



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

**Draft for Public Consultation 11 December 2025 to 15 January 2026**

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 Note:** This draft LVC cross-references Supplementary Planning Documents (SPDs) that have been updated and are being consulted on concurrently ([Draft SPDs](#)), as well as new SPDs that are being prepared and will be consulted on in the near future.

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## Introduction

### Preparing Supporting Information

- The validation checklist outlines the information required for your planning application to be validated. Applications that are incomplete, or contain poor-quality information, will be considered invalid and will not be processed until all necessary requirements have been provided. If the application is deemed invalid upon receipt, the Council will notify you with reasons and a deadline for providing outstanding information. Failure to respond by the deadline will result in the application being returned to you, and you'll need to submit a new one.
- The Council offers a [pre-application service](#) through which you can discuss your proposals, including validation requirements, with a planning officer and/or receive written advice. Where a number of pre-application meetings are likely to be necessary it may be preferable for a Planning Performance Agreement (PPA) to be pursued.
- Where information required for validation is contained within or combined with another document (e.g. Design and Access Statement), this must be clearly signposted at the point of submission, stating the document name and specific section or page where the information can be found. Alternatively, the information should be provided as a separate standalone document.
- Where relevant or deemed necessary, submission documents should include written confirmation that the applicant/agent agrees to pay any relevant fees for an expert independent assessment of submitted evidence (e.g. financial viability assessments).

**Note:** The information requirements outlined in this document do not prevent the Council from requesting additional information if it is deemed necessary during the determination of the application.

### Submitting Applications Online

- The easiest way to submit your application is to use the [Planning Portal](#) website, where you can make your application and payment online. The Council's [website](#) sets out more details.
- Submitted electronic files must meet [our requirements](#). In particular:
  - Documents should be submitted in PDF format, unless the validation checklist indicates alternative formats will be accepted (e.g. Excel spreadsheet proformas).
  - Individual files should be kept under 10mb. If necessary, break large files into numbered sections to reduce the file size. Please do not submit .EXE files or use ZIP utilities to condense file sizes.
  - Files should be uploaded in the following order:
    1. Application form and certificates
    2. Site Location plan
    3. Block Plan
    4. Proposed plans (site plan, floor plans, elevations)
    5. Existing plans (site plan, floor plans, elevations)
    6. Supporting statements
    7. Reports and survey

### **Development Plan**

- At the time of publication, the statutory Development Plan for the London Borough of Richmond upon Thames comprises the [Local Plan](#) (2025), the [London Plan](#) (2021), the [West London Waste Plan](#) (2015), and the [Ham and Petersham Neighbourhood Plan \(HPNP\)](#) (2019). Policies in the latter apply only within its designated Neighbourhood Area. Some policy designations are available to view spatially via the Local Plan [interactive map](#).

### **Greater London Authority (GLA) Data Validation Requirements**

- As part of its Planning London Datahub project, the GLA requires additional data in accordance with the GLA Planning Data Standard. This information is integrated into the application forms on the Planning Portal. Find out more about the [Planning London Datahub](#), including details specific to each application type.



### **Major, Minor and Other Planning Applications**






- **Major development** is defined as any of the following:
  1. Development providing 10 or more dwellings or, where the number of dwellings is not known, the site area is 0.5 hectares or more
  2. Development providing a building or buildings where the floor space to be created by the development will be 1,000 square metres or more
  3. Development on a site of 1 hectare or more
  4. The winning and working of minerals or the use of land for mineral-working deposits
  5. Waste development
- **Minor development** is defined as applications which do not meet the criteria for Major development or Other development.
  1. Residential development of between one and nine dwellings
  2. Development where the floorspace is less than 1,000 square metres
  3. Development on sites less than one hectare
- **Other development** includes householder applications, changes of use, advertisements, and Listed Building Consent.












### **Outline Planning Applications**













While the checklist will help identify required documents, the Local Planning Authority (LPA) acknowledges that the information needed at outline application stage will vary depending on the reserved matters. Applicants are therefore encouraged to seek advice from Development Management prior to submission. Note that outline planning applications will generally not be accepted within Conservation Areas.

## Householder Planning Applications

- If you are submitting an application to alter or extend an individual house (excluding flats), the relevant validation requirements are primarily set out in Part 1 – National Validation Requirements. Depending on the nature of the proposal and its location (for example, a Listed Building within a Conservation Area), additional requirements in Part 2 – Local Validation Requirements may also apply.
- The **‘Householder Quick Guide’** below sets out when validation requirements are always required  , or could be required  for householder applications (see detailed requirements/thresholds).

Part 1 – National Requirements	
<a href="#">Application Form</a>	
<a href="#">Design &amp; Access Statement</a>	
<a href="#">Fee</a>	
<a href="#">Ownership Certificate / Agricultural Holdings Certificate</a>	
<a href="#">Plans (National Requirements)</a>	

Part 2 – Local Requirements	
<a href="#">Plans (Local Requirements)</a>	
<a href="#">Community Infrastructure Levy Form 1 – Additional Information</a>	
<a href="#">Heritage Statement</a>	
<a href="#">Internal (Room by Room) and External Schedule of Works</a>	
<a href="#">Structural Impact Assessment</a>	
<a href="#">Archaeological Assessment</a>	
<a href="#">Construction Management Plan</a>	
<a href="#">Parking Layouts &amp; Turning Circles</a>	
<a href="#">Fire Safety Strategy / Reasonable Exception Statement</a>	
<a href="#">Flood Risk Assessment</a>	
<a href="#">Drainage Strategy incorporating SuDS</a>	

<a href="#">Basement Assessment</a>	
<a href="#">Arboricultural Impact Assessment including Tree Survey and Tree Constraints Plan/Statement</a>	
<a href="#">Draft Tree Protection Plan</a>	
<a href="#">Draft Arboricultural Method Statement</a>	
<a href="#">Ecological Reports &amp; Surveys</a>	
<a href="#">Green Roof/Walls Details</a>	
<a href="#">Open Land Assessment</a>	
<a href="#">Lighting Assessment</a>	
<a href="#">Noise Assessment/Acoustic Design Statement</a>	
<a href="#">Daylight, Sunlight and Overshadowing Assessment</a>	
<a href="#">Contaminated Land Assessment</a>	
<a href="#">Statement on use of residential outbuildings / granny annexes</a>	

### Permission in Principle (PiP)

The Permission in Principle consent route is a way of gaining planning permission for housing-led development. This route separates the principle consideration of matters from the technical detail of the development. The two stages are set out below, along with validation requirements:

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

- a) Completed application form, signed and dated.
  - b) Site Location Plan which identifies the land to which the application relates, drawn to an identified scale (1:1250 or 1:2500), showing the direction of North.
  - c) Correct application fee.
- 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**

- a) The requirements for a valid technical details consent application are the same as those for an application for full planning permission.
- b) Any additional information identified on the [Brownfield Land Register](#).

### Contact

Contact details for various Council services can be found on the [Council's website](#). For general planning enquiries (not [pre-application advice](#)):

Department	Phone	Email
Development Management	020 8891 1411	<a href="mailto:planning@richmond.gov.uk">planning@richmond.gov.uk</a>
Spatial Plans		<a href="mailto:LocalPlan@richmond.gov.uk">LocalPlan@richmond.gov.uk</a>
Highways & Transport		<a href="mailto:highwaysandtransport@richmond.gov.uk">highwaysandtransport@richmond.gov.uk</a>

## List of all requirements

### 1. [Application Inventory](#)

#### **National Requirements**

2. [Application Form](#)
3. [Design & Access Statement](#)
4. [Fee](#)
5. [Ownership Certificate / Agricultural Holdings Certificate](#)
6. [Plans - National Requirements](#)
7. [Biodiversity Net Gain \(BNG\) Statement & Statutory Biodiversity Metric](#)
8. [Environmental Statement](#)


#### **Local Requirements**

9. [Plans - Local Requirements](#)
10. [Planning Statement](#)
11. [Statement of Community Involvement](#)
12. [Community Infrastructure Levy Form](#)
13. [Heritage Statement](#)
14. [Internal and/or External Schedule of Works](#)
15. [Structural Impact Assessment](#)
16. [Structural Report](#)
17. [Photographs and Photomontages](#)
18. [Streetscape drawing\(s\)](#)
19. [Townscape and Visual Impact Assessment](#)
20. [Archaeological Assessment](#)
21. [Inclusive Design Statement](#)
22. [Advertisements Plans and Drawings](#)
23. [Transport Statement / Transport Assessment](#)
24. [Travel Plan](#)
25. [Parking Survey](#)
26. [Parking Layouts & Turning Circles](#)
27. [Outline Construction Management Plan](#)



28. [Outline Construction Logistics Plan](#)
29. [Draft Delivery and Servicing Plan](#)
30. [Outline Construction Environment Management Plan](#)
31. [Outline Site Waste Management Plan](#)
32. [Fire Safety Strategy or Reasonable Exception Statement](#)
33. [Fire Statement](#)
34. [Flood Risk Assessment](#)
35. [Flood Emergency Plan](#)
36. [Drainage Strategy incorporating Sustainable Drainage Systems \(SuDS\)](#)
37. [Basement Assessment](#)
38. [Foul Sewage and Utilities Statement](#)
39. [Affordable Housing Statement](#)
40. [Affordable Housing Financial Contribution](#)
41. [Financial Viability Statement](#)
42. [Residential Standards Statement](#)
43. [Specialist Housing Operational Management Plan](#)
44. [Marketing Assessment](#)
45. [Statement of Engagement with Education Providers](#)
46. [Town Centre Uses Sequential Test](#)
47. [Retail/Leisure Impact Assessment](#)
48. [Sustainable Construction Checklist](#)
49. [Energy Statement](#)
50. [GLA Carbon Emission Reporting Spreadsheet](#)
51. [BREEAM Pre-Assessment](#)
52. [Circular Economy Statement](#)
53. [Whole Life-Cycle Carbon Assessment](#)
54. [Public Open Space Assessment](#)
55. [Play and Child Occupancy Assessment](#)
56. [Playing fields and sport facilities assessment](#)

57. [Framework Community Use Agreement](#)
58. [Framework Local Employment Agreement](#)
59. [Draft Affordable Workspace Management Plan](#)
60. [Draft S106 Agreement / Head\(s\) of Terms](#)
61. [Landscaping Scheme](#)
62. [Arboricultural Impact Assessment including Tree Survey and Tree Constraints Plan/Statement](#)
63. [Draft Tree Protection Plan](#)
64. [Draft Arboricultural Method Statement](#)
65. [Biodiversity Net Gain \(Local Requirements\)](#)
66. [Ecological Enhancement Statement](#)
67. [Ecological Reports & Surveys](#)
68. [Green Roof/Walls Details](#)
69. [Urban Greening Factor Assessment](#)
70. [Open Land Assessment](#)
71. [Lighting Assessment](#)
72. [Noise Assessment and/or an Acoustic Design Statement](#)
73. [Odour Impact Assessment & Scheme](#)
74. [Air Quality Assessment](#)
75. [Air Quality Neutral \(AQN\) Assessment](#)
76. [Air Quality Positive \(AQP\) Statement](#)
77. [Daylight, Sunlight and Overshadowing Assessment](#)
78. [Contaminated Land Assessment](#)
79. [Health Impact Assessment \(HIA\)](#)
80. [Takeaway Statement](#)
81. [Evening Economy and Food & Drink Management Plan](#)
82. [Statement on use of residential outbuildings/granny annexes](#)
83. [Telecommunications Statement](#)




## Application Inventory

REQUIREMENT	THRESHOLD	WHAT IS REQUIRED	GUIDANCE
<b>1. Application Inventory</b> 	All applications (optional for householder applications).	<ul style="list-style-type: none"> <li>Applicants are encouraged to submit an <b>Application Inventory</b> (which can form part of a short cover letter or use the Council's Application Inventory Template) that demonstrates which validation requirements required by this checklist have been submitted. It will also assist the LPA (and members of the public) to find information needed to assess or comment on an application, especially where some validation requirements have been combined into documents or are called something different.</li> <li>Householder planning applications are not required to provide an Application Inventory, but if the application is more complex and contains several documents it may be useful.</li> </ul>	LBRuT Application Inventory Template (forthcoming)

## Part I – National Requirements


NATIONAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
<b>2. Application Form</b> 	All applications.	<ul style="list-style-type: none"> <li>Most planning forms can be completed online at the <a href="#">Planning Portal</a>. See the Council's <a href="#">planning forms webpage</a> for guidance.</li> </ul>	<a href="#">LBRuT – make a planning application</a>
<b>3. Design &amp; Access Statement (DAS)</b> 	<ol style="list-style-type: none"> <li>All major development.</li> <li>Applications for development (including householders) in a Conservation Area or World Heritage Site, where the proposed development consists of:               <ul style="list-style-type: none"> <li>one or more dwellings; or</li> <li>a building or buildings with a floor space of 100 sqm or more.</li> </ul> </li> <li>Applications for listed building consent.</li> </ol>	<ul style="list-style-type: none"> <li>Design and Access Statements (DAS) should be proportionate to the scale and type of development. They must clearly document the design evolution and rationale behind the proposal. They must include an analysis of the site constraints and wider surrounding context, opportunities and an assessment of how the context has influenced the design. Where relevant they must demonstrate how the proposal aligns to the Conservation Area Appraisals as well as the design guidance for the relevant character area as specified within the <a href="#">Urban Design Study</a> and the <a href="#">Village Planning Guidance SPDs</a>.</li> <li><a href="#">Planning Practice Guidance (PPG)</a> sets out further guidance on what should be included in a DAS.</li> </ul>	Local Plan Policy 44  <a href="#">LBRuT guidance</a>  <a href="#">PPG - Design &amp; Access Statement</a>  <a href="#">Design Quality SPD</a>  <a href="#">National Design Guide</a>







NATIONAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
4. <b>Fee</b> 	All applications.	<ul style="list-style-type: none"> <li>See the Council's <a href="#">planning application fees</a> webpage for guidance on fees.</li> </ul>	<a href="#">LBRuT – planning fees</a>
5. <b>Ownership Certificate / Agricultural Holdings Certificate</b> 	All applications.	<ul style="list-style-type: none"> <li>Submit an Ownership Certificate (A, B, C, or D) as appropriate, alongside the Agricultural Holdings Certificate (see <a href="#">Planning Practice Guidance</a>).</li> <li>Where Ownership Certificate B, C or D has been completed, the correct Notice must be given and served on the owner(s) and/or published in a local newspaper:               <ul style="list-style-type: none"> <li><a href="#">Notice 1</a>: to be printed and served on individuals if Certificate B or C is completed.</li> <li><a href="#">Notice 2</a>: for publication in local newspaper if Certificate C or D is completed.</li> </ul> </li> </ul>	<a href="#">PPG - Making a planning application</a>
6. <b>Plans – National Requirements</b> 	All applications.	<ul style="list-style-type: none"> <li>An application for planning permission must be accompanied by:               <ol style="list-style-type: none"> <li>a plan which identifies the land to which the application relates;</li> <li>any other plans, drawings and information necessary to describe the development which is the subject of the application.</li> </ol> </li> <li>Plans and drawings must be drawn to an identified scale. Plans, must show the direction of North.</li> </ul>	<a href="#">PPG - Making a planning application</a>
7. <b>Biodiversity Net Gain (BNG) Statement &amp; Statutory Biodiversity Metric</b>	<p>All applications.</p> <p><b>Note:</b> <i>even if you believe your development qualifies for an exemption from BNG, you must still explain the reason for the exemption and provide any supporting evidence. See the government's <a href="#">list of exemptions</a> to check if the development is exempt.</i></p>	<ul style="list-style-type: none"> <li>You should complete the template BNG statement available on the <a href="#">Council's website</a> to show how the development has considered BNG.</li> <li>The minimum information that you must submit is set out in the <a href="#">national Biodiversity Net Gain guidance</a>. Some of these requirements are also included in the standard application form available on the <a href="#">Planning Portal</a>.</li> <li>The requirements also include a completed <a href="#">Statutory Biodiversity Metric</a>. The metric should be completed by a competent person, such as a qualified ecologist, with specialist knowledge of habitats and their assessment. You can find an ecology consultant on the <a href="#">CIEEM website</a>.</li> <li>For <b>small sites</b> (i.e. developments that do not meet the definition of major development), applicants may use the <a href="#">Small Sites Metric (SSM)</a> instead of the Statutory Biodiversity Metric, if the development proposal meets the criteria set out in the Small Sites Metric <a href="#">user guide</a>.</li> </ul>	<p><a href="#">LBRuT BNG webpages</a> (including BNG statement template)</p> <p><a href="#">National Guidance: Biodiversity Net Gain</a></p> <p><a href="#">BNG – exempt developments</a></p> <p><a href="#">Statutory biodiversity metric tools and guides</a></p>


NATIONAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
<b>8. Environmental Statement</b>	Developments listed in Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017, or for developments in Schedule 2 that are deemed EIA development.	<ul style="list-style-type: none"> <li>When requested through the formal Environmental Impact Assessment (EIA) screening opinion process, the Local Planning Authority (LPA) will determine whether a proposed development requires an Environmental Statement under the terms of the EIA Regulations 2017.</li> <li>Where an Environmental Statement is required, applicants should seek a scoping opinion to agree the scope and level of detail of the assessment. The Environmental Statement submitted with the planning application, which reports on the findings of the EIA, must meet the requirements set out in Schedule 4 of the Regulations.</li> </ul>	<a href="#">National EIA legislation</a>  <a href="#">PPG - Environmental Impact Assessment</a>  <a href="#">LBRuT - Environmental Impact Assessment</a>

## Part 2 – Local Requirements


LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
<b>9. Plans – Local Requirements</b> 	All applications.	<ul style="list-style-type: none"> <li>Site Location Plan (scale 1:1250, or 1:2500) showing the proposed development outlined in red and any adjoining land owned by the applicant outlined in blue.</li> <li>Block Plan (scale 1:100, 1:200 or 1:500) showing the size and position of existing and proposed buildings relative to boundaries, other structures within the site, and the width and position of adjacent streets. A block plan should include adjoining buildings, roads, footpaths, public rights of way, trees, hard surfacing, and boundary treatments <b>unless</b> these would not influence or be affected by the proposed development.</li> <li>Existing and Proposed Plans are required for: <ul style="list-style-type: none"> <li>Floor plans and elevations (scale 1:50 or 1:100)</li> <li>Site sections and levels (scale 1:50 or 1:100)</li> <li>Roof plans, including plant, lift overruns, and green roofs where applicable</li> </ul> </li> <li>Demolition plans showing parts of the building to be fully or partially removed (supporting photographs encouraged, especially for historic buildings).</li> <li>For Listed Buildings, Buildings of Townscape Merit, or Conservation Areas, detailed plans (scale not less than 1:20) must show new doors, windows, shop fronts, panelling, fireplaces, plaster mouldings, and other decorative features.</li> <li>All plans must: <ul style="list-style-type: none"> <li>Indicate key metric dimensions (width, height, length)</li> <li>Be to a recognised scale (avoiding “Do Not Scale” notes) and show North</li> </ul> </li> </ul>	

LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
		<ul style="list-style-type: none"> <li>- Include drawing titles, numbers, and a full drawing list</li> <li>- Where revisions are required, drawings should retain the same drawing numbers, with updated title blocks (e.g. Rev. A → Rev. B) and include a revision note explaining the changes.</li> <li>- Clearly show refuse and recycling storage</li> <li>• Applicants should provide floorspace figures broken down by use class (see <a href="#">Planning Portal guidance</a> on the <a href="#">Use Classes Order</a>).</li> <li>• Recent, date-stamped photographs are encouraged to support assessment. These must not include confidential or sensitive content.</li> </ul>	
<b>10. Planning Statement</b>	<p>All major development.</p> <p><i>Encouraged for other development to cover issues not addressed by the Design &amp; Access Statement.</i></p>	<ul style="list-style-type: none"> <li>• Should identify the context and need for the development and include an assessment of how it accords with policies in the Development Plan.</li> <li>• The information provided should be proportionate to the scale of the proposal. It may be possible to cover some validation requirements in a short statement or paragraph within the Planning Statement</li> </ul>	
<b>11. Statement of Community Involvement (SCI) / Community Engagement Report</b>	All major development.	<ul style="list-style-type: none"> <li>• The SCI must report factually on the engagement approach and outcomes, including information as set out at section 6.5 of <a href="#">Raising the Bar guidance</a>. Records of pre-application advice and/or outcomes from Design Review Panels may be submitted as part of the planning application, but should not form the basis of the SCI.</li> <li>• The SCI should align with the applicant's engagement strategy (where one was reviewed and agreed with the Council at the pre-application stage).</li> </ul>	<p><a href="#">Raising the Bar: Early Community Engagement Guidance</a></p> <p><a href="#">LBRuT SCI</a></p>
<b>12. Community Infrastructure Levy Form I Additional Information</b> 	All applications (including Lawful Development Certificates and Prior Approval applications).	<ul style="list-style-type: none"> <li>• Required to determine CIL liability for a development. Floorspace calculations must be accurate. The CIL Additional Information form and guidance notes can be found on the <a href="#">Planning Portal website</a>.</li> <li>• Further CIL guidance can be found on the <a href="#">Council's website</a>.</li> </ul>	<p><a href="#">Community Infrastructure Levy - LBRuT website</a></p>
<b>13. Heritage Statement</b> 	<p>All applications affecting a designated* and/or non-designated** heritage asset and or their setting, including:</p> <p><i>*Designated Heritage Assets:</i></p>	<ul style="list-style-type: none"> <li>• Development proposals should demonstrate how the proposal complies with the relevant <a href="#">Conservation Area Appraisals</a>, as well as Village Planning Guidance SPDs, and any other relevant adopted SPDs/SPGs, and as a minimum the Historic Environment Record should be reviewed and referenced.</li> <li>• The level of detail should be proportionate to the heritage assets importance and no more than is sufficient to understand the potential impact of the proposal on</li> </ul>	<p>Local Plan Policy 29, Policy 30</p> <p><a href="#">Guidance on Heritage Statements</a></p>


LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
	<ul style="list-style-type: none"> <li>Listed Buildings</li> <li>Conservation Areas</li> <li>World Heritage Sites</li> <li>Registered Parks and Gardens</li> <li>Scheduled Monuments</li> </ul> <p><i>**Non-designated Heritage Assets:</i></p> <ul style="list-style-type: none"> <li>Buildings of Townscape Merit (designated by the Council)</li> <li>Archaeological Priority Areas</li> </ul>	<p>their significance. Therefore, the scope and degree of detail necessary in a Heritage Statement will vary, but should always include:</p> <ol style="list-style-type: none"> <li>1. Details of all heritage assets affected;</li> <li>2. A summary of the findings from consultation with the relevant Historic Environment Record (HER);</li> <li>3. A summary of the significance or 'special interest' of the asset(s);</li> <li>4. A summary of the proposals;</li> <li>5. A statement regarding how the proposals will impact on the significance of the asset(s);</li> <li>6. Justification of the impact of the proposal, including details of how the proposal has been designed to conserve/minimise harm to the special interest of the asset and any heritage benefits which may outweigh the harm caused (mitigation).</li> </ol> <ul style="list-style-type: none"> <li>• Details about Heritage Assets and Article 4 Directions relating to conservation can be found on the Council's <a href="#">interactive mapping</a>, and the <a href="#">Conservation &amp; Urban Design webpages on the Council's website</a>.</li> </ul>	<p><a href="#">Conservation Area Appraisals</a></p> <p><a href="#">Village Planning Guidance SPDs</a></p> <p><a href="#">Design Quality SPD</a></p> <p><a href="#">LBRuT Public Space Design Guide</a></p> <p><a href="#">House Extensions and External Alterations SPD</a></p>
<b>14. Internal (Room by Room) and/or External Schedule of Works</b> 	All development involving internal and/or external works to a Listed Building.	<ul style="list-style-type: none"> <li>• Applicants are encouraged to provide these schedules separately from other validation requirements.</li> </ul>	Local Plan Policy 29
<b>15. Structural Impact Assessment</b> 	All applications proposing the addition of basements to, or adjacent to, Listed Buildings; the lowering of floor levels within Listed Buildings; or any structural alterations and repairs to Listed Buildings.	<ul style="list-style-type: none"> <li>• Must detail the impact of the proposed development on the structure of the Listed Building(s), including structural engineering information explaining the proposed means of support and any loss of historic fabric, particularly in relation to proposed or altered basements.</li> <li>• The assessment should include written confirmation that the applicants will pay for the structural assessment to be independently assessed if deemed necessary by the Council.</li> </ul>	Local Plan Policy 29, Policy 54
<b>16. Structural Report</b>	All applications proposing the demolition of a Building of Townscape Merit, unless the demolition is not for structural reasons.	<ul style="list-style-type: none"> <li>• Should include a structural survey, an analysis of the character and appearance of the building or structure, and justification for the proposed demolition in structural terms.</li> <li>• The report should written confirmation that the applicants will pay for the structural report to be independently assessed if deemed necessary by the Council.</li> </ul>	Local Plan Policy 30, Policy 54

LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
<b>17. Photographs and Photomontages</b>	<ol style="list-style-type: none"> <li>Major development which include new built form.</li> <li>Developments that could impact upon protected views and vistas.</li> </ol>	<ul style="list-style-type: none"> <li>Photographs, photomontages, and CGI are useful for illustrating development impact and context, but must not replace accurate, metric-scaled drawings and plans required for assessment.</li> <li>Viewpoints from specific locations may also be required and should be agreed with officers during the pre-application stage.</li> </ul>	<p>Local Plan Policy 31</p> <p><b>Local Views SPD (forthcoming)</b></p>
<b>18. Streetscape drawing(s)</b>	Infill developments.	<ul style="list-style-type: none"> <li>Streetscape drawings should show, as a minimum, the two adjacent buildings.</li> </ul>	<p>Local Plan Policy 15, Policy 16, Policy 28</p>
<b>19. Townscape and Visual Impact Assessment (TVIA)</b>	<ol style="list-style-type: none"> <li>All major development.</li> <li>Proposals for tall buildings – defined in the Local Plan (2025) as 7+ storeys or 21m+ in height (from ground level to top), whichever is lower.</li> <li>Any development with the potential to harm the quality of the designated views and vistas.</li> </ol> <p><i>Local views and vistas are identified in the forthcoming Local Views SPD and on the Council's <a href="#">interactive Policies Map</a>.</i></p>	<ul style="list-style-type: none"> <li>Applicants will be required to provide Accurate Visual Representations (AVRs) of the impact on views of proposals from agreed viewpoints, which will form part of the Townscape and Heritage Impact Analysis.</li> <li>Where relevant, TVIAs should also consider the potential for development to harm the appreciation of the Outstanding Universal Value (OUV) of the Royal Botanic Gardens, Kew World Heritage Site.</li> <li>For proposals involving tall buildings, the TVIA should form part of a broader <b>Tall Buildings Impact Assessment</b>, which may be accompanied by other supporting documents (e.g. wind assessment) to enable the application to be considered against the impacts set out in Policy D9 of the London Plan (2021), including: <ul style="list-style-type: none"> <li>Visual Impacts</li> <li>Functional Impacts</li> <li>Environmental Impacts (including microclimate)</li> <li>Cumulative Impacts</li> </ul> </li> <li>Tall building proposals or development with the potential to harm the quality of protected views and vistas should be supported by graphic 3D modelling compatible with VU.CITY, including submission of FBX file(s). Precise requirements for 3D modelling should be discussed at pre-application stage.</li> </ul>	<p>Local Plan Policy 31, Policy 44, Policy 45</p> <p><b>Local Views SPD (forthcoming)</b></p> <p><a href="#">London View Management Framework</a></p> <p><a href="#">LBRuT Urban Design Study 2023</a></p>
<b>20. Archaeological Assessment</b> 	<ol style="list-style-type: none"> <li>All major development in an Archaeological Priority Area (APA).</li> <li>All sites greater than 0.5 hectares, whether in an APA or not.</li> <li><u>Some</u> non-major development in APAs (e.g.</li> </ol>	<ul style="list-style-type: none"> <li>Use the Council's <a href="#">interactive Local Plan Policies Map</a> to identify APAs (tiers which indicate archaeological significance and potential of an area).</li> <li>A desk-based Archaeological Assessment should be prepared by a suitably qualified individual or organisation, using existing information to assess the archaeological significance of the site and the potential impact of the proposed development on any surviving monuments or remains. On more archaeologically important sites, preliminary archaeological site investigations may be required prior to the submission of a planning application.</li> </ul>	<p>Local Plan Policy 33</p> <p><a href="#">Greater London Archaeology Advisory Service (GLAAS)</a></p>


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	development of domestic basements and other proposals involving groundworks or demolition – see <a href="#">GLAAS consultation criteria</a> for guidance).	<ul style="list-style-type: none"> <li>The Greater London Archaeology Advisory Service (GLAAS) are the Council's consultee on archaeological matters. The <a href="#">GLAAS website</a> sets out when LPAs are requested to consult GLAAS, including smaller-scale development and areas outside APAs.</li> <li>For non-major development, in some cases, an archaeological assessment may be warranted (suggested in the more sensitive Tier 1 and Tier 2 APAs); in others, there may be no archaeological interest, the type or scale of development may not justify one, or existing information may indicate that a planning condition would provide sufficient safeguard. <a href="#">Pre-application consultation with GLAAS</a> is strongly encouraged if there is any uncertainty as to whether an archaeological assessment is required.</li> </ul>	<a href="#">Archaeological Priority Area Maps</a>  <a href="#">GLAAS guidelines for Archaeological Projects</a>
<b>21. Inclusive Design Statement</b>	All development (excluding householders).	<ul style="list-style-type: none"> <li>Should be proportionate to the scale and type of development and included within the Design and Access Statement or as a standalone document. Paragraph 3.53 of the London Plan (2021) sets out expected content. It must explain how the design approach reflects best practice, referencing building regulations, planning policies, and the Equalities Act. For new residential schemes, plans and accommodation schedules should identify the number and location of units meeting policy and Building Regulations (e.g., <a href="#">M4(2)/M4(3)</a>).</li> </ul>	Local Plan Policy 13, Policy 51  <a href="#">Residential Development Standards SPD</a>
<b>22. Advertisements Plans and Drawings</b>	Advertisement consent applications.	<ul style="list-style-type: none"> <li>Scaled plans showing the site location and proposed advertisement position must be provided. Photomontages with clearly annotated dimensions are also helpful to support the application.</li> <li>Lighting details must include levels, type, and location of fixtures (e.g. spotlights, strip lighting), with cross-sections showing positioning, materials, and beam orientation where illumination is proposed (see also <a href="#">Lighting Assessment</a>).</li> </ul>	Local Plan Policy 28
<b>23. Transport Statement / Transport Assessment</b>	See <a href="#">Appendix 2</a> to establish whether a <b>Transport Statement</b> , <b>Transport Assessment</b> , or coverage within the <b>Design &amp; Access Statement</b> is required, depending on the proposed use and scale of development.	<ul style="list-style-type: none"> <li>For smaller developments (see <a href="#">Appendix 2</a>) that are required to assess transport impacts within their <b>Design and Access Statement</b>, minimum requirements are set out in paragraph 23.19 (under Policy 47) of the Local Plan (2025).</li> <li>For larger developments, applicants are strongly encouraged to agree the scope of <b>Transport Statements</b> or <b>Transport Assessments</b> at the pre-application stage.</li> <li>For major developments, and in line with TfL's Healthy Streets Approach and <a href="#">guidance</a>, transport statements/assessments should include an Active Travel Zone (ATZ) Assessment.</li> </ul>	Local Plan Policy 47  <a href="#">HPNP Policy T1</a>  <a href="#">Transport SPD</a>  <a href="#">TfL (Guidance for applicants)</a>  <a href="#">Planning Practice</a>


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<b>24. Travel Plan</b>	See <a href="#">Appendix 2</a> to establish whether a <b>Travel Plan Statement</b> or <b>Full Travel Plan</b> is required, depending on the proposed use and scale of development.	<ul style="list-style-type: none"> <li>Should outline measures to promote sustainable travel and reduce private car use, set mode share targets, detail implementation and monitoring arrangements, and identify a coordinator or group responsible for delivery and oversight. Travel Plans should be proportionate to the scale, nature, and impact of the proposed development, and may be submitted in the form of: <ol style="list-style-type: none"> <li><b>Travel Plan Statement</b> (see thresholds at <a href="#">Appendix 2</a>): a simple form of Travel Plan suitable for smaller developments.</li> <li><b>Full Travel Plan</b> (see thresholds at <a href="#">Appendix 2</a>): a comprehensive document required for larger or more impactful developments, setting out detailed measures, targets, and monitoring arrangements to support sustainable travel.</li> </ol> </li> <li>At the planning submission stage, and subject to agreement with the Council, a Travel Plan may include interim content (such as where the end occupier is unknown) with the expectation that it will be updated at a later stage via planning conditions and/or Section 106 obligations. In such cases, a <b>Framework</b> or <b>draft Travel Plan</b> may be appropriate, particularly for larger mixed-use developments or outline applications where specific uses are not yet defined. Framework Travel Plans are typically suitable for phased developments, with future occupiers expected to submit a Full Travel Plan, as appropriate, in accordance with the overarching Framework Travel Plan for the site.</li> <li>School developments are expected to use TfL's <a href="#">Travel for Life</a> platform to create their School Travel Plans.</li> </ul>	<a href="#">Guidance</a> Local Plan Policy 47  <a href="#">HPNP Policy T.I</a>  <a href="#">Transport SPD</a>  <a href="#">TfL (Travel Plans)</a>  <a href="#">PPG - Travel Plans, Transport Assessments and Statements</a>
<b>25. Parking Survey</b>	All development likely to lead to a reduction in on-street parking capacity.	<ul style="list-style-type: none"> <li>Local street parking surveys may be required to demonstrate the capacity of the highway to accommodate additional parking demand. Development, particularly larger development, is commonly excluded from eligibility for existing/future street parking permits. If the applicant will not or cannot enter into an agreement to exclude occupants of the development from a Controlled Parking Zone, a parking stress survey should be submitted to justify why the development is acceptable.</li> <li>Developers should contact the Council's transport planners at an early stage to discuss parking requirements (<a href="mailto:transportation@richmond.gov.uk">transportation@richmond.gov.uk</a>).</li> </ul>	Local Plan Policy 48  <a href="#">Transport SPD</a>
<b>26. Parking Layouts &amp; Turning Circles</b> 	All schemes incorporating new on-site parking provision or amended on-site parking layout.	<ul style="list-style-type: none"> <li>Plans should include details of any existing / proposed access and a proposed parking layout.</li> </ul>	Local Plan Policy 48  <a href="#">Transport SPD</a>





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<b>27. Outline Construction Management Plan (CMP)</b> 	<ol style="list-style-type: none"> <li>1. All major development.</li> <li>2. Any basement and subterranean developments (including householders).</li> <li>3. Developments of sites in confined locations or near sensitive receptors.</li> <li>4. If substantial demolition/excavation works are proposed.</li> <li>5. Any development that may involve significant impact to the highway, neighbours, or the wider highway network.</li> </ol>	<ul style="list-style-type: none"> <li>• Applicants must complete and submit a Construction Management Plan in accordance with the Council's guidance and using the Council's latest pro-forma CMP template available via the Council's <a href="#">SPDs and guidance webpage</a>.</li> <li>• The CMP should include a Mitigation Measures Statement setting out how dust, noise, and vibration will be monitored, and where necessary, take appropriate action if issues arise.</li> <li>• In addition, CMPs will need to demonstrate how they meet the conditions and adhere to the Environment Agency's regulatory position statements on dewatering where applicable.</li> </ul>	<p>Local Plan Policy 48, Policy 53, Policy 54</p> <p><a href="#">Transport SPD</a></p> <p><a href="#">Construction Management Plan – guidance and template</a></p> <p><a href="#">Good Practice Guide on Basement Development</a></p>
<b>28. Outline Construction Logistics Plan (CLP)</b>	<ul style="list-style-type: none"> <li>• All major development.</li> </ul>	<ul style="list-style-type: none"> <li>• A CLP will need to be completed in accordance with TfL guidance. A CLP differs from a CMP in that CLPs are developed earlier in the planning process and focus specifically on logistics, such as construction supply chains and measures to minimise their impact on the road network.</li> <li>• An Outline CLP should be submitted to provide the Council with an overview of expected logistics activity during the construction programme. A Detailed CLP is submitted at the post-permission stage, typically to discharge conditions, and sets out the full details of the logistics activity to be undertaken during construction.</li> </ul>	<p>Local Plan Policy 48</p> <p><a href="#">LBRuT Transport SPD</a></p> <p><a href="#">TfL Construction Logistics Plans guidance</a></p>
<b>29. Draft Delivery and Servicing Plan (DSP)</b>	<ol style="list-style-type: none"> <li>1. All major development.</li> <li>2. Any application likely to result in a high number of deliveries or servicing movements (including applications for food and drink uses where home delivery is proposed).</li> </ol>	<ul style="list-style-type: none"> <li>• The DSP should be written in accordance with the latest <a href="#">TfL DSP guidance</a>.</li> <li>• The need for, and scope of, a DSP is typically determined through pre-application discussions. In some cases, a DSP may be submitted in draft form at the planning application stage, with a final version secured via planning conditions and/or a Section 106 agreement.</li> </ul>	<p>Local Plan Policy 19, Policy 48</p> <p><a href="#">Transport SPD</a></p> <p><a href="#">TfL DSP Guidance</a></p>
<b>30. Outline Construction Environment</b>	<ol style="list-style-type: none"> <li>1. All major development.</li> <li>2. Any other development with the potential to lead</li> </ol>	<ul style="list-style-type: none"> <li>• An outline CEMP should be submitted at the planning application stage to establish a framework for identifying and considering potential measures to avoid, minimise,</li> </ul>	<p>Local Plan Policy 7, Policy 42, Policy 39</p>



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<b>Management Plan (CEMP)</b>	to adverse environmental effects. Any development proposing to use the river to transport construction materials and waste.	or mitigate impacts on the environment during the construction phase. This will inform the development of a detailed CEMP which will be secured via planning condition and/or Section 106 agreement. The CEMP should be proportionate and tailored to the specific needs of a development and should include specific biodiversity measures prepared by a competent person (a specific Construction <u>Ecological</u> Management Plan may be appropriate in some cases).	
<b>31. Outline Site Waste Management Plan (SWMP)</b> (for construction, excavation and demolition waste)	1. All major developments and engineering works. 2. Other developments that are likely to generate large amounts of waste during demolition and/or construction.	<ul style="list-style-type: none"> <li>The SWMP must detail arrangements for handling excavation, demolition, and construction waste, and aim to maximise recovery and reuse of materials. An outline SWMP may be submitted at application stage, with a detailed version secured via condition and/or Section 106 agreement. Where appropriate, the SWMP could form part of the Construction Management Plan.</li> </ul>	Local Plan Policy 7  <a href="#">West London Waste Plan</a>
<b>32. Fire Safety Strategy or Reasonable Exception Statement</b> 	All development should submit either a Fire Safety Strategy or Reasonable Exception Statement.	<ul style="list-style-type: none"> <li>Guidance on Fire Statements, Planning Fire Safety Strategies (PFFS) and Reasonable Exception Statements, including template forms, is set out in the <a href="#">GLA Fire Safety London Plan Guidance</a>. Appendix I of the LPG sets out planning application types and fire safety information requirements. The author of a PFSS must demonstrate they have suitable fire safety knowledge, understanding and qualifications, commensurate with the size, scope and complexity of the proposed development.</li> <li>Any requirements set out in the <a href="#">GLA London Plan Guidance Sheet on Evacuation Lifts</a> will be incorporated where a lift core is proposed.</li> <li>For <u>householder &amp; non-major developments</u> where no additional dwellings or commercial units are created, no lifts are provided, the external materials are not altered and there are no alterations to the internal or external communal areas that support the evacuation strategy for the property it will generally be appropriate to submit a <b>Reasonable Exception Statement</b>. For these applications, the applicant should confirm that current fire safety measures are appropriate and will not be negatively affected by the development. Where existing fire safety measures will be altered, the applicant should identify any mitigation measures.</li> </ul>	Local Plan Policy 44, Policy 45  <a href="#">London Plan</a> (2021) Policy D12 (A) and D5 (B5)  <a href="#">GLA Fire Safety LPG</a> (including standard template forms)
<b>33. Fire Statement</b> (which includes a Fire Safety Strategy)	All major development.	<ul style="list-style-type: none"> <li>All major development proposals must be submitted with a Fire Statement, which is an independent fire strategy, produced by a third party suitably qualified assessor.</li> <li>Application Guidance on Fire Statements, Planning Fire Safety Statements and Reasonable Exception Statements is set out in the <a href="#">GLA Fire Safety London Plan</a></li> </ul>	Local Plan Policy 44, Policy 45  <a href="#">London Plan</a> (2021) Policy D12 (B) and

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		<a href="#">Guidance</a> . Any requirements set out in the <a href="#">GLA London Plan Guidance Sheet on Evacuation Lifts</a> will be incorporated where a lift core is proposed.	D5 (B5)  <a href="#">GLA Fire Safety LPG</a> (including template)
<b>34. Flood Risk Assessment (FRA)</b> 	<ul style="list-style-type: none"> <li>All development proposals within Flood Zones 2* and 3.</li> <li>Development proposals within Flood Zone 1 with a site area of 1 hectare or more.</li> <li>Development proposals where there is evidence of a risk from other non-fluvial sources of flooding, including surface water, ground water or sewer flooding (which may include sites within Flood Zone 1); this includes major and minor development proposals:               <ul style="list-style-type: none"> <li>in the 1 in 100 year surface water flood risk map extent or within a SWMP (2021) hotspot</li> <li>within the throughflow and groundwater policy zones and/or</li> <li>in an area increased potential for elevated groundwater.</li> </ul> </li> <li>Subterranean/basement development proposals</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Appendix 3</a> sets out an overview of restrictions and requirements in relation to Flood Zones.</li> <li>Flood risk assessments (FRA) will be required in line with national policy and guidance, which provide information on the requirements for assessing and managing flood risk in development and how to produce site-specific FRAs.</li> <li>The FRA should be commensurate with the scale, nature and location of the proposed development and should include:               <ol style="list-style-type: none"> <li>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. Flood risk information can be obtained via the <a href="#">Flood map for planning tool</a>, as well as interacting mapping developed to accompany the Council's <a href="#">Strategic Flood Risk Assessment</a> (SFRA).</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>Address all sources of flooding, including from rivers and the sea, directly from rainfall on the ground surface and rising groundwater, overwhelmed sewers and drainage systems, and from reservoirs, canals and lakes and other artificial sources.</li> <li>Provide the necessary evidence to enable the LPA to apply the <b>Sequential Test</b>, and where necessary, the <b>Exception Test</b>. Refer to Appendix 3, which outlines when each test is applicable. Additionally, consult the supporting text to Local Plan (2025) Policy 8, which identifies exemptions to the Sequential Test.</li> </ol> </li> <li>Use the Environment Agency's <a href="#">FRA template</a> and <a href="#">associated guidance</a> which can be downloaded from the Planning Portal <a href="#">website</a>. For minor development such as householder development and non-residential extensions creating floor space of less than 250 sqm, the template and guidance may provide helpful advice. However, there are some aspects which may not be relevant to, or necessary for, very small-</li> </ul>	Local Plan Policy 8  <a href="#">LBRuT Strategic Flood Risk Assessment</a>  <a href="#">LBRuT Surface Water Management Plan</a>  <a href="#">PPG (Site-specific flood risk assessment: Checklist)</a>  <a href="#">EA guidance - Flood risk assessments: applying for planning permission</a>  <a href="#">EA – FRA template</a>  <b>Householder and Other Minor Extensions in Flood Zones 2 and 3 Form (LBRuT template forthcoming)</b>

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	<p>within the throughflow policy zone or with <math>\geq 25\%</math> susceptibility to groundwater flooding.</p> <ul style="list-style-type: none"> <li>Development proposals that may be subject to other sources of flooding, where its development would introduce a more vulnerable use.</li> </ul> <p><i>*Not required in Flood Zone 2 if the proposal is for a change of use from water compatible to less vulnerable use.</i></p>	<p>scale development. Follow the Environment Agency's <a href="#">advice for minor extensions</a> if you are doing a FRA for a minor extension in Flood Zone 2, 3 or 3b.</p>	
<b>35. Flood Emergency Plan</b>	<ol style="list-style-type: none"> <li>All major development in: <ul style="list-style-type: none"> <li>Flood Zones 2 and 3;</li> <li>in areas at Risk of Flooding from Surface Water in a 1 in 100 year event or greater;</li> <li>a Surface Water Management Plan hotspot.</li> </ul> </li> <li>Any developments where safe access/egress cannot be achieved.</li> </ol>	<ul style="list-style-type: none"> <li>Flood Warning and Emergency Plans need to feature measures to manage flood risk before, during, and after a flood, reducing the potential human impact of any flood event and making developments as resilient to flooding as possible. These plans need to be detailed and up to date, addressing the risks local to the site. The <a href="#">Flood Risk and Coastal Change PPG</a> highlights several important considerations for emergency plans.</li> </ul>	<p>Local Plan Policy 8</p> <p><a href="#">PPG - Flood risk and coastal change</a></p> <p><a href="#">Guidance on Producing a Flood Emergency Plan</a></p>
<b>36. Drainage Strategy incorporating Sustainable Drainage Systems (SuDS)</b> 	<ol style="list-style-type: none"> <li>All major development.</li> <li>Required for all other development <ul style="list-style-type: none"> <li>where there is evidence of a risk from fluvial flooding or other sources of flooding, including surface water, ground water or sewer flooding.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>Use of SuDS is required in all development proposals to demonstrate management of surface water runoff as close to its source as possible, using the most sustainable solutions to reduce runoff volumes and rates.</li> <li>All relevant applications should complete and submit the London Sustainable Drainage Proforma (Excel spreadsheet) which is available on the Council's <a href="#">website</a>. This proforma is required to accompany Sustainable Drainage Strategies and sets a clear standard for the information that should be provided.</li> <li>A Statement on Sustainable Drainage Systems (SuDS) should demonstrate how surface water could affect the development site and the surrounding areas post-</li> </ul>	<p>Local Plan Policy 8</p> <p><a href="#">HPNP Policy E4</a></p> <p><a href="#">LBRuT SuDS Planning Guidance</a></p> <p><a href="#">LBRuT Strategic Flood Risk</a></p>

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	<ul style="list-style-type: none"> <li>that could lead to changes to, and have impacts on, surface water run-off.</li> </ul>	<p>development, and that the scheme reduces surface water discharge in line with the Sustainable Drainage Hierarchy.</p> <ul style="list-style-type: none"> <li>The statement should include the proposed SuDS features which are to be incorporated in the development (to improve the existing runoff conditions), along with details for their long-term management and maintenance, including who will be responsible and how maintenance will be funded.</li> <li>Borough-specific guidance on SuDS can be found within the Council's <a href="#">SuDS Guidance Document</a> as well as in the <a href="#">Council's SFRA</a>.</li> <li>SuDS proposals should also have regard to the <a href="#">National standards for SuDS</a>, demonstrating how they will deliver multiple benefits, including flood risk reduction, water quality improvement, amenity, and biodiversity</li> </ul>	<p><a href="#">Assessment</a></p> <p><a href="#">Non-statutory national standards for SuDS</a></p> <p><a href="#">GLA sector-specific SUDs guidance</a></p>
<p><b>37. Basement Assessment</b></p> 	<ol style="list-style-type: none"> <li>All subterranean, basement and cellar proposals within through-flow and ground-water policy zones.</li> <li>Any sub-surface, basement and cellar proposals in an area with <math>\geq 25\%</math> susceptibility to groundwater flooding.</li> </ol> <p>See Strategic Flood Risk Assessment <a href="#">interactive mapping</a>.</p>	<ul style="list-style-type: none"> <li><i>Note: new and extensions to existing self-contained residential basements and/or bedrooms at basement level will not be permitted in Flood Zones 2 &amp; 3 (see Policy 8).</i></li> <li>Information will need to be produced and submitted with an application in line with the following stages: <ol style="list-style-type: none"> <li>A <b>Screening Assessment</b> should address the impacts of the proposed subsurface development on the area's subterranean characteristics, land stability, and flood risk and drainage.</li> <li>If the Screening Assessment determines that the proposed subsurface development may have an impact on the local environment, or if it determines that further investigation work is required, then a <b>Basement Impact Assessment (BIA)</b> is required. A Site and Assessment Verification Form should be completed by the chartered professional who undertook the assessment and submitted as part of the application. Note the requirements include detailed borehole information and mitigation measures if the potential impacts of the development are not acceptable.</li> </ol> </li> <li>The BIA should be carried out by a chartered professional who can carry out the required assessments (e.g. civil engineer, geotechnical specialist, geologist, hydrologist, hydrogeologist).</li> <li>The statement must confirm the methodology and provide appropriate self-certification from a suitably qualified engineer demonstrating the information submitted is satisfactory for planning purposes, and that the proposal will safeguard the structural stability of the existing building, neighbouring buildings and other infrastructure, including related to the highway and transport, and construction itself</li> </ul>	<p>Local Plan Policy 8, Policy 54</p> <p><a href="#">LBRuT Strategic Flood Risk Assessment</a></p> <p><a href="#">LBRuT Good Practice Guide on Basement Developments (2015)</a></p> <p><a href="#">Surface Water Management Plan - London Borough of Richmond upon Thames</a></p> <p><a href="#">Basement Assessment User Guide</a></p>

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		<p>will be subject to separate regulatory requirements.</p> <ul style="list-style-type: none"> <li>• Please see the Council's <a href="#">Basement Assessment User Guide</a> for more guidance.</li> <li>• The statement must confirm the structural methodology and provide appropriate self-certification from a suitably qualified engineer demonstrating the information submitted is satisfactory for planning purposes, and that the proposal will safeguard the structural stability of the existing building, neighbouring buildings and other infrastructure, including related to the highway and transport, and construction itself will be subject to separate regulatory requirements.</li> <li>• Where landscaping is proposed above a basement located beneath a garden area (including householder applications), a cross-section must demonstrate:               <ol style="list-style-type: none"> <li>1. A minimum of 1 metre of naturally draining permeable soil, and</li> <li>2. A minimum 200mm drainage layer.</li> </ol> </li> </ul>	
<b>38. Foul Sewage and Utilities Statement</b>	All major developments.	<ul style="list-style-type: none"> <li>• Details of the existing and proposed systems should be provided (and shown on application drawing(s)). The statement should demonstrate:               <ol style="list-style-type: none"> <li>1. that following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community;</li> <li>2. that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures;</li> <li>3. that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains; and</li> <li>4. where the development impinges on existing infrastructure, arrangements for relocation or protection have been agreed with the service provider.</li> </ol> </li> <li>• Information should be provided showing early engagement between the applicant and the sewerage and water supply network provider to demonstrate the provider can meet their duty to ensure there is adequate water supply, foul drainage and sewage treatment capacity to serve the development.</li> <li>• Provide evidence of early engagement with the sewerage and water supply provider to confirm they can meet their duty to ensure adequate water supply, foul drainage, and sewage treatment capacity for the development.</li> </ul>	<p>Local Plan Policy 9</p> <p><a href="#">Thames Water pre-planning enquiry service</a> (charges apply)</p>
<b>39. Affordable Housing Statement</b>	<b>Major sites</b> capable of 10 or more residential units (gross).	<ul style="list-style-type: none"> <li>• For development proposals which are capable of providing 10 or more residential units gross, the Affordable Housing Statement should include, as a minimum:               <ol style="list-style-type: none"> <li>1. An accommodation schedule setting out the market and affordable housing proposed, including a breakdown by units, habitable rooms, floor area (GIA), and</li> </ol> </li> </ul>	<p>Local Plan Policy 11</p> <p><b>Affordable Housing SPD</b></p>

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		<p>the dimensions of private outdoor amenity space.</p> <ol style="list-style-type: none"> <li>2. A calculation of the affordable housing provision by tenure, expressed as a percentage of the total proposed units, habitable rooms, and floor area.</li> <li>3. A clear explanation of the proposed affordability levels or tenures for each unit, including how these align with the definitions and types of affordable housing considered genuinely affordable by the Council (as set out in the Affordable Housing SPD), supported by a demonstration of compliance with relevant income thresholds for each unit and tenure type.</li> <li>4. A scaled plan showing the location of the affordable housing units.</li> <li>5. A statement confirming meaningful engagement with Registered Providers, including their input on tenure, unit sizes, design, and affordability, as well as any offers made. Include information on any public grant funding that will be used.</li> <li>6. Confirmation as to whether the application is following the Fast Track Route (FTR) or the Viability Tested Route (VTR).</li> <li>7. For schemes following the FTR (delivering a minimum 35% or 50% on public sector or industrial land), confirmation that relevant criteria in line with London Plan Policy H5 are met including details on tenure split and grant funding.</li> </ol>	
<b>40. Affordable Housing Financial Contribution</b>	<b>Small site</b> schemes proposing 1-9 residential units (gross).	<ul style="list-style-type: none"> <li>• On sites not capable of delivering ten or more residential units (gross), a financial contribution to the Affordable Housing Fund will be required. Contributions will be calculated in accordance with the sliding scales set out in Policy 11.</li> <li>• Submit the Affordable Housing Commuted Sum Calculation, using the Excel pro-forma available on the <a href="#">Council's website</a>, and agreement to pay the appropriate affordable housing financial contribution, secured through a planning obligation.</li> </ul>	<p>Local Plan Policy 11</p> <p><b>Affordable Housing SPD</b></p>
<b>41. Financial Viability Statement</b>	<ol style="list-style-type: none"> <li>1. Any proposal following the Viability Tested Route (VTR);</li> <li>2. Any proposal that does <b>not</b> provide policy-compliant levels of on-site affordable housing or a financial contribution towards affordable housing, or other planning obligations as expected, where the applicant seeks</li> </ol>	<ul style="list-style-type: none"> <li>• The Affordable Housing SPD sets out guidance on when a Financial Viability Assessment (FVA) is required and what it must include.</li> <li>• To include written confirmation from the agent or applicant that they will fund the independent assessment of the viability evidence by the Council's viability consultants, including a build cost review if required.</li> <li>• To be based on a testable, editable electronic or software model that shows the calculations and assumptions used. Insufficient or poorly evidenced viability information will <b>not</b> be accepted and could delay the process. Where build cost plans are required, they should be detailed, include elemental breakdowns, and be benchmarked against comparable schemes wherever possible. Further information on the expectations for cost plans can be found in the Affordable Housing SPD and</li> </ul>	<p>Local Plan Policy 11</p> <p><b>Affordable Housing SPD</b></p> <p><a href="#">GLA Development Viability SPG (Draft, 2023)</a></p> <p><a href="#">RICS Build Cost Information Service</a></p>



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	to justify this on viability grounds.	<p>section 4.3 of the <a href="#">London Plan Viability SPG (Draft, 2023)</a>.</p> <ul style="list-style-type: none"> <li>Financial viability information will be publicly disclosed unless the applicant shows at submission that withholding meets tests under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 (or superseding legislation).</li> </ul>	
<b>42. Residential Standards Statement</b>	All development proposing 1 or more residential units (including new build, conversions, reversions and change of use).	<ul style="list-style-type: none"> <li>A Residential Standards Statement must confirm how the proposed residential units comply with relevant policies, guidance, and the <a href="#">Nationally Described Space Standards</a>. It should also clearly demonstrate how the dwellings comply with the private internal space standards set out in London Plan (2021) Policy D6, including minimum Gross Internal Area, built-in storage, and floor-to-ceiling heights, as well as requirements for private outdoor space.</li> </ul>	Local Plan Policy 13  <a href="#">London Plan</a> (2021) Policy D6 and <a href="#">GLA Housing Design Standards LPG</a>
<b>43. Specialist Housing Operational Management Plan</b>	All development proposals for new specialist housing (including, but not limited to, sheltered housing, extra care housing, nursing homes and residential care homes).	<ul style="list-style-type: none"> <li>Required to outline minimum care levels, eligibility criteria prioritising local needs, and how design and management will ensure appropriate supervision and support. Early guidance should be sought from the Council's Specialist Housing Occupational Therapist.</li> <li>An Outline OMP may be submitted at application stage, with the final version secured via condition or S106, but must include enough detail to demonstrate the level of care to be provided and proposed eligibility criteria.</li> </ul>	Local Plan Policy 12
<b>44. Marketing Assessment</b>	Required for all change of use proposals (subject to full planning permission) where marketing evidence forms part of the justification for the proposed change (see <i>relevant uses adjacent</i> ).	<ul style="list-style-type: none"> <li>Required for the following uses (see <a href="#">Planning Portal guidance</a> on the <a href="#">Use Classes Order</a>): <ol style="list-style-type: none"> <li>Office floorspace falling within E(g)(i) or E(g)(ii);</li> <li>Industrial land and premises falling within E(g)(ii), E(g)(iii), B2, B8, or Sui Generis;</li> <li>River-dependent or river-related industrial and business uses;</li> <li>Social and community infrastructure floorspace within Class E, F1, F2, and certain Sui Generis uses;*</li> <li>Commercial and community use floorspace within designated centres protected under Local Plan (2025) Policy 18;</li> <li>Uses protected under Policy 20, which include but are not limited to public houses, wine bars, drinking establishments, as well as essential shops and services as defined in the Local Plan (2025).</li> </ol> </li> <li>Marketing undertaken must meet the requirements set out in the relevant Local Plan policies and Appendix 2 of the Local Plan (2025), which outlines the required content of marketing reports and the minimum marketing periods for different types of uses.</li> <li>For developments proposing the loss of office floorspace or industrial</li> </ul>	<p>Local Plan Policy 18, Policy 20, Policy 23, Policy 24, Policy 40, Policy 49</p> <p>Local Plan (2025) Appendix 2 (Marketing Requirements)</p> <p><a href="#">HPNP Policy R1</a></p>

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		<p>land/premises, marketing evidence will be a material consideration, however provision of marketing in itself will not justify an exception to Policy 23(A) and Policy 24(A).</p> <ul style="list-style-type: none"> <li>*Where there is a loss of social or community infrastructure and a scheme proposes 100% genuinely affordable housing, it will not need to be considered for alternative social infrastructure use nor marketing submitted, provided an Affordable Housing Statement is submitted to demonstrate the affordable housing complies with Policy 11.</li> </ul>	
<b>45. Statement of Engagement with Education Providers</b>	Any development where there would be a loss or proposed gain in pre-school, primary and secondary school places.	<ul style="list-style-type: none"> <li>Evidence of early engagement with the relevant education providers must be submitted to assist the LPA in establishing how a proposal responds to local needs and priorities. Achieving for Children provide the Council's children's services. For proposals involving the loss/gain of pre-school places, please contact: <a href="mailto:early.years@achievingforchildren.org.uk">early.years@achievingforchildren.org.uk</a></li> </ul>	Local Plan Policy 50
<b>46. Town Centre Uses Sequential Test</b>	All applications for main town centre uses outside of designated centres (including extensions to existing retail and leisure developments of more than 200sqm gross).	<ul style="list-style-type: none"> <li>Town centre uses are defined in the NPPF.</li> <li>Sequential test and impact assessments will need to be proportionate to the scale of the development proposed. The scope of these assessments should be discussed and agreed with the Council prior to submission of a planning application.</li> <li>See the Council's <a href="#">interactive Policies Map</a> to view designated centre boundaries.</li> </ul>	Local Plan Policy 18  <a href="#">PPG - Town centres and retail</a>
<b>47. Retail/Leisure Impact Assessment</b>	Retail and leisure developments (including extensions) over 500sqm gross (combined) proposed outside of designated Town, Local and Neighbourhood Centres.		
<b>48. Sustainable Construction Checklist (SCC)</b>	<ol style="list-style-type: none"> <li>1. New residential development creating 1 dwelling unit gross or more (including new build, change of use, extensions and conversions).</li> <li>2. New non-residential development or extensions of more than</li> </ol>	<ul style="list-style-type: none"> <li>Download the SCC spreadsheet and review the associated guidance document available on the <a href="#">Council's website</a>, which explains which spreadsheet(s) to complete based on the proposed development type.</li> <li><b>Note:</b> The SCC must be submitted in Excel format and ideally as a standalone document. If this is not possible, all information within the checklist must be clearly legible.</li> </ul>	Local Plan Policy 6  <a href="#">Sustainable Construction Checklist SPD</a> (update – concurrent consultation with LVC)




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	100sqm gross floorspace (including new build, change of use and conversions).		
<b>49. Energy Statement</b> setting out the proposed <b>Energy Strategy</b>	<ol style="list-style-type: none"> <li>1. New residential development creating 1 dwelling unit gross or more (including new build, change of use, extensions and conversions).</li> <li>2. New non-residential development or extensions of more than 100sqm gross floorspace (including new build, change of use and conversions).</li> </ol>	<ul style="list-style-type: none"> <li>• An Energy Statement must clearly outline how the proposed Energy Strategy aligns with the London Plan's Energy Hierarchy and Local Plan policies. The statement should include, as a minimum: <ol style="list-style-type: none"> <li>1. How on-site emissions savings will be maximised by following the GLA energy hierarchy: "Be Lean," "Be Clean," and "Be Green."</li> <li>2. Demonstrate how the development will achieve net zero carbon, including meeting the minimum on-site carbon reduction specified in Local Plan Policy 4. Where achieving this minimum on-site is not feasible, applicants <u>must</u> provide evidence that all options have been explored.</li> <li>3. Assess the development's energy demand and carbon emissions, showing the expected savings from energy efficiency and renewable energy measures.</li> <li>4. Clearly outline the approach to energy supply, including details on decentralised energy where relevant.</li> <li>5. Include sufficient detail to demonstrate that the proposed strategy is achievable and aligns with relevant policies.</li> <li>6. Address any requirements for carbon offsetting where on-site reductions are insufficient. <b>Note:</b> a financial contribution to the Carbon Offset Fund will only be accepted where it has been demonstrated that all feasible on-site energy efficiency and renewable energy measures have been implemented.</li> <li>7. Include written confirmation that the applicant will cover the cost of any independent assessment commissioned by the Council, where necessary.</li> </ol> </li> <li>• For major development, the energy strategy must align with the <a href="#">GLA Energy Planning Guidance</a>. Major development (including outline/hybrid) should also provide estimates of each of the planning stage performance indicators as set out in the <a href="#">GLA 'Be Seen' energy monitoring guidance</a>, and provide confirmation that the planning stage 'be seen' GLA <a href="#">webform</a> has been/will be completed.</li> <li>• National Water Standards: residential development creating 1+ new dwellings must demonstrate how compliance with a water consumption of 105 litres per person per day (excluding up to 5 litres for external use) will be achieved.</li> <li>• Decentralised Energy Network (DEN) Feasibility: Residential schemes of 10+ units and non-residential over 500 sqm in Heat Network Priority Areas must assess DEN</li> </ul>	<p>Local Plan Policy 3, Policy 4, Policy 5, Policy 6</p> <p><a href="#">GLA Energy Planning Guidance</a></p> <p><a href="#">GLA 'Be Seen' energy monitoring guidance</a> (including Be Seen spreadsheet and webforms)</p> <p><a href="#">Sustainable Construction Checklist SPD</a> – Appendix 2 Energy Statement Guidelines (update – concurrent consultation with LVC)</p> <p><a href="#">London Heat Map</a></p>



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		feasibility. The energy statement should show compliance with Local Plan Policy 5 (parts C & D). If connection isn't feasible, provide a robust justification showing all options were explored.	
<b>50. GLA Carbon Emission Reporting Spreadsheet</b>	All major development.	<ul style="list-style-type: none"> <li>The GLA's Carbon Emissions Reporting Spreadsheet should be submitted in Excel format. See <a href="#">GLA Energy Planning Guidance</a> webpage for a link to download the latest version of the spreadsheet.</li> </ul>	Local Plan Policy 4
<b>51. BREEAM Pre-Assessment</b>	<i>See thresholds below.</i>	<ul style="list-style-type: none"> <li>Must be submitted demonstrating that the proposal meets the relevant BREEAM standard in accordance with Local Plan Policy 6. The BREEAM Pre-Assessment <b>must</b> be undertaken by a licensed BREEAM accredited assessor.</li> <li>The Pre-Assessment should indicate which rating and credits are being targeted in line with BREEAM methodology, alongside a narrative on the design and indication of likely score. A Pre-Assessment Estimator alone is not sufficient.</li> </ul>	Local Plan Policy 6  <a href="#">Sustainable Construction Checklist SPD</a> (update – concurrent consultation with LVC)  <a href="#">BREEAM</a>
	All new-build residential development.	<a href="#">BREEAM UK New Construction: Residential</a> (formerly Home Quality Mark) <ul style="list-style-type: none"> <li>Required to achieve a four-star rating (as a minimum).</li> </ul>	
	All residential development creating new dwellings via domestic conversions, change of use projects and extensions.	<a href="#">BREEAM Domestic Refurbishment</a> <ul style="list-style-type: none"> <li>Required to meet BREEAM 'Outstanding' standard (or equivalent). 'Excellent' may be accepted where it can be clearly evidenced that achieving 'Outstanding' is not technically feasible. <i>If a scheme cannot be assessed under BREEAM Domestic Refurbishment (e.g. where the proposal only involves minor internal remodelling), written confirmation by an accredited assessor must be provided.</i></li> </ul>	
	All new build non-residential developments of 500sqm (GIA) or more.	<a href="#">BREEAM New Construction (Non-Domestic)</a> <ul style="list-style-type: none"> <li>Required to meet BREEAM 'Outstanding' standard (or equivalent). 'Excellent' may be accepted where it can be clearly evidenced that achieving 'Outstanding' is not technically feasible.</li> </ul>	
	All non-residential refurbishment of existing buildings and conversions of 500sqm (GIA) or more.	<a href="#">BREEAM Refurbishment and fit-out (Non-Domestic standard)</a> <ul style="list-style-type: none"> <li>Required to meet BREEAM 'Outstanding' standard (or equivalent). 'Excellent' may be accepted where it can be clearly evidenced that achieving 'Outstanding' is not technically feasible.</li> </ul>	
<b>52. Circular Economy Statement</b>	1. Residential developments creating 10 or more dwellings. 2. Non-residential development of 500 sqm	<ul style="list-style-type: none"> <li>Must demonstrate how targets for recycling and beneficial use of construction, demolition, and excavation materials will be met, in compliance with Part B of London Plan Policy SI 7 and in line with the GLA's <a href="#">Circular Economy Statement London Plan Guidance</a>. A Circular Economy Statement should demonstrate:               <ol style="list-style-type: none"> <li>how all materials arising from demolition and remediation works will be re-</li> </ol> </li> </ul>	Local Plan Policy 7  London Plan (2021) Policy SI 7

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	(Gross Internal Area) or more.	<p>used and/or recycled</p> <ol style="list-style-type: none"> <li>2. 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</li> <li>3. opportunities for managing as much waste as possible on site</li> <li>4. adequate and easily accessible storage space and collection systems to support recycling and re-use</li> <li>5. how much waste the development is expected to generate, and how and where the waste will be managed in accordance with the waste hierarchy</li> <li>6. how performance will be monitored and reported.</li> </ol>	<a href="#">GLA Circular Economy Statement LPG</a>
<b>53. Whole Life-Cycle Carbon Assessment (WLCCA)</b>	<ol style="list-style-type: none"> <li>1. Residential developments creating 10 or more dwellings.</li> <li>2. Non-residential development of 500 sqm (Gross Internal Area) or more.</li> </ol>	<ul style="list-style-type: none"> <li>• The WLCCA must calculate the total carbon emissions associated with the development throughout its entire lifecycle. The assessment must demonstrate how emissions have been maximised through design decisions, in accordance with the GLA's WLCCA London Plan Guidance. It must be undertaken in accordance with <a href="#">RICS Professional Statement for Whole Life Carbon Assessment for the Built Environment</a> (including any recent updates).</li> <li>• The WLCCA should be consistent with the Energy Statement and Circular Economy Statement submitted with the application.</li> <li>• Where demolition and rebuild is proposed, applicants are encouraged to include in the WLCCA a comparison of the carbon emissions between demolition/rebuild and alternative retrofit options.</li> </ul>	<p>Local Plan Policy 7</p> <p><a href="#">GLA Whole Life-Cycle Carbon Assessment LPG</a></p>
<b>54. Public Open Space Assessment</b>	<ol style="list-style-type: none"> <li>1. All major development.</li> <li>2. Any development resulting in the loss of Public Open Space.</li> </ol>	<ul style="list-style-type: none"> <li>• Must provide an analysis of existing open space provision in line with the Council's accessibility standards for travel to open spaces, and have regard to the policy requirements set out at Local Plan Policy 37 and in the NPPF.</li> </ul>	<p>Local Plan Policy 37</p> <p><a href="#">LBRuT Open Space Assessment (2023)</a></p>
<b>55. Play and Child Occupancy Assessment</b>	All major development.	<ul style="list-style-type: none"> <li>• Required to determine whether the proposal will result in an estimated child occupancy of ten or more children (thereby triggering policy requirements for dedicated on-site play space), using the child yield derived from the <a href="#">GLA's Population Yield Calculator</a>, as advised in the Planning Obligations SPD.</li> <li>• An assessment of existing play facilities within the local area is also required.</li> </ul>	<p>Local Plan Policy 37</p> <p>Planning Obligations SPD</p>
<b>56. Playing fields and sport facilities assessment</b>	<ol style="list-style-type: none"> <li>1. All major development.</li> <li>2. Any development that affects a sport and recreation facility.</li> </ol>	<ul style="list-style-type: none"> <li>• Required to assess and determine the need and feasibility for on-site provision of new playing fields, artificial grass pitches (AGP), and ancillary sport facilities in line with the borough's latest Playing Pitch and Outdoor Sports Strategy or the latest Indoor Sports Facility Needs Assessment, available on the Council's <a href="#">website</a>.</li> </ul>	<p>Local Plan Policy 37</p> <p><a href="#">Annex B of Sport England's 'Playing</a></p>

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			<a href="#">Fields Policy and Guidance'</a>
<b>57. Framework Community Use Agreement (CUA)</b>	CUAs will be required for: <ol style="list-style-type: none"> <li>Proposals involving the delivery of playing fields and indoor and outdoor sports facilities, including school developments.</li> <li>May also be required in relation to other public or private commercial facilities e.g. community centre, hotels.</li> </ol>	<ul style="list-style-type: none"> <li>The Council supports the multi-use of premises for sports and community purposes, including schools and private commercial facilities, secured via Section 106 Community Use Agreements. The details required are to ensure facilities will be provided for community use, making it clear what facilities will be available (including as part of any phasing on Major development), at what times, and at what price. Where a CUA is likely to be required, at application stage, an outline agreement may be submitted, but should include key details to secure community access that is accessible and affordable, covering aspects of how it will be managed, maintained and reviewed, such as the practical arrangements, the hours/days of availability and pricing.</li> <li>For sports facilities, there should be early discussions with the Council's Sports and Fitness Services, and as appropriate National Governing Bodies of Sport along with Sport England.</li> </ul>	Local Plan Policy 26, Policy 37, Policy 49  Planning Obligations SPD  CUA Template (to be prepared)  <a href="#">Sport England – CUAs</a>
<b>58. Framework Local Employment Agreement (LEA)</b>	A LEA is required where the employment opportunities generated by construction and/or the end use of the development are expected to create more than 20 Full-Time Equivalent (FTE) jobs, and one or more of the following thresholds are met: <ol style="list-style-type: none"> <li>The proposal includes 50 or more residential units; and/or</li> <li>The proposal includes 400 sqm or more of commercial employment space.</li> </ol>	<ul style="list-style-type: none"> <li>At planning submission stage, a framework LEA should include a summary of: <ol style="list-style-type: none"> <li>Forecast number of FTE jobs during construction and end-use phases.</li> <li>Potential employment and training opportunities that could be delivered.</li> <li>Initial indication of how any employment/training opportunities may be resourced and monitored, e.g. through partnership with the Council's <a href="#">Work Match</a> employment service, other schemes delivered by registered providers, or by the developer directly.</li> </ol> </li> <li>A detailed LEA will be submitted and secured via Section 106 agreement, if permission is granted. Early discussions with the Council's Economic Development Office (EDO) are strongly encouraged to agree the terms LEAs. The Planning Obligations SPD sets out detailed guidance on LEAs.</li> </ul>	Local Plan Policy 50  Planning Obligations SPD
<b>59. Draft Affordable Workspace</b>	All development proposing to provide on-site affordable	<ul style="list-style-type: none"> <li>Draft AWMP to be submitted at application stage, with the final version secured via planning conditions and/or a Section 106 agreement. It should include the location</li> </ul>	Local Plan Policy 25

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<b>Management Plan (AWMP)</b>	workspace.	of affordable workspace (shown on plans), proposed lease terms, and management arrangements. The AWMP must be tailored to the proposal and developed in consultation with the case officer and the Council's Economic Development Office, ideally from pre-application stage. Further guidance is available in the Planning Obligations SPD.	Planning Obligations SPD
<b>60. Draft S106 Agreement / Head(s) of Terms</b>	For all applications where the development either: <ul style="list-style-type: none"> <li>exceeds thresholds set out in planning policies or guidance relating to planning obligations; or</li> <li>for other reasons requires the provision of planning obligations.</li> </ul>	<ul style="list-style-type: none"> <li>Must be bespoke and discussed through the pre-application process.</li> <li>Applicants are encouraged to provide as much detail as possible as to planning obligations the applicant is willing to agree to or is asking the Council to consider. As a minimum, a list of planning obligation head of terms should be provided.</li> </ul>	Planning Obligations SPD
<b>61. Landscaping Scheme</b> (including Hard and Soft Landscaping)	<ol style="list-style-type: none"> <li>All major development.</li> <li>Minor development where appropriate, e.g. proposals with a significant landscaping component or where landscaping is considered to be of material importance to determining the proposed development.</li> </ol> <p><i>A full landscaping scheme is not required for outline applications. However, the Design and Access Statement should still set out the principles that will inform any future landscaping scheme for the site.</i></p>	<ul style="list-style-type: none"> <li>Applications for full planning permission should preferably include a detailed landscaping scheme (hard and soft); alternatively, a landscape strategy outlining main planting areas, types of planting, and hard surfaces, with details to be agreed later via a planning condition, may be acceptable.</li> <li>Landscaping schemes should include both hard (surfacing and built external features) and soft (planting) elements, and must provide details of: <ol style="list-style-type: none"> <li>Materials (and their permeability)</li> <li>Species (native and non-native)</li> <li>Tree and plant sizes, numbers and planting densities</li> <li>Levels, gradients and any earthworks required</li> <li>Screening by fences, walls or other means</li> <li>Provision of bicycle and refuse storage, children's playspace, gardens, courts, squares, water features, sculptures or public art and other amenity features</li> <li>Timing of the implementation of the scheme</li> </ol> </li> <li>It should also include proposals for long-term maintenance and landscape management. Where applicable, this should cross-reference the SuDS Strategy and/or the BNG Statement and UGF Assessment.</li> <li>For minor development, applicants may be advised during pre-application discussions or at submission to provide a landscaping scheme that is proportionate to the scale and nature of the proposal, to address site context, design quality, or</li> </ul>	<p>Local Plan Policy 39, Policy 42, Policy 54</p> <p><a href="#">Design Quality SPD</a></p> <p><a href="#">LBRuT Public Space Design Guide</a></p> <p>Biodiversity SPD (forthcoming)</p> <p>Trees &amp; Development SPD (forthcoming)</p>


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<p><b>62. Arboricultural Impact Assessment (AIA) including Tree Survey and Tree Constraints Plan/Statement</b></p> 	<p>Where there are trees on-site or adjacent to the development (including street trees).</p>	<p>policy requirements (e.g. in relation to tree planting – see further details below).</p> <ul style="list-style-type: none"> <li>• An <b>Arboricultural Impact Assessment (AIA)</b> assesses how proposed development and construction works will affect trees, and should include or be supported by the following: <ol style="list-style-type: none"> <li>1. Land Survey/Topographical Survey</li> <li>2. Tree Survey – see <i>below</i></li> <li>3. Root Protection Areas (RPAs)</li> <li>4. Tree Constraints Plan/Statement – see <i>below</i></li> <li>5. Tree planting and landscaping proposals</li> <li>6. Draft Tree Protection Plan &amp; Draft Arboricultural Method Statement (where identified trees will be impacted by development) – see <i>separate requirements below</i>.</li> </ol> </li> <li>• A <b>Tree Survey</b> forms part of the AIA and should be prepared alongside the Land/Topographical Survey. It should: <ol style="list-style-type: none"> <li>1. Include a plan showing tree locations and their RPAs.</li> <li>2. Number all trees on a plan to inform the Tree Constraints Plan, and Tree Protection Plan where required.</li> <li>3. Survey each tree and categorise them based on quality and value; including species, size, condition, life expectancy, and ecological and historical importance.</li> <li>4. Identify trees to be retained and any proposed for removal.</li> <li>5. Show proposed replacement tree planting.</li> <li>6. Be accompanied by a Tree Survey schedule containing all of the information recommended in British Standards 5837:2012 (or any updated version).</li> </ol> </li> <li>• A <b>Tree Constraints Plan (TCP)</b>, informed by the Land/Topographical Survey and Tree Survey, visually translates the survey findings. The TCP forms the basis of AIA, and later the Tree Protection Plan (where required). A TCP should: <ol style="list-style-type: none"> <li>1. Plot the location, size, canopy spread and RPA of each surveyed tree</li> <li>2. Categorise trees by quality and value</li> <li>3. Identify key design constraints such as shading and root zones</li> <li>4. Highlight opportunities for new planting (where required)</li> </ol> </li> <li>• For smaller or simpler schemes (including householders), a short <b>Tree Constraints Statement</b> may suffice in lieu of a full TCP, explaining which trees are being retained or proposed for removal, space allowed for roots and canopies, and</li> </ul>	<p>Local Plan Policy 42</p> <p>Trees &amp; Development SPD (forthcoming)</p> <p><a href="#">British Standard BS 5837:2012</a></p>


LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
		<p>how the design accommodate them. In some cases, an annotated Site Plan and accompanying paragraph can meet this requirement.</p> <ul style="list-style-type: none"> <li>All tree-related requirements should be prepared by a qualified arboriculturist and be in accordance with British Standard 5837:2012 'Trees in relation to design, demolition and construction – Recommendations' (or any updated version).</li> </ul>	
<p><b>63. Draft Tree Protection Plan (TPP)</b></p> 	<p>Where there are trees on-site or adjacent to the development (including street trees) <u>which will be impacted by development.</u></p>	<ul style="list-style-type: none"> <li>Where the AIA identifies potential conflicts, a draft TPP must be submitted at the planning stage. While a detailed TPP is likely to be secured via a pre-commencement condition, early submission of detailed plans is encouraged.</li> <li>The TPP is a detailed drawing or set of plans showing where protective fencing and ground-protection measures will be placed to prevent damage to trees (as well as their roots and stems) during site works. The TPP should: <ol style="list-style-type: none"> <li>Be superimposed on a layout plan, based on the land/topographical survey, and show all hard surfacing and other existing structures within the Root Protection Areas (RPAs) of retained trees;</li> <li>Clearly illustrate the precise location of protective barriers forming exclusion zones around retained trees;</li> <li>Show the extent and type of ground protection, and any additional physical protection measures, such as tree protection boxes;</li> <li>Indicate proposed locations for site huts, toilet facilities and storage of building materials.</li> </ol> </li> <li>See the Trees &amp; Development SPD for further TPP details. The TPP should be developed in conjunction with the Construction Management Plan (or equivalent).</li> </ul>	<p>Local Plan Policy 42</p> <p>Trees &amp; Development SPD (forthcoming)</p> <p><a href="#">British Standard BS 5837:2012</a></p>
<p><b>64. Draft Arboricultural Method Statement (AMS)</b></p> 	<p>Where there are trees on-site or adjacent to the development (including street trees) <u>which will be impacted by development.</u></p>	<ul style="list-style-type: none"> <li>Where the AIA identifies potential conflicts, <b>a draft Arboricultural Method Statement (AMS)</b> must be submitted at the planning stage. While a detailed AMS is likely to be secured via a pre-commencement condition, early submission of details is encouraged.</li> <li>An AMS (which supports the TPP) must set out how tree protection measures will be implemented, supervised and maintained during development. It must outline how construction and development works (including demolition) near trees will protect roots, stems and canopies from harm. An AMS should include: <ol style="list-style-type: none"> <li>Site overview and tree constraints (including summary of AIA and Tree Survey)</li> <li>Tree protection measures – including fencing (with details on installation and maintenance) and ground protection</li> <li>Details of permitted works within RPAs</li> </ol> </li> </ul>	<p>Local Plan Policy 42</p> <p>Trees &amp; Development SPD (forthcoming)</p> <p><a href="#">British Standard BS 5837:2012</a></p>






LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
		<ol style="list-style-type: none"> <li>4. Schedule of tree works – including details of pruning or felling</li> <li>5. Construction management</li> <li>6. Details on how potential conflicts between demolition / construction and tree protection will be resolved</li> <li>7. Supervision and monitoring arrangements and procedures</li> <li>8. Contingency measures (e.g. in case of accidental damage)</li> </ol> <ul style="list-style-type: none"> <li>• See the Trees &amp; Development SPD for further AMS details. The AMS should be developed in conjunction with the Construction Management Plan (or equivalent).</li> </ul>	
<b>65. Biodiversity Net Gain (Local Requirements)</b>	All applications subject to mandatory BNG requirements (see <i>National Requirements</i> ).	<ul style="list-style-type: none"> <li>• In addition to the statutory minimum set out in the <i>National Requirements</i>, it is <b><u>strongly recommended</u></b> (especially for major development) that the following additional information is provided at the point of submission: <ol style="list-style-type: none"> <li>1. <b>Draft Biodiversity Gain Plan</b> setting out the proposed BNG strategy, to ensure the required information has been considered at an early stage and to minimise potential delays with discharging the general biodiversity gain plan pre-commencement condition, including: <ul style="list-style-type: none"> <li>- A statement describing how the 10% BNG minimum will be achieved;</li> <li>- An indication of how BNG will be delivered (on-site, off-site or both);</li> <li>- For off-site BNG, a statement on intended location, area and habitat type where known;</li> <li>- A statement on how the BNG Hierarchy has been considered.</li> </ul> </li> <li>2. <b>Completed draft Statutory Metric for the proposed scheme</b></li> <li>3. <b>Completed post-development habitat map / landscape plan</b> (to scale)</li> </ol> </li> <li>• For development proposals involving <b><u>significant on-site enhancements</u></b>, a <b>draft Habitat Management and Monitoring Plan</b> is <b><u>recommended</u></b> to allow for the early consideration of proposals for long term maintenance of habitats to be secured through planning condition or S106 obligations.</li> </ul>	<p>Local Plan Policy 39</p> <p><a href="#">Government Guidance: BNG</a></p> <p><a href="#">National guidance: Statutory biodiversity metric tools and guides</a></p> <p><a href="#">Biodiversity Gain Plan – national template</a></p> <p><a href="#">Government Guidance: Habitat Management and Monitoring Plan</a></p>
<b>66. Ecological Enhancement Statement</b>	<p>All development* that is <b><u>exempt</u></b> from Biodiversity Net Gain and/or development that does <b><u>not</u></b> require a Preliminary Ecological Appraisal.</p> <p><i>*A statement is not required for householder applications; however, such proposals are still</i></p>	<ul style="list-style-type: none"> <li>• <b>Note:</b> the statement is only required for developments exempt from Biodiversity Net Gain (BNG) and/or not required to undertake a Preliminary Ecological Appraisal (PEA), as ecological enhancement will otherwise be addressed through other validation requirements.</li> <li>• All developments must comply with Local Plan Policy 39. The statement should outline measures to protect and enhance biodiversity and geodiversity, including ecological connectivity through habitat corridors and stepping-stone sites. Enhancements must reflect site conditions and local priorities, such as those in the</li> </ul>	<p>Local Plan Policy 34, Policy 39</p> <p>Biodiversity SPD (forthcoming)</p> <p><a href="#">LBRuT Biodiversity Action Plan</a></p>





LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
	<i>expected to deliver ecological enhancements where feasible.</i>	<a href="#">Richmond Biodiversity Action Plan</a> . The statement (proportionate to the scale of development) should clearly summarise proposed actions like habitat creation, native planting, and wildlife features, including implementation and maintenance details. While not requiring a qualified ecologist, it should be prepared by someone competent in ecological principles to ensure appropriate and effective measures are being proposed.	
<b>67. Ecological Reports &amp; Surveys</b> 	<ol style="list-style-type: none"> <li>1. All development* within or adjacent to designated (statutory and non-statutory) or non-designated nature conservation sites.</li> <li>2. All developments* where priority habitats are present and/or protected species are likely to be on or adjacent to the site.</li> </ol> <p><i>*including householder applications, depending on the extent of the proposal and ecological constraints</i></p> <p><i>Full details of designated nature conservation designations are set out in the Biodiversity SPD.</i></p>	<ul style="list-style-type: none"> <li>• A Preliminary Ecological Appraisal (PEA) (usually comprising a desk study and walkover survey) should be undertaken to identify the likely ecological constraints associated with a project, any mitigation measures or additional surveys that may be required, and opportunities for delivering ecological enhancement. PEAs are often conducted alongside a Preliminary Roost Assessment (PRA), or a PRA alone may be appropriate where impacts are likely to affect <u>only</u> bats and/or breeding birds.</li> <li>• The results of a PEA should be presented in either a <b>PEAR and/or EcIA</b>:</li> </ul> <p><b>Preliminary Ecological Appraisal Report (PEAR)</b></p> <ul style="list-style-type: none"> <li>• Where additional surveys beyond the PEA are <u>not</u> required, the PEAR will be sufficient for validation. It should identify designated (or non-designated) conservation sites potentially affected, maps habitat types, assesses habitat value and the presence of protected and priority species to determine ecological constraints, lists further required surveys, and highlights opportunities for ecological enhancement.</li> <li>• For <u>major</u> development, where an <b>Ecological Constraints and Opportunities Plan (ECOP)</b> has been produced at an earlier stage, this is encouraged to be submitted demonstrating what and where the key biodiversity constraints and opportunities are associated with the proposal.</li> <li>• <b>Note:</b> It is not always necessary to produce a PEAR following a PEA, as the data could be written up directly in an EcIA Report instead (see below), but where one has been produced the Council requests its submission.</li> </ul> <p><b>Ecological Impact Assessment (EcIA)</b></p> <ul style="list-style-type: none"> <li>• Where additional surveys beyond the PEA <u>are</u> required, an EcIA must be submitted. It should outline the ecological baseline, evaluation criteria, and assess impact significance. The report must justify methods, identify impacts, and detail mitigation, compensation, and enhancement measures. It should also cover legal and</li> </ul>	<p>Local Plan Policy 34, Policy 39</p> <p><a href="#">HPNP Policy G2</a></p> <p>Biodiversity SPD (forthcoming)</p> <p><a href="#">CIEEM Guidelines: Preliminary Ecological Appraisal</a></p> <p><a href="#">CIEEM Guidelines: Ecological Impact Assessment</a></p> <p><a href="#">CIEEM Guidelines: Ecological Report Writing</a></p> <p><a href="#">British Standard BS 42020:2013</a></p> <p><a href="#">LBRuT Biodiversity Action Plan</a></p>


LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
		<p>policy context, limitations, and any analytical techniques used.</p> <ul style="list-style-type: none"> <li>The EclA should outline monitoring to ensure planning conditions will be implemented effectively, assess predicted versus actual impacts, and address any unforeseen negative effects or ineffective mitigation, compensation, or enhancement measures.</li> <li>For applications below the validation threshold, additional information may be requested during the determination period if it appears that protected species are likely to be present and affected, particularly those identified in the <a href="#">Richmond Biodiversity Action Plan</a>.</li> <li><b>Note:</b> any information relating to badgers <u>must</u> be submitted as a separate document, as this information is legally required to remain confidential.</li> </ul>	
<b>68. Green Roof/Walls Details</b> 	Developments where green roofs/walls are proposed.	<ul style="list-style-type: none"> <li>Biodiverse green roofs are the Council's preferred option for addressing the climate emergency and enhancing biodiversity.</li> <li>Scaled plans must show             <ol style="list-style-type: none"> <li>A scaled section through the actual roof (i.e. not a generic section of a green roof) showing the details of the extensive substrate base and green roof components.</li> <li>At least 70% of the roof plate area as biodiverse green roof or provide robust justification where there is a shortfall.</li> <li>Minimum substrate depths (as set out in the Biodiversity SPD).</li> <li>Design integration with rooftop plant and any photovoltaics and fixings.</li> <li>Plug planting, seed composition, and planting methodology.</li> </ol> </li> <li>Specifications should be supported by a statement outlining management, maintenance, and monitoring arrangements.</li> </ul>	Local Plan Policy 38  Biodiversity SPD (forthcoming)  <a href="#">The GRO Green Roof Code of Best Practice (2021)</a>
<b>69. Urban Greening Factor (UGF) Assessment</b>	All major developments.  <b>Note:</b> <i>Local Plan Policy 38 C requires all other developments to include urban greening elements (which can be addressed through other validation requirements), although no UGF calculation and assessment has to be submitted.</i>	<ul style="list-style-type: none"> <li>Major developments are required to conduct an UGF Assessment in accordance with the methodology set out in the London Plan, and with reference to the GLA's <a href="#">UGF London Plan Guidance</a> and UGF calculator. Applications must achieve the minimum UGF set out within Local Plan Policy 38.</li> <li>All applicants must provide the following information:             <ol style="list-style-type: none"> <li>Appropriate information which provides sufficient detail on the type(s) of green infrastructure proposed;</li> <li>Justification indicating why the type(s) of green infrastructure have been proposed for the development;</li> <li>The UGF calculation and score; and</li> </ol> </li> </ul>	Local Plan Policy 38  <a href="#">UGF London Plan Guidance</a> (including link to UGF calculator)  Biodiversity SPD (forthcoming)

LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
		<p>4. Appropriate information on how the urban greening elements will be maintained and managed over the lifetime of the development.</p> <ul style="list-style-type: none"> <li>The Biodiversity SPD sets out further guidance for UGF submission requirements.</li> </ul>	
<p><b>70. Open Land Assessment:</b> demonstrating impacts on Green Belt, Metropolitan Open Land, Local Green Space, and Other Open Land of Townscape Importance</p> 	<p>Development proposals affecting designated:</p> <ul style="list-style-type: none"> <li>Green Belt</li> <li>Metropolitan Open Land</li> <li>Local Green Space</li> <li>Other Open Land of Townscape Importance</li> </ul>	<ul style="list-style-type: none"> <li>The assessment should include calculations that allow for direct comparison between the footprint, height, floorspace (including volume), and extent of hardstanding of the existing and proposed development, including all buildings, structures, and landscaping.</li> <li>Applicants are encouraged to submit visualisations showing the proposal in the setting of designated open land so that visual impact on openness can be assessed.</li> <li>Where relevant, applicants should explain why the development is considered an exception to inappropriateness, with reference to (but not limited to) the exceptions set out in the NPPF.</li> <li>If providing a case for Very Special Circumstances (VSC), applicants should submit information as to the harm arising from, and the need for, the proposed development along with justification for its location in Green Belt (GB), Metropolitan Open Land (MOL), or Local Green Space (LGS). As these designations are subject to different policy tests, the specific context and relevant planning framework should be addressed.</li> <li>Additional factors that will be considered include evidence that: <ol style="list-style-type: none"> <li>the design of the development has been minimised as far as possible;</li> <li>impact on the character of the GB/MOL/LGS has been reduced;</li> <li>measures have been taken to reduce the impact on openness;</li> <li>any public benefits arising from the proposal have been clearly demonstrated.</li> </ol> </li> <li>Where applicants consider the proposed development to be located on previously developed land (PDL), as defined in the NPPF, to-scale plans should be submitted showing the proposed development overlaid on the existing site layout, including all buildings, structures, and areas of hard and soft landscaping.</li> </ul>	<p>Local Plan Policy 35, Policy 36</p> <p><a href="#">Planning Practice Guidance</a></p>
<p><b>71. Lighting Assessment</b></p> 	<ul style="list-style-type: none"> <li>Development proposals for floodlighting or other external artificial lighting in connection with publicly accessible development or development which is in the vicinity of:</li> </ul>	<ul style="list-style-type: none"> <li>A Lighting Assessment must be proportionate to the scale and type of development, outline the lighting strategy, justify external lighting needs, assess impacts on biodiversity, amenity, and local character, and demonstrate that reasonable steps have been taken to minimise harm.</li> <li>It must include detailed plans and specifications showing light levels, spillage, column heights, type, method and colour of illumination, fitting sizes, spectrum details, and contextualised lux spill maps. The assessment should also include site layout plans</li> </ul>	<p>Local Plan Policy 19, Policy 43</p> <p>Institution of Lighting Professionals Guidance Notes:</p>

LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
	<ol style="list-style-type: none"> <li>1. residential uses; or</li> <li>2. designated heritage assets; or</li> <li>3. designated nature conservation sites;</li> </ol> <ul style="list-style-type: none"> <li>• Required for advertisements where external lighting is proposed.</li> </ul>	with beam orientation, equipment schedules, proposed hours of use, mitigation measures, and evidence of compliance with relevant professional guidance.	<a href="#">The Reduction of Obtrusive Light Bats and Artificial Lighting</a>  <a href="#">Sport England – Artificial Lighting</a>  <b>Biodiversity SPD (forthcoming)</b>
<b>72. Noise Assessment and/or an Acoustic Design Statement</b> 	Development where noise is likely to be a material consideration or have a significant impact, either for Noise Sensitive Development or Noise Generating Development*.	<ul style="list-style-type: none"> <li>• The <a href="#">Development Control for Noise Generating and Noise Sensitive Development SPD</a> sets out further guidance.            *Note on Domestic Air Source Heat Pumps (ASHPs):</li> <li>• For residential ASHP installations (either proposed under Permitted Development, or where planning permission is required), a noise/acoustic assessment will not be required if the installation complies with the <a href="#">Microgeneration Certification Scheme's MCS 020 a</a>) planning standards. In such cases, applicants must submit:               <ol style="list-style-type: none"> <li>1. Manufacturer's specification sheet, and</li> <li>2. Certificate of MCS compliance or installer declaration confirming compliance with MCS 020 a) noise limits and siting criteria.</li> </ol> </li> <li>• For ASHP installations <u>not compliant</u> with MCS 020 a), a full Noise Impact Assessment or Acoustic Design Statement will be required to demonstrate that noise impacts are acceptable and meet relevant planning policy standards.</li> </ul>	Local Plan Policy 19, Policy 53  <a href="#">Development Control for Noise Generating and Noise Sensitive Development SPD</a>
<b>73. Odour Impact Assessment &amp; Scheme</b>	Applications proposing new or altered mechanical extraction systems, flues, or other installations associated with odour-generating uses.	<ul style="list-style-type: none"> <li>• Odour Impact Assessments should be undertaken by a competent and qualified person and demonstrate that the proposed development will not adversely impact the amenity of neighbouring land uses, or any future users of the development. Such assessments may be secured by condition unless the proposal specifically relates to an extraction system or flue.</li> <li>• Where relevant, best practice should be applied, following <a href="#">EMAO+ Guidance (2018)</a> on the control of odour and noise from commercial kitchen exhaust systems.</li> </ul>	Local Plan Policy 19, Policy 53  <a href="#">Air Quality SPD</a>  <a href="#">IAQM Guidance on the assessment of odour for planning</a>

LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
<b>74. Air Quality Assessment</b>	<ol style="list-style-type: none"> <li>All major developments.</li> <li>Minor developments within or adjacent to an Air Quality Focus Area, in certain circumstances, (such as introducing sensitive land uses or residential conversions).</li> </ol>	<ul style="list-style-type: none"> <li>The <a href="#">Air Quality SPD</a> (2020) provides guidance on the requirements of air quality assessments. <a href="#">Planning Practice Guidance</a> also provides general advice on the assessment of air quality.</li> <li>It is recommended that developers or their air quality consultants agree with the Council's Air Quality Officer the methodology and data to be used in the AQA prior to commencing the assessment.</li> <li>See the <a href="#">GLA's London Air Quality interactive map</a> to view Air Quality Focus Areas.</li> </ul>	<p>Local Plan Policy 19, Policy 53</p> <p><a href="#">Air Quality PPG</a></p> <p><a href="#">Air Quality SPD</a></p> <p><a href="#">LBRuT Air Pollution webpage</a></p>
<b>75. Air Quality Neutral (AQN) Assessment (within AQA)</b>	<p>All major development.</p> <p><b>Note:</b> <i>All developments must be at least Air Quality Neutral.</i></p>	<ul style="list-style-type: none"> <li>Developers of all major developments will need to commission an AQN assessment and this should be included within the AQA.</li> <li>Further guidance can be found within the <a href="#">GLA Air Quality Neutral (AQN) guidance</a>, which sets out potential exclusions for an AQN Assessment, and simplified requirements for minor development. Applications that do not include additional emissions sources are assumed to be AQN and to meet the AQN benchmarks.</li> </ul>	<p>Local Plan Policy 53</p> <p><a href="#">GLA Air Quality Neutral LPG</a></p>
<b>76. Air Quality Positive (AQP) Statement</b>	<p>All major developments subject to an Environmental Impact Assessment (EIA) (updated as appropriate for reserved matters applications).</p>	<ul style="list-style-type: none"> <li>The GLA has produced <a href="#">Air Quality Positive London Plan Guidance</a>, which sets out detailed requirements and best practice for preparing AQP Statements.</li> <li>The AQP Statement should be updated as appropriate for reserved matters applications.</li> </ul>	<p>Local Plan Policy 53</p> <p><a href="#">GLA Air Quality Positive LPG</a></p>
<b>77. Daylight, Sunlight and Overshadowing Assessment</b> 	<ol style="list-style-type: none"> <li>All major development.</li> <li>Proposals that could have a potential adverse impact on daylight or sunlight levels, or result in harmful overshadowing of the host building or neighbouring properties (including gardens and outdoor spaces).</li> </ol>	<ul style="list-style-type: none"> <li>The Council will expect the impact of the development to be assessed using the methodology set out in the latest edition of Building Research Establishment's (BRE) <a href="#">Site layout planning for daylight and sunlight: A guide to good practice</a>, taking into account context and other material considerations.</li> <li>The assessment should be prepared by a suitably qualified professional and include relevant diagrams and a non-technical summary of its conclusions.</li> </ul>	<p>Local Plan Policy 46</p> <p><a href="#">BRE Site layout planning for daylight and sunlight: A guide to good practice (2022)</a></p> <p><a href="#">LBRuT House Extensions and External Alterations SPD (2015)</a></p>

LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
<b>78. Contaminated Land Assessment</b> 	<ol style="list-style-type: none"> <li>1. All development on or in the vicinity of land that is known or suspected to be contaminated, or has a history of potentially contaminating uses, and where groundworks and/or an increase in site sensitivity are proposed.</li> <li>2. All development proposing sensitive uses that would be particularly vulnerable to the presence of contamination (for example: allotments, nurseries, schools, residential*, hospitals or playgrounds).</li> </ol>	<ul style="list-style-type: none"> <li>• The Council's Contaminated Land Team are able to respond to enquiries and provide specific information relating to land quality on sites within the Borough boundary. This is a chargeable service – see the <a href="#">Council's website</a> for details.</li> <li>• To assess potential site contaminants, a preliminary risk assessment, prepared by an aptly qualified individual or organisation, in the form of a Desk Study (with findings from a site walk-over, if available), must include: <ol style="list-style-type: none"> <li>1. Site inspection scope</li> <li>2. Review of historical land use</li> <li>3. Review of environmental setting</li> <li>4. Consultation with relevant regulatory authorities</li> <li>5. Review of existing reports</li> </ol> </li> <li>• This study should provide sufficient information to understand potential risks and determine whether further investigation is required. Further information may be requested during the determination period and/or secured via condition.</li> <li>• For residential buildings, this requirement applies to any development involving one or more new dwellings. Extensions to existing dwellings are excluded, <u>unless</u> there is a known or suspected land contamination issue.</li> <li>• The report should also include a preliminary qualitative environmental risk assessment.</li> </ul>	Local Plan Policy 53 <a href="#">Contaminated Land SPG (2003)</a> <a href="#">PPG - Land affected by contamination</a> <a href="#">EA guidance - Land contamination risk management (LCRM)</a>
<b>79. Health Impact Assessment (HIA)</b>	All major development.	<ul style="list-style-type: none"> <li>• The HIA will need to be proportionate to the type and scale of development proposed. Detailed HIA guidance is available via the <a href="#">Council's website</a>, including the thresholds that determine whether a rapid or detailed HIA is required, and when the Health Urban Development Unit template will/will not be accepted.</li> <li>• When preparing a HIA, it is encouraged to seek advice from LBRuT Public Health via the following email: <a href="mailto:RWHIA@richmondandwandsworth.gov.uk">RWHIA@richmondandwandsworth.gov.uk</a></li> </ul>	Local Plan Policy 51 <a href="#">LBRuT HIA Guidance</a>
<b>80. Takeaway Statement</b>	All proposals for new fast-food takeaways within 400 metres of a school.	<ul style="list-style-type: none"> <li>• Must include the type of provider, healthier menu options, availability of nutritional information, proposed opening hours, and whether the business will support the <a href="#">Healthier Catering Commitment</a>. It must also describe the site's location, including proximity to schools, nearby features frequented by school children, and the concentration of fast-food outlets in the surrounding area.</li> <li>• The Council's <a href="#">interactive Local Plan Policies Map</a> shows indicative 400m buffer zones around borough schools, but applicants should confirm the current status and location of nearby schools at the point of submission.</li> </ul>	Local Plan Policy 19, Policy 51
<b>81. Evening</b>	All proposals introducing new	<ul style="list-style-type: none"> <li>• A management plan is required to consider mitigation measures for any potential</li> </ul>	Local Plan Policy 19

LOCAL REQUIREMENTS	THRESHOLD	WHAT IS REQUIRED	POLICIES & GUIDANCE
<b>Economy and Food &amp; Drink Management Plan</b>	evening economy uses or food and drink uses.	negative impacts of these uses. Where occupants are not known at the point of planning submission, management plans may be secured via planning condition and/or through a Section 106 agreement.	
<b>82. Statement on use of residential outbuildings/granny annexes</b> 	All applications proposing outbuildings, including householders.	<ul style="list-style-type: none"> <li>The statement should explain how the outbuilding will be used and confirm that it will be used in an ancillary capacity to the main dwelling.</li> </ul>	Local Plan Policy 15, Policy 46
<b>83. Telecommunications Statement</b>	All telecommunications development (including permitted development and prior-approval applications under Part 16 of the GPDO 2015, or any other such future Order).	<ul style="list-style-type: none"> <li>A Telecommunications Statement should include:               <ol style="list-style-type: none"> <li>The outcome of consultations with organisations with an interest in the proposed development (e.g. if a mast is proposed near a school).</li> <li>A certificate or statement of self-certification confirming that cumulative exposure, once operational, will remain within the International Commission on Non-Ionizing Radiation Protection (ICNIRP) guidelines.</li> <li>Evidence that all options for sharing existing equipment and using existing buildings or structures have been fully explored before proposing new installations.</li> </ol> </li> </ul>	Local Plan Policy 27  <a href="#">Telecommunications Equipment SPD</a>  <a href="#">GLA Digital Connectivity Infrastructure LPG</a>

## Appendices

### Appendix I - List of abbreviations

APA – Archaeological Priority Area	HPNP – Ham and Petersham Neighbourhood Plan
AMS – Arboricultural Method Statement	LEA – Local Employment Agreement
AIA – Arboricultural Impact Assessment	LGS – Local Green Space
AQN – Air Quality Neutral	LPA – Local Planning Authority
AQP – Air Quality Positive	LPG – London Planning Guidance
ATZ – Active Travel Zone	LVC – Local Validation Checklist
AWMP – Affordable Workspace Management Plan	MCS – Microgeneration Certification Scheme
BNG – Biodiversity Net Gain	MOL – Metropolitan Open Land
BRE – Building Research Establishment	OMP – Operational Management Plan
BREEAM – Building Research Establishment Environmental Assessment Method	OOLTI – Other Open Land of Townscape Importance
CEMP – Construction Environment Management Plan	PPA – Planning Performance Agreement
CES – Circular Economy Statement	PPG – Planning Practice Guidance
CIL – Community Infrastructure Levy	PFSS – Planning Fire Safety Statement
CLP – Construction Logistics Plan	PiP – Permission in Principle
CMP – Construction Management Plan	RES – Reasonable Exception Statement
CUA – Community Use Agreement	RPA – Root Protection Area
DAS – Design and Access Statement	SCI – Statement of Community Involvement
DEN – Decentralised Energy Network	SFRA – Strategic Flood Risk Assessment
DSP – Delivery and Servicing Plan	SPD – Supplementary Planning Document
EclA – Ecological Impact Assessment	SPG – Supplementary Planning Guidance
ECOP – Ecological Constraints and Opportunities Plan	SuDS – Sustainable Drainage Systems
EIA – Environmental Impact Assessment	SWMP – Site Waste Management Plan
FRA – Flood Risk Assessment	TCP – Tree Constraints Plan
FVA – Financial Viability Assessment	TPP – Tree Protection Plan
GLA – Greater London Authority	TVIA – Townscape and Visual Impact Assessment
GLAAS – Greater London Archaeology Advisory Service	UGF – Urban Greening Factor
HER – Historic Environment Record	VSC – Very Special Circumstances
HIA – Health Impact Assessment	WLCCA – Whole Life-Cycle Carbon Assessment



## Appendix 2 - Transport Impact Assessment Thresholds

Reproduced from Table 23.1 at Policy 47 of the Local Plan (2025).

Land Use Class (GIA)	Cover as part of design and access statement	Transport statement and travel plan statement	Transport assessment and full travel plan
<b>Food retail (E(a))</b>	Under 250m <sup>2</sup>	250m <sup>2</sup> – 800m <sup>2</sup>	800m <sup>2</sup> or over
<b>Non-food retail (E(a))</b>	Under 800m <sup>2</sup>	800m <sup>2</sup> – 1,500m <sup>2</sup>	1,500m <sup>2</sup> or over
<b>Financial and professional services (E(c i-iii))</b>	1,000m <sup>2</sup>	1,000m <sup>2</sup> – 2,500m <sup>2</sup>	2,500m <sup>2</sup> or over
<b>Restaurants and cafes (E(b))</b>	Under 300m <sup>2</sup>	300m <sup>2</sup> – 600m <sup>2</sup>	600m <sup>2</sup> or over
<b>Drinking establishments (Sui Generis)</b>	Under 300m <sup>2</sup>	300m <sup>2</sup> – 600m <sup>2</sup>	600m <sup>2</sup> or over
<b>Hot food takeaway (Sui Generis)</b>	Under 250m <sup>2</sup>	250m <sup>2</sup> – 500m <sup>2</sup>	500m <sup>2</sup> or over
<b>Business (E (g i-iii))</b>	Under 1,500m <sup>2</sup>	1,500m <sup>2</sup> – 2,500m <sup>2</sup>	2,500m <sup>2</sup> or over
<b>General industrial (B2)</b>	Under 2,500m <sup>2</sup>	2,500m <sup>2</sup> – 4,000m <sup>2</sup>	4,000m <sup>2</sup> or over
<b>Storage and distribution (B8)</b>	Under 3,000m <sup>2</sup>	3,000m <sup>2</sup> – 5,000m <sup>2</sup>	5,000m <sup>2</sup> or over
<b>Hotels (C1)</b>	Under 30 beds	30 – 50 beds	50 beds or over
<b>Residential institutions (Hospitals and Nursing Homes) (C2)</b>	Under 30 bedrooms	30 – 50 bedrooms	50 bedrooms or over
<b>Residential institutions (Residential education) (C2)</b>	Under 50 students	50 – 150 students	150 students or over
<b>Residential Institutions (Institutional Hostels) (C2)</b>	Under 250 residents	250 – 400 residents	400 residents or more
<b>Dwelling houses (C3)</b>	Under 10 dwellings	10 – 80 dwellings	80 dwellings or more
<b>Non-residential institutions including higher and further education (F1)</b>	Under 500m <sup>2</sup>	500m <sup>2</sup> – 1,500m <sup>2</sup>	1,500m <sup>2</sup> or above
<b>Primary and secondary education (F1)</b>	Seek pre-app advice	Seek pre-app advice	Seek pre-app advice
<b>Assembly and leisure (F1/F2)</b>	Under 500m <sup>2</sup>	500 – 1,500m <sup>2</sup>	1,500m <sup>2</sup> or above
<b>Sui Generis</b>	Seek pre-app advice	Seek pre-app advice	Seek pre-app advice
<b>Other uses falling within Class E</b>	Seek pre-app advice	Seek pre-app advice	Seek pre-app advice

### Appendix 3 - Flood Zones, Restrictions, and Requirements

*Reproduced from Table 16.4 at Policy 8 of the Local Plan (2025).*

Flood Zone	Land use and development – restrictions	Sequential Test	Exception Test	Flood Risk Assessment
Zone 3b	<p>The functional floodplain as identified in the Council's Strategic Flood Risk Assessment will be protected by not permitting any form of development on undeveloped sites unless it:</p> <ul style="list-style-type: none"> <li>• is for Water Compatible development;</li> <li>• is for essential utility infrastructure which has to be located in a flood risk area and no alternative locations are available and it can be demonstrated that the development would be safe, without increasing flood risk elsewhere and where possible would reduce flood risk overall.</li> </ul> <p>Redevelopment of existing developed sites will only be supported if there is no additional built development proposed within the undeveloped functional floodplain, no increase in vulnerability and a net flood risk reduction is proposed; any restoration of the functional floodplain will be supported.</p> <p>Proposals for the change of use or conversion to a use with a higher vulnerability classification will not be permitted.</p>	Required for essential utility infrastructure	Required for essential utility infrastructure	Required for all development proposals

Flood Zone	Land use and development – restrictions	Sequential Test	Exception Test	Flood Risk Assessment
Zone 3a and areas at Risk of Flooding from Surface Water in a 1 in 100 year event.	Land uses are restricted to Water Compatible, Less Vulnerable and More Vulnerable development. Highly Vulnerable developments will not be permitted.  Self-contained residential basements and bedrooms at basement level will not be permitted.	Required for all developments unless exceptions outlined in the supporting text to this policy apply	Required for more vulnerable development	Required for all development proposals
Zone 2	No land use restrictions  Self-contained residential basements and bedrooms at basement level will not be permitted.	Required for all developments unless exceptions outlined in the supporting text to this policy apply	Required for highly vulnerable development	Required for all development proposals unless for change of use from water compatible to less vulnerable
Zone 1	No land use restrictions	Not applicable	Not applicable	A Drainage Statement is required for sites all major developments. Required for all other development proposals where there is evidence of a risk from other sources of flooding, including surface water, ground water and sewer flooding