

Meeting:	Development Management Committee
Date:	Wednesday 2 April 2008
Subject:	Consultation on the Proposed Local Validation Requirements for Planning Applications
Key Decision:	No
Responsible Officer:	Graham Jones, Director of Planning, Development & Enterprise
Portfolio Holder:	Councillor Marilyn Ashton
Exempt:	No
Enclosures:	Appendix: "Local Validation Requirements for Planning Applications: Draft for Consultation - January 2008"

Section 1 – Summary and Recommendations

This report informs members and seeks agreement to incorporate the consultation responses 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:

It is recommended that members agree:

1. To incorporate the requirements of the Environment Agency and English Heritage into Harrow's local validation list of requirements for planning applications.
2. To adopt the validation requirements, with incorporated consultation responses, as Harrow Council's final published list of the "Local Validation Requirements for Planning Applications" for use alongside 1APP with effect from 6 April 2008.
3. To publish the adopted local list, including on the Council's website.

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

Section 2 – Report

Introduction

- 2.1 Members will recall that 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 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.
- From 6 April 2008 the Council will only be able to validate an application if both the national and local planning requirements are met.
- 2.3 On 6 February the Committee considered a report seeking authority to consult with key stakeholders on the Council's proposals for adoption of the local validation requirements in connection with the introduction of 1APP. In line with Government advice the period for consultation was to be 6 weeks.
- 2.3 The Committee resolved in accordance with the recommendation and the consultation was duly commenced on 12 February, finishing on 25 March 2008.
- 2.4 Members may recall that the proposed consultation included the following:
- 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

Consultation and Adoption

- 2.5 Following the consultation two responses have, to date, been received from Environment Agency and English Heritage. These responses provide a comprehensive statement of requirements that are set out below.
- 2.6 Environment Agency
- “...We support the inclusion of the Biodiversity surveys, Environmental Statements, Flood Risk Assessments, Foul sewage and utilities assessments, Land contamination assessment, Site waste management plan, Sustainability statement, Landscaping details and air quality assessments.

In the relevant proposed Local Requirements lists we suggest including the following to ensure plans are submitted showing the correct information:

Plans / All submitted plans and drawings to include:

"Where there is a watercourse located on site, plans and cross sections of the existing and proposed development need to show the bank top of the watercourse (the bank top is defined as the point at which the bank meets normal land levels) in relation to the development."

For the **Biodiversity survey and report** notes we recommend that the following be included:

"Where a proposed development may have possible impacts on wildlife and biodiversity, **and / or is located adjacent to a watercourse**, information should be provided..."

For the **Flood Risk Assessment** notes we would like to see the following included:

For new developments (in particular major developments) located in Flood Zone 2 and 3 please contact the Council to discuss the Sequential Test before undertaking the Flood Risk Assessment.

For larger scale developments we would expect to see a **water use assessment** included in the **Sustainability Statements**.

2.7 English Heritage

In order to offer detailed advice on any application we require a full understanding of the impact of the proposed works on the historic environment. We also need to understand why the changes contained in an application are proposed. Our publication, '*A Charter for English Heritage Advisory Services*' contains a guide to the range of information required for consultations with English Heritage. This guide is reproduced at **Appendix A** of this letter.

We believe that the items set out in Appendix A are required by local authorities to determine applications. These items are what we require if there is to be a 'genuine invitation to give advice' as set out in ODPM Circular 08/2005.

The glossary and guidance that your authority gives to applicants to ensure that the required documents are clear and unambiguous should therefore reflect the content of our Charter. The Government's guidance on the Validation of Planning Applications published on 7th December 2007 included many of these items.

We would like to offer the following general comments on the local checklist and the glossary of terms:

Planning statements, Listed Buildings Appraisals, Conservation Area Appraisals or Heritage Statements (as described in the CLG guidance) should take account of the

'*impact on*' and the '*setting of*' the historic environment, which includes individual historic assets. For example, applications for planning permission for development may affect the setting of a listed building, scheduled monument, battlefield, conservation area, registered park or archaeological remains.

They may also have an impact on the surrounding environs and these issues need to be addressed in any appraisal. Within these requirements we would look to find a statement of the significance of the historical and archaeological interest of a site as well as a state of justification for the works. This information could help inform the decisions your authority has to make and we strongly advise your authority to request the same categories of information as indicated in our charter.

Design and Access Statement requirements as set out in DCLG Circular 01/2006 must be fully reflected in checklists. When a planning application is submitted in parallel with an application for listed building consent, for example, a single combined statement should address the requirements of both. We would also suggest that reference to the CABE guidance 'Design & Access Statements - How to write, read and use them' may assist the applicant.

Where English Heritage is a statutory consultee on an application, using our Charter will help to ensure we receive genuine invitations to give advice in order to offer meaningful advice.

APPENDIX A

GUIDE TO THE RANGE OF INFORMATION REQUIRED FOR CONSULTATIONS WITH ENGLISH HERITAGE ON PROPOSALS AFFECTING NATIONALLY IMPORTANT HISTORIC ASSETS

The type and amount of information needed may vary according to the kind of development proposed. The following items may be necessary to assess the impact of changes to the historic environment:

A **plan** showing the site, its location, extent and context

Photographs, dated, numbered and cross-referenced to a plan, showing the site and its context in general and the area of proposed change in detail

A **statement of significance** that demonstrates an understanding of the historical, archaeological and architectural interest of the site

Measured drawings as existing and as proposed to show, where appropriate:

- all floor **plans**
- any external and internal **elevations** affected by the works
- **sections** through floor, roof and wall structures, where these are affected by the works
- **perspectives or photomontages**, models or computer visualisations, to show the impact of new works on the heritage asset and its setting
- **landscape** works, to include contours and planting schemes
- other material necessary to provide a full understanding of the impact of the works on the significance of the historic asset and its setting

Drawings should be at a scale appropriate to show the impact of the proposals on the historic asset and its setting, usually 1:50. Plans, elevations and sections as existing should indicate elements proposed for demolition.

A **written explanation** of the proposed works to include: an **assessment of the impact** of the works on the significance of the asset

A **statement of justification** explaining why the works are desirable or necessary (this should include development appraisal where appropriate)

An **archaeological assessment or field evaluation** and a **mitigation strategy**, where important archaeological remains may exist

A **structural report** by an engineer familiar with historic assets, which identifies defects and proposes remedies, when works include significant elements of demolition or rebuilding

When proposed works include the total or substantial demolition of a listed building, or any significant part of it, the **statement of justification** should be based on the following criteria, as set out in detail at 3.19, PPG15:

- the condition of the building
- the cost of repairing and maintaining it in relation to its importance and to the value derived from continued use
- the adequacy of efforts made to retain the building in use, including evidence that the building has been offered on the open market at a realistic price
- the merits of alternative proposals for the site

2.8 Although detailed these requirements should ensure that applicants understand what information and they need and when they need to provide it. Accordingly the requirements from the two statutory consultees will be incorporated into the Council's Local Validation requirements in respect of the relevant application types.

2.9 Any further responses received up to 25 March will be reported on the Addendum at the Committee.

Legal Implications

2.10 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

2.11 There are no financial implications.

Performance Issues

2.12 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:	20 February 2008		
Name:	Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date:	20 February 2008		

Section 4 – Performance Officer Clearance

Name:	Tom Whiting	<input checked="" type="checkbox"/>	Divisional Director (Strategy & Improvement)
Date:	20 February 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 to10 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
- **Energy statement** – Required on major applications to explain the approach on energy efficiency and renewable energy measures, in accordance with London Plan Policy 4A.8. Should demonstrate how these issues have been considered and designed into the development, and how the various technologies have been assessed for their feasibility on a particular site, highlighting which technology or combination of technologies is to be integrated to generate renewable energy

- **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
- **Sustainability statement** – Required on major applications to explain the approach on sustainable design and construction measures, in accordance with the London Plan

Policy 4B.6 - the Mayor's Sustainable Design & Construction Supplementary Planning Guidance (May 2006) provides further guidance

- **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 to10 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 to10 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 to10 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 to10 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 to10 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 to10 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

¹ 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

Internationally designated sites	None
Nationally designated sites	Bentley Priory Site of Special Scientific Interest
Regionally and locally designated sites	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
Edgwarebury 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

2. PRIORITY HABITATS (Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006)

- Ancient and/or species-rich hedgerows
- Floodplain
- Fen, marsh, swamp and reedbeds
- Lowland heathland and/or dry acid grassland
- Lowland meadows (e.g. species-rich flower meadows)
- Lowland mixed deciduous woodland (ancient woodland)
- Lowland wood-pasture and parkland
- Rivers and streams
- Standing open water and canals (e.g. lakes, reservoirs, ponds, aquifer fed fluctuating water bodies)
- Wet woodland

3. OTHER BIODIVERSITY FEATURES

(as identified by the Local Biodiversity Partnership - see paragraph 84 ODPM Circular 06/2005)

- Wasteland (including Brownfield Sites)
- Bare ground
- Dead Wood
- Gardens
- Parks

TABLE 3

Local Requirements For Designated Geodiversity Sites And Features

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

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