



**STRATEGIC PLANNING  
COMMITTEE  
WEDNESDAY 6 FEBRUARY 2008  
6.30 PM**

**COMMITTEE AGENDA**

**COMMITTEE ROOMS 1 & 2,  
HARROW CIVIC CENTRE**

**MEMBERSHIP (Quorum 3)**

**Chairman: Councillor Marilyn Ashton**

**Councillors:**

**Don Billson  
Julia Merison  
Narinder Singh Mudhar  
Joyce Nickolay (VC)**

**Mrinal Choudhury  
Keith Ferry  
Thaya Idaikkadar**

**Reserve Members:**

1. Manji Kara
2. G Chowdhury
3. Robert Benson
4. Dinesh Solanki
5. -

1. David Gawn
2. Graham Henson
3. Mrs Rekha Shah

**Issued by the Democratic Services Section,  
Legal and Governance Services Department**

**Contact: Miriam Wearing, Senior Democratic Services Officer  
Tel: 020 8424 1542 E-mail: miriam.wearing@harrow.gov.uk**

***NOTE FOR THOSE ATTENDING THE MEETING:  
IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.  
IT WILL BE COLLECTED FOR RECYCLING.***

**HARROW COUNCIL**

**STRATEGIC PLANNING COMMITTEE**

**WEDNESDAY 6 FEBRUARY 2008**

**AGENDA - PART I**

1. **Planning Applications Received:**

**Guidance Note for Members of the Public Attending the Strategic Planning Committee** (Pages 1 - 2)

2. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

3. **Right of Members to Speak:**

To agree requests to speak from Councillors who are not Members of the Committee, in accordance with Committee Procedure 4.1.

4. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

5. **Arrangement of Agenda:**

(a) To consider whether any item included on the agenda should be considered with the press and public excluded because it contains confidential information as defined in the Local Government Act 1972;

(b) to receive the addendum sheets and to note any applications which are recommended for deferral or have been withdrawn from the agenda by the applicant.

Enc. 6. **Minutes:** (Pages 3 - 8)

That the minutes of the meeting held on 16 January 2008 be taken as read and signed as a correct record.

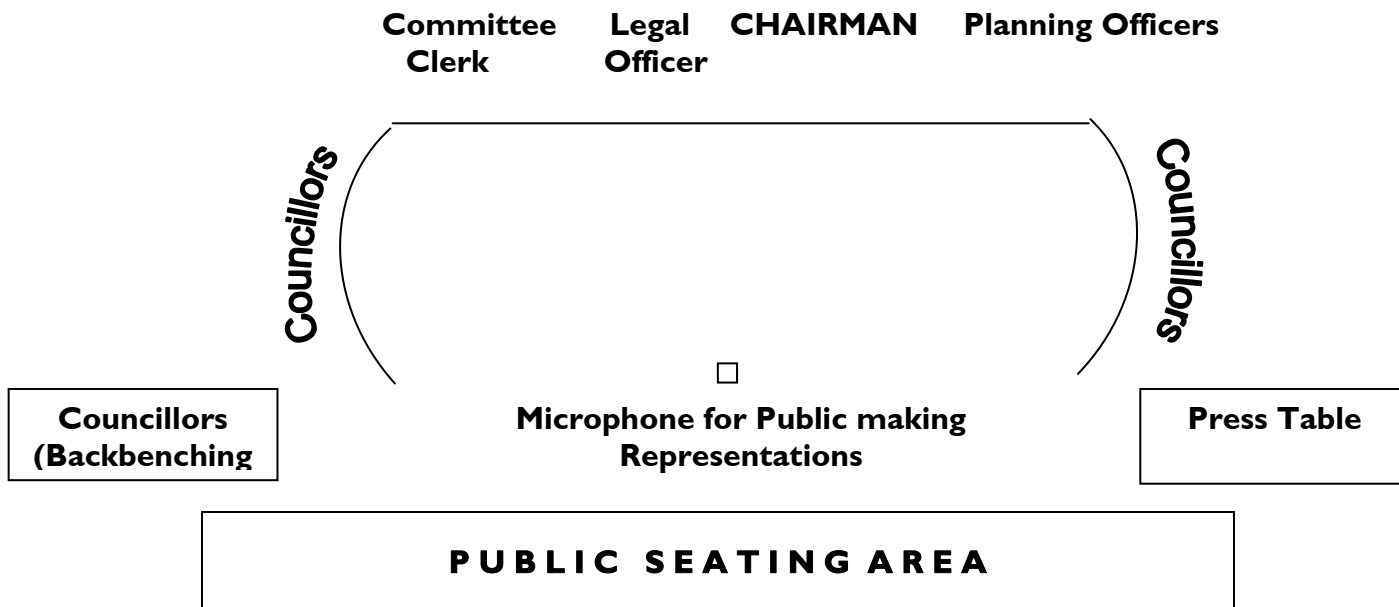
7. **Public Questions:**  
To receive questions (if any) from local residents/organisations under the provisions of Committee Procedure Rule 19 (Part 4B of the Constitution).
8. **Petitions:**  
To receive petitions (if any) submitted by members of the public/Councillors.
9. **Deputations:**  
To receive deputations (if any) under the provisions of Committee Procedure Rule 17 (Part 4B) of the Constitution.
10. **References from Council and other Committees/Panels:**  
To receive references from Council and any other Committees or Panels (if any).
11. **Representations on Planning Applications:**  
To confirm whether representations are to be received, under Committee Procedure Rule 18 (Part 4B of the Constitution), from objectors and applicants regarding planning applications on the agenda.
12. **Planning Applications Received:**  
Report of the Head of Planning - circulated separately.
- Enc. 13. **Planning Appeals Update:** (Pages 9 - 14)  
Report of the Head of Planning – for information.
- Enc 14. **Local Validation Requirements for Planning Applications: Draft for Consultation - January 2008:** (Pages 15 - 36)
15. **Member Site Visits:**  
To arrange dates for Member site visits that have been agreed during the course of the meeting (if any).
16. **Any Other Urgent Business:**  
Which cannot otherwise be dealt with.

## **AGENDA - PART II**

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## GUIDANCE NOTE FOR MEMBERS OF THE PUBLIC ATTENDING THE STRATEGIC PLANNING COMMITTEE

### Typical Committee Room Layout (for Committee Rooms 1&2)



### Order of Committee Business

It is the usual practice for the Committee to bring forward, to the early part of the meeting, those planning applications where notice has been given that objectors wish to speak, or where members of the public have come to hear the debate.

You will find a slip of paper on your seat for you to indicate which item you have come for. This should be handed to the Committee Administrator prior to the start of the meeting.

Although the Committee will try to deal with the application which you are interested in as soon as possible, often the agendas are quite long and the Committee may want to raise questions of officers and enter into detailed discussion over particular cases. This means that you may have to wait some time. The Committee may take a short break around 8.30 pm.

### Rights of Objectors/Applicants to Speak at Strategic Planning Committee

Please note that objectors may only speak if they requested to do so before 5pm on the working day before the meeting. In summary, where a planning application is recommended for grant by the Group Manager (Planning and Development), a representative of the objectors may address the Committee for up to 3 minutes.

Where an objector speaks, the applicant has a right of reply.

Planning Services advises neighbouring residents and applicants of this procedure.

The Strategic Planning Committee is a formal quasi-judicial body of the Council with responsibility for determining applications, hence the need to apply rules governing the rights of public to speak. Full details of this procedure are also set out in the "**Guide for Members of the Public Attending the Strategic Planning Committee**" which is available in both the Planning Reception or by contacting the Committee Administrator (tel 020 8424 1269). This guide also provides useful information for Members of the public wishing to present petitions, deputations or ask public questions, and the rules governing these procedures at the Strategic Planning Committee.

## **Addendum Sheet**

In addition to this agenda, an Addendum Sheet is produced on the day of the meeting. This updates the Committee on any additional information received since the formal agenda was published and also identifies any applications which have been withdrawn by applicants or which officers are recommending for deferral. Copies of the Addendum are available for the public in the Committee Room from approximately 6.00 pm onwards.

## **Decisions taken by the Strategic Planning Committee**

**Set out below are the types of decisions commonly taken by this Committee**

### **Refuse permission:**

Where a proposal does not comply with the Council's (or national) policies or guidance and the proposal is considered unacceptable, the Committee may refuse planning permission. The applicant can appeal to the Secretary of State against such a decision. Where the Committee refuse permission contrary to the officer recommendation, clear reasons will be specified by the Committee at the meeting.

### **Grant permission as recommended:**

Where a proposal complies with the Council's (or national) policies or guidance and the proposal is considered acceptable, the Committee may grant permission. Conditions are normally imposed.

### **Minded to grant permission contrary to officer's recommendation:**

On occasions, the Committee may consider the proposal put before them is acceptable, notwithstanding an officer recommendation of refusal. In this event, the application will be deferred and brought back to a subsequent meeting. Renotification will be carried out to advise that the Committee is minded to grant the application.

### **Defer for a site visit:**

If the Committee decides that it can better consider an application after visiting the site and seeing the likely impact of a proposal for themselves, the application may be deferred until the next meeting, for an organised Member site visit to take place.

### **Defer for further information/to seek amendments:**

If the Committee considers that it does not have sufficient information to make a decision, or if it wishes to seek amendments to a proposal, the application may be deferred to a subsequent meeting.

### **Grant permission subject to a legal agreement:**

Sometimes requirements need to be attached to a planning permission which cannot be dealt with satisfactorily by conditions. The Committee therefore may grant permission subject to a legal agreement being entered into by the Council and the Applicant/Land owner to ensure these additional requirements are met.

***(Important Note: This is intended to be a general guide to help the public understand the Strategic Planning Committee procedures. It is not an authoritative statement of the law. Also, the Committee may, on occasion, vary procedures).***

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**REPORT OF STRATEGIC PLANNING COMMITTEE**

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**MEETING HELD ON 16 JANUARY 2008**

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Chairman: \* Councillor Marilyn Ashton

Councillors: \* Don Billson \* Julia Merison  
\* Mrinal Choudhury \* Narinder Singh Mudhar  
\* Keith Ferry \* Joyce Nickolay  
\* Graham Henson (2)

\* Denotes Member present  
(2) Denotes category of Reserve Members

[Note: Councillor Paul Scott also attended this meeting to speak on the item indicated at Minute 182 below].

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

181. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Thaya Idaikkadar	Councillor Graham Henson

182. **Right of Members to Speak:**

**RESOLVED:** That, in accordance with Committee Procedure Rule 4.1, the following Councillor, who was not a Member of the Committee, be allowed to speak on the agenda item indicated:

<u>Councillor</u>	<u>Agenda item</u>
Councillor Paul Scott	Planning application 2/02

183. **Declarations of Interest:**

**RESOLVED:** To note that the following declaration of interest was made by a Member present relating to business to be transacted at the meeting:

**Any Other Business – Arrangement of Presentation Regarding Bentley Priory**

Councillor Marilyn Ashton declared a prejudicial interest in the above application. Accordingly, she would leave the room and take no part in the discussion or decision-making on the item.

184. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with Committee Rule 27, it was agreed to suspend Committee Rule 18 to enable a letter from the Applicant for P/4121/07/CFU/DC3 to be distributed to the Committee;

(2) in accordance with the Local Government (Access to Information) Act 1985, the following items be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances / Grounds for Urgency</u>
Addendum	This contained information relating to various items on the agenda and was based on information received after the agenda's

15. Protocol for Planning Committees
- dispatch. It was admitted to enable Members to consider all information relevant to the items before them.
- This item was admitted to the agenda as a matter of urgency to enable the several major and complex applications either already submitted or expected in the immediate future to be dealt with in an informed and consistent manner.

(2) all items be considered with the press and public present.

185. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 5 December 2007 be taken as read and signed as a correct record.

186. **Public Questions, Petitions and Deputations:**

**RESOLVED:** To note that no public questions were put, or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 (Part 4B of the Constitution) respectively.

187. **References from Council and other Committees/Panels:**

**RESOLVED:** To note that there were no references from Council or other Committees or Panels to be received at this meeting.

188. **Representations on Planning Applications:**

**RESOLVED:** To note that no requests for representations had been received.

189. **Planning Applications Received:**

**RESOLVED:** That authority be given to the Head of Planning to issue the decision notices in respect of the applications considered, as set out in the schedule attached to these minutes.

190. **Planning Appeals Update:**

The Committee received a report from the Head of Planning which listed those appeals being dealt with and those awaiting decision.

**RESOLVED:** That the report be noted.

191. **Member Site Visits:**

**RESOLVED:** To note that there were no Members site visits to be arranged.

192. **Protocol for Planning Committee:**

The Committee received a report of the Director of Planning, Development and Enterprise proposing changes to the Protocol for Members and Reserve Members when dealing with Planning Applications and Lobbying and the Council's Committee Procedure Rules.

It was agreed to amend the wording of the proposed process to include:

- that applicants for major strategic schemes should be invited to make a presentation to all members of the Committee and reserves;
- a motion to refuse an application recommended for approval by officers should state clearly the proposed material planning reasons for refusal.

**RESOLVED:** That additional paragraphs as set out in the report, and amended above, be recommended as additions to the Constitution Committee Procedure Rules and the 'Protocol for Members and Reserve Members when dealing with Planning Applications and Lobbying' to ensure that decisions are properly taken for planning reasons.

- (i) that the Changes be referred to the Standards Committee and then to full Council for approval as it has the effect of amending the Council's Constitution.



193. **Any Other Urgent Business:**(1) Bentley Priory – Date for Presentation

**RESOLVED:** That the Committee meet at the Civic Centre on Wednesday 13 February at 6.30 pm to receive a presentation from the applicants regarding Bentley Priory.

[Note: The Chairman, Councillor Marilyn Ashton, having declared a prejudicial interest in the above item, the Vice-Chairman, Councillor Joyce Nickolay, took the Chair for the duration of the item].

(Note: The meeting, having commenced at 6.30 pm, closed at 8.05 pm).

(Signed) COUNCILLOR MARILYN ASHTON  
Chairman



application was unanimous].

<b>LIST NO:</b>	2/02	<b>APPLICATION NO:</b>	P/4068/07/DOU/GL
<b>LOCATION:</b>	25 Elms Road, Harrow Weald, HA3 6BB		
<b>APPLICANT:</b>	Simpson McHugh for Farmbridge Developments		
<b>PROPOSAL:</b>	Outline for layout, scale, appearance and access: redevelopment to provide a detached three-storey block of 8 flats; new vehicular access and basement parking		
<b>DECISION:</b>	GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum:  [Note: (i) Pursuant to Condition 4 the Committee requested that the landscaping scheme be submitted to the Committee for approval. (ii) The Committee wished it to be recorded that the decision to grant the application was unanimous].		
<b>LIST NO:</b>	2/03	<b>APPLICATION NO:</b>	P/3797/07/CFU/GL
<b>LOCATION:</b>	Garden House, 5 St John's Road, Harrow, HA1 2EL		
<b>APPLICANT:</b>	Belinda Prichard for London Borough of Harrow		
<b>PROPOSAL:</b>	Temporary change of use from office (Class B1) to library (Class D1) for five years		
<b>DECISION:</b>	GRANTED permission for the development described in the application and submitted plans, as amended on the Addendum:  The addition of Condition 3: The development hereby permitted shall retain provision for people with mobility impairments, to gain access to, and egress from, the building without the need to negotiate steps.  Reason: To ensure that the development will be accessible for people with disabilities in accordance with the policies of the Harrow Unitary Development Plan.  [Note: The Committee wished it to be recorded that the decision to grant the application was unanimous].		
<b>LIST NO:</b>	2/04	<b>APPLICATION NO:</b>	P/3373/07/CVA/DT2
<b>LOCATION:</b>	Gregan House, Parr Road, Stanmore		
<b>APPLICANT:</b>	C B Richard Ellis for Devonshire Development Ltd		
<b>PROPOSAL:</b>	Removal of conditions 3 and 4 of planning permission Ref: P/1934/07/CFU for changes to elevations		
<b>DECISION:</b>	GRANTED permission for the development described in the application and submitted plans.		
<b>LIST NO:</b>	2/05	<b>APPLICATION NO:</b>	P/3926/07/DDP/DC3
<b>LOCATION:</b>	Former Government Offices Site, Honeypot Lane, Stanmore HA7 1BB		
<b>APPLICANT:</b>	Turley Associates for Berkeley Urban Renaissance Ltd		
<b>PROPOSAL:</b>	Details of existing and proposed finished floor levels required by condition 27 of planning permission P/2317/06/CFU		
<b>DECISION:</b>	The application was withdrawn by the Applicant.		

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<b>LIST NO:</b>	2/06	<b>APPLICATION NO:</b>	P/3930/07/DDP/DT2
<b>LOCATION:</b>	Former Government Offices Site, Honeypot Lane, Stanmore HA7 1BB		
<b>APPLICANT:</b>	Turley Associates for Berkeley Urban Renaissance Ltd		
<b>PROPOSAL:</b>	Details of phasing required by condition 22 of planning permission P/2317/06/CFU		
<b>DECISION:</b>	GRANTED permission for the development described in the application and submitted plans.		
	[Note: The Committee wished it to be recorded that the decision to grant the application was unanimous].		

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### **SECTION 3 – OTHER APPLICATIONS RECOMMENDED FOR REFUSAL**

<b>LIST NO:</b>	3/01	<b>APPLICATION NO:</b>	P/4121/07/CFU/DC3
<b>LOCATION:</b>	118-120 Headstone Road, Harrow HA1 1PF		
<b>APPLICANT:</b>	Nu-Ne Lah Design for Botwellears Properties Ltd		
<b>PROPOSAL:</b>	Retention of 3-storey block of 14 flats with rooms in the roof space, parking for 2 cars and binstore to the front (resident permit restricted)		
<b>DECISION:</b>	<p>REFUSED permission for the development described in the application and submitted plans, for the reasons reported as amended by the Addendum as follows:</p> <p>i) The proposed development, by way of poor roof design, higher eaves, and higher front and rear parapet walls, would poorly relate to the adjoining properties and detract from the character and appearance of the building and wider street scene contrary to policies 4B.1 of the London Plan 2004, D4 of the Harrow Unitary Development Plan 2004, Supplementary Planning Guidance: Designing New Development and Supplementary Planning Guidance: Extensions A Householders Guide (March 2003)</p> <p>ii) The proposed development, by way of poor internal layout and inadequate room size, would produce unacceptable standards of accommodation and fail to meet requirements of Lifetime Homes Standards and Wheelchair Homes Standards, contrary to policies 3A.4 of The London Plan 2004 and Accessible Homes Supplementary Planning Document (April 2006)</p> <p>[Note:</p> <p>(i)As detailed in Minute 184, by virtue of Rule 27, Committee Procedural Rule 18 was suspended to allow members of the Committee to consider a letter from the Applicant dated 16 January 2008 which made representations about the application.</p> <p>(ii) The Head of Planning had recommended that the above application be refused.</p> <p>(iii)The voting was 5 for refusal and 3 abstaining. Councillors Marilyn Ashton, Joyce Nickolay, Don Billson, Julia Merison and Narinder Singh Mudhar wished to be recorded as having voted for the application to be refused].</p>		

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**LIST DATE: 28-Jan-08**

## APPEALS BEING DEALT WITH

WRITTEN REPRESENTATIONS	LOCAL REF:	OFFICER	QUESTIONNAIRE DUE/SENT	STATEMENT DUE	
6 Gerard Road, Harrow	P/2400/07/3747	GL	Sent 16.01.08	15.02.08	
19 - 23 High Street, Pinner	P/2719/07/3753	OH	Sent 17.01.08	14.02.08	
	P/2717/07/3754		NA		
132 Headstone Drive, Wealdstone	P/2436/07/3755	GL	Due 31.01.08	28.01.08	
"Bramber" Porlock Avenue, Harrow	P/3423/07/3756	DC	Due 04.02.08	03.03.08	
	P/2529/07/3757				
24 - 26 Jersey Avenue, Stanmore	P/2634/07/3758	GL	Due 05.02.08	04.03.08	
465 Alexandra Avenue, Harrow	P/1306/07/3759	SB	Due 07.02.08	06.03.08	
26 Hallam Gardens, Pinner	P/2721/07/3760	BA	Due 08.02.08	07.03.08	
HEARINGS	LOCAL REF:	OFFICER	STATEMENT DUE/SENT	HEARING DATE	HEARING VENUE
Garages adj 1 & 2 Malcolm Court and Land adj 24 & 25 Malcolm Court	P/0264/07/3627	MRE	Sent 27.06.07	05.02.08	Committee Room 6
	P/0268/07/3628				
99 Headstone Road, Harrow	P/0778/07/3659	GL	Sent 13.08.07	06.02.08	West Wing Conf Rm
	P/2435/07/3729		Sent 21.12.07		
25 Elms Road	P/0572/07/3667	GL	Sent 23.08.07	26.02.07	Committee Room 3
4 Elm Park, Stanmore	P/1276/07/3704	TEM	Sent 13.11.07		
37 Norwood Drive, Harrow (enforcement)	ENF/692/06/3685	GW	Sent 27.11.07	09.04.08	West Wing Conf Rm
252 Streatfield Road	P/1644/07/3726	LW	Sent 02.01.08		
5-11 Manor Road, Harrow	P/2604/07/3741	DC3	Sent 24.01.08	22.04.08	Sth Wing Conf Rm
The Rookery, Westfield Lane	P/1800/07/3742	DC3	Sent 23.01.08		
25 Elms Road	P/2619/07/3746	GL	Due 15.02.08		
Land Adjacent to Arches, Roxeth Green Ave	P/1288/07/3735	OH	28.02.07		
PUBLIC INQUIRIES	LOCAL REF:	OFFICER	STATEMENT DUE/SENT	INQUIRY DATE	INQUIRY VENUE
Comfort Inn, Northwick Park Road	P/0009/07/3616	RP1	Sent 29.05.07	12.02.08	Council Chamber

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 Appendix 1

Longfield, Reenglass Road	P/2514/07/3732	LW	Sent 28.12.07		
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## APPEALS AWAITING DECISION

WRITTEN REPRESENTATIONS	LOCAL REF:	OFFICER	STATEMENT SENT	FINAL COMMENTS DUE (LPA & APPELLANT ONLY)	SITE VISIT DATE/TIME
91 Harrow View, Harrow	P/3303/06/3683	BA	11.09.07 (Q)	Expired	
65 Eastcote Road, Pinner	P/1045/07/3691	RM	24.09.07 (Q)	Expired	21.01.08 @ 10:00
Land r/o Chester Court	P/0200/07/CFU	BA	05.10.07 (Q)	Expired	
Bradenham Works, Bradenham Road,	P/0911/07/3706	TEM	17.10.07 (Q)	Expired	
16 Kenneth Gardens, Stanmore	P/1762/07/3712	JB	24.10.07 (Q)	Expired	21.01.08 @ 15:15
36 Goodhall Close, Stanmore	P/1758/07/3714	JB	07.11.07 (Q)	Expired	21.01.08 @ 14:30
23 Northwick Park Road, Harrow	P/1443/07/3715	GL	09.11.07 (Q)	Expired	22.01.08 @ 09.30
98 Marsh Road, Pinner	P/1485/07/3711	RM	12.11.07	Expired	
Ground Coffee Service, 105 Nibthwaite Rd.	P/2011/07/3719	GL	15.11.07 (Q)	Expired	21.01.08 @ 11:30
The Last Post, 424 Alexandra Avenue	P/2065/07/3716	JK	16.11.07 (Q)	Expired	
199 Eastcote Lane, Harrow	P/0518/07/3718	MRE	16.11.07 (Q)	Expired	22.01.08 @ 12:00
1 Winchester Road	P/1725/07/3724	LW	27.11.07 (Q)	Expired	05.02.08 @ 09:00
106 Headstone Road	P/2162/07/3725	GL	28.11.07 (Q)	Expired	05.02.08 @ 12:00
17 Elmsleigh Avenue	P/0973/07/3730	LW	29.11.07	Expired	
39 Lowlands Court, Lowlands Road (Adv)	P/2040/07/3722	ST	29.11.07	N/A	
110 Nibthwaite Road, Harrow	P/1959/07/3713	GL	29.11.07	Expired	
14-40 Headstone Drive, Wealdsone (Adv)	P/2826/07/3721	RM	30.11.07	N/A	
6 Latimer Close	P/2327/07/3731	AG	03.12.07 (Q)	Expired	07.02.08 @ 12.45
Land Rear of 540 Uxbridge Road	P/2571/07/3734	RM2	11.12.07 (Q)	Expired	
Ravensholt, 12 Mount Park Road (Enf)	ENF/353/03/P/3717	SSB	11.12.07	Expired	
32 Rusland Park Road, Harrow (Enf)	ENF/519/05/3720	SSB	11.12.07	Expired	
Land O/S Chasewood Park, Sudbury Hill	P/1975/07/3733	OH	12.12.07 (Q)	Expired	
52 Cambridge Road, Harrow	P/1123/07/3738	GL	13.12.07 (Q)	05.02.08	
14 Roxeth Green Avenue (Enf)	ENF/744/05/P/3727	SSB	18.12.07	Expired	
35 Mount Drive, (Enf)	ENF/144/05/P/3728	SSB	18.12.07	Expired	07.02.08 @ 14:00
105-109 High Street, Edgware	P/0995/07/3740	MRE	19.12.07 (Q)	11.02.08	

16, 18, 20 Avenue Rd and r/o 58 Paines Ln	P/2567/07/3739	DC3	19.12.07 (Q)	Expired	
470 Rayners Lane, Pinner	P/3430/07/3723	RM	21.12.07	Expired	04.02.08 @ 10.00
47 Carlton Avenue, Kenton	P/2022/07/3736	MRE	17.12.07 (Q)	Expired	04.02.08 @ 09:00
71 Bridge Street, Pinner	P/1907/07/3737	AF	14.01.08	04.02.08	
103-105 Greenford Road, Sudbury Hill	P/2541/07/3743	SB	14.01.08(Q)	03.03.08	
	P/2542/07/3744				
1A Beresford Road, Harrow	P/3149/07/3745	BA	21.01.08 (Q)	05.03.08	
Weald Cottage, Brookshill Drive	P/1077/07/3748	GL	22.01.08 (Q)	11.03.08	
89 Whitchurch Lane, Edgware	P/2000/07/3749	ML	24.01.08 (Q)	13.03.08	
1 Kynaston Wood, Harrow	P/2551/07/3750	GL	24.01.08 (Q)	13.03.08	
St. Dominics Sixth Form College.	P/0124/07/3751	DT	25.01.08 (Q)	14.03.08	

HEARINGS	LOCAL REF:	OFFICER	STATEMENT DUE/SENT	HEARING DATE	LOCATION
The Studio, 47 High Street, Pinner	P/3482/06/3613	DC3	Sent 22.06.07	18.12.07	Committee Room 3
	P/3484/06/3614				
	P/3476/06/3615				
-26 Sunset House, Grant Road, Harrow	P/1905/06/3623	BA	Sent 15.06.07	22.01.08	West wing Conf Rm

PUBLIC INQUIRIES	LOCAL REF:	OFFICER	STATEMENT DUE/SENT	INQUIRY DATE	LOCATION
4 Aylwards Rise (enforcement)	ENF/0282/07/P/3689		Sent 19.10.07	08.01.08	Committee Rms 1&2
	ENF/0353/07/P/3690				

## DECISIONS (since 01.11.07)

	LOCAL REF:	OFFICER	DECISION	DATE	
8 Welbeck Road	P/2029/06/3641	OH	ALLOWED	05.11.07	
320 Uxbridge Road, Hatch End	P/0072/07/3640	RV	DISMISSED	05.11.07	
16 Church Road, Stanmore	P/3474/06/3649	MRE	ALLOWED	05.11.07	
	P/3589/06/3650				
110 College Hill Road	P/0739/07/3670	GL	ALLOWED	07.11.07	
36 Park Drive	P/3023/06/3651	SW2	ALLOWED	07.11.07	

65 Southdown Crescent, Harrow	P/0701/07/3671	RM	DISMISSED	08.11.07
19-21 High Street, Wealdstone	P/3573/06/3652	GL	DISMISSED	08.11.07
Government Buildings, Honeygot Lane	P/2317/06/3565	RP1	ALLOWED	12.11.07
Land Adj Edgware Brook	P/2246/06/3566			
17 Westwood Ave, Harrow	P/2629/06/3654	RV	ALLOWED	13.11.07
1 The Meadow Way	P/1327/07/3662	GL	DISMISSED	13.11.07
33 Kenton Park Crescent	P/3643/06/3663	AD	DISMISSED	14.11.07
Townsend House, 160 Northolt Road	P/1283/07/3672	DC	DISMISSED	16.11.07
7 Risingholme Road, Harrow	P/0802/07/3660	SW2	DISMISSED	21.11.07
1-4 Eaton Court, Westfield Park	P/2880/06/3612	JW	ALLOWED	22.11.07
2 Walton Avenue, Harrow	P/0450/07/3676	DT	ALLOWED	23.11.07
Green Court, Orley Farm Road, Harrow	P/1468/07/3677	SB	DISMISSED	27.11.07
8 Ingleby Drive	P/3284/06/3664	OH	PART ALLOWED	28.11.07
4 Ingleby Drive	P/1132/07/3665	RM	PART ALLOWED	28.11.07
8 Lansdowne Road, Stanmore	P/1293/07/3679	MRE	13.08.07 (Q)	Expired
42 Sidney Road, Harrow	P/1427/07/3678	GL	DISMISSED	29.11.07
34 Sandringham Crescent	P/2844/06/3674	AG	DISMISSED	03.12.07
17 Verwood Road, Harrow	P/2781/06/3682	FP	ALLOWED	06.12.07
37 High Street, Harrow on the Hill (Advert)	P/0409/07/3698	SB5	DISMISSED	06.12.07
238 Kenmore Avenue, Harrow	P/0913/07/3661	AD	DISMISSED	06.12.07
36 Suffolk Road	P/1401/06/3571	GL	ALLOWED	07.12.07
	P/1595/06/3572			
3 Hodgkins Mews, Stanmore	P/0043/07/3669	RB	ALLOWED	10.12.07
6 The Middle Way, Harrow	P/1521/07/3684	GL	ALLOWED	11.12.07
67 London Road, Stanmore	P/3433/06/3675	AD	DISMISSED	13.12.07
Garages at Summit Close	P/2035/06/3648	ML1	ALLOWED	14.12.07
2 Fauna Close, Stanmore	P/0233/07/3673	ML1	ALLOWED	17.12.07
Land R/O Chester Court, Sheepcote Road	P/0200/07/3701	BA	ALLOWED	18.12.07
5 Ferndown Close	P/1750/07/3692	GL	DISMISSED	18.12.07
Land Rear of 51 Kings Road	P/0703/07/3686	RM	DISMISSED	21.12.07
75 Roxeth Green Avenue	P/0881/07/3687	RM	DISMISSED	24.12.07
1 Marlborough Hill, Harrow	P/1389/07/3688	BA	DISMISSED	27.12.07
742 Kenton Lane	P/0208/07/3693	BA	ALLOWED	28.12.07
2 Malcolm Court, Stanmore	P/1653/07/3695	MRE	DISMISSED	31.12.07
91 Drake Road, Harrow	P/1444/07/3697	SB5	ALLOWED	02.01.08



7 Sancroft Road (enforcement)	ENF/236/04/P/3668	NR	ALLOWED	04.01.08
71 Bouveries Road, Harrow (enforcement)	ENF/788/04/P/ 3656	NR	DISMISSED	07.01.08
The Stables, Pinner Hill Farm, Pinner Hill Rd	P/0588/07/3680	LC3	DISMISSED	07.01.08
	P/0586/07/3681	RM2		
11 Wakehams Hill, Pinner	P/1082/06/3594	OH	ALLOWED	08.01.08
R/O 123-135 Whitchurch Lane	P/1017/06/3579	MRE	ALLOWED	10.01.08
55 Gordon Avenue, Stanmore	P/3305/06/3604	ML	DISMISSED	10.01.08
	P/1757/07/3696			
432 Alexandra Avenue, Harrow	P/0251/07/3699	RM	ALLOWED	10.01.08
318 Pinner Road	P/2911/06/3666	BA	DISMISSED	10.01.08
2 Whitehall Road	P/0555/07/3700	BA	DISMISSED	14.01.08
26 Hillside Crescent, Harrow	P/1888/07/3702	RM	DISMISSED	16.01.08
24 Bentley Way, Stanmore	P/1456/07/3707	LW	ALLOWED	21.01.08
113 College Hill Road, Harrow	P/0194/07/3705	BA	ALLOWED	22.01.08
48 Evelyn Drive, Pinner	P/1765/07/3708	ST	ALLOWED	23.01.08
180A Honeypot Lane, Stanmore	P/3528/06/3710	LW	ALLOWED	23.01.08
250 Uxbridge Road, Hatch End	P/1090/07/3709	SW	ALLOWED	24.01.08
Compass House, Pynacles Close (Office)	P/1587/07/3703	DT2	DISMISSED	28.01.08
Compass House, Pynacles Cl (flats)	P/0032/07/3694	MRE	DISMISSED	28.01.08

3

<b>FASTRACK HOUSEHOLDER</b>	<b>LOCAL REF:</b>	<b>OFFICER</b>	<b>QUESTIONNAIRE DUE</b>	<b>QUESTIONNAIRE SENT</b>	<b>DECISION EXPECTED</b>
30 Canons Drive, Edgware	P/2991/07/3752	LW	22.01.08	16.01.08	01.04.08

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Meeting:	Strategic Planning Committee
Date:	Wednesday 6 February 2008
Subject:	Consultation on the Proposed Local Validation Requirements for Planning Applications
Key Decision:	No
Responsible Officer:	Graham Jones
Portfolio Holder:	Councillor Marilyn Ashton
Exempt:	No
Enclosures:	"Local Validation Requirements for Planning Applications: Draft for Consultation - January 2008"

## Section 1 – Summary and Recommendations

This report is to inform members of a proposed consultation with key stakeholders on new arrangements for validating planning applications in connection with the use of the new national electronic standard planning application form (1APP) being introduced from 6 April 2008.

### Recommendation:

1. To agree to a 6 week consultation on the local criteria for validating applications, prior to the adoption of the new national electronic standard planning application form (1APP) on 6 April 2008.
2. To report back to Development Management Committee on 2 April 2008 on the outcome of the consultation and present the resultant final version of the "Local Validation Requirements for Planning Applications" for adoption and publication prior to 6 April 2008.

Reason: To ensure a basis for sound and consistent decision-making.

## Section 2 – Report

### Introduction

- 2.1 On 6 April 2008 the Government is launching a new requirement for all Local Planning Authorities (LPAs) in England to adopt the electronic national standard planning application form (1 APP). This is aimed at establishing consistency

between LPAs and clarity to applicants, and is seen as a most significant change to the planning system.

- 2.2 In December 2007 the government introduced “Guidance for Local Planning Authorities” on the validation of planning applications. The advice is also integral to assisting Authorities in meeting the performance targets for determination of applications.
- 2.3 Different types and scale of application will require different levels of Information and supporting documentation to be submitted. The new arrangements will comprise two checklists for validation of planning applications:
  - a national list applicable to all LPAs, and
  - a recommended local list from which LPAs can choose the appropriate criteria to formulate its own local list of requirements.
- 2.4 The national list sets out the mandatory statutory requirements by application types, and these are summarized in the consultation document – **Appendix 1**.
- 2.5 The local list comprises additional information that LPAs can require to validate an application depending on the type and scale of the development. Local planning authorities are encouraged to consult upon and adopt local lists drawn from a nationally defined list of requirements according to application types. If no local list is adopted local planning authorities can only validate applications using the mandatory national criteria. In other words, where the LPA has not adopted a local list the default position for validating applications will be the statutory national requirements only.
- 2.6 However, the adoption of a local list combining use of the national requirements and criteria from the recommended local list will afford both the authority and applicant more certainty as to the type of information required at the outset and help to ensure that the information requested is proportionate and consistent to the type and scale of application being made.
- 2.7 Appendix 1 – “Local Validation Requirements for Planning Applications: Draft for Consultation - January 2008” contains the draft local list comprising the mandatory national requirements and proposed local requirements by application types. The requirements are considered to be reasonable and proportionate to the type and scale of the application.

### **Local Validation List**

- 2.7 The guidance indicates the type of information that can be provided in local lists. However, the overall content of the local list is at the discretion of the LPAs.
- 2.8 LPAs are encouraged to consult on their local lists to ensure they are clear and transparent to potential applicants affected by the new requirements before the lists are adopted and published.

## **Consultation and Adoption**

- 2.9 The government's guidance recommends the following process be followed:
- resolution to the relevant committee to consult on the proposed local list for different application types
  - minimum period for consultation with relevant stakeholders should be 6 weeks
  - relevant stakeholders should include:
    - statutory consultees (including the Environment Agency, Natural England, English Heritage, Network Rail, the local highway authority, Strategic Health Authority, and GLA
    - elected Members
    - relevant voluntary and community groups e.g. Residents Groups/amenity societies
    - agents/applicants forums or representative group of agents
    - in drawing up the list for consultation LPAs are also asked to consider those groups or organisations referred to in their adopted statement of community involvement
  - review of comments and report back for formal resolution of, and adoption of the local lists by, the relevant committee
  - publication of the adopted local lists on the LPA website (and made available through the Planning Portal) in addition to paper copies being made available at planning reception or on request
- 2.10 Once an LPA has consulted and adopted a local list in accordance with the procedures outlined above, or similar procedures and the list has been published on its website, it can be used as the local list of requirements when validating applications under the amended Town & Country Planning (General Development Procedure) Order (GDPO).
- 2.11 The consultation will include publication of the draft lists on the Council's web site during the 6-week period. Comments from members as part of the consultation process will be welcome.
- 2.12 The results of the consultation exercise should be reported to the 2 April meeting of the Development Management Committee in order to agree and adopt the final lists before the 6 April deadline for the launch of the national standard application form 1APP.

## **Legal Implications**

- 2.14 Adopting a local list and following the above procedure will ensure implementation of the requirements of Section 42 of Planning and Compulsory Purchase Act 2004 and the imminent amendments to the Town and Country Planning (General Development Procedure) Order 1995. Compliance with the government's suggested consultation criteria will ensure a fair, transparent and justifiable basis for validation of planning applications.

## Financial Implications

2.15 There are no financial implications.

## Performance Issues

2.16 The introduction of validation checklists will ultimately assist in respect of BV109a, b and c determination of all planning applications in ensuring they are validated in a timely and consistent manner. Performance is currently very good with 88% of major applications determined within 13 weeks, 85% and 95% of minor and other applications respectively determined within 8 weeks for the first 3 quarters of 2007/08. At this stage it is not possible to predict the short-term impact on performance as the new system will require time to settle while all users of the system familiarize themselves with its operation.

## Section 3 - Statutory Officer Clearance

Name:	Sheela Thakrar	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date:	25 January 2008		
Name:	Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date:	24 January 2008		

## Section 4 – Performance Officer Clearance

Name:	Tom Whiting	<input checked="" type="checkbox"/>	Divisional Director (Strategy & Improvement)
Date:	25 January 2008		

## Section 5 - Contact Details and Background Papers

Contact:

Frank Stocks, Senior Professional Development Management  
020 8736 6144

Background Papers:

"The Validation of Planning Applications-Guidance for local planning authorities" CLG Dec 2007:  
<http://www.communities.gov.uk/publications/planningandbuilding/validationapplications>

## APPENDIX

### Harrow Council

#### Local Validation Requirements for Planning Applications: Draft for Consultation - January 2008

#### 1. Householder Application for planning permission for works or extension to a dwelling:

##### **National Requirements (extracted from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):**

(Please note: the National Requirements – applicable to all Local Planning Authorities – are quoted here in full for information but are summarised in the alternative application types set out below.)

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically)
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Agricultural Holdings Certificate as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995
- Design and Access Statement, if required
- The appropriate fee
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and / or published in accordance with this Article

##### **Proposed Local Requirements:**

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Biodiversity survey and report** – Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing

biodiversity interests and possible impacts on them to allow full consideration of those impacts. Please refer to validation checklists table 1,2 and 3 at the end of this document to determine survey and assessment required and see Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005)

- **Flood risk assessment** - Applications in Environment Agency Flood Zone relating to basement or ground floor extensions
- **Tree survey / arboricultural implications** - Applications including building works within 5 metres of a tree

## **2. Householder Application for planning permission for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area and Householder Application for planning permission for works or extension to a dwelling and Listed Building consent**

### **National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):**

Completed form; Site plan; Other plans and drawings necessary to describe the application; Ownership certificate; Agricultural holdings certificate; Design and access statement, if required; Appropriate fee; Article 6 notice where ownership certificates B, C or D have been completed.

### **Proposed Local Requirements:**

- **All submitted plans and drawings to include:**
  - **print (paper) size**
  - **the relevant scale at that print size (e.g. 1:50, 1:100)**
  - **key dimensions**
  - **scale bar indicating a minimum length of 0 to 10 metres**
- **Biodiversity survey and report** – Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Please refer to validation checklists table 1,2 and 3 at the end of this document to determine survey and assessment required and see Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005)
- **Flood risk assessment** - Applications in Environment Agency Flood Zone relating to basement or ground floor extensions
- **Heritage statement (including historical, archaeological features and scheduled ancient monuments)** - Required for developments within an Archaeological Priority Area or conservation area or affecting a listed building
- **Planning Statement** - Optional, at applicant's discretion, to address the context and need for the development and an assessment of compliance with the relevant policies
- **Structural survey** - As required by the Council, please seek advice
- **Tree survey / arboricultural implications** - Required for applications including building works within 5 metres of a tree - please seek advice and see **BS5837: Trees in relation to construction - Recommendations**



### 3. Application for Full Planning Permission

and

### Application for Outline Planning Permission with some matters reserved

and

### Application for Outline Planning Permission with all matters reserved

and

### Application for Approval of Reserved Matters following outline approval

#### **National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):**

Completed form; Site plan; Other plans and drawings necessary to describe the application; Ownership certificate; Agricultural holdings certificate; Design and access statement, if required; Appropriate fee; Article 6 notice where ownership certificates B, C or D have been completed.

#### **Proposed Local Requirements:**

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Affordable housing statement** - Required for applications providing 15 or more residential units (or providing 10 or more units following adoption of the Further Alterations to the London Plan)
- **Air quality assessment** - As required by the Council where the application site is within or adjacent to an air quality management area (AQMA) - further advice is available in **Planning Policy Statement 23: Planning and Pollution Control** (November 2004)
- **Biodiversity survey and report** – Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Please refer to validation checklists table 1, 2 and 3 at the end of this document to determine survey and assessment required and see Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005)
- **Daylight / sunlight assessment** - As required by the Council, please seek advice and refer to BRE guidelines
- **Economic statement** - As required by the Council on major regeneration schemes, please seek advice
- **Environmental statement** - Required in the circumstances set out in the Town & Country Planning (Environmental Impact Assessment) Regulations 1999
- **Flood risk assessment** - Required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 designated by the Environment Agency, or a designated critical drainage area
- **Foul sewage and utilities assessment** - Required for major developments (10 or more residential units, 1,000 sq metres non-residential floorspace)

- **Heritage statement (including historical, archaeological features and scheduled ancient monuments)** - Required for developments within an Archaeological Priority Area or conservation area or affecting a listed building
- **Land contamination assessment** - Required for contaminated sites, sites previously used for industrial processes and major developments (10 or more residential units, 1,000 sq metres non-residential floorspace) and those on or adjoining public open space - further advice is available in ***Planning Policy Statement 23: Planning and Pollution Control*** (November 2004)
- **Landscaping details** - As required by the Council, please seek advice - - to include details of retention and protection of trees, long term maintenance and landscape management as appropriate
- **Lighting assessment** - As required by the Council on publicly accessible developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, for example, within the Green Belt or Metropolitan Open Land, please seek advice and see ***Lighting in the countryside: towards good practice*** (1997)
- **Noise assessment** - As required by the Council, please seek advice and see ***Planning Policy Guidance Note 24: Planning and Noise*** (September 1994)
- **Open space assessment** - As required by the Council, please seek advice and see ***Planning Policy Guidance Note 17: Planning for open space, sport and recreation*** (July 2002)
- **Parking provision** - As required by the Council, please seek advice
- **Photographs / photomontages** - Optional, at applicant's discretion
- **Planning obligations – draft head(s) of terms** - As required by the Council, please seek advice
- **Planning statement** - As required by the Council, to address the context and need for the development and an assessment of compliance with the relevant policies, please seek advice
- **Site waste management plan** - As required by the Council, please seek advice and see ***Site Waste Management Plans: guidance for construction contractors and clients*** (2004 - Department for Business Enterprise and Regulatory Reform - formerly DTI)
- **Statement of community involvement** - As required by the Council to demonstrate compliance with the requirements for pre-application consultation set out in the Council's adopted SCI - see [http://www.harrow.gov.uk/downloads/060801 - SCI - FINAL\\_PDF\\_VERSION.pdf](http://www.harrow.gov.uk/downloads/060801_-_SCI_-_FINAL_PDF_VERSION.pdf)
- **Structural survey** - As required by the Council where the proposal involves substantial demolition, please seek advice
- **Telecommunications development – supplementary information:– compliance with the requirements of the Code of Best Practice on Mobile Network Development** (2002), including:  
**Supplementary information template** – as set out in Annex F, and the **Declaration of Conformity** - as set out in Annex G - see <http://www.communities.gov.uk/documents/planningandbuilding/pdf/147779> - Required for applications for mast and antenna development by mobile phone network operators

- **Town centre uses - evidence to accompany applications** - As required by the Council, please seek advice and see **Planning Policy Statement 6: Planning for Town Centres** (March 2005)
- **Transport assessment** - As required by the Council where the proposed development has significant transport implications, please seek advice and see **Planning Policy Guidance Note 13 Transport** (March 2001) and **Guidance on Transport Assessment** (March 2007 - DfT)
- **Travel plan** - As required by the Council where the proposed development has significant transport implications, please seek advice and see **Planning Policy Guidance Note 13 Transport** (March 2001) and **Using the planning process to secure Travel Plans: Best practice guide** (2002 - ODPM and DfT)
- **Tree survey / arboricultural implications** - Required for applications including building works within 5 metres of a tree - please seek advice and see **BS5837: Trees in relation to construction - Recommendations**
- **Ventilation / extraction statement** - Required for applications which include commercial extraction flues, for example, changes of use to Classes A3 (restaurants and cafes), A4 (public houses) or A5 (hot food takeaways), or major retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed

#### 4. Application for Full Planning Permission and Conservation Area Consent for demolition and Application for Full Planning Permission and Listed Building Consent

##### National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):

As application for Full Planning Permission

##### Local Requirements:

As application for Full Planning Permission, plus:

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Biodiversity survey and report** – Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Please refer to validation checklists table 1, 2 and 3 at the end of this document to determine survey and assessment required and see Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005)
- **Structural survey** - As required by the Council where the proposal involves substantial demolition, please seek advice

## 5. Application for Full Planning Permission and Advertisement Consent

### National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):

As application for Full Planning Permission

### Local Requirements:

As application for Full Planning Permission, plus:

- **All submitted plans and drawings to include:**
  - **print (paper) size**
  - **the relevant scale at that print size (e.g. 1:50, 1:100)**
  - **key dimensions**
  - **scale bar indicating a minimum length of 0 to 10 metres**
- **Lighting assessment** - as required by the Council for significant applications for illuminated advertisements / signs, please seek advice

## 6. Conservation Area Consent for demolition in a Conservation Area

and

## Listed Building Consent for alterations, extension or demolition of a Listed Building

### National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):

Completed form; Site plan; Other plans and drawings necessary to describe the application; Ownership certificate; Design and access statement for Listed Building Consent applications; Regulation 6 notice where ownership certificates B, C or D have been completed.

### Proposed Local Requirements:

- **All submitted plans and drawings to include:**
  - **print (paper) size**
  - **the relevant scale at that print size (e.g. 1:50, 1:100)**
  - **key dimensions**
  - **scale bar indicating a minimum length of 0 to 10 metres**
- **Biodiversity survey and report** – Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Please refer to validation checklists table 1, 2 and 3 at the end of this document to determine survey and assessment required and see Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005)
- **Heritage statement (including historical, archaeological features and scheduled ancient monuments)** - Required for developments within an Archaeological Priority Area or conservation area or affecting a listed building
- **Lighting assessment** - As required by the Council for proposals on a listed building or in a conservation area, please seek advice and see **Lighting in the countryside: towards good practice** (1997)
- **Photographs / photomontages** - Optional, at applicant's discretion

- **Planning statement** - Optional, at applicant's discretion, to address the context and need for the development and an assessment of compliance with the relevant policies
- **Structural survey** - As required by the Council where the proposal involves substantial demolition, please seek advice
- **Tree survey / arboricultural implications** - Required for applications including building works within 5 metres of a tree - please seek advice and see **BS5837**:

## 7. Application for Advertisement Consent

### **National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):**

Completed form; Site plan; Other plans and drawings necessary to describe the application; Appropriate fee.

#### **Proposed Local Requirements:**

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Lighting assessment** - As required by the Council for significant applications for illuminated advertisements / signs, please seek advice
- **Photographs and photomontages** - Optional, at applicant's discretion
- **Planning statement** - Optional, at applicant's discretion

## 8. Listed Building consent for alterations, extension or demolition of a Listed Building and Advertisement Consent

### **National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):**

Completed form; Site plan; Other plans and drawings necessary to describe the application; Ownership Certificate; Design and access statement; Appropriate fee; Regulation 6 notice where ownership certificates B, C or D have been completed.

#### **Proposed Local Requirements:**

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Biodiversity survey and report** – Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Please refer to validation checklists table 1, 2 and 3 at the end of this document to determine survey and assessment required and see Government

planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005)

- **Heritage statement (including historical, archaeological features and scheduled ancient monuments)** - Required for developments within an Archaeological Priority Area or conservation area or affecting a listed building
- **Lighting assessment** - As required by the Council for significant applications for illuminated advertisements / signs, please seek advice
- **Photographs and photomontages** - Optional, at applicant's discretion
- **Planning statement** - Optional, at applicant's discretion to address the context and need for the development and an assessment of compliance with the relevant policies
- **Structural survey** - As required by the Council where the proposal involves substantial demolition, please seek advice
- **Tree survey / arboricultural implications** - Required for applications including building works within 5 metres of a tree - please seek advice and see **BS5837**:

## **9. Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition**

### **National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):**

Completed form; Site plan; Evidence verifying information included in the application; Other relevant information; Appropriate fee.

### **Proposed Local Requirements:**

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Lawful development certificate supporting information** - Required - e.g. sworn affidavit
- **Photographs / photomontages** - Optional, at applicant's discretion
- **Plans – existing elevations / floor plans e.g. at 1:50 or 1:100 and existing site survey e.g. at 1:200 or 1:500** - Required (not part of national requirement for this application type)
- **Planning statement** – Optional, at applicant's discretion
- **Statutory declarations or sworn affidavits** providing personal knowledge of use or operations carried out on site – as required

## **10. Application for a Lawful Development Certificate for a proposed use or development**

### **National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):**

Completed form; Site plan; Evidence verifying information included in the application; Other relevant information; Appropriate fee.

### Proposed Local Requirements:

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Planning statement** – Optional, at applicant's discretion
- **Plans – existing and proposed elevations / floor plans e.g. at 1:50 or 1:100 and existing site survey e.g. at 1:200 or 1:500** - Required (not part of national requirement for this application type)

**11. Application for prior notification of proposed agricultural development – proposed building**

and

**Application for prior notification of proposed agricultural development – proposed road**

and

**Application for prior notification of proposed agricultural development – proposed excavation / deposit of waste material from the farm**

and

**Application for prior notification of proposed agricultural development – proposed fish tank**

and

**Application for Hedgerow Removal Notice**

### **National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):**

Completed form; Site plan; Appropriate fee; Evidence of date of planting (Hedgerow Removal Notices)

### **Local Requirements:**

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Biodiversity survey and report** – Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Please refer to validation checklists table 1, 2 and 3 at the end of this document to determine survey and assessment required and see Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005)

- **Landscaping details** - As required by the Council, please seek advice - - to include details of retention and protection of trees, long term maintenance and landscape management as appropriate
- **Plans – existing and proposed elevations / floor plans e.g. at 1:50 or 1:100 and existing and proposed site layout e.g. at 1:200 or 1:500** - Required where relevant to proposal (not part of national requirement for this application type)

## 12. Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

### National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):

Completed form; Site plan; Appropriate fee; Confirmation that the developer has informed the Civil Aviation Authority for relevant applications

### Local Requirements:

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Compliance with the requirements of the *Code of Best Practice on Mobile Network Development* (2002), including:**
  - Supplementary information template** – as set out in Annex F, and the **Declaration of Conformity** - as set out in Annex G - see <http://www.communities.gov.uk/documents/planningandbuilding/pdf/147779>
- **Acoustic report** - where relevant
- **Planning statement** - Optional, at applicant's discretion
- **Any other additional information** – Optional at the applicant's discretion

## 13. Application for prior notification – proposed demolition

### National Requirements (summarised from CLG Guidance for Local Planning Authorities on Validation of Planning Applications):

Completed form; Statement that the applicant has displayed

### Local Requirements:

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Biodiversity survey and report** – Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Please refer to validation checklists table 1, 2 and 3 at the end of this



document to determine survey and assessment required and see Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005)

- **Photographs / photomontages** - Optional, at applicant's discretion
- **Planning statement** - Required
- **Structural survey** - As required by the Council, please seek advice
- **Tree survey / arboricultural implications** - Required for applications including works within 5 metres of a tree

#### **14. Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)**

**As Application for Planning Permission, with individual requirements dependent on the application relating to a condition relevant to the requirement, but with the following changes:**

- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Biodiversity survey and report** – Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Please refer to validation checklists table 1, 2 and 3 at the end of this document to determine survey and assessment required and see Government planning policies for biodiversity are set out in **Planning Policy Statement 9: Biodiversity and Geological Conservation (PPS9)** (August 2005)
- **Planning statement** - Required
- **Plans** - As required by the Council, please seek advice

#### **15. Application for Approval of Details Reserved by Condition**

**There are no National or Local Requirements. Useful supporting information:**

- **Completed form**
- **Site plan**
- **Other plans and drawings necessary to describe the application**
- **All submitted plans and drawings to include:**
  - print (paper) size
  - the relevant scale at that print size (e.g. 1:50, 1:100)
  - key dimensions
  - scale bar indicating a minimum length of 0 to 10 metres
- **Photograph / photomontages**
- **Planning statement** - Optional, at applicant's discretion

#### **16. Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)**

Please use this checklist to ensure that the form has been completed correctly and that all

relevant information is submitted. Failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it.

For **works to trees protected by a Tree Preservation Order**, please provide the following:

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form

For **works to trees in conservation areas**, please provide the following:

- completed and dated application form, with all questions answered;
- sketch plan showing the precise location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form

**In either case, the following information will speed the processing of applications:**

- **Report by a tree professional (arboriculturalist)**
- **Biodiversity survey and report if the following tree types present:**
  - old and veteran trees that are older than 100 years
  - trees with obvious holes, cracks or cavities
  - trees with a girth greater than 1m at chest height
- **Photographs** - Optional, at applicant's discretion
- **Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form**

Harrow Council  
Planning, Development & Enterprise  
PO Box 37  
Civic Centre  
Station Road  
Harrow HA1 2UY

January 2008

**TABLE 1**

**Local Requirement for Protected Species: Criteria and Indicative Thresholds (Trigger List) for when a Survey and Assessment is Required**

<p>Column 1</p> <p><b>Proposals for Development That Will Trigger a Protected Species Survey</b></p>	Bats	Barn Owls	Breeding Birds	Gt. Crested Newts	Dormouse <sup>1</sup>	Water Vole <sup>1</sup>	Badger <sup>1</sup>	Reptiles	Amphibians	Plants
<p><b>Proposed development which includes the modification conversion, demolition or removal of buildings and structures (especially roof voids) involving the following:</b></p> <ul style="list-style-type: none"> <li>▪ all agricultural buildings (e.g. farmhouses and barns) particularly of traditional brick or stone construction and/or with exposed wooden beams greater than 20cm thick;</li> <li>▪ all buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water;</li> <li>▪ pre-1960 detached buildings and structures within 200m of woodland and/or water;</li> <li>▪ pre-1914 buildings within 400m of woodland and/or water;</li> <li>▪ pre-1914 buildings with gable ends or slate roofs, regardless of location;</li> <li>▪ all tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures;</li> <li>▪ all bridge structures, aqueducts and viaducts (especially over water and wet ground).</li> </ul>										
<p>Proposals involving lighting of churches and listed buildings or flood lighting of green space within 50m of woodland, water, field hedgerows or lines of trees with obvious connectivity to woodland or water.</p>										
<p>Proposals affecting woodland, or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies.</p>										
<p>Proposed tree work (felling or lopping) and/or development affecting:</p> <ul style="list-style-type: none"> <li>▪ old and veteran trees that are older than 100 years;</li> <li>▪ trees with obvious holes, cracks or cavities,</li> <li>▪ trees with a girth greater than 1m at chest height;</li> </ul>										
<p>Proposals affecting gravel pits or quarries and natural cliff faces and rock outcrops with crevices, caves or swallets (sinkholes).</p>										
<p>Major proposals within 500*m of a pond or Minor proposals within 100*m of pond</p> <p>(Note: A major proposals is one that is more than 10 dwellings or more than 0.5 hectares or for non-residential development is more than 1000m<sup>2</sup> floor area or more than 1 hectare)</p>										
<p>Proposals affecting or within 200*m of rivers, streams, canals, lakes, or other aquatic habitats.</p>										
<p>Proposals affecting 'derelict' land (brownfield sites), allotments and railway land.</p>										
<p>Proposed development affecting any buildings, structures, feature or locations where <u>protected species are known to be present</u> **.</p>										

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<sup>1</sup> Please seek advice from local planning authority before commencing survey.

\* Distances may be amended to suit local circumstance on the advice of the local Natural England team and / or Local Biodiversity Partnership

\*\* Confirmed as present by either a data search (for instance via the local environmental records centre) or as notified to the developer by the local planning authority, and/or by Natural England, the Environment Agency or other nature conservation organisation.

**TABLE 2****Local Requirements for Designated Sites and Priority Habitats**

Criteria (Trigger List) for When a Survey and Assessment are Required

**1. DESIGNATED SITES**

<b>Internationally designated sites</b>	None
<b>Nationally designated sites</b>	Bentley Priory Site of Special Scientific Interest
<b>Regionally and locally designated sites</b>	Stanmore Common Local Nature Reserve Bentley Priory Local Nature Reserve Stanmore Country Park Local Nature Reserve  Site of Importance for Nature Conservation (see list below)

Site Name	Adopted	Grade
Bentley Priory Open Space	Yes	Sites of Metropolitan Importance
Harrow Weald Common	Yes	Sites of Metropolitan Importance
Pear Wood and Stanmore Country Park	Yes	Sites of Metropolitan Importance
Stanmore and Little Commons	Yes	Sites of Metropolitan Importance
Stanmore Golf Course	Yes	Sites of Metropolitan Importance
Harrow on the Hill	Yes	Sites of Borough Importance Grade I
Pinner Park Farm	Yes	Sites of Borough Importance Grade I
Pinnerwood Park and Ponds	Yes	Sites of Borough Importance Grade I
Roxbourne Rough Nature Reserve	Yes	Sites of Borough Importance Grade I
Royal Orthopaedic Hospital	Yes	Sites of Borough Importance Grade I
Wood End Railway Crossing & Roxeth Park	Yes	Sites of Borough Importance Grade I
Canons Lake and The Basin	Yes	Sites of Borough Importance Grade II
Canons Park and Stanmore Railway Embankments	Yes	Sites of Borough Importance Grade II
Clamp Hill Brickfields	Yes	Sites of Borough Importance Grade II
Grim's Ditch and Pinner Green	Yes	Sites of Borough Importance Grade II
Grim's Dyke Farm	No	Sites of Borough Importance Grade II
Harrow Weald Park and the Hermitage	Yes	Sites of Borough Importance Grade II
Headstone Manor Recreation Ground	Yes	Sites of Borough Importance Grade II
Oxhey Lane Fields and Railway Cutting	Yes	Sites of Borough Importance Grade II
Rayners Lane Railside Lands	Yes	Sites of Borough Importance Grade II
St Dominic's Sixth Form College	No	Sites of Borough Importance Grade II
Stanmore Marsh	Yes	Sites of Borough Importance Grade II
The Grail Centre	No	Sites of Borough Importance Grade II
Wood Farm	Yes	Sites of Borough Importance Grade II
Yeading Brook	Yes	Sites of Borough Importance Grade II
Bonnarsfield Lane	Yes	Sites of Local Importance
Edwarebury Brook at Whitchurch School	No	Sites of Local Importance
Grim's Dyke at Saddlers Mead	No	Sites of Local Importance
Harrow Arts Centre	No	Sites of Local Importance
Harrow Cemetery	Yes	Sites of Local Importance
Newton Park and Newton Park Ecology Centre	Yes	Sites of Local Importance

Old Tennis Court, West Harrow Recreation Ground and The Ridgeway Embankment	Yes	Sites of Local Importance
Orley Farm School Nature Conservation Area	No	Sites of Local Importance
Paine's Lane Cemetery	No	Sites of Local Importance
Pinner Memorial Park	Yes	Sites of Local Importance
Pinner New Cemetery Footpath	No	Sites of Local Importance
River Pinn at West Harrow	Yes	Sites of Local Importance
St John the Evangelist Churchyard, Stanmore Park	No	Sites of Local Importance
The Cedars Open Space	Yes	Sites of Local Importance
The Rattler including Belmont Nature Walk	Yes	Sites of Local Importance
Watling Chase planting site and environs	No	Sites of Local Importance
Watling Street Verge	No	Sites of Local Importance
Woodlands Open Space Spinney & Melrose Allotments	No	Sites of Local Importance
Woodridings Brook	No	Sites of Local Importance
<p><b>2. PRIORITY HABITATS</b> (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006)</p> <ul style="list-style-type: none"> <li>▪ Ancient and/or species-rich hedgerows</li> <li>▪ Floodplain</li> <li>▪ Fen, marsh, swamp and reedbeds</li> <li>▪ Lowland heathland and/or dry acid grassland</li> <li>▪ Lowland meadows (e.g. species-rich flower meadows)</li> <li>▪ Lowland mixed deciduous woodland (ancient woodland)</li> <li>▪ Lowland wood-pasture and parkland</li> <li>▪ Rivers and streams</li> <li>▪ Standing open water and canals (e.g. lakes, reservoirs, ponds, aquifer fed fluctuating water bodies)</li> <li>▪ Wet woodland</li> </ul>		
<p><b>3. OTHER BIODIVERSITY FEATURES</b> (as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005)</p> <ul style="list-style-type: none"> <li>▪ Wasteland (including Brownfield Sites)</li> <li>▪ Bare ground</li> <li>▪ Dead Wood</li> <li>▪ Gardens</li> <li>▪ Parks</li> </ul>		

**TABLE 3**

**Local Requirements For Designated Geodiversity Sites And Features**

**Criteria (Trigger List) for when a Survey and Assessment are Required**

<p><b>1. DESIGNATED SITES</b> (as shown on the Council’s Development Plan Proposals Map)</p>	
<p><b>Nationally designated sites</b></p>	<p>Harrow Weald Site of Special Scientific Interest)</p>
<p>Regionally and locally designated sites</p>	<p>Stanmore Common Local Nature Reserve                  Bentley Priory Local Nature Reserve                   Stanmore Country Park Local Nature Reserve</p>
<p><b>2. OTHER GEOLOGICAL CONSERVATION FEATURES</b>                  (Based on the Earth Science Conservation Classification)</p>	
<p><b>Exposure or Extensive Sites</b></p>	<ul style="list-style-type: none"> <li>▪ Disused quarries and pits</li> <li>▪ River and stream sections</li> <li>▪ Exposure underground mines and tunnels</li> <li>▪ Extensive buried interest</li> <li>▪ Road, rail and canal cuttings</li>   <li>▪ Static (fossil) geomorphological</li> <li>▪ Active process geomorphological</li> <li>▪ Caves</li>   <li>▪ Finite mineral, fossil or other geological</li> <li>▪ Mine dumps</li> <li>▪ Finite underground mines and tunnels</li> <li>▪ Finite buried interest</li> </ul>

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