



working on behalf of Barking and Dagenham

Be First
9th Floor, Maritime House
1 Linton Road
Barking
IG11 8HG

VALIDATION CHECKLIST

APPLICATION FOR PLANNING PERMISSION

Please submit via the Planning Portal (our preferred method). If you are unable to submit via the Portal then please use other electronic means such as a memory stick or electronic transfer (for example We Transfer or equivalent). Do not send hard copies as we are a paperless office.

STATUTORY NATIONAL INFORMATION REQUIREMENTS	
An application MUST include the following information/documents:	
Application Form	Required.
Location Plan (typically at a scale of 1:1250 or 1:2500)	Required.
Site Plan (typically at a scale of 1:100 or 1:200)	Required.
Ownership Certificate and Agricultural Land Declaration	Required.
Notice(s)	Required.
The correct fee	Required. The quickest and most efficient way to submit your application and fee is via the Planning Portal . In cases where you are unable to submit via the Planning Portal you will

	<p>need to pay on the Council's website and confirm payment details to us.</p> <p>Please note that we do not accept cheques sent to London Borough of Barking and Dagenham or Be First.</p> <p>We will also accept BACs payments (details available on request).</p> <p>The Planning Portal's Fee Calculator can help you calculate the planning fee required for your application.</p>
<p>Design and Access Statement</p>	<p>Required in most cases for major development or where any part of the development is in a designated area.</p>
<p>COMMUNITY INFRASTRUCTURE LEVY (CIL) REQUIREMENTS</p>	
<p>Community Infrastructure Levy (CIL) Forms</p> <p>Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application - Additional Information Requirement form; and</p> <p>Community Infrastructure Levy (CIL) Form 1: Assumption of Liability.</p>	
<p>LOCAL INFORMATION REQUIREMENTS</p> <p>An application MAY also require the submission of the following information/documents:</p>	
<p>Plans / Drawings</p> <ul style="list-style-type: none"> • Existing and Proposed Elevations; • Existing and Proposed Floor Plans; • Existing and Proposed Site Sections and Finished Floor and Site Levels; • Roof Plans. 	<p>It may be appropriate for applicants to provide some or all of these plans / drawings, depending on the nature of the proposal.</p> <p>The plans / drawings for new dwellings should show compliance with M4(2) 'Accessible and Adaptable Dwellings' and M4(3) 'Wheelchair User Dwellings' of the Building Regulations, as relevant.</p>

Access Statement	An Access Statement should be submitted for new residential developments (including houses and flats), mixed use developments and developments that include a change of use to residential or other type of residential conversion.
Affordable Housing Statement	Required for applications for 10 or more residential units.
Air Quality Assessment	May be required where the proposed development may have possible impacts on air quality, or where the existing air quality may be unacceptable for the type of development proposed.
Biodiversity Survey and Report	In order to comply with all relevant Government legislation on biodiversity you will need to have a Phase 1 Habitat Survey carried out prior to submission of your planning application, unless there are no natural habitats (e.g. trees, hedges, grass, water) and no protected or priority species on or next to the development site.
Children and Young People's Play and Informal Recreation Strategy	Required for all major housing developments.
Construction Environmental Management Plan	May be required for a major development which is likely to result in significant environmental impacts during construction. May also be required for minor developments in sensitive locations.
Construction Logistics Plan	May be required for a major development which is likely to result in significant vehicle movements during construction. May also be required for minor developments in sensitive

	locations.
Crime Impact Statement	May be required for a major development, particularly a large residential development.
Daylight / Sunlight Assessment	May be required where there is a potential adverse impact upon the current levels of daylight / sunlight enjoyed by adjoining properties or building(s), or to demonstrate daylight / sunlight levels within the proposed development.
Delivery and Servicing Plan	May be required for major development where there is a regular flow of commercial goods and vehicle activity into and out of the site.
Economic Statement	More likely to be required for new employment related development (including change of use) where the floorspace created would be over 5,000 square metres.
Energy and Sustainability Assessment	Required for all major developments.
Environmental Impact Assessment	<p>Required for all development falling within Schedule 1 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.</p> <p>Required for development falling within Schedule 2 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017, where a Screening Opinion has confirmed the need to submit an EIA.</p>
Evidence to Accompany Applications for Town Centre Uses	Applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-

	<p>to-date Local Plan, should be accompanied by an impact assessment if the development is over 2,500 square metres. This should include assessment of:</p> <ul style="list-style-type: none"> • the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and • the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.
Fire Safety / Prevention Measures	For major applications, details of fire safety / prevention measures should be included in the Design and Access Statement.
Flood Risk Assessment	Required for all development proposals of one hectare or greater in Flood Zone 1 and all development proposals located in Flood Zones 2 and 3.
Foul Sewage and Utilities Assessment	May be required if the proposed development involves connection or changes to the existing utility infrastructure systems.
Health Impact Assessment	May be required to support a major residential development.
Heritage Statement (including historical, archaeological features and Scheduled Ancient	Required for all development proposals which affect a conservation area, listed building, archaeological site, or other

Monuments)	heritage asset, or the setting thereof.
Land Contamination Assessment	May be required if the application site is known to be or is suspected of being contaminated.
Landscaping Strategy	May be required at submission stage for major development proposals.
Lighting Assessment	May be required if the application includes the installation of external lighting or will make external lighting necessary.
Materials	Details of external materials are often dealt with under a conditions application, however, to help illustrate the proposed quality of a major development such details / indicative details may be requested at the application stage.
Noise Assessment	May be required where the proposed development raises issues of disturbance by noise to the occupants of nearby existing buildings and for developments that are considered to be noise sensitive and which are close to existing sources of noise.
Odour Assessment	May be required for major development for a sensitive use (i.e. residential, schools, hospitals, etc.) within close proximity of an odour source, or may be required for a development which is likely to result in odour emissions outside the application site.
Open Space Assessment	Required for a proposed development which affects existing open space, or for a major development in an area of existing open space deficiency.

Parking and Access Arrangements	Required where the proposed development affects parking / access at the site or in the surrounding area.
Photographs and Photomontages	Required to support large redevelopment schemes, or if the proposal involves the demolition of an existing building or the development affects a conservation area or a listed building.
Planning Obligations - Draft Head(s) of Term	May be required if the proposal will result in the need for a legal agreement to secure planning obligations.
Planning Statement	May be required to support the proposed development.
Refuse Strategy	Required for major applications and those that would involve a material increase in the amount of refuse generated.
Site Waste Management Plan	May be required for a major application.
Statement of Community Involvement	May be required for large scale developments.
Sustainable Drainage Strategy (SUDs) and Sustainable Drainage Proforma	All major applications should be accompanied by a Sustainable Drainage Strategy and a completed Sustainable Drainage Proforma. Minor applications may require a Sustainable Drainage Strategy if they are likely to have an adverse impact on surface water run-off.
Telecommunications Development – Supplementary Information	Required for all planning applications for mast and antenna development by mobile phone network operators.

<p>Transport Assessment / Statements</p>	<p>The Department for Transport's Guidance on Transport Assessment assists developers in determining whether an assessment may be required and, if so, what the level and scope of that assessment should be. Appendix B of the guidance provides indicative thresholds for the need for Transport Assessments and Transport Statements for a variety of land uses. For example, a development for 50-80 dwellings should be accompanied by a Transport Statement and a development for over 80 dwellings should be accompanied by a Transport Assessment. These thresholds are for guidance purposes only and certain site-specific circumstances may affect requirements.</p>
<p>Travel Plan</p>	<p>Transport for London (TfL) has published guidance 'Travel Planning for New Development in London' to assist developers in determining whether a Travel Plan may be required and what should be included in a Travel Plan.</p> <p>Table 3.1 on page 12 of the guidance sets out indicative thresholds for the need for a Travel Plan. For example, a development for 50-80 dwellings should be accompanied by a Local-Level Travel Plan and a development for over 80 dwellings should be accompanied by a Strategic-Level Travel Plan. The requirements for each type of Travel Plan are set out in TfL's guidance.</p>
<p>Tree Survey / Arboricultural Implications</p>	<p>Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works.</p>

Ventilation / Extraction Statement	<p>Details and drawings of the relevant ventilation and extraction equipment will be required to accompany all applications for A3 (Restaurants and Cafes), A4 (Drinking Establishments), A5 (Hot Food Takeaways), B1 (Business), and B2 (General Industrial) uses.</p> <p>Also required for other uses where substantial ventilation or extraction equipment is proposed to be installed.</p>
Viability Assessment	<p>Major residential schemes which do not meet the Mayor of London's Fast Track viability route will be required to submit a detailed Viability Assessment.</p>
Vibration Study	<p>May be required for development close to a source of vibration, or for development which is likely to cause vibration.</p>
Visual Impact Assessment	<p>May be required to support an application where there is a potential adverse impact from the visual effects from the proposed development (i.e. impacts of a tall building on the surrounding area, etc.).</p>
Wind Study	<p>May be required to assess the impact of the proposed development on the surrounding wind conditions. This is more likely to be required for large scale developments, or developments including a tall building.</p>

Checklist reviewed: September 2019