Required for all other development proposals where there is evidence of a risk from other sources of flooding, including surface water, ground water</p>	<p><a href="#">LP 21, HPNP E4</a></p> <p><a href="#">Non-statutory technical standards for sustainable drainage systems</a></p>



	and sewer flooding.	
<p><b>Foul sewage and utilities statement</b> Which should be accompanied by a letter of confirmation from the appropriate water utility company that sufficient water capacity exists or can be provided before construction is complete.</p>	All <a href="#">major</a> developments including new build	<a href="#">LP 23</a>
<p>Affordable Housing Statement including:</p> <ul style="list-style-type: none"> <li>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</li> </ul>	All former employment sites and schemes capable of 10 or more units	<a href="#">LP 36 Affordable Housing SPD</a>
<p>Affordable Housing Statement including:</p> <ul style="list-style-type: none"> <li>Commuted sum Calculation Pro-forma</li> <li>Agreement to pay affordable housing financial contribution</li> </ul>	All schemes providing 1-9 residential units where there is no loss of employment floorspace	<a href="#">LP 36 Affordable Housing SPD</a>
<p>Viability Report and written confirmation that the agent will fund for this to be independently assessed (by the Council's viability consultants, and including a costs review if necessary).</p> <p>There will be full public disclosure of the financial information as required by policy LP 36, unless it is demonstrated at time of submission that withholding such information meets the tests in the Freedom of Information Act 2000 (FOIA) or exceptions of the Environmental Information Regulations 2004 (and any act superseding this).</p>	If proposal does not include policy compliant provision/ payments and this being justified on viability grounds	<a href="#">LP 36 Affordable Housing SPD</a>
<p>Marketing Report for Change of Use See Appendix 5 of the Local Plan for details of content</p>	<ul style="list-style-type: none"> <li>If loss of B1 office outside of Key</li> </ul>	<a href="#">LP 41-42 LP 26-8,</a>

	<p>Office Areas. Please note that no net loss of office space within designated Key Office Areas will be permitted in line with Policy LP 41.</p> <ul style="list-style-type: none"> <li>• If loss of B1c, B2, B8 uses and sui generis uses where policy LP 42 applies</li> <li>• If loss of social and community infrastructure floorspace (D Use Classes and Sui Generis uses)</li> <li>• For change of use from a use protected by policy LP 26 and LP 27 or public houses where resisted by policy</li> </ul>	<p><a href="#">Local Plan Appendix 5, HPNP Policy R1</a></p>
Retail Impact Assessment	<ul style="list-style-type: none"> <li>• If retail element (including extensions) exceeds 500m<sup>2</sup> (gross);</li> </ul>	<p><a href="#">LP 25</a></p>
Sequential Test Assessment (Retail & Leisure)	<p>Developments of more than 200m<sup>2</sup> gross not located in appropriate locations as defined in policy LP 25 A 2.</p>	<p><a href="#">LP 25</a></p>
Community Engagement Report	<p>All <a href="#">major</a> developments; all other applicants are strongly encouraged to engage with the local community prior to the submission of an application to improve outcomes</p>	<p><a href="#">SCI, NPPG</a></p>
<p>Sustainable Construction Checklist (SCC) Applicants are encouraged to fill in the <a href="#">SCC Excel spreadsheet</a> on the Council's website.</p>	<ul style="list-style-type: none"> <li>• New residential development or extensions creating 1 dwelling unit or more (new build or conversion)</li> <li>• New non-residential development or extensions of more than 100m<sup>2</sup> floorspace</li> </ul>	<p><a href="#">LP 20, LP 22</a> <a href="#">SCC SPD</a></p>
BREEAM Pre-Assessment	<p>New non-residential buildings over</p>	<p><a href="#">LP 22</a></p>

	100m <sup>2</sup>	<a href="#">SCC SPD</a>
BREEAM Domestic Refurbishment Pre-Assessment	New residential units achieved through conversion (where feasible)	<a href="#">LP 22</a> <a href="#">SCC SPD</a>
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"> <li>• New residential development or extensions creating 1-9 dwelling units</li> <li>• New non-residential development (including change of use applications) or extensions of 100-999m<sup>2</sup> floorspace.</li> </ul>	<a href="#">LP 20</a> , <a href="#">LP 22</a>
Energy Report: The report should demonstrate that the scheme achieves zero carbon standards.	All <a href="#">major</a> developments	<a href="#">LP 22</a>
National Water Standards Statement: demonstrating water consumption of 110 litres per person per day (including an allowance of 5 litres or less per person per day for external water consumption)	New residential units (new build or conversion)	<a href="#">LP 22</a>
Decentralised Energy Network feasibility to include an assessment of the provision of on-site decentralised energy (DE) networks and combined heat and power (CHP)	<ul style="list-style-type: none"> <li>• 50 units or more</li> <li>• Non-residential development of 1000m<sup>2</sup> or more</li> </ul>	<a href="#">LP 22</a>
Open Space Assessment: demonstrating impacts on Green Belt, Metropolitan Open Land, Other Open Land of Townscape Importance The application should be accompanied with an assessment and calculations in order to enable direct comparison of the footprint and floorspace of the existing structures and buildings and the footprint and floorspace of the proposed development.	For proposals affecting designated Green Belt, Metropolitan Open Land, Other Open Land of Townscape Importance	<a href="#">LP 13</a> , <a href="#">LP 14</a> <a href="#">NPPE</a>
Play and Child Occupancy Assessment: to determine whether the proposal will lead to an estimated child occupancy of ten children or more, by using the Council's child yield calculator as set out in the Planning Obligations SPD.	All <a href="#">major</a> developments	<a href="#">LP 31</a> <a href="#">Playspace child yield calculator</a>

Public open space assessment: to include an analysis of existing open space provision	All <a href="#">major</a> developments	<a href="#">LP 31</a>
Playing fields and sport facilities assessment: to determine the need and feasibility for on-site provision of new playing fields and ancillary sports facilities	All <a href="#">major</a> developments	<a href="#">LP 31</a> <a href="#">Borough's Playing Pitch Strategy</a>
<p>Landscaping Scheme, including</p> <ul style="list-style-type: none"> <li>• Details of trees and vegetation that has been or will be removed in order to facilitate development.</li> <li>• Details of species and specification and proposed maintenance to be supplied, and how the new species are suitable for the location in terms of height and roof spread. (Native and wildlife/pollinator friendly non-native species are encouraged)</li> <li>• Where landscaping is above a basement, a cross section demonstrating a minimum of 1 metre naturally draining permeable soil, together with a minim 200 mm drainage layer.</li> </ul> <p>All new species data (in reports) received by the Council to support planning applications will be shared with SWLEN &amp; GIGL unless otherwise requested by the applicant.</p>	Schemes that result in the loss of trees or landscaping	<a href="#">LP 11</a> , <a href="#">LP 16</a> , <a href="#">Design Quality SPD</a>
<ol style="list-style-type: none"> <li>1. Tree Survey in accordance with British Standard 5837</li> <li>2. Arboricultural Impact Assessment and Arboricultural Method Statement in accordance with British Standard 5837</li> </ol>	<ol style="list-style-type: none"> <li>1. Where there are trees on or adjacent to the site (including street trees)</li> <li>2. Where there are significant or protected trees (Tree Preservation Order) on or adjacent to the site, which will either by (directly or indirectly) impacted by the development or construction.</li> </ol>	<a href="#">LP16</a> , <a href="#">LP15</a>
Archaeological Statement	<p>A site in an archaeological priority area where proposed works could affect archaeological remains below ground level,</p> <ul style="list-style-type: none"> <li>• All sites on or near a Scheduled Ancient Monument,</li> <li>• All sites of 0.4 hectares or larger not in a priority area,</li> </ul>	<a href="#">LP 7</a> Greater London Archaeological Advisory Service (GLAAS) update the <a href="#">Archaeological Priority Area Maps</a>

	<ul style="list-style-type: none"> <li>• All applications for a scoping opinion for an Environmental Impact Assessment, supported by an EIA, or Environmental Statement,</li> <li>• All applications where supported by an archaeological desk-based assessment as part of a design and access statement,</li> <li>• Buildings, parks or gardens of historic interest for which demolition or significant alteration is proposed,</li> <li>• All submissions to discharge archaeological or recording conditions,</li> <li>• Appeals.</li> </ul>	
<ol style="list-style-type: none"> <li>1. A Preliminary Ecological Appraisal (including a desk-based report, using 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 must be carried out during appropriate times. Report needs to adhere to CIEEM guidance and BSI 42020.</li> <li>2. External lighting plans/specification details, including spectrum details</li> <li>3. Mitigation and enhancement measures.</li> <li>4. All new species data (in reports) received by the Council to support planning applications will be shared with South West London Environment Network (SWLEN) &amp; Greenspace Information for Greater London (GIGL) unless otherwise requested by the applicant.</li> </ol>	<ol style="list-style-type: none"> <li>1. If likely to impact on wildlife and biodiversity (including Richmond Biodiversity Action Plan Species or habitats) or within or adjacent to an SSSI, Other Site of Nature Importance, green corridor or river.</li> <li>2. Where floodlighting / external lighting is proposed in or adjacent to the above areas</li> <li>3. Where habitats or species are affected by development.</li> </ol>	<p style="text-align: center;"> <a href="#">LP15</a>,  <a href="#">LP16</a>,  <a href="#">HPNP G2</a>  <a href="#">Richmond BAP</a>  <a href="#">CIEEM</a> </p>
<p>An ecological enhancement statement, demonstrating net gain wherever possible for biodiversity, including: Location, aspect, height, specification and proposed maintenance. Please note native and wildlife/pollinator friendly non-native species are encouraged.</p> <p>All new species data (in reports) received by the council to support planning applications will be shared with SWLEN &amp; GIGL unless otherwise requested by the applicant.</p>	<p>Major applications</p>	<p style="text-align: center;"> <a href="#">NPPE</a>  <a href="#">LP 15</a> </p>

<p>Green / brown roofs details</p> <ul style="list-style-type: none"> <li>• Demonstrate 70% roof coverage. Any shortfall to be robustly justified Drawing demonstrating: <ul style="list-style-type: none"> <li>○ 70% soil / vegetation coverage</li> <li>○ Minimum substrate depth of 85 mm</li> <li>○ Maximum of 30% hard surface</li> </ul> </li> <li>• Details of the proposed specification and maintenance.</li> </ul>	<p><a href="#">Major</a> developments with roof plate areas of 100m<sup>2</sup> or more.</p>	<p><a href="#">LP 17</a></p>
<p>Acoustic Assessment and/or an Acoustic Design Statement</p>	<p>Where noise is likely to be a material consideration / cause an impact for either Noise Sensitive Development<sup>5</sup> or Noise Generating Development<sup>5</sup></p>	<p><a href="#">LP 10, Development Control for Noise Generating and Noise Sensitive Development SPD</a></p>
<p>Odour Assessment Report &amp; Scheme, in line with DEFRA: Control of Odour and Noise form Commercial Kitchen Systems 2004.</p>	<p>New or altered kitchen extraction system</p>	<p><a href="#">LP 10, DEFRA</a></p>
<p>Air Quality Assessment, including / demonstrating:</p> <ul style="list-style-type: none"> <li>• Air Quality Impact Assessment</li> <li>• Demonstrating Emissions Neutral</li> <li>• Mitigation measures</li> </ul>	<p>All <a href="#">major</a> developments including new build</p>	<p><a href="#">LP 10</a></p>
<p>Daylight Assessment &amp; 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</p>	<p>All <a href="#">major</a> developments including new build</p>	<p><a href="#">LP 8, Design Quality SPD</a></p>
<p>Residential Standards Statement outlining room/unit sizes and external amenity sizes</p>	<ul style="list-style-type: none"> <li>• All schemes involving 1 or more unit (achieved through reversion, conversion or new build).</li> </ul>	<p><a href="#">LP 35, Residential Development Standards SPD, Housing Technical Standards – nationally described</a></p>

		<a href="#">space standards</a>
Land Contamination Assessment – Desk Study	Schemes where there is a change of use to residential, if within 50m of a potential contaminated land site <sup>6</sup>	<a href="#">LP 10</a>
Community Infrastructure Levy <a href="#">Planning Application Additional Information Requirement form</a>	All developments	<a href="#">CIL</a>
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"> <li>• Required for all Schedule 1 projects</li> <li>• May be required for projects listed in Schedule 2</li> </ul>	<a href="#">National legislation</a>
Health Impact Assessment (HIA) If you are preparing a HIA advice, it is encouraged that you seek advice from Public Health via the following email: <a href="mailto:Jabed.Rahman@richmondandwandsworth.gov.uk">Jabed.Rahman@richmondandwandsworth.gov.uk</a>	Requirement for all <a href="#">major</a> developments	<a href="#">LP 30</a> <a href="#">HIA Guidance</a>
Takeaway Statement: setting out the nature of the proposal, its contribution to healthy food availability and its relationship to the existing provision of A5 outlets.	Proposals for new fast food takeaways (A5 uses) located within 400 metres of the boundaries of a primary or secondary school.	<a href="#">LP 30</a>
Inclusive Access Statement to address <a href="#">Building Regulations Requirement M4 (2)</a> 'accessible and adaptable dwellings'	For all new homes For 90% of all new homes in all major residential developments	<a href="#">LP 35,</a> <a href="#">Residential Development Standards SPD</a>
Wheelchair Housing Statement to address <a href="#">Building Regulations Requirement M4 (3)</a>	All <a href="#">major</a> residential developments	<a href="#">LP 35.</a>

<a href="#">‘wheelchair user dwellings’</a>		<a href="#">Residential Development Standards SPD</a>
Statement on use of residential outbuildings / granny annexes and relationship with the main dwelling	For all applications proposing outbuildings	<a href="#">LP 8, LP 39</a>
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	<a href="#">NPPE Telecommunications SPD</a>

Note: references to policies and guidance are not exhaustive



DEFINITIONS/ NOTES	
1	<b>Policies in the <a href="#">Ham &amp; Petersham Neighbourhood Plan</a> apply to proposals located in the area identified in the Plan only.</b>
2	The <a href="#">Town and Country Planning (Use Classes) Order 1987</a> (as amended) puts uses of land and buildings into various categories known as 'Use Classes'. This Order is periodically amended, <a href="#">view details of the amendments</a> .
3	<p><b>A <a href="#">major</a> development is defined as any of the following</b></p> <ul style="list-style-type: none"> <li>• Residential development of 10 or more home (through conversion or new building)</li> <li>• Residential development on a site of at least 0.5 hectares</li> <li>• Creation or change of use of a commercial development, where the floor space is 1000m<sup>2</sup> or more</li> </ul> <p>A non-residential development on a site of at least 1 hectare</p>
4	<p><b>Heritage Asset (encompassing designated and non-designated heritage assets)</b></p> <p><b>Designated Heritage Asset</b></p> <ul style="list-style-type: none"> <li>• Listed Building</li> <li>• Conservation Area</li> <li>• World Heritage Site</li> <li>• Registered Park and Garden</li> <li>• Scheduled Monument</li> </ul> <p><b>Non-designated Heritage Asset</b></p> <ul style="list-style-type: none"> <li>• Buildings of Townscape Merit</li> <li>• Memorials, particularly war memorials</li> <li>• Other local historic features such as statues, plaques, horse and cattle troughs, historic bollards, post boxes and historic telephone boxes</li> </ul>
5	Contact Highways & Transport – 020 8891 1411
6	<ul style="list-style-type: none"> <li>• <b>Noise Generating Development:</b> 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 &amp; equipment, proposed entertainment venues, commercial development which is structurally adjoining residential development, sporting facilities and multi-use games areas.</li> <li>• <b>Noise Sensitive Development:</b> 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.</li> </ul>
7	Contact your local planning authority – 020 8891 1411 or email <a href="mailto:Planning@richmond.gov.uk">Planning@richmond.gov.uk</a>