

National/Local Requirements and Guidance for the Validation of Planning Applications

June 2008

Revised, August 2008

Local requirements & guidance for the validation of planning applications

1. **Background**

As part of the drive to provide a more efficient national planning system, the government is introducing a new standard planning application form. The new form is a statutory requirement and must be adopted by all local planning authorities. To support the use of the new standard form, there will be revised information that applicants will be required to submit for the validation/assessment of their planning applications.

Under the new arrangements, which will be mandatory from 6 April 2008, there will be a 'national list' that sets out the statutory requirements for applications. These 'core' requirements will apply in each case. These requirements include:

- The completed application form
- The correct fee (where one is necessary)
- Ownership certificates
- Agricultural holdings certificates
- Design and Access statement (where one is necessary)
- The location plan
- Other plans and drawings or information to describe the subject of the application, and
- An Environmental Statement (where one is necessary).

In December 2007 the Department of Communities and Local Government published 'The Validation of Planning Applications – Guidance for local planning authorities'. The document sets out the procedures whereby local planning authorities can adopt a 'local list' of supporting information which they will require to validate an application.

The guidance encourages local planning authorities to consult on and adopt such local lists of additional information.

Local planning authorities can still request additional information that is not on their local list in particular circumstances, but they will not be able to hold the application as invalid (nevertheless an application could still be deemed to be valid but refused on the ground of inadequate information).

2. Barnet's proposed local requirements lists

Comprehensive information on the single planning application, including guidance on how to complete it, can be found on the website of the Planning Portal (<http://www.planningportal.gov.uk>).

This document focuses on Barnet's local list of supporting information which will be required from applicants to validate an application, although considerable information on the mandatory national requirements is also given. Different types and scale of application will require different levels of information and supporting documentation.

This guidance covers 11 types of planning applications and consents:

1. Full and outline planning permissions
2. Householder applications
3. Conservation area consent (only), listed building consent (only) and listed building consent with advertisement consent applications
4. Certificates of Lawful use or development
5. Applications for advertisement consent
6. Removal or variation of a condition following grant of planning permission
7. Approval of details reserved by condition
8. Prior notification for telecommunication development
9. Prior notification for demolition
10. Prior notification for agricultural development
11. Applications for Tree Works

Account has been taken of comments received following Barnet's April 2008 public consultation, on the 1app validation document.

1. Full and outline planning permission applications

Requirements for:

- Applications for full planning permission
- Applications for outline planning permission with some matters reserved
- Applications for outline planning permission with all matters reserved
- Applications for approval of reserved matters following outline approval
- Applications for planning permission and conservation area consent for demolition
- Applications for planning permission and listed building consent
- Applications for planning permission and consent to display an advertisement(s)

National Requirements

Planning Application Requirement	Description	Threshold
Completed Forms [original plus 3 copies]	Ensure forms are fully completed, including adequate description signed and dated (unless electronic submission).	All applications.
Ownership Certificate A, B, C or D (+ Regulations 6 Certificate i.e. Notice 1 or 20, Article 7 (agricultural holdings) certificate [original plus 3 copies]	The appropriate Certificate must be completed, signed and dated (unless electronic submission), including the Agricultural Holdings Certificate. Where ownership certificates B, C or D completed, notice(s) as required by Article 6 must be given and/or published	All applications.
Appropriate Fee	The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Planning Service. Cheques should be made payable to "Barnet Corporation". An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available http://www.planningportal.gov.uk . For re-submission applications received within a year of the decision date, applicant/agents are entitled to a free submission, with no fee payable. The proposal description needs to be similar in nature to the previous application. Please ensure you write the site address on the back of your cheque.	All applications.

Planning Application Requirement	Description	Threshold
<p>Design and Access Statement [4 copies]</p>	<p>A 'Design and Access Statement' must accompany all applications.</p> <p>Applications NOT included in this requirement are: development of an existing house or development within the curtilage for any purpose incidental to the enjoyment of the dwelling-house (except for dwellings in conservation areas & listed buildings).</p> <p>a material change of use of land or buildings.</p> <p>engineering and mining operations.</p> <p>In addition, all applications for listed building consent and conservation area consent must be accompanied by a Design and Access Statement. The purpose of the statement is to explain and justify the design and access principles and concepts on which a development proposal is based, and relate how these will be reflected in individual aspects of the scheme. For more information go to: www.cabe.org.uk.</p>	<p>All applications, excluding those listed.</p>
<p>Site Location Plan [4 copies]</p>	<p>All applications must include a site location plan, preferably to a scale of 1:1250, with the extent of the site the subject of the application, including any access route to the public highway, outlined in red. Other adjoining or nearby land also in the ownership or control of the applicant should be outlined in blue, and neighbouring properties accurately shown.</p> <p>On-line submissions must use bold line to delineate the site.</p> <p>All plans submitted need to clearly state the full site address.</p>	<p>All applications.</p>
<p>Existing & Proposed Block Plan [4 copies]</p>	<p>To be supplied - if relevant to proposal (Scale 1:200) not relevant for a LB Consent. Existing and proposed plans showing the relationship to adjacent properties.</p>	<p>All applications.</p>

Full and outline planning permission

<p>Planning Application Requirement</p>	<p>Description</p>	<p>Threshold</p>
<p>Existing & Proposed Floor Plans [4 copies]</p>	<p>Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.</p>	<p>All applications.</p>
<p>Existing & Proposed Elevations [4 copies]</p>	<p>To show front, side & rear elevations (Scale 1:100 or 1:50) - ensuring plans have a drawing number and are titled.</p>	<p>All applications.</p>
<p>Existing & Proposed Roof Plan [4 copies]</p>	<p>Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.</p>	<p>All applications.</p>
<p>Existing and proposed sections and Finished floor and site levels [4 copies]</p>	<p>Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.</p>	<p>All applications.</p>
<p>Advertisement Drawings (4 copies)</p>	<p>To show advertisement size, siting, materials and colours, height above ground, extent of projection and details of the method and colour of the illuminations (if applicable). Scale 1:100 or 1:50.</p>	<p>Where applicable.</p>

Barnet's Local Requirements, where appropriate

Planning Application Requirement	Description	Threshold
Do Not Scale	Plans must NOT say 'Do Not Scale'. Alternatively drawings submitted, showing all scaled dimensions, including those to boundaries would be accepted. Scaled dimensions must be metric.	All applications.
Number of Plans Required	<p>Six (6) copies of all documents, forms, plans and drawings submitted;</p> <p>One (1) set of all submitted plans preferably in A3 size, to an appropriate scale. Please note we may need to request additional copies for consultation purposes). For electronic submission of plans and documents, individual files should not exceed 5MB and should be in PDF format</p>	<p>Majors only.</p> <p>4 copies for all other applications</p>
Photographs and photomontages	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.	Optional. These provide useful information and can help to show how developments can be satisfactorily integrated into the street scene.
Street Scene	<p>Existing and Proposed, at appropriate scale.</p> <p>- ensuring plans have a drawing number and are titled</p>	Optional. This provides useful information and can help to show how developments can be satisfactorily integrated into the street scene.
Trees and Landscaping	<p>Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. For proposals involving operational</p>	<p>All applications where trees are located within 15m.</p> <p>Landscaping details as appropriate to application type.</p>

Planning Application Requirement	Description	Threshold
Trees and Landscaping (continued)	development, a plan to show the location of all trees within 15m in relation to the development is required. Landscaping details may be required for significant applications or those in conservation areas or affecting listed buildings.	Where trees are present, please also refer to section below 'Tree survey / arboricultural statement'
Supporting Planning Statement	To identify the context and need for a proposed development, including an assessment of how the proposed development accords with relevant national, regional and local planning policies. May include details of pre-application consultation with local planning authority and wider community statutory consultees.	Required for all major developments
Lifetime Homes	National requirements include a Design and Access Statement for certain classes and sizes of development. According to London Plan Policy 3A.4, all new housing must be built to Lifetime home Standards, and ten percent of new homes should be designed to be wheelchair accessible or easily adaptable for residents who are wheelchair users. In Barnet, in every case where residential development takes place, applications must be accompanied by a note with details of the numbers of these types of housing that will be provided.	Required for all applications
Transport Assessment	Information will include all existing and proposed commercial and residential vehicular and pedestrian movements to and from the site. Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified. It should describe and analyse existing transport conditions, how the development would affect those conditions and any measures proposed to overcome any problems. The Assessment should illustrate accessibility to the site by all modes of transport and likely modal split and proposed measures to improve access by public transport, walking and cycling. Further advice is available in Planning Policy Guidance Note 13 and Guidance on Transport Assessment (2007) by Dept. for Transport.	Required for all major developments. Minor developments and changes of use only require a plan to indicate existing and proposed parking layout.

Planning Application Requirement	Description	Threshold
Travel Plan	Where developments are likely to have significant transport implications as advised by PPG13	Required for all major developments and others where there are particular transport issues.
Sustainability Statement / Checklist to include Energy Statement	<p>A sustainability statement should outline the elements of the scheme that address sustainable development issues, including the environmental, social and economic implications. The statement should incorporate an Energy Statement to show the predicted energy demand and degree to which development meets current energy efficiency standards.</p> <p>Further information available: Planning Policy Statement 22: Renewable Energy</p>	<p>A statement in accordance with the Council's adopted Supplementary Planning Documentary: Sustainable Design and Construction is required for all major developments.</p> <p>A submitted checklist from the Supplementary Planning Documentary: Sustainable Design and Construction is required for all minor applications and changes of use.</p> <p>Any proposal which includes a biomass boiler will need to be accompanied by a report addressing the impacts on local air quality. Please contact Environmental Health Service on 020 8359 7995 for advice.</p>
Noise Impact Assessment	Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in PPG 24: Planning and Noise.	A noise assessment will be required where noise sensitive development is proposed to be located on or near to a railway or class A road or where the site falls

Planning Application Requirement	Description	Threshold
Noise Impact Assessment (continued)	Applications should be in accordance with the requirements of the Council's Supplementary Design Guidance on Sustainable Design and Construction.	within PPG24 categories C or D. An assessment will also be required where potentially noisy development is located close to noise sensitive sites. In other cases please seek advice from the Environmental Health Service.
Air Quality Assessment	Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. Further advice is available in PPS23: Planning and Pollution Control.	An assessment will be required when development is proposed in Air Quality Management Areas. Further advice can be sought from the Environmental Health Department. In all other cases please seek advice from the Planning Service.
Foul sewage and Utilities Assessment	This should include a description of the type, quantities and means of disposal of any trade waste or effluent and should include how an application connects to existing utility infrastructure systems	<p>A statement of connection to existing utilities is required for all developments. A more detailed assessment is required where connection to the public sewer is not proposed.</p> <p>For all Major developments the statement should include a letter from the utility company stating that capacity exists within its network <u>or</u> confirmation that agreements have been signed for the provision of the necessary infrastructure.</p>

Planning Application Requirement	Description	Threshold
Foul sewage and Utilities Assessment (continued)		There may be circumstances when, due to existing flooding/ low water pressure problems in the catchment Thames Water require utilities statements for minor developments.
Ventilation and extraction details	For example; for air conditioning units, mechanical ventilation for hot food takeaways, restaurant uses etc. Details should include a full description of the system including noise levels of the units, the height of any flue and their distance from noise sensitive premises.	All applications within A3, A4 and A5, B1 and B2, or similar sui generis uses. Details may be required for other developments where ventilation is proposed. Please seek advice from the Environmental Health Service.
Site waste management plan including refuse disposal details and recycling	Proposed arrangements and collection of Refuse and recycling, to include refuse points/frequency.	All applications for new buildings or extensions and relevant changes of use.
Flood Risk Assessment / Drainage Strategy	A flood risk assessment (FRA) may be required if a development falls within an Indicative Flood Plain or 'Flood Zone'. These maps are available from the Environment Agency. Planning Policy Statement 25: 'Development and Flood Risk' provides comprehensive guidance for both LPAs and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere, where surface water may arise and what arrangements will be made for its sustainable	An FRA will be required for all developments on sites of 1 hectare or more in size in Flood Zone 1. An FRA will be required for all developments in Flood Zones 2 and 3, including changes of use to a more vulnerable class and will also require

Planning Application Requirement	Description	Threshold
Flood Risk Assessment / Drainage Strategy (continued)	<p>disposal (e.g. sustainable drainage or SUDS). For minor and householder developments you will need to complete the relevant table providing supporting evidence to show that flood risk issues have been addressed as part of the development.</p> <p>All other developments require a full FRA</p> <p>For sites containing watercourses, plans (existing and proposed) showing the location of the bank top of the watercourse (the points where the bank meets normal land levels) in relation to the new development must be submitted.</p> <p>For further information http://www.pipernetworking.com/floodrisk/index.html</p> <p>And for sustainable drainage http://www.ciria.org/suds</p>	<p>Sequential Test Evidence and confirmation, where applicable, of application of Exception Test.</p> <p>An FRA will also be required when the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be a drainage problem.</p> <p>For new developments in Flood Zones 2 and 3 please contact the Planning Service to discuss the Sequential Test before undertaking the FRA.</p>
Planning Obligations	<p>These operate through legal covenants with the Council; recorded in a 'Section 106 agreement' or 'unilateral undertaking'. If you have agreed or discussed these in a pre-application meeting, please include the agreed 'draft heads of terms'. In almost every case some contribution will be required, but if you have not discussed these with us yet, please refer to our Supplementary Planning Documents on 'Planning Obligations', 'Affordable Housing', 'Education' and 'Libraries' for details of the contributions required. Please list the headings and the tariffs you calculate in this field. The final list and level of contributions will be discussed and confirmed with your Case Officer. <i>Further advice is available in the government 'Circular 05/05: Planning Obligations'</i></p>	<p>All applications will normally incur some planning obligations. Please consult the relevant guidance in the Council's Supplementary Planning Documents and seek advice from the Planning Service http://www.barnet.gov.uk/index/council-democracy/unitary-authorities/statutory-development-plans/local-development-framework.htm</p>

<p>Planning Application Requirement</p>	<p>Description</p>	<p>Threshold</p>
<p>Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)</p>	<p>The scope and degree of detail necessary in the written justification will vary according to particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further advice can also be found in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19 & paragraphs 4.25 to 4.49 which can be viewed at:</p> <p>http://www.communities.gov.uk/index.asp?id=1144040</p>	<p>Applications including listed building consent will require a written statement to include a schedule of works, and an analysis of the architectural, archaeological, historical or other significance of the building/ structure, its site and setting, the principles of and justification for the proposed works and their impact on the special character and appearance, its setting and the setting of adjacent listed buildings may be required.</p> <p>Applications including conservation area consent will require a written statement to include a structural survey, analysis of the character and appearance of the building/ structure, principles of and justification for demolition and impact on special character of the area.</p> <p>Applications in or adjacent to a conservation area will require an assessment of the impact of the development on the character and appearance of the area.</p>

Planning Application Requirement	Description	Threshold
<p>Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)</p> <p>(continued)</p>		<p>Applications involving disturbance of ground within an Area of Archaeological Significance may need an assessment of existing archaeological information in the form of a Desktop Study.</p> <p>Advice should be sought for information required in connection with developments affecting other heritage assets inc. historic battlefields and ancient monuments.</p>
<p>Economic Statement</p>	<p>A supporting Statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits and reference to any regeneration strategies that might lie behind or be supported by the proposal should be included. This should also address any change of use resulting in the loss of employment land and the relevant marketing report in accordance with UDP policies.</p>	<p>All major developments within the identified regeneration areas and town centres.</p> <p>All developments resulting in a loss of employment land and or reduction in employment level.</p>
<p>Town Centre Use Assessment</p>	<p>Government guidance is currently contained in PPS 6: Planning for Town Centres. The level and type of evidence and analysis required will depend on the scale and nature of the proposal.</p>	<p>All new retail and town centre use developments and hotels in accordance with PPS 6 Planning for Town Centres.</p>

Planning Application Requirement	Description	Threshold
Affordable Housing Statement	<p>Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing the LPA will require information concerning both the affordable housing and any market housing e.g. the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units.</p> <p>If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. Further advice is available in Circular 6/98: Planning and Affordable Housing. Further information can be found at http://www.communities.gov.uk/index.asp?id=1145843</p>	All applications for or including residential development of 10 or more units or sites of 0.4ha and over.
Open Space	<p>Plans should show any areas of existing or proposed open space within or adjoining the application site. 'Open space' here includes space falling within the definitions of that term in the Town and Country Planning Act 1990 or PPG17. This should include an assessment of the use available and amenity space. Further information can be found at http://www.communities.gov.uk/index.asp?id=1144066</p>	All major developments
Tree Survey / arboricultural statement	<p>Where the application involves works that may affect any trees within or adjacent to the application site, the species, location, size (height, spread, trunk diameter) of trees should be illustrated accurately on the site plan. This must indicate those trees to be retained and those proposed to be felled or affected by the proposed development. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary. Further guidance is also provided in BS5837:2005, Trees in relation to construction - recommendations</p>	All proposals involving operational developments within 15m (edge of trunk) of any tree.

Planning Application Requirement	Description	Threshold
Biodiversity / geological conservation / landscape & natural beauty	<p>Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992 and subsequent amendments. Applications for development that will affect sensitive areas must be accompanied by ecological assessments and include proposals for long term maintenance and management.</p> <p>This information might be incorporated into an Environmental Statement, if one is necessary. Detailed guidance on dealing with nature conservation and development is given in PPS9 and its accompanying Good Practice Guide. Further information can be found at http://www.communities.gov.uk/pub/833/PlanningPolicyStatement9BiodiversityandGeologicalConservationPDF243Kb_id1143833.pdf</p>	Appropriate ecological assessments will be required for all developments near known or suspected habitats of any protected species.
Mineral development & restoration	<p>Mineral Planning Guidance 2 Applications, Permissions and Conditions sets out detailed requirements for mineral working applications. In many cases, and specifically where development is likely to have significant effects, an Environmental Assessment will be required. In other cases, the complexity of detail required will depend on the circumstances of the particular case, but generally comprehensive information will be required which should be discussed and agreed during pre-application discussions. In particular, sufficient information will be required to ensure that working will be carried out to modern working, restoration, aftercare and environmental standards.</p>	Please seek advice from the Planning Service.
Sunlight/Daylight Assessment	<p>Applicable for all applications where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties and buildings. Further guidance is voided in the Building Research Establishments (BRE) guidelines on daylight assessment.</p>	All applications involving an increase in height, please seek advice from the Planning Service.

<p>Planning Application Requirement</p>	<p>Description</p>	<p>Threshold</p>
<p>Details of any lighting scheme including a light pollution assessment</p>	<p>Details should include:</p> <ul style="list-style-type: none"> - Number/ type of lighting installation, beam orientation and schedule of equipment. - Assessment of existing and proposed lighting levels within and beyond the site. 	<p>All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill Observatory. Please seek advice from the Planning Service.</p> <p>Details of lighting to be provided for all applications which include illuminated advertisements.</p>
<p>Land Contamination</p>	<p>Preliminary site risk assessment. This should include historical use of the land, desk top study, conceptual model and initial assessment of risk. Further advice is available in Planning Policy Statement 23.</p>	<p>A full site investigation report will be required where a proposed site is on or near known or suspected contaminated land or where required due to the historical use of the land.</p>
<p>Environment Statement</p>	<p>In accordance with Town and Country Planning (Environmental Impact Assessment) Regulations</p>	<p>A screening opinion should be requested from the Planning Service in accordance with the regulations, this includes all sites of 0.5 ha or greater.</p>

2. Householder applications

Requirements for:

- Householder application for planning permission for works or extension to a dwelling
- Householder application for planning permission for works or extension to a dwelling and conservation area consent
- Householder application for planning permission or works or extension to a dwelling and listed building consent for alterations, extension or demolition of a listed building

National Requirements

Planning Application Requirement	Description	Threshold
Completed Forms [Original plus 3 copies]	Ensure forms are fully completed, including adequate description signed and dated (unless electronic submission).	All applications
Ownership Certificate A, B, C or D (+ Regulations 6 Certificate i.e. Notice 1 or 20, Article 7 (agricultural holdings) certificate [Original plus 3copies]	The appropriate Certificate must be completed, signed and dated (unless electronic submission), including the Agricultural Holdings Certificate. Where ownership certificates B, C or D completed, notice(s) as required by Article 6 must be given and/or published.	All applications
Appropriate Fee	<p>The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Planning Service. Cheques should be made payable to "Barnet Corporation". For re-submission applications received within a year of the decision date, applicant/agents are entitled to a free submission, with no fee payable. The proposal description needs to be similar in nature to the previous application.</p> <p>Please ensure you write the site address on the back of your cheque.</p> <p>A fees calculator is also available http://www.planningportal.gov.uk.</p>	All applications

Planning Application Requirement	Description	Threshold
<p>Design and Access Statement [4 copies]</p>	<p>A 'Design and Access Statement' must accompany all applications.</p> <p>Applications NOT included in this requirement are:</p> <ul style="list-style-type: none"> • development of an existing house or development within the curtilage for any purpose incidental to the enjoyment of the dwelling-house (except for dwellings in conservation areas & listed buildings). • a material change of use of land or buildings. • engineering and mining operations <p>All applications for listed building consent and conservation area consent must be accompanied by a Design and Access Statement. The purpose of the statement is to explain and justify the design and access principles and concepts on which a development proposal is based, and relate how these will be reflected in individual aspects of the scheme. For more information go to: www.cabe.org.uk.</p>	<p>All applications, excluding those listed.</p>
<p>Site Location Plan [4 Copies]</p>	<p>All applications must include a site location plan, preferably to a scale of 1:1250, with the extent of the site and subject of the application, including any access route to the public highway, outlined in red. Other adjoining or nearby land also in the ownership or control of the applicant should be outlined in blue, and neighbouring properties accurately shown.</p> <p>On line submissions must use bold line to delineate the site.</p> <p>All plans submitted need to clearly state the full site address.</p>	<p>All applications</p>

Householder applications

Planning Application Requirement	Description	Threshold
Existing & Proposed Block Plan [4 Copies]	To be supplied - if relevant to proposal (Scale 1:200) Existing and proposed plans showing the relationship to adjacent properties.	All applications
Existing & Proposed Floor Plans [4 Copies]	Scale 1:100 or 1:50 ensuring plans have a drawing number and are titled.	All applications
Existing & Proposed Elevations [4 Copies]	To show front, side & rear elevations (Scale 1:100 or 1:50) ensuring plans have a drawing number and are titled.	All applications
Existing & Proposed Roof Plan [4 Copies]	Scale 1:100 or 1:50 ensuring plans have a drawing number and are titled.	All applications
Existing and proposed sections and Finished floor and site levels [4 Copies]	Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.	All applications

Barnet's Local Requirements, where appropriate

Planning Application Requirement	Description	Threshold
Do Not Scale	Plans must NOT say 'Do Not Scale'. Alternatively drawings submitted, showing all scaled dimensions, including those to boundaries will be accepted. Scaled dimensions must be metric.	All applications.
Number of plans required	<p>4 copies of all documents, forms, plans & drawings submitted of which;</p> <p>One (1) set of all submitted plans in A3 size, to an appropriate scale (if possible) (Please note we may need to request additional copies for consultation purposes)</p>	All applications.
Landscaping	Details may be required for significant applications in conservation areas or relating to listed buildings or where development adjoin a watercourse.	As appropriate. Please seek advice from the Planning Service.
Photographs and photomontages	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.	Optional. These provide useful information and can help to show how developments can be satisfactorily integrated into the street scene.
Street Scene	Existing and Proposed Scale 1:200 ensuring plans have a drawing number and are titled.	For conservation area consent and listed building consent.
Sustainability Checklist	The checklist attached to Barnet's adopted Supplementary Planning Document Sustainable Design and Construction will be required for applications for householder developments.	This will be required for all extensions and new buildings within the curtilage.
Parking provision	Details of on site parking.	Where appropriate. Seek advice from Planning Service. Normally only required

Planning Application Requirement	Description	Threshold
Parking provision (continued)		in conservation areas or where a garage is converted to a habitable room.
Flood Risk Assessment / Drainage Strategy	<p>A flood risk assessment may be required if a development falls within an Indicative Flood Plain or 'Flood Zone' these maps are available from the Environment Agency. Further information and the relevant table can be found on the webpage: http://www.pipernetworking.com/floodrisk/index.html</p> <p>Planning Policy Statement 25: 'Development and Flood Risk' provides comprehensive guidance for both LPAs and applicants in relation to the undertaking of flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere where surface water may arise and what arrangements will be made for its sustainable disposal (e.g. sustainable drainage or SUDS). If applicable, you will need to complete the relevant table providing supporting evidence to show that flood risk issues have been addressed as part of the development.</p> <p>Further information on Sustainable Drainage can be found at http://www.ciria.org/suds</p>	<p>For householder developments, a Flood Risk Assessment will be required for developments on sites located within Flood Zones 2 and 3 and/or within 20m of the top of a bank of a Main River or if culverting or control of flow of any river or stream is proposed.</p> <p>Within Flood Zones 2 and 3, the FRA should normally confirm EITHER that floor levels within the development will be no lower than existing and that flood proofing has been incorporated where appropriate (details of flood resilience and resistance techniques to be included) OR that floor levels within the extension will be set 300mm above the known or modelled 1% (1 in 100 chance each year) river flood level or 0.5% (1 in 200 chance each year) tidal & coastal flood level. (This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level)</p>

Planning Application Requirement	Description	Threshold
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	<p>The scope and degree of detail necessary in the Heritage Statement will vary according to particular circumstances of each application. Further advice can also be found in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19 & paragraphs 4.25 to 4.49 which can be viewed at: http://www.communities.gov.uk/index.asp?id=1144040</p> <p>Applications for listed building consent will require a written statement to include a schedule of works, and an analysis of the architectural, archaeological, historical or other significance of the building/structure, its site and setting, the principles of and justification for the proposed works and their impact on the special character and appearance, its setting and the setting of adjacent listed buildings may be required.</p> <p>Applications for conservation area consent will require a written statement to include a structural survey, analysis of the character and appearance of the building/ structure, principles of and justification for demolition and impact on special character of the area.</p> <p>Advice should be sought for information required in connection with developments affecting other heritage assets inc. historic battlefields and ancient monuments.</p> <p>A Heritage Statement may be required where development affects land identified as of archaeological significance.</p>	Where appropriate. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made.
Tree Survey / arboricultural statement	Where the application involves works that may affect any trees within or adjacent to the application site, the species, location, size (height, spread, trunk diameter) of trees should be illustrated accurately on the site plan. This must indicate any trees which are to be felled or affected by the proposed development. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary. Further guidance is also provided in BS5837:2005, Trees in relation to construction – recommendations	For householder developments details will be required where development comes within 15m of a protected tree (situated within a conservation area or subject to a Tree Preservation Order)

Householder applications

Planning Application Requirement	Description	Threshold
Land Contamination Assessment	Applications may need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with Planning Policy statement 23: Planning and Pollution Control.	It is unlikely that details will normally be required for householder developments – seek advice from planning officers.
Biodiversity / geological conservation / landscape & natural beauty	Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992 and subsequent amendments. Applications for development that will affect sensitive areas must be accompanied by ecological assessments and include proposals for long term maintenance and management. This information might be incorporated into an Environmental Statement, if one is necessary. Detailed guidance on dealing with nature conservation and development is given in PPS9 and its accompanying Good Practice Guide.	For householder applications, appropriate ecological assessments will be required for all development near known or suspected habitats of any protected species.
Noise Impact Assessment	Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact assessment prepared by a suitably qualified acoustician. Further guidance is provided in PPG 24, which can be viewed at http://www.communities.gov.uk/pub/148/PlanningPolicyGuidance24Planningand-Noise_id1507148.pdf	It is unlikely that details will normally be required for householder developments however it is likely to be required for air conditioning units and some micro generation technologies – seek advice from planning officers

Householder applications

Planning Application Requirement	Description	Threshold
Air quality Assessment	Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. Further advice is available in PPS 23: Planning and Pollution Control.	It is unlikely that details will normally be required for householder developments – seek advice from planning officers
Sunlight & Daylighting Assessment	Applicable for all applications where there is a potential adverse impact upon the current levels of sunlight/daylighting enjoyed by adjoining properties and building(s) – further guidance is provided in the Building Research Establishment’s (BRE) guidelines on daylighting assessments.	It is unlikely that details will normally be required for householder developments – seek advice from planning officers

3. Conservation area consent (only), listed building consent (only) and listed building consent with advertisement consent applications

Requirements for:

- Application for conservation area consent for demolition in a conservation area
- Application for listed building consent for alterations, extension or demolition of a listed building
- Application for listed building consent for alterations, extension or demolition of a listed building and advertisement consent

National Requirements

Planning Application Requirement	Description	Threshold
Completed Forms [Original plus 3 copies]	Ensure forms are fully completed, including adequate description signed and dated (unless electronic submission).	All applications.
Ownership Certificate A, B, C or D (+ Regulations 6 Certificate i.e. Notice 1 or 20, Article 7 (agricultural holdings) certificate [Original plus 3 copies]	The appropriate Certificate must be completed, signed and dated (unless electronic submission), including the Agricultural Holdings Certificate. Where ownership certificates B, C or D completed, notice(s) as required by Article 6 must be given and/or published.	All applications.
Appropriate Fee	<p>The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Planning Service. Cheques should be made payable to "Barnet Corporation". An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available http://www.planningportal.gov.uk.</p> <p>Please ensure you write the site address on the back of your cheque.</p>	All applications as appropriate.

Planning Application Requirement	Description	Threshold
Site Location Plan [4 Copies]	<p>All applications must include a site location plan, preferably to a scale of 1:1250, with the extent of the site the subject of the application, including any access route to the public highway, outlined in red. Other adjoining or nearby land also in the ownership or control of the applicant should be outlined in blue, and neighbouring properties accurately shown.</p> <p>On-line submissions must use bold line to delineate the site.</p> <p>All plans submitted need to clearly state the full site address.</p>	All applications
Existing & Proposed Block Plan [4 Copies]	<p>To be supplied - if relevant to proposal (Scale 1:200) not relevant for a Listed Building Consent.</p> <p>Existing and proposed plans showing the relationship to adjacent properties.</p>	<p>Conservation Area Consent</p> <p>Listed Building Consent and Conservation Area Consent (existing plans)</p>
Existing & Proposed Floor Plans [4 Copies]	<p>Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.</p>	Listed Building Consent
Existing & Proposed Elevations (3 copies)	<p>To show front, side & rear elevations (Scale 1:100 or 1:50)</p> <p>ensuring plans have a drawing number and are titled.</p>	<p>Conservation Area Consent</p> <p>Listed Building Consent</p>
Existing and proposed sections and Finished floor and site levels [4 copies]	<p>Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.</p>	Listed Building Consent

Planning Application Requirement	Description	Threshold
Existing & Proposed Roof Plan [4 Copies]	Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.	Listed Building Consent
Advertisement Drawings [4 Copies]	To show advertisement size, siting, materials and colours, height above ground, extent of projection and details of the method and colours of the illumination (If applicable) Scale 1:100 or 1:50	Where applicable
Detail plans [4 Copies]	Plans to scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster mouldings and other decorative details.	Listed Building Consent
Design and Access Statement [4 copies]	<p>A 'Design and Access Statement' must accompany certain applications. Applications NOT included in this requirement are:</p> <ul style="list-style-type: none"> development of an existing house or development within the curtilage for any purpose incidental to the enjoyment of the dwelling-house (except for dwellings in conservation areas & listed buildings). a material change of use of land or buildings. engineering and mining operations <p>In addition, all applications for listed building consent and conservation area consent must be accompanied by a Design and Access Statement. The purpose of the statement is to explain and justify the design and access principles and concepts on which a development proposal is based, and relate how these will be reflected in individual aspects of the scheme. For more information go to: www.cabe.org.uk.</p>	<p>Listed buildings applications</p> <p>Conservation Area Consents</p>

Barnet's Local Requirements, where appropriate

Planning Application Requirement	Description	Threshold
Street Scene	Existing and Proposed, at appropriate scale. - ensuring plans have a drawing number and are titled.	Optional. This provides useful information and can help to show how developments can be satisfactorily integrated into the street scene.
Do Not Scale	Plans must not say 'Do Not Scale'. Alternatively drawings submitted, showing all scaled dimensions, including those to boundaries would be accepted. Scaled dimensions must be metric.	All applications
Number of plans required	4 copies of all documents, forms, plans & drawings submitted; of which - One (1) set of all submitted plans in A3 size, to an appropriate scale (if possible). (Please note we may need to request additional copies for consultation purposes)	All applications
Photographs and photomontages	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.	Where appropriate
Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments)	The scope and degree of detail necessary in the Heritage Statement will vary according to particular circumstances of each application. Applicants are advised to discuss proposals with either a planning officer or a conservation officer before any application is made. Further advice can also be found in Planning Policy Guidance Note 15, paragraphs 3.16 to 3.19 & paragraphs 4.25 to 4.49 which can be viewed at: http://www.communities.gov.uk/index.asp?id=1144040	All applications

Planning Application Requirement	Description	Threshold
<p>Heritage Statement (including historical, archaeological features and Scheduled Ancient Monuments) (continued)</p>	<p>Applications for listed building consent will require a written statement to include a schedule of works, and an analysis of the architectural, archaeological, historical and other significance of the building/structure, its site and setting, the principles of and justification for the proposed works and their impact on the special character and appearance, its setting and the setting of adjacent listed buildings may be required.</p> <p>Applications for conservation area consent will require a written statement to include a structural survey, analysis of the character and appearance of the building/ structure, principles of and justification for demolition and impact on special character of the area.</p> <p>Advice should be sought for information required in connection with developments affecting other heritage assets inc. historic battlefields and ancient monuments.</p>	<p>All applications</p>
<p>Tree Survey / arboricultural statement</p>	<p>Where the application involves works that may affect any trees within or adjacent to the application site, the species, location, size (height, spread, trunk diameter) of trees should be illustrated accurately on the site plan. This must indicate any trees which are to be felled or affected by the proposed development. A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary. Further guidance is also provided in BS5837:2005, Trees in relation to construction - recommendations.</p>	<p>All development where appropriate</p>
<p>Biodiversity / geological conservation / landscape & natural beauty</p>	<p>Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992 and subsequent amendments. Applications for development that will affect sensitive areas must be accompanied by ecological assessments and include proposals for long term maintenance and management.</p>	<p>Appropriate ecological assessments will be required for all developments near known or suspected habitats of any protected species.</p>

Planning Application Requirement	Description	Threshold
Biodiversity / geological conservation / landscape & natural beauty (continued)	This information might be incorporated into an Environmental Statement, if one is necessary. Detailed guidance on dealing with nature conservation and development is given in PPS9 and its accompanying Good Practice Guide.	
Air Quality Assessment	Application proposals that impact upon air quality or are potential pollutants should be supported by an air quality assessment indicating the change in air quality resulting from the proposed development and outlining appropriate mitigation measures as necessary. Further advice is available in PPS 23: Planning and Pollution Control.	Where appropriate. Please seek advice from the Environmental Health Service
Land Contamination	Preliminary site risk assessment. This should include historical use of the land, a desktop study, conceptual model and initial assessment of risk. Further advice is available in Planning Policy Statement 23.	A full site investigation report will be required where a proposed site is on or near known or suspected contaminated land or where required due to the historical use of the land.
Supporting Planning Statement	To identify the context and need for a proposed development, including an assessment of how the proposed development accords with relevant national, regional and local planning policies. May include details of pre-application consultation with local planning authority and wider community/ statutory consultees.	All applications
Site waste management plan	For demolition proposals.	All applications, as appropriate.
Structural Survey	May be required in support of an application if the proposal include substantial demolition.	Please seek advice from the Planning Service

4. Certificates of lawful use or development

Requirements for:

- Application for Lawful Development Certificate for an existing use of operation or activity including those in breach of planning condition
- Application for Lawful Development Certificate for a proposed use or development

National Requirements

Requirement	Description
Completed Forms (2 Copies)	Ensure forms are fully completed, including adequate description signed and dated (unless electronic submission).
Appropriate Fee	The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Planning Service. Cheques should be made payable to "Barnet Corporation". An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available http://www.planningportal.gov.uk . For re-submission applications received within a year of the decision date, applicant/agents are entitled to a free submission, with no fee payable. The proposal description needs to be similar in nature to the previous application. Please ensure you write the site address on the back of your cheque.
Site Location Plan (2 copies)	All applications must include a site location plan, preferably to a scale of 1:1250, with the extent of the site the subject of the application, including any access route to the public highway, Outlined in RED. Other adjoining or nearby land also in the ownership or control of the applicant should be outlined in blue, and neighbouring properties accurately shown. On line submissions must use bold line to delineate the site. All plans submitted need to clearly state the full site address
Information relevant to the application and evidence to verify the information submitted [2 Copies]	Please ensure you submit original or certified copies of original evidence and documentation.

Barnet's Local Requirements – Where appropriate

Requirement	Description
Photographs and photomontages	These provide useful evidence.
Existing & Proposed Floor Plans [2 Copies]	Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.
Existing & Proposed Elevations [2 Copies]	To show front, side & rear elevations (Scale 1:100 or 1:50) - ensuring plans have a drawing number and are titled.
Existing & Proposed Roof Plan [2 Copies]	Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.
Existing site survey Plan [2 Copies]	Scale 1:100 or 1:50 ensuring plans have a drawing number and are titled.
Do Not Scale	Plans must not say 'Do Not Scale'. Alternatively drawings submitted, showing all scaled dimensions, including those to boundaries would be accepted. Scaled dimensions must be metric.
Lawful Development Certificate supporting information and evidence [2 copies]	This can include sworn affidavit(s), council tax records, electoral register records, tenancy agreements and other evidence to support the application.

5. Applications for Advertisement Consent

Requirements for:

- Application for consent to display an advertisement(s)

National Requirements

Planning Application Requirement	Description	Threshold
Completed Forms [Original plus 3 Copies]	Ensure forms are fully completed, including adequate description signed and dated (unless submitting electronically)	All applications
Appropriate Fee	The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Planning Service. Cheques should be made payable to "Barnet Corporation". An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available http://www.planningportal.gov.uk .	All applications
Site Location Plan [4 copies]	<p>All applications must include a site location plan, preferably to a scale of 1:1250, with the extent of the site the subject of the application, including any access route to the public highway, Outlined in RED. Other adjoining or nearby land also in the ownership or control of the applicant should be outlined in blue, and neighbouring properties accurately shown.</p> <p>On line submissions must use bold line to delineate the site.</p> <p>All plans submitted need to clearly state the full site address</p>	All applications
Existing & Proposed Elevations (4 copies)	To show existing and proposed elevations (Scale 1:100 or 1:50) ensuring plans have a drawing number and are titled.	All applications

Planning Application Requirement	Description	Threshold
Advertisement Drawings (4 copies)	Showing advertisement size, sitting, materials and colours, height above ground, extent of projection and details of method and colour of illumination (If applicable)	All applications

Barnet's Local Requirements where appropriate

Planning Application Requirement	Description	Threshold
Do Not Scale	Plans must NOT say 'Do Not Scale'. Alternatively drawings submitted, showing all scaled dimensions, including those to boundaries would be accepted. Scaled dimensions must be metric.	All applications
Photographs and photomontages	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.	Where appropriate.
Lighting Assessment (4 copies)	Lighting assessment to show details of external lighting and proposed hours. A layout plan with beam orientation and schedule of equipment.	Normally only required for significant freestanding adverts. Please seek advice from the Planning Service.

6. Removal or variation of a condition following grant of planning permission (section 73 of the Town and Country Planning Act 1990)

Requirements for:

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

National Requirements

Planning Application Requirement	Description	Threshold
Completed Forms [Original plus 3 Copies]	Ensure forms are fully completed, including adequate description signed and dated (unless electronic submission).	All Applications
Ownership Certificate A, B, C or D (+ Regulations 6 Certificate i.e. Notice 1 or 20, Article 7 (agricultural holdings) certificate [Original plus 3 Copies]	The appropriate Certificate must be completed, signed and dated (unless electronic submission), including the Agricultural Holdings Certificate. Where ownership certificates B, C or D completed, notice(s) as required by Article 6 must be given and/or published	All Applications
Appropriate Fee	The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Local Planning Authority. Cheques should be made payable to "Barnet Corporation". An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available http://www.planningportal.gov.uk . For re-submission applications received within a year of the decision date, applicant/agents are entitled to a free submission, with no fee payable. The proposal description needs to be similar in nature to the previous application. Please ensure you write the site address on the back of your cheque.	All applications

Planning Application Requirement	Description	Threshold
<p>Design and Access Statement (4 copies)</p>	<p>A 'Design and Access Statement' must accompany certain applications. Applications NOT included in this requirement are:</p> <ul style="list-style-type: none"> development of an existing house or development within the curtilage for any purpose incidental to the enjoyment of the dwelling-house (except for dwellings in conservation areas & listed buildings). a material change of use of land or buildings. engineering and mining operations <p>In addition, all applications for listed building consent and conservation area consent must be accompanied by a Design and Access Statement. The purpose of the statement is to explain and justify the design and access principles and concepts on which a development proposal is based, and relate how these will be reflected in individual aspects of the scheme. For more information go to: www.cabe.org.uk</p>	<p>All applications</p>

Barnet's Local Requirements

The list of local requirements is the same as the list of local requirements for Full and Outline Planning Applications. The level of supported information submitted will depend on the condition to be varied/removed

7. Approval of details reserved by condition

Requirements for:

Application for approval of details reserved by condition

National Requirements

Planning Application Requirement	Description	Threshold
Application Form	Application should be made in writing	All applications
Appropriate Fee	<p>The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Local Planning Authority. Cheques should be made payable to "Barnet Corporation". An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available http://www.planningportal.gov.uk.</p> <p>Please ensure you write the site address on the back of your cheque.</p>	All applications

Barnet's Local Requirements, where appropriate

Planning Application Requirement	Description	Threshold
Application Form [4 copies]	Form or letter	All applications
Site Location Plan [4 Copies]	All applications must include a site location plan, preferably to a scale of 1:1250, with the extent of the site the subject of the application, including any access route to the public highway, outlined in bold .	All applications

Approval of details reserved by condition

Planning Application Requirement	Description	Threshold
Planning Statement [4 copies]	This may be necessary to support the submission depending on the condition to which the application related.	Where appropriate
Photographs and photomontages [4 copies]	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.	Where appropriate

8. Prior notification for Telecommunication developments

Requirements for:

- Application for prior notification of proposed development in respect of permitted development by telecommunications code systems operators

National Requirements

Planning Application Requirement	Description	Threshold
Completed Form (Original plus 3 copies)	A completed form or written description of the proposed development.	All applications
Site location Plan [4 copies]	A plan indicating the proposed location	All applications
Appropriate Fee	The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Planning Service. Cheques should be made payable to "Barnet Corporation". An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available http://www.planningportal.gov.uk .	All applications
Evidence of notice [4 copies]	<p>Evidence that the developer has given notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995</p> <p>Where the development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.</p>	All applications

Barnet's Local Requirements, where appropriate

Planning Application Requirement	Description	Threshold
Number of plans required [4 Copies]	Original plus three (3) copies of all documents, forms, plans & drawings submitted; (Please note we may need to request additional copies for consultation purposes).	All applications
Acoustic Report [4 copies]		Where appropriate. Please seek advice from the Planning Service.
Existing and Proposed Elevations and Street Scene [4 copies]	To show existing and proposed elevations and street scene (Scale 1:100 or 1:200) -16ensuring plans have a drawing number and are titled.	All applications
Supplementary Information Template [4 copies]	To include the area of search, the details of any consultation undertaken, details of the proposed structure and technical justification and information about the proposed development. Applications should also be accompanied by a signed declaration that the equipment and installation has been designed in full compliance with the requirements of the radio frequency, public exposure guidelines of the International Commission on Non-ionizing Radiation Protection. Further guidance set out in the Code of Practice on Mobile Network Development (2002)	All applications
Photographs and photomontages	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.	Where appropriate

9. Prior notification of demolition

Requirements for:

- Application for prior notification of proposed demolition

National Requirements

Planning Application Requirement	Description	Threshold
Completed Form (Original plus 3 Copies)	A completed form or written description of the proposed development	All applications
Site Notice	A statement that the applicant has displayed the site notice in accordance with A.2 (b) (iii) of Part 31 of Schedule 2 of the General Permitted Development Order 1995.	All applications
Appropriate Fee	The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Planning Service. Cheques should be made payable to "Barnet Corporation". An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available http://www.planningportal.gov.uk .	All Applications

Barnet's Local Requirements, where appropriate

Planning Application Requirement	Description	Threshold
<p>Biodiversity Survey and Report [4 Copies]</p>	<p>Plans should show any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, Conservation (Natural Habitats etc) Regulations 1994 or Protection of Badgers Act 1992 and subsequent amendments. Applications for development that will affect sensitive areas must be accompanied by ecological assessments and include proposals for long term maintenance and management. Detailed guidance on dealing with nature conservation and development is given in PPS9 and its accompanying Good Practice Guide. Further information can be found at http://www.communities.gov.uk/pub/833/PlanningPolicyStatement9BiodiversityandGeologicalConservationPDF243Kb_id1143833.pdf</p>	<p>Appropriate ecological assessments will be required for all developments near known or suspected habitats of any protected species.</p>
<p>Landscaping Details [4 Copies]</p>	<p>To show the proposed restoration of the site.</p>	<p>All applications</p>
<p>Supporting Planning Statement [4 Copies]</p>	<p>To identify the context and need for a proposed development, including an assessment of how the proposed development accords with relevant national, regional and local planning policies. Justification for proposed demolition, to include a structural survey.</p>	<p>All applications</p>
<p>Photographs and photomontages</p>	<p>These provide useful background information.</p>	<p>Where appropriate</p>
<p>Tree Survey/ Arboriculture Implications [4 Copies]</p>	<p>To show how existing trees on site will be protected during the proposed demolition.</p>	<p>All applications where appropriate</p>

10. Prior notification for agricultural development

Requirements for:

- Application for prior notification of proposed agricultural or forestry development - Proposed building
- Application for prior notification of proposed agricultural or forestry development - Proposed road
- Application for prior notification of proposed agricultural or forestry development - Proposed excavation / deposit of waste material from the farm
- Application for prior notification of proposed agricultural or forestry development - Proposed fish tank

National Requirements

Planning Application Requirement	Description	Threshold
Completed Form (Original plus 3 copies)	Completed form or written description of the proposed development and the materials to be used.	All applications
Appropriate Fee	The current scale of charges is available from the website www.barnet.gov.uk/planning or from the Planning Service. Cheques should be made payable to "Barnet Corporation". An application which is not accompanied by the correct fee cannot be considered. A fees calculator is also available http://www.planningportal.gov.uk .	All applications
Site Location Plan [4 copies]	<p>All applications must include a site location plan, preferably to a scale of 1:1250, with the extent of the site the subject of the application, including any access route to the public highway, outlined in red. Other adjoining or nearby land also in the ownership or control of the applicant should be outlined in blue, and neighbouring properties accurately shown.</p> <p>On-line submissions must use bold line to delineate the site.</p> <p>All plans submitted need to clearly state the full site address.</p>	All applications

Barnet's Local Requirements - where appropriate

Planning Application Requirement	Description	Threshold
Supporting Planning Statement [4 Copies]	To identify the context and need for a proposed development, including an assessment of how the proposed development accords with relevant national, regional and local planning policies. Proposed restoration also required for excavation / waste.	All applications
Landscape Details [4 Copies]	To show landscaping details. Existing trees and other vegetation should where practicable be retained in new development and protected during construction.	Where appropriate
Existing and Proposed Plans [4 Copies]	Existing and proposed elevations, floor plan, site sections, finished floor and site levels. To Scale 1:100 or 1:50 - ensuring plans have a drawing number and are titled.	Applications for proposed building.
Photographs and photomontages	These provide useful background information and can help to show how developments can be satisfactorily integrated within the street scene.	Where appropriate

11. (DRAFT) Tree applications [Tree application forms are currently under consideration by Department of Communities and Local Government and requirements may vary]

Requirements for:

- Application for Tree Works: Works to trees subject to a Tree Preservation Order (TPO) and/or Notification of Proposed Works to Trees in a Conservation Area

National Requirements

Planning Application Requirement	Description	Threshold
Completed Forms	Ensure forms are fully completed, including adequate description signed and dated (unless submitting electronically).	All applications
Site Plan	A plan which identifies the land to which the application relates and the location of the tree(s) which form the subject of this application, drawn to an identified scale and showing the direction of North.	All applications
Number of plans required	Two (2) copies of all documents, forms, plans & drawings submitted.	All applications
Specification of Works and statement for reasons for the proposed work	A full and clear specification of works to be carried out and the reasons for the proposed work with evidence in support of the statement of reasons, where required by the standard application form.	All applications

Barnet's Local Requirements where appropriate

All applications should be detailed and supported as necessary with documentary evidence

Planning Application Requirement	Description	Threshold
Treeworks Specification	<p>A full and clear specification of works to be carried out including:</p> <ul style="list-style-type: none"> • Reduction in density (or branch thinning): the extent of branches to be removed should be specified by a percentage for a fraction (e.g. 33% or 1/3) • Reduction in width and/or height and/or shortening-back/heading-in: the extent of branches to be reduced should be specified by a fraction or a distance (e.g. 1/3 or 7m) • Pollarding: cutting back of the main stems or trunk to a specified height above ground • Removal: specify whether planting of a new tree is proposed • Removal of branch(es): the branch(es) to be removed should be specified • Lifting (or removal of lower branches): the height above ground to which branches are to be removed should be specified • Roots: the extent of the roots to be cut should be specified. The diameter of the tree at 1.5m above ground level for a single stem tree or just above the basal flair for a multi-stem tree should be detailed. If ground work is proposed cross section and plan details need to be submitted. 	All applications should be detailed and supported as necessary with documentary evidence.
Tree report	By tree professional (arboriculturist or other)	All applications, as appropriate
Photographs and /or photomontages	These provide useful background information.	All applications, as appropriate

Please note:

Sufficient detail should be provided to locate the tree(s) in question. It will be necessary to submit a plan with the position of the trees clearly marked. An application cannot be registered unless the proposed works are specified.

For any Further Information or Guidance please contact

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