|  |  |
| --- | --- |
|  |  |

Validation Checklist

**APPLICATION FOR FULL PLANNING PERMISSION AND MAJOR DEVELOPMENT**

**WITHIN THE LONDON BOROUGH OF BARKING AND DAGENHAM**

Please submit your application via the Planning Portal.

<https://www.planningportal.co.uk/>

If you are unable to submit via the Planning Portal further information can be found on [www.lbbd.gov.uk](http://www.lbbd.gov.uk)

Make sure your application is valid first time. Be First offers a comprehensive pre-application service.

More information can be found here on [www.lbbd.gov.uk](http://www.lbbd.gov.uk) or here: <https://www.lbbd.gov.uk/planning-building-control-and-local-land-charges/planning/step-by-step/make-planning-application-1>

|  |
| --- |
| **STATUTORY NATIONAL INFORMATION REQUIREMENTS****An application MUST include the following information/documents:** |
| **Relevant 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. |
| **Ownership Notice(s)** | Required. |
| **The correct fee** | Required.The quickest and most efficient way to submit your application and fee is via the [Planning Portal](http://www.planningportal.gov.uk/planning/applications/?loggedin=true).In cases where you are unable to submit via the Planning Portal more information can be found The [Planning Portal’s Fee](https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1)[Calculator](https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1) can help you calculate the planning fee required for your application. |
| **Design and Access Statement** | Required for major development or where the development is located in a Conservation area, affects the setting of a Conservation Area, is a Listed Building or affects the setting of a Listed Building. |
| **COMMUNITY INFRASTRUCTURE LEVY (CIL) REQUIREMENTS** |
| **Community Infrastructure Levy (CIL) Forms (all applications)**Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application - Additional Information Requirement form; and Community Infrastructure Levy (CIL) Form 1: Assumption of Liability. |
|  |
|  |
| **LOCAL INFORMATION REQUIREMENTS****An application will also require the submission of the following information/documents:** |
| **Plans / Drawings*** Existing and Proposed Elevations;
* Existing and Proposed Floor Plans;
* Existing and Proposed Site Sections and Finished Floor and Site Levels;
* Existing and Proposed Roof Plans
* Streetscene/ Context Elevations
 | 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. |
| **Access Statement** | Required 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 (*or for applications for less than 10 residential units where the site can accommodate 10 homes)*.The statement will need to include the proposed mix of private and affordable units broken down by affordable housing tenure with numbers of habitable rooms, bedrooms and the floor space area of habitable areas of residential units. You should also show the location of each of the affordable units (with tenure stated) and the number of habitable rooms, bedrooms, and the floor space area of the units on the proposed floor plans.The statement should also set out the approach and justification for the level of affordable housing, and provide details of Registered Providers that have been approached to act as partners in the development.A separate financial viability assessment will be required (for applications where they are not providing a policy compliant level (including tenure mix) of affordable housing. See Viability Assessment below.  |
| **Air Quality Assessment** | Required where the proposed development will have impacts on air quality, or where the existing air quality may be unacceptable for the type of development proposed.*Note: the entire Borough of Barking and Dagenham is designated an Air Quality Management Area (AQMA).*  |
| **Biodiversity Net Gain Report (BNG)** | Required for all development to comply with the Environment Act 2021 noting the exemption criteria set out in government guidance ([Biodiversity Net Gain: Exempt Developments - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments)). This report should be prepared by a suitably qualified independent ecologist using the national metrics. The report must provide an up to date assessment of the site and demonstrate how a biodiversity net gain of 10% will be achieved. Required for major development from 12 February 2024 and small sites from 02 April 2024.You must include:* A statutory biodiversity metric file (Excel spreadsheet, latest published version only with no red box errors shown).
* A description of any irreplaceable habitats on the land.
* A scaled baseline habitat plan showing the habitats on the development site, including any irreplaceable habitats.
* Basic information such as names and dates must be provided as relevant.
* Statement of the degradation of the biodiversity value (where relevant).

For Major Development* Significant enhancement proposals
* Post development biodiversity gain plan
* Off-site mitigation gain plan
* Draft monitoring and review biodiversity gain plan.

Exemptions:For developments that are exempt from BNG, an Exemption Statement must be submitted which sets out clearly why the development is exempt alongside relevant plans. Also see Habitat Assessment below. |
| **Children and Young People’s Play and Informal Recreation Strategy** | Required for all major housing developments, showing proposed areas of Children’s play space and open space showing compliance with the GLA Play Space Calculator. |
| **Community Facility Need Statement**  | Required for all proposals which would result in the creation of additional community facilities or the loss of community facilities. This is relevant to all Community facilities including for the provision for other vulnerable people or those with care needs (falling into Use Class C2), places of worship (falling into use class F1), cultural and community spaces (falling into Use Class F2). The required Community Facility Need Statement must demonstrate a need for relevant Community Facilities. Statements are required to demonstrate local need for new, intensified (including extension) or replacement community facilities via submission of the following evidence: You will need to demonstrate need within the Borough and identify that existing facilities cannot meet the identified need, this must take into account the need to consider innovative approaches to provision, including alternative models in relation to scale and scope.In relation to the proposed loss of community facility space to other uses, the following evidence is required: Demonstration that the facility has been assessed and identified as surplus as part of a broader strategic approach; and that it has been offered to the market for the range of existing lawful uses benchmarked against equivalent properties in the area. |
| **Construction Environmental Management Plan (Draft)** | Required for a major development which is likely to result in significant environmental impacts during construction. Required for minor developments in sensitive locations. |
| **Construction Logistics Plan (Draft)** | 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** | Required for a major development, particularly a large residential development demonstrating Secured by Design principles. |
| **Daylight / Sunlight Assessment** | Required where there is a potential adverse impact upon the current levels of daylight / sunlight enjoyed by adjoining properties or building(s), and for major development to demonstrate daylight / sunlight levels within the proposed development. This must be prepared by a suitably qualified professional and use relevant guidance, ‘Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice BRE (2022)’.  |
| **Delivery and Servicing Plan** | Required for major and minor development where there is a regular flow of commercial goods and vehicle activity into and out of the site or in sensitive locations, including residential and mixed-use development. |
| **Economic Statement** | 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 (including lifecycle carbon emissions)** | Required for all major developments.Assessments should calculate whole lifecycle carbon emissions through a nationally recognised Whole Life-Cycle Carbon Assessment and demonstrate actions taken to reduce life-cycle carbon emissions and carbon off-set contributions.BREEAM pre-assessment for all qualifying commercial, including mixed-use development which includes commercial floorspace.  |
| **Environmental Impact Assessment** | Required for all development falling within Schedule 1 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended).Required for development falling within Schedule 2 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended), where a Screening Opinion has confirmed the need to submit an EIA. |
| **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-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:* 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 and tall buildings, details of fire safety / prevention measures by a qualified person inline with the London Plan.  |
| **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. Where appropriate a sequential test should be provided.  |
| **Foul Sewage and Utilities Assessment** | Required for all major development if the proposed development involves connection or changes to the existing utility infrastructure systems. |
| **Greenbelt Assessment** | Required for development located in the Greenbelt where external alterations are proposed. |
| **Habitat 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 for all major development. The report should be prepared by a suitably qualified person. A report should also be sent even where it is confirmed that there are no protected species or habitats.  |
| **Health Impact Assessment** | Required to support a major residential and mixed-use development. |
| **Heritage Statement (including historical, archaeological features and Scheduled Ancient****Monuments)** | Required for all development proposals which affect a conservation area, listed building, archaeological site, scheduled ancient monument, locally listed building, non-designated heritage asset or other heritage asset, or the setting thereof. |
| **Land Contamination Assessment** | Required for all development on brownfield land or in areas of natural risk if the application site is known to be or is suspected of being contaminated. |
| **Landscaping Strategy** | Required at submission stage for major development proposals. |
| **Lighting Assessment** | 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 at planning conditions stage, however, for all development details / indicative details should be provided at application stage. For development that affects the setting of a heritage asset and all major development details should be provided on proposed plans and in the Design and Access Statement.  |
| **Noise Assessment** | 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.A noise assessment should be prepared by a qualified acoustician detailing Noise Exposure Categories and associated impact and mitigation measures. If the proposal involves installing equipment that may create noise, it is important to ensure that noise levels are no greater than 10 dBA below background noise levels. If noise levels rise above this level, it is important to explain in a statement what the levels are and when, and what mitigation measures are proposed. This should include: • plans to scale showing the position and design of ventilation and extraction equipment • full manufacturers details of the equipment proposed including odour abatement techniques • a Noise and Vibration Impact Assessment (see Noise and Vibration Impact Assessment requirements) The assessment should be undertaken as per the methodology laid out in British Standard BS4142 (Methods for Rating and Assessing Industrial and Commercial Sound) 2014. |
| **Odour Assessment** | Required for major development or smaller proposals 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. |
|  **Overheating Assessment** | Required for major development to ensure that residential units do not overheat through passive and other mitigation measures.  |
| **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. Must demonstrate location of accessible disabled parking bays and electric vehicle charging bays.Car Park Management Plan where parking is proposed. |
| **Photographs, Photomontages and Computer Generated Images (CGI)** | Required to support large redevelopment schemes, or if the proposal involves the demolition of an existing building or the development affects a heritage asset. Images should be verified. |
| **Planning Obligations - Draft Head(s) of Term** | Required if the proposal will result in the need for a legal agreement and all major development to secure planning obligations. |
| **Planning Statement** | Required for all major development proposals and all proposals which do not accord with the adopted Development Plan, 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** | Required for a major application. |
| **Statement of Community Involvement** | Required for major and large scale developments. This statement should demonstrate how your proposals have been informed by proactive pre-submission engagement with all relevant communities, stakeholders and council officers (as relevant).  |
| **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 are likely to require a Sustainable Drainage Strategy if they have an adverse impact on surface water run-off or are in a critical drainage area. |
| **Telecommunications Development – Supplementary Information** | Required for all planning applications for mast and antenna development by mobile phone network operators or developments which impact existing network connectivity/ coverage. |
| **Transport Assessment and Transport Statement** | Required when development would have significant transport implications.  Must include accessibility and modal split details. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes ofthat would generate additional traffic movements transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling or reduce the need for parking associated with the proposal, and to mitigate transport impacts. The indicative thresholds for Transport Assessments detailed in Appendix B of the Department for Transport Guidance on Transport Assessments document should be used for guidance as recommended in TfL's Transport Assessment Best Practice Guidance. |
| **Travel Plan** | A travel plan should be submitted alongside planning applications which are likely to have significant transport implications and exceed the thresholds detailed in the relevant TfL guidance.  |
| **Tree Survey / Arboricultural Implications** | Any development that impacts a tree that is subject to a Tree Preservation Order (TPO). Any development that could impact upon a tree in a Conservation Area.In addition 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. |
| **Urban Greening Factor**  | All major developments are required to evaluate the quantity and quality of urban greening provided by a development proposal. Refer to the GLA’s Urban Greening Factor (UGF) [www.london.gov.uk](http://www.london.gov.uk)  |
| **Ventilation / Extraction Statement** | Details and drawings of the relevant ventilation and extraction equipment will be required to accompany all applications for E(b) (Food and drink which is mostly consumed on the premises), Sui Generis commercial uses including Sui Generis (p) (public house, wine bar, or drinking establishment), Sui Generis (q) (drinking establishment with expanded food provision), Sui Generis (r) (hot food takeaway), Sui Generis (s) (live music performance venue) and B2 (General Industrial) uses.Also required for other uses where substantial ventilation or extraction equipment is proposed to be installed. |
| **Viability Assessment** | A financial viability appraisal is required where there is a planning policy requirement that is modified or reduced due to viability. Financial viability appraisals must set out the arguments in financial terms for the maximum level of affordable housing or other provision required to achieve policy compliance that the development can viably support. Planning guidance requires that viability assessments should be evidence based and available for public scrutiny. Viability appraisals are required to be submitted upfront with the planning application. Delays to the determination of applications can occur when viability is not addressed at an early stage or when insufficient information is provided or made publicly available. Viability appraisals submissions must be provided in-full upfront and must include:  * + an executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader
	+ Viability submissions should be designed in a form that accords with Development Plan policies and Mayoral guidance.
	+ evidence must be provided to support all assumptions applied and must be robustly justified and appraisal assumptions benchmarked against publicly available data sources.
	+ A table must be provided containing a complete list of references of the evidence and benchmarks used to support all the inputs and assumptions that have been applied to the appraisal.
	+ Appraisals must be balanced, coherent as a whole and internally consistent.
	+ Applicants should demonstrate that the scheme is deliverable with the proposed level of planning obligations.
	+ Applicants and assessors should confirm that the appraisal provides a fair and true reflection of viability and that this complies with professional and ethical standards.
	+ Applicants must provide the appraisal within a fully testable and editable electronic/software model which allows for full and complete analysis of all the cost and values, inputs and outputs, calculations and assumptions used in the viability appraisal. Pdf and excel versions of the appraisal may be required with excel versions allowing all assumptions/costs/values to be tested, with formulas unprotected and visible along with data sources.
	+ The submission must be accompanied by an agreement to pay for the reasonable costs of an independent appraisal of the submitted viability assessment.

In line with recent Environmental Information Regulation Tribunal decisions viability submissions will be published in full on the council's/ Be First website. Applicants may submit a written request to withhold specific inputs and assumptions on the grounds of commercial confidentiality. Such a submission must include fully evidenced reasoning with respect of each individual piece of information that the applicant wants to be withheld demonstrating that withholding the information for a definitive period of time would better serve the public interest in accordance with the Environmental Information Regulations.  |
| **Vibration Study** | Required for development close to a source of vibration, or for development which is likely to cause vibration. |
| **Visual Impact Assessment** | 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.). |
| **Wind and Microclimate Study** | Required to assess the impact of the proposed development on the surrounding microclimatic (e.g. temperature and wind conditions). This is be required for large scale developments, or developments including a tall building. |

***Checklist reviewed: 2nd May 2024***