



# FULL PLANNING APPLICATION VALIDATION CHECKLIST

## WHEN IS A FULL APPLICATION REQUIRED?

A full planning application is required for development involving:

- new commercial buildings
- a single flat, or more than 1 house or flat
- the creation of new homes (new build or through conversion)
- changing the use of a building
- the demolition of a building

Certain applications are also classified as "[major development](#)" if they involve either:

- 10 or more homes, or
- over 1,000 sqm floorspace, or
- [waste development](#), or
- development on a site of 1 or more hectares

Additional documentation requirements apply for major development as detailed in the checklist below.

## NEED PRE-APPLICATION ADVICE?

Make sure your application is valid first time. Be First offers a comprehensive pre-application service. More information on our pre application service can be found here at [www.lbbd.gov.uk](http://www.lbbd.gov.uk) or <https://www.lbbd.gov.uk/planning-building-control-and-local-land-charges/planning/step-by-step/make-planning-application-1>

## HOW TO SUBMIT YOUR PLANNING APPLICATION

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 at [www.lbbd.gov.uk](http://www.lbbd.gov.uk)

## PLANNING POLICIES

This checklist should be read in conjunction with the relevant documentation requirements set out in the [Development Plan](#) and [Supplementary Planning Documents](#) as relevant to specific areas or developments such as:

- London Plan (March 2021)
- London Borough of Barking and Dagenham Local Plan (September 2024)
- Joint Waste Development Plan (February 2012)
- Thames Road Vision and Design Code SPD (May 2025)
- Planning Obligations SPD (September 2024)

Note. There are several additional SPDs being prepared during 2026. Please refer to the SPD section of the website at the link above for the latest on these further documents.

## STATUTORY NATIONAL INFORMATION REQUIREMENTS

An application **MUST** include the following information/documents:

<b>Relevant Application Form</b>	Required.
<b>Location Plan</b>	Required. Typically at a scale of 1:1250 or 1:2500.
<b>Site Plan</b>	<p>Required.</p> <ul style="list-style-type: none"> <li>Typically at a scale of 1:100 or 1:200.</li> <li>include a scale bar and north arrow</li> <li>clearly label and number all immediately adjoining buildings and all main roads surrounding the site</li> <li>outline in red the property and all land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings</li> <li>outline in blue any other land within your control that is close to or adjoining the application site</li> </ul>
<b>Ownership Certificate and Agricultural Land Declaration</b>	Required.
<b>Ownership Notice(s)</b>	Required.
<b>The correct fee</b>	<p>Required.</p> <p>The quickest and most efficient way to submit your application and fee is via the <a href="#">Planning Portal</a>.</p> <p>In cases where you are unable to submit via the Planning Portal more information can be found at <a href="http://www.lbbd.gov.uk">www.lbbd.gov.uk</a></p> <p>The <a href="#">Planning Portal's Fee Calculator</a> can help you calculate the planning fee required for your application.</p>
<b>Biodiversity Net Gain (BNG) Information</b>	<p><u>Confirm whether BNG is Applicable</u></p> <p>All applications must include a statement as to whether mandatory Biodiversity Net Gain applies to the proposal. If unsure whether mandatory BNG applies, complete the screening assessment (Part A) of the <a href="#">BNG Exemption Statement template</a>. If after completing the screening assessment (Part A) you believe the development is exempt, complete (Part B) of the template and submit with the application. For self-build applications, you must also complete and submit the CIL Form 7: Self Build Exemption Claim Form available from the <a href="#">Planning Portal</a>.</p> <p><u>Where BNG is Applicable</u></p>

Where BNG applies, it is recommended that applicants liaise with a suitably qualified consultant to understand BNG requirements and submit a BNG Report, prepared by a suitably qualified consultant, with the application. If BNG applies, the BNG information submitted should include:

- Where pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed [Statutory Metric or Small Sites Statutory Metric](#), as relevant, calculation (showing the calculations, the publication date and version of the biodiversity metric used to calculate that value)
- Where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for that date
- A statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation')
- Where unauthorised degradation has taken place between 30 January 2020 and the submission of the planning application, the relevant date should be immediately before these activities were carried out. Where relevant, the pre-development biodiversity value of the onsite habitat is to be taken to be its biodiversity value immediately before the carrying on of the activities
- Where authorised activities have taken place in accordance with a planning permission on or after 25 August 2023 resulting in a reduction in the onsite habitat biodiversity value, confirmation as to whether the development has begun or has not been completed. Where relevant, the pre-development biodiversity value of the onsite habitat is to be taken to be its biodiversity value immediately before the carrying on of the activities
- A description of any [irreplaceable habitat](#) on the land, that exists on the date of application (or an earlier date)
- Pre-development and post-development plan(s) drawn to an identified scale (including the direction of North), showing the site boundary and on-site habitat existing on the date of application (or an earlier date), and any irreplaceable habitat (if applicable), utilising the relevant version of UKHab methodology.
- The post-development biodiversity value of the on-site habitat, including information about the steps to be taken to minimise the adverse effect of the development on the biodiversity of the site habitat and any other habitat and steps taken to provide biodiversity net gain.

The completed [Statutory Metric or Small Sites Statutory Metric](#), as relevant, should be submitted in Excel form, and should be completed in full including sufficient details (see relevant user guidance). Where a Small Sites Statutory Metric (SSM) is used, the Applicant should



	<p>confirm the following in the BNG Assessment:</p> <ul style="list-style-type: none"> <li>the only habitats available in the SSM are present on-site, this means any site containing any additional habitats such as riparian zones not included in the SSM must use the Statutory Metric,</li> <li>there are no priority habitats present on-site,</li> <li>there are no statutory protected sites or habitats present, and</li> <li>there are no European protected species present.</li> </ul>
<b>Design and Access Statement</b>	<p>Required for <b>major development</b> or where the development is located in a <b>Conservation area</b>, affects the setting of a Conservation Area, is a Listed Building or affects the setting of a Listed Building.</p> <p>The Design and Access Statement must:</p> <ul style="list-style-type: none"> <li>explain the design principles and concepts that have been applied to the development</li> <li>demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account</li> <li>explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;</li> <li>demonstrate how the proposal provides equal access for all, including people with disabilities, and how it connects to the public highway and transportation networks; and principles behind any parking provision;</li> <li>state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and</li> <li>explain how any specific issues which might affect access to the development have been addressed.</li> </ul>

## COMMUNITY INFRASTRUCTURE LEVY (CIL) REQUIREMENTS

### Community Infrastructure Levy (CIL) Forms (all applications)

- Community Infrastructure Levy (CIL) - Form 1: CIL Additional Information form

This is available from the [Planning Portal](#).

Where sought, Community Infrastructure Levy (CIL) - [Form 7: Self Build Exemption Claim - Part 1](#) will also need to be completed.



## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
<b>Plans / Drawings</b>	All applications	<ul style="list-style-type: none"> <li>• Drawn at 1:50, 1:100 or 1:200 scale</li> <li>• Include scale and scale bar</li> <li>• Existing and Proposed Elevations</li> <li>• Existing and Proposed Floor Plans</li> <li>• Existing and Proposed Site Sections and Finished Floor and Site Levels</li> <li>• Existing and Proposed Roof Plans</li> <li>• Streetscene/ Context Elevations</li> <li>• 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.</li> </ul>
<b>Access Statement</b>	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	
<b>Affordable Housing Statement</b>	Applications for 10 or more dwellings Applications for less than 10 dwellings but which: <ul style="list-style-type: none"> <li>• have the capacity to provide 10 or more dwellings</li> <li>• have a gross internal residential floor space of more than 1,000 sqm</li> <li>• new or amended proposals where total</li> </ul>	<p>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.</p> <p>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.</p> <p>A separate financial viability assessment will be required for applications where a policy compliant level (including</p>



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An application will also require the submission of the following information/documents:

Information	Requirement	Details
	<p>development is 10+ homes</p> <ul style="list-style-type: none"> <li>• Split/neighbouring/nearby sites which are physically or functionally linked with 10+ homes total</li> <li>• </li> </ul>	tenure mix) of affordable housing is not being provided – Refer to <b>Viability Assessment</b> in this checklist.
<b>Air Quality Assessment</b>	<p>All major development</p> <p>Certain minor development within Air Quality Focus Areas (see Local Plan Policies Map)</p> <p>Or development 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.</p>	<p>The Air Quality Assessment must be prepared in accordance with the requirements of Policy SI 1 of the London Plan 2021 (Improving air quality) and Policy DMSI 4 (Air quality) of the Local Plan.</p> <p>Large-scale development, as defined in the London Plan Air Quality Positive <a href="#">guidance</a>, should also submit an Air Quality Positive Statement.</p>
<b>Archaeological Assessment(s)</b>	<p>Where proposal involves groundworks on sites of archaeological significance, potential significance, or within an archaeological priority area (APA).</p> <p>Further information including maps of the LBB's archaeological priority areas can be found at:</p> <ul style="list-style-type: none"> <li>• the <a href="#">Local Plan Policies Map</a></li> <li>• Historic England's <a href="#">London Borough of Barking and Dagenham Archaeological Priority Areas Appraisal (July)</a></li> </ul>	<p>Submission of an archaeological desk-based assessment that conforms to the Chartered Institute for Archaeologists' '<i>Standard for desk-based assessment</i>'. A desk-based assessment uses existing information to identify the likely effects of the development on the significance of heritage assets, including considering the potential for new discoveries and effects on the setting of nearby assets. An assessment may lead to further evaluation and/or mitigation measures.</p> <p>Where necessary, a written scheme of investigation for an archaeological evaluation (WSI). WSI's must be prepared and implemented by a suitably professionally accredited archaeological practice and in accordance with Historic England's '<i>Guidelines for Archaeological Projects in Greater London</i>'. LBB, in consultation with Historic England, will agree to the method statement before any work starts.</p>

## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
	<a href="#"><u>2016).</u></a>	
<b>Basement Impact Assessment</b>	Certain applications for new or extended basements	<p>The assessment should be prepared by an engineer or geologist. They must be suitably qualified and a member of a relevant professional body.</p> <p>The assessment must evaluate the direct and indirect implications of the proposed basement development.</p> <p>It should include:</p> <ul style="list-style-type: none"> <li>• floor plans</li> <li>• section drawings</li> <li>• details of the basement ceiling height</li> <li>• access points</li> <li>• details of roof lights</li> </ul>
<b>Bat Survey</b>	Where the development is likely to affect bats or their: <ul style="list-style-type: none"> <li>• roost habitats</li> <li>• foraging habitats</li> <li>• commuting habitats</li> </ul>	<p>A <a href="#"><u>qualified ecologist</u></a> must prepare the survey.</p> <p>Natural England's <a href="#"><u>Standing Advice for bats</u></a> can assist with determining which development types need a bat survey.</p>
<b>Biodiversity Net Gain (BNG) Report</b>	All development unless it meets the exemption criteria set out in legislation – see government guidance: <a href="#"><u>Biodiversity net gain: exempt developments - GOV.UK</u></a>	<p>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.</p> <p>For all development, you must include:</p> <ul style="list-style-type: none"> <li>• A statutory biodiversity metric file (Excel spreadsheet, latest published version only, with no red box errors shown)</li> </ul>

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An application will also require the submission of the following information/documents:

Information	Requirement	Details
		<ul style="list-style-type: none"> <li>• Development within 10m of watercourses or riparian zones should also apply the watercourse unit module</li> <li>• A description of any irreplaceable habitats on the land</li> <li>• A scaled baseline habitat plan showing the habitats on the development site, including any irreplaceable habitats</li> <li>• Basic information such as names and dates must be provided as relevant</li> <li>• Statement of the degradation of the biodiversity value (where relevant)</li> </ul> <p>For Major Development, you must also include:</p> <ul style="list-style-type: none"> <li>• Significant enhancement proposals</li> <li>• Post development biodiversity gain plan</li> <li>• Off-site mitigation gain plan</li> <li>• Draft monitoring and review biodiversity gain plan</li> </ul> <p>Exemptions:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• For self-build exemptions, you must also complete and submit the CIL Form 7: Self Build Exemption Claim Form available from the <a href="#">Planning Portal</a>.</li> </ul> <p>Also see <b>Habitat Assessment</b> below.</p>
<b>Children and Young People's Play and Informal Recreation Strategy</b>	All major developments for housing	<p>Must be prepared in accordance with London Plan Policy SI4 and the <i>Shaping Neighbourhoods: Play and Informal Recreation SPG (2012)</i>.</p> <p>Must show proposed areas of Children's play space and open space and demonstrate compliance with the GLA Play Space Calculator.</p>
<b>Community Facility Need Statement</b>	<ul style="list-style-type: none"> <li>• All proposals which would result in the creation of additional community facilities or the loss of community facilities</li> <li>• All community facilities including those with provision for other</li> </ul>	<p>The 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:</p> <ul style="list-style-type: none"> <li>• You will need to demonstrate need within the Borough and where necessary for the proposed location. This should include details on the catchment area and</li> </ul>

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An application will also require the submission of the following information/documents:

Information	Requirement	Details
	<p>vulnerable people or those with care needs (Use Class C2)</p> <ul style="list-style-type: none"> <li>Places of worship (Use Class F1)</li> <li>Cultural and community spaces (Use Class F2)</li> </ul>	<p>number of users. In certain cases, a sequential test / test of existing community facilities which could accommodate the proposed uses could also be undertaken.</p> <ul style="list-style-type: none"> <li>Identify that existing facilities cannot meet the identified need with supporting evidence.</li> <li>The following documents may be useful in compiling an evidence base: <ul style="list-style-type: none"> <li><a href="#">LBBD Infrastructure Delivery Plan (Sep 2020)</a></li> <li><a href="#">LBBD Faith groups and meeting places: Evidence base study (Nov 2017)</a></li> </ul> </li> </ul> <p>In relation to the proposed loss of community facility space to other uses, the following evidence is required:</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
Construction Environmental Management Plan (Draft)	<p>Major development which is likely to result in significant environmental impacts during construction</p> <p>Minor developments in sensitive locations</p>	<p>The Plan shall incorporate details of:</p> <ul style="list-style-type: none"> <li>construction traffic management</li> <li>the parking of site operatives' and visitors' vehicles</li> <li>loading and unloading of plant and materials</li> <li>storage of plant and materials used in constructing the development</li> <li>the erection and maintenance of security hoarding(s) including decorative displays and facilities for public viewing, where appropriate</li> <li>wheel washing facilities</li> <li>measures to control the emission of dust, dirt and emissions to air during construction; such measures to accord with the guidance provided in the document "The Control of Dust and Emissions during Construction and Demolition", Mayor of London, July 2014; including but not confined to, non-road mobile machinery (NRMM) requirements</li> <li>noise and vibration control (Noise Management Plan)</li> <li>a scheme for recycling/disposing of waste resulting</li> </ul>

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An application will also require the submission of the following information/documents:

Information	Requirement	Details
		<p>from demolition and construction works</p> <ul style="list-style-type: none"> <li>the use of efficient construction materials</li> <li>methods to minimise waste, to encourage re-use, recovery and recycling, and sourcing of materials</li> <li>a nominated Developer/Resident Liaison Representative with an address and contact telephone number to be circulated to those residents consulted on the application by the developer's representatives. This person will act as first point of contact for residents who have any problems or questions related to the ongoing development</li> </ul>
<b>Construction Logistics Plan (Outline)</b>	<p>Major development which is likely to result in significant vehicle movements during construction.</p> <p>May also be required for minor developments in sensitive locations.</p>	<p>To be prepared in accordance with Transport for London's '<i>Construction Logistics Planning (CLP) Guidance</i>'.</p> <p>Note. There are two stages in the planning process when drafting a CLP.</p> <ul style="list-style-type: none"> <li>First, an Outline CLP accompanies the planning application and gives the planning authority an overview of the expected logistics activity during the construction programme.</li> <li>Second, a Detailed CLP is submitted to a planning authority at the post-granted discharge of conditions stage and provides the planning authority with the details of the logistics activity expected during the construction programme.</li> </ul>
<b>Crime Impact Statement</b>	Major development, particularly large residential development	<p>This may form as part of a design and access statement or as a separate document cross-referencing the design and access statement.</p> <p>Must address Secured by Design principles.</p>
<b>Circular Economy Statement</b>	All development	<p>All development should provide details of actions taken to apply circular economy principles.</p> <p>Major developments referable to the Mayor are required to provide a Circular Economy Statement and completed <a href="#">GLA Circular Economy Statements Template spreadsheet</a>.</p> <p>Also see checklist requirements for <b>Energy and Sustainability Statement</b> and <b>Whole Life Carbon</b></p>

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An application will also require the submission of the following information/documents:

Information	Requirement	Details
		<b>Assessment.</b>
<b>Daylight / Sunlight Assessment</b>	Major development Or other development where there is a potential adverse impact upon the current levels of daylight / sunlight enjoyed by adjoining properties or building(s)	<p>The daylight and sunlight assessment shall assess:</p> <ul style="list-style-type: none"> <li>the impact of a proposed scheme on the sunlight and daylight received by adjoining/neighbouring residential properties and buildings</li> <li>daylight and sunlight access to dwellings within a proposed development including external communal amenity spaces</li> </ul> <p>Must be prepared by a suitably qualified professional and in accordance with the relevant guidance '<i>Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice BRE (2022)</i>'.</p>
<b>Delivery and Servicing Plan</b>	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.	<p>To be prepared in accordance with Transport for London's '<i>Delivery and Servicing Plan Guidance</i>'.</p> <p>The DSP should address:</p> <ul style="list-style-type: none"> <li>the physical design and layout of the site, and how it provides adequate provision for delivery and servicing activity from day one</li> <li>the day-to-day policies and measures which will be implemented so that deliveries and servicing are appropriately managed, and how the disruption and environmental impact of that activity locally will be minimised over time. It should set appropriate targets for continuous improvement</li> <li>set out the forecast trip rates for the site</li> </ul>
<b>Ecological Assessment (including Habitat Survey)</b>	All major development, and sites within or adjacent to sites of importance for nature conservation (SINC), and other applications where the proposal is likely to have an impact on wildlife and biodiversity.	<p>Must be prepared by a <u>qualified ecologist</u>.</p> <p>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.</p> <p>The report should be prepared by a suitably qualified person.</p> <p>A report should also be provided even where it is confirmed that there are no protected species or habitats.</p> <p>For further guidance on Biodiversity Net Gain refer to: <a href="https://www.gov.uk/guidance/understanding-biodiversity-">https://www.gov.uk/guidance/understanding-biodiversity-</a></p>

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An application will also require the submission of the following information/documents:

Information	Requirement	Details
		<a href="#">net-gain</a>
<b>Economic Statement</b>	New employment related development (including change of use) where the floorspace created would be over 5,000 square metres.	
<b>Energy and Sustainability Statement</b>	All developments	<p><u>Minor developments</u></p> <p>For minor developments the Energy and Sustainability Statement can be combined as one, proportional to the scale of the proposal.</p> <p><u>Major developments</u></p> <p>Major developments should also include:</p> <ul style="list-style-type: none"> <li>• The GLA '<a href="#">Be Seen</a>' Reporting Webform and <a href="#">Carbon Reporting Spreadsheet</a></li> <li>• A BREEAM Domestic (formally HQM) pre-assessment for new and/ or refurbished major residential development where appropriate, alongside the Sustainability Statement.</li> <li>• A BREEAM pre-assessment (New Construction and / or Refurbishment and Fit-Out) alongside the Sustainability Statement, for all qualifying non-domestic development, including mixed-use, which includes relevant spaces totalling 500sqm or more.</li> <li>• A completed LBBD <b>Sustainability Proforma</b> (template available on website), for monitoring and assessment of performance.</li> </ul> <p>Also see checklist requirements for <b>Whole Life Carbon Assessment</b> and <b>Circular Economy Statement</b>.</p>
<b>Environmental Impact Assessment</b>	<p>All development falling within Schedule 1 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended).</p> <p>Development falling within Schedule 2 of The Town and Country Planning</p>	<p>An overview of the EIA process is provided as part of government's <a href="#">EIA Planning Practice Guidance</a>.</p> <p>An EIA Screening Opinion can be obtained from the council to determine whether your proposed development needs an EIA.</p> <p>Once it has been determined that an EIA is required, an EIA Scoping Opinion can be obtained from the council to provide advice on the scope and content of the</p>

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Information	Requirement	Details
	(Environmental Impact Assessment) Regulations 2017 (as amended), where a Screening Opinion has confirmed the need to submit an EIA.	Environmental Statement (ES).
<b>Evidence to Accompany Applications for Town Centre Uses</b>	Applications for over 2,500 sqm of retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan	<p>This should include an assessment of:</p> <ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul> <p>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</p>
<b>Fire Safety / Prevention Measures</b>	<p>Major applications</p> <p>Development for new buildings, existing buildings, or within curtilage of buildings comprising:</p> <ul style="list-style-type: none"> <li>2 or more residential dwellings, or</li> <li>educational accommodation</li> </ul> <p>that is at least 18m or 7 storeys in height</p>	<p>Be prepared in accordance with the London Plan requirements and PPG Guidance: <a href="#">Fire safety and high-rise residential buildings (from 1 August 2021)</a>.</p> <p>Fire statements must be submitted on a <a href="#">form published by the Secretary of State</a> (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):</p> <ul style="list-style-type: none"> <li>the principles, concepts and approach relating to fire safety that have been applied to each building in the development</li> <li>the site layout</li> <li>emergency vehicle access and water supplies for firefighting purposes</li> <li>what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this</li> <li>how any policies relating to fire safety in relevant local development documents have been taken</li> </ul>

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Information	Requirement	Details
		<p>into account</p> <p>The publication of a standard form for this purpose is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a fire statement is focused on fire safety matters as they relate to land use planning.</p>
<b>Flood Risk Assessment</b>	<p>Developments of one hectare or greater in Flood Zone 1.</p> <p>All development proposals located in Flood Zones 2 and 3.</p>	<p>Refer to the Gov.uk <a href="#">Flood Map for Planning</a> and Environment Agency <a href="#">Guidance</a> for Flood Risk Assessments.</p> <p>Where appropriate, a sequential test and exception test should be provided in line with Chapter 14 of the NPPF.</p>
<b>Foul Sewage and Utilities Assessment</b>	Development that involves connection or changes to the existing utility infrastructure systems	<p>Must consider any impacts the development will have on the drainage or sewerage infrastructure.</p> <p>Make sure you consult with the service provider before completing this assessment.</p> <p>Relevant technical guidance is provided in <a href="#">Building Regulations Approved Document Part H (Drainage and waste disposal)</a>.</p>
<b>Greenbelt / Grey Belt Assessment</b>	Required for development located in the Greenbelt where external alterations are proposed.	Must address the Green Belt / Grey Belt Policies of the NPPF.
<b>Health Impact Assessment</b>	<p>Most major and strategic development proposals (including estate regeneration schemes)</p> <p>Proposals for new hot food takeaways (sui generis), new betting shops, casinos and amusement arcades (sui generis) and pay day loan shops (sui generis)</p>	A Health Impact Assessment (HIA) is used as a systematic framework to identify the potential impacts of a development proposal, policy or plan on the health and wellbeing of the population and highlight any health inequalities that may arise. HIA should be undertaken as early as possible in the design process to identify opportunities for maximising potential health gains, minimising harm, and addressing health inequalities.

## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
<b>Heritage Statement (including historical features and Scheduled Ancient Monuments)</b>	All development proposals which affect a conservation area, listed building, scheduled ancient monument, locally listed building, non-designated heritage asset or other heritage asset, or the setting thereof	<p>The Heritage Statement must provide:</p> <ul style="list-style-type: none"> <li>• a description of the significance of any affected heritage assets and their settings</li> <li>• how the application accords with the latest relevant national guidance and London Plan policies</li> <li>• how the application justifies any harm to the significance of designated heritage assets, in terms of how the harm or loss is outweighed by the benefit of the proposal</li> <li>• how the application positively responds to the relevant heritage themes (as set out in the Council's latest heritage strategy) in their design</li> </ul>
<b>Land Contamination Assessment</b>	<p>All development on brownfield land.</p> <p>Or in areas of natural risk if the application site is known to be or is suspected of being contaminated.</p>	<p>The assessment must be prepared by a <a href="#">competent person</a>.</p> <p>Refer to Government <a href="#">Guidance</a> on Land Contamination Risk Management (LCRM).</p>
<b>Landscaping Plan / Strategy</b>	<p>Major development</p> <p>Minor residential development</p>	<p>Must detail the layout of hard and soft landscaping, details of structure, planting and materials. To include:</p> <ul style="list-style-type: none"> <li>• site plans showing all retained and proposed trees (on and near the site)</li> <li>• tree trenches and pits</li> <li>• the location and extent of any sustainable urban drainage systems, particularly attenuation tanks</li> <li>• a planting schedule of species, sizes and numbers, and typical planting cross-sections</li> </ul>
<b>Lighting Assessment</b>	Where application includes the installation of external lighting or will make external lighting necessary	<p>The assessment is to include lighting contours that demonstrate that the vertical illumination of neighbouring premises is in accordance with the recommendations of the CIE guidance 2003 &amp; 2017 and the ILP Guidance Notes for the Reduction of Obtrusive Light (2021) of the applicable Environmental Zone.</p> <p>The assessment should also include measures to</p>

## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
		minimise use of lighting and prevent glare and sky glow by correctly using, locating, aiming, and shielding luminaires.
<b>Materials</b>	All developments	<p>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.</p> <p>However external materials details should be provided upfront at application stage for all major development and any development that affects the setting of a heritage asset.</p>
<b>Noise Impact Assessment</b>	<p>Applications where any of the following are proposed:</p> <ul style="list-style-type: none"> <li>• Plant, ventilation, air extraction or conditioning equipment and flues</li> <li>• Uses likely to create significant noise such as food/ drink/ entertainment and leisure uses, industrial uses, day nurseries, places of worship, schools and colleges</li> <li>• A noise-sensitive use located in noisy environment</li> <li>• Uses likely to generate a significant amount of traffic (defined as road traffic movements greater than 5% of Annual Average Daily Traffic)</li> <li>• Developments emitting low frequency noise (e.g. electricity</li> </ul>	<p>A “noise sensitive use” may include housing, schools/ libraries, hospitals, offices, workshops, laboratories, hotels and open spaces.</p> <p>A “noisy environment” is an area where non-standard adaptations have to be made to a development in order to prevent harmful or otherwise unwanted effects, such as annoyance or sleep disturbance – for example, near a busy road, railway line, nightclub, or noisy industry.</p> <p>The noise impact assessment must be prepared by a qualified acoustician.</p> <p>Refer to government guidance on requirements for <a href="#">Noise Impact Assessments</a>.</p>

## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
	<ul style="list-style-type: none"> <li>substation)</li> <li>• EIA development</li> </ul>	
<b>Odour Assessment</b>	<p>Major development and smaller proposals for a sensitive use (i.e. residential, schools, hospitals, etc.) within close proximity of an odour source.</p> <p>Other development which is likely to emit odour that extends outside the application site.</p>	<p>The Institute of Air Quality Management has also produced useful <a href="#">Guidance on the Assessment of Odour for Planning</a> which may assist.</p>
<b>Overheating Assessment</b>	Major development	<p>The Overheating Assessment may form part of Energy Statement.</p> <p>The assessment must:</p> <p>demonstrate how the development mitigates overheating risk (for example through orientation, shading, insulation, solar-controlled glazing, natural ventilation and efficient mechanical ventilation with heat recovery).</p> <p>Address the requirements of policy SI 4 of the London Plan 2021 and the cooling hierarchy, following the assessment guidance in section 8 of the GLA Energy Assessment Guidance.</p> <p>Have regard to the Noise and Vibration and Air Quality Assessments in terms of managing air quality, overheating risk and acoustics (Further guidance can be found in the Acoustics Ventilation and Overheating: AVO Residential Design Guide).</p>
<b>Open Space Assessment</b>	<p>Any development which affects existing open space.</p> <p>Major development in an area of existing open space deficiency.</p>	Where applicable, the assessment should also address the relevant NPPF policies regarding open space and recreation.



## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
<b>Operational Management Plan</b>	<p>Applications for:</p> <ul style="list-style-type: none"> <li>• Supported housing (including care homes)</li> <li>• Community facilities</li> <li>• Places of worship</li> <li>• Other uses with potentially large numbers of users</li> </ul>	<p>The following details are essential for understanding the day-to-day functioning of the proposed use and its potential impact on the surrounding area. Details should be tailored specific to the proposed use and generally should cover:</p> <ul style="list-style-type: none"> <li>• Day-to-day operations of the site including on-site management and security</li> <li>• Opening Hours</li> <li>• Maximum Capacity (persons)</li> <li>• Staff / Student / User numbers</li> <li>• User / visitor management arrangements</li> <li>• Health and safety statement</li> <li>• Key contacts</li> <li>• Risk assessment</li> <li>• Details of any security personnel/ stewards</li> <li>• Parking provision (cycle / car parking)</li> </ul> <p>Additional mandatory details for <b>Community facilities</b> or <b>Places of Worship</b>:</p> <ul style="list-style-type: none"> <li>• Indicative timetables</li> <li>• Booking system / measures taken to manage occupancy</li> <li>• Travel Plan management (if applicable)</li> </ul> <p>Additional mandatory details for <b>Children's Care Homes</b>:</p> <ul style="list-style-type: none"> <li>• Number of children</li> <li>• Children's care profiles and ages</li> <li>• Visitor management arrangements</li> <li>• Staff shift patterns and handover periods</li> </ul>
<b>Parking and Access Arrangements</b>	Any development affecting parking / access at the site or in the surrounding area.	Must demonstrate location of accessible disabled parking bays and electric vehicle charging bays.

## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
<b>Parking Stress Survey</b>	Where development is not car-free and insufficient onsite parking is proposed.	Prepared by a suitably qualified person. Must adhere to the "Lambeth Methodology" to ensure accuracy in assessing "parking stress" and consistency across the Borough.  Survey scope should be agreed with Be First Transport Officers before undertaking survey. They can be contacted at <a href="mailto:tdm@befirst.london">tdm@befirst.london</a>
<b>Photographs</b> <b>Photomontages</b> <b>Computer Generated Images (CGI)</b> <b>3D Model</b>	Large redevelopment schemes.  Any development that involves the demolition of an existing building.  Any development that affects a heritage asset.	All images should be dated.  Verified winter views.
<b>Planning Obligations - Draft Heads of Terms</b>	Major development.  Any other proposal that will result in the need for a legal agreement (e.g. car-free development, or BNG monitoring)	
<b>Planning Statement</b>	Major development  Development which does not accord with the adopted Development Plan	The Planning Statement should provide details of: <ul style="list-style-type: none"> <li>• the site location</li> <li>• the planning history of the site</li> <li>• the proposed development</li> <li>• an assessment of the development against all relevant national, regional and local planning policies</li> <li>• any other material considerations</li> </ul> It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.



## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
<b>Refuse Strategy (Operational Waste)</b>	Major development.  Other development such as minor residential development that would involve a material increase in the amount of refuse generated.	To address ongoing refuse arrangements for the development once operational.  For residential developments, the refuse strategy must include a completed copy of the <i>Planning Application Waste Management Strategy Assessment Template</i> which is available for download from the validation section on the LBBD website.  For commercial developments (or commercial components of mixed-use developments), details of where the commercial waste will be located, servicing and access, and what arrangements will be made for its collection.
<b>Site Waste Management Plan (Construction Waste)</b>	Major development.	To address waste from construction of the development.
<b>Statement of Community Involvement</b>	Major development	The statement should demonstrate how the proposals have been informed by proactive pre-submission engagement with all relevant communities, stakeholders and council officers (as relevant).
<b>Sustainable Drainage Strategy (SuDS) and Sustainable Drainage Proforma</b>	Major development.  Minor development which is likely to have an adverse impact on surface water run-off or is in a critical drainage area.	To demonstrate that surface water will be controlled near the source in line with sustainable drainage systems (SuDS) hierarchy.  The LBBD SuDS Proforma template can be downloaded <a href="#">here</a> .
<b>Telecommunications Development – Supplementary Information</b>	All development for mast and antenna development by mobile phone network operators.  All developments which impact existing network	Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
	connectivity/ coverage.	<p>Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p> <p>All full planning applications need to provide evidence of consultation with local schools and day nurseries. All applications must also be accompanied by a declaration that the proposal, when operational, will meet the <a href="#">ICNIRP</a> (international Commission on Non-Ionizing Radiation Protection)</p>
<b>Transport Assessment / Transport Statement</b>	All development with significant transport implications	<p>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.</p> <p>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 of transport that would generate additional traffic movements, 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.</p> <p>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.</p>
<b>Travel Plan</b>	Applications which are likely to have significant transport implications and exceed the thresholds detailed in the relevant TfL guidance.	Detailed guidance and requirements for Travel Plans can be found on the TfL <a href="#">website</a> .



## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
<b>Tree Survey / Arboricultural Assessment</b>	<p>Any development that impacts a tree that is subject to a Tree Preservation Order (TPO).</p> <p>Any development that could impact upon a tree in a Conservation Area.</p> <p>Where trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees).</p>	<p>The report must include information on which trees are to be retained and on the means of protecting these trees during construction works.</p> <p>The assessment must be prepared by a suitably qualified arborist, and it should:</p> <ul style="list-style-type: none"> <li>• provide tree retention and removal plans</li> <li>• identify root protection areas on proposed layout plans</li> <li>• ensure the assessment complies with the British Standards BS5837, BS3998 and BS8545, and <a href="#">Trees and Design Action Group (TDAG) guidance</a></li> </ul>
<b>Urban Greening Factor</b>	Major development	<p>Must evaluate the quantity and quality of urban greening provided by the development proposal.</p> <p>Refer to the GLA's <a href="#">Urban Greening Factor (UGF) Guidance</a> and <a href="#">UGF Calculator</a>.</p>
<b>Ventilation / Extraction Statement</b>	<p>Applications for uses where substantial ventilation or extraction equipment is proposed to be installed, such as:</p> <ul style="list-style-type: none"> <li>• E(b) (Food and drink which is mostly consumed on the premises)</li> <li>• Sui Generis (p) (public house, wine bar, or drinking establishment)</li> <li>• Sui Generis (q) (drinking establishment with expanded food provision)</li> <li>• Sui Generis (r) (hot food takeaway)</li> <li>• Sui Generis (s) (live</li> </ul>	Must include details and drawings of the relevant ventilation and extraction equipment.

## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
	<p>music performance venue)</p> <ul style="list-style-type: none"> <li>• B2 (General Industrial) uses</li> </ul>	
<b>Viability Assessment</b>	<p>Developments where there is a planning policy requirement that is modified or reduced due to viability</p>	<p>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.</p> <p>Planning guidance requires that viability assessments should be evidence based and available for public scrutiny.</p> <p>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.</p> <p>Viability appraisals submissions must be provided in-full upfront and must include:</p> <ul style="list-style-type: none"> <li>• an executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader</li> <li>• Viability submissions should be designed in a form that accords with Development Plan policies and Mayoral guidance.</li> <li>• evidence must be provided to support all assumptions applied and must be robustly justified and appraisal assumptions benchmarked against publicly available data sources.</li> <li>• 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.</li> <li>• Appraisals must be balanced, coherent as a whole and internally consistent.</li> </ul>

## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
		<ul style="list-style-type: none"> <li>Applicants should demonstrate that the scheme is deliverable with the proposed level of planning obligations.</li> <li>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.</li> <li>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.</li> <li>The submission must be accompanied by an agreement to pay for the reasonable costs of an independent appraisal of the submitted viability assessment.</li> </ul> <p>In line with Environmental Information Regulation Tribunal decisions, viability submissions will be published in full on the council's/ Be First website.</p> <p>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.</p>
<b>Vibration Study</b>	<p>Development close to a source of vibration.</p> <p>Development which is likely to cause vibration.</p>	<p>Must be prepared by a suitably qualified person.</p> <p>Refer to government <a href="#">guidance</a> on detailed requirements.</p> <p>May also form part of a Noise and Vibration Impact Assessment.</p>



## LOCAL INFORMATION REQUIREMENTS

An application will also require the submission of the following information/documents:

Information	Requirement	Details
<b>Visual Impact Assessment</b>	Development within the Green Belt  Development with potential adverse visual impacts (e.g. impacts of a tall building on the surrounding area, etc.).	Must be prepared by a suitably qualified person.  The assessment should be completed in accordance with The Landscape Institute's <a href="#">Guidelines for Landscape and Visual Impact Assessment</a> and <a href="#">Visual Representation of Development Proposals Guidance Note</a> .
<b>Whole Life Carbon Assessment</b>	All development	All development should provide details of actions taken to reduce whole life cycle carbon emissions.  Major developments referable to the Mayor are required to provide a Whole Lifecycle Carbon Assessment and completed <a href="#">GLA - Whole Life-Cycle Carbon (WLC) Assessment Template</a> spreadsheet.  Also see checklist requirements for <b>Circular Economy Statement</b> and <b>Energy and Sustainability Statement</b> .
<b>Wind and Microclimate Study</b>	Large-scale developments.  Developments including tall buildings, exposed sites and sensitive locations (e.g. hospitals, schools, transport hubs).	Must be prepared by a suitably qualified person and assess the impact of the proposed development on the surrounding microclimatic (e.g. temperature and wind conditions).

Checklist reviewed: February 2026