

# Information Requirements for the Validation of Planning Applications

Revised December 2017

## 1. **Background**

Planning applications are submitted on a standard application form and applicants are required to submit information for the validation / assessment of their planning applications. Some of this information is a national requirement for all applications. Councils are also able to request more information for some applications, and these local requirements are known as a 'local list'.

The information you will need to submit will depend on the type of application you are making and the nature and scale of the development proposals.

Barnet has reviewed its current local list, which was last published in July 2015.

We have reviewed the Barnet local information requirements in light of:

- changes introduced by the government
- changes to local policies
- the requirements for different types of applications to make sure that the information requested is necessary for a particular scale and type of development.

Each of the individual information requirements has also been reviewed and amended, where necessary, to reflect changes in policy / guidance since it was first adopted. The proposed amendments were subject to public consultation in August 2017 and the responses taken into account in the amendments carried forward.

The information requirements are set out below and relate to the different application types available through the 1APP forms. Online submissions can be made through the Planning Portal ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)).

## **2. Pre-application advice**

The Council offers a pre-application advice service which varies depending on the type of development you are proposing. You are encouraged to use this service to make the application process as smooth as possible. The advice given will include the information we will require to validate your application. There will usually be a charge for formal pre-application advice. Further information on the pre-application advice service can be found on the Council's website. As well as planning permission, you will be likely to need building regulation approval. If you would like advice on building regulations please contact Barnet's Building Control Service.

Details of all services provided are available on the Barnet website.

## **3. Making an application**

Applications can be made electronically via the Planning Portal website, ([www.planningportal.gov.uk](http://www.planningportal.gov.uk)). Alternatively, the 1APP forms are available from the Planning Portal via the Barnet website and there are also guidance notes about filling in the forms. You will also need to submit the necessary information to enable us to validate your application. If you do not submit an application in accordance with our requirements, it will be declared invalid. On receipt of your application, we will write to you to advise you if any further information is required.

## **4. Barnet's Information Requirements**

This guidance covers the different types of planning applications and consents. Please refer to the validation checklist for the type of application you wish to make. The "Validation Requirements Guidance Notes" include a description of the details required for the individual requirements specified below and where to find further information.

A separate guidance note is also provided for applications for Listed Building Consent.

- *Validation Checklist 1* - Householder Development
- *Validation Checklist 2A* – Full applications for Major Non-Residential Development
- *Validation Checklist 2B*- Full applications for Minor Non- Residential Development
- *Validation Checklist 2C* – Full applications for Major Residential Development
- *Validation Checklist 2D* - Full applications for Minor Residential Development

- *Validation Checklist 3* - Outline Applications
- *Validation Checklist 4* – Relevant Demolition in a Conservation
- *Validation Checklist 5* - Approval of Reserved Matters following outline approval
- *Validation Checklist 6A* - Listed Building Consent
- *Validation Checklist 6B* – Lawful Development Certificates for proposed works to a Listed Building
- *Validation Checklist 7* - Advertisement consent
- *Validation Checklist 8* - Lawful Development Certificate for an Existing or Proposed Use or Development
- *Validation Checklist 9* - Removal or variation of a condition following grant of planning permission
- *Validation Checklist 10* - Approval of details reserved by condition
- *Validation Checklist 11* - Non-Material Amendment following a grant of Planning Permission
- *Validation Checklist 12* - Prior Notification of proposed development by telecommunications code system operators
- *Validation Checklist 13* - Prior Notification for demolition
- *Validation Checklist 14* - Prior Notification of proposed agricultural or forestry development
- *Validation Checklist 15* – Prior Notification of a Larger Home Extension
- *Validation Checklist 16* – Prior Notification for Change of Use

## **Validation Checklist 1 – Works to a dwelling house**

- Householder application for works or extension to a dwelling
- Householder application for works or extension to a dwelling and application for relevant demolition in a Conservation Area
- Householder application for works or extension to a dwelling and Listed Building Consent

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Relevant Demolition in Conservation Area applications.

<b>NATIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	Where development: <ul style="list-style-type: none"> <li>• involves additional floor space of 100 sq m or more in a conservation area, or</li> <li>• The property is a listed building</li> </ul>
5. An Ordnance Survey location plan <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	All applications
6. 3 copies of plans, drawings and	All applications

<p>information necessary to describe the development</p>	
<p>- <b>BARNET ESSENTIAL REQUIREMENTS</b></p>	<p><b>THRESHOLD</b></p>
<p><b>1. Plans and documents</b></p> <ul style="list-style-type: none"> <li>• Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, ideally at A3 scale, <u>include a scale bar</u>, have a drawing number and be titled. Plans must <b>NOT</b> say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.</li> <li>• For 'major' applications 3 copies are required, with one set at A3 size plus 3 CDs with all documents on them.</li> <li>• For electronic submissions,</li> </ul>	<p>All applications</p>

<p>individual file sizes should not exceed 5MB, should be in PDF format and be named. <u>A scale bar must be included.</u></p> <ul style="list-style-type: none"> <li>• If coloured plans and documents are larger than A3 size, hard copies will also be required.</li> </ul>	
<p>2. <b>CIL Form</b> Community Infrastructure Levy additional Information form</p>	<p>All applications</p>
<p>3. <b>Drawings</b> to show the development proposals:</p> <ul style="list-style-type: none"> <li>• with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of extension <ul style="list-style-type: none"> <li>• Each sheet must have a drawing reference number and include the site address</li> <li>• At a scale of : 50 or 1:100</li> <li>• <u>Original</u> floor plans required for applications for extension/ replacement of buildings in</li> </ul> </li> </ul>	<p>All applications</p>

<p>the green belt</p>	
<p><b>4. Existing and proposed plans:</b></p> <ul style="list-style-type: none"> <li>• Block plan (1:200 or 1:500) where there are trees within 15m</li> <li>• floor plans</li> <li>• elevations</li> <li>• roof plans (unless no changes to roof)</li> <li>• sections (unless only minor elevational changes)</li> <li>• finished floor levels (where changes to internal or external finished floor or ground levels (including patios and decking)</li> <li>• site levels (where trees are sited within 15m)</li> <li>• internal alterations at 1:1, 1:10 or 1:20 as appropriate (listed building consent where new or replacement</li> </ul>	<p>All applications</p>

<p>features eg doors, skirting, architrave</p>	
<p>-</p> <p style="text-align: center;"><b>MAY BE REQUIRED</b></p>	<p style="text-align: center;"><b>THRESHOLD</b></p>
<p><b>5. Heritage Statement</b></p>	<p>A statement (proportionate to the development proposal) is required for extensions and alterations to Listed Buildings.</p> <p>For positive buildings and locally listed buildings and other buildings in a conservation area, heritage issues can be included in the Design and access statement where one is required.</p> <p>The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications</p>
<p><b>6. Tree survey and arboricultural statement</b></p>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees).</p>
	<p>Developments in conservation areas or</p>

<p><b>7. Proposed landscaping</b></p>	<p>affecting the setting of listed buildings. May be required where adjacent to a watercourse.</p>
<p><b>8. Parking Layout</b></p>	<p>Required where proposal involves the conversion of a garage to a habitable room or for the provision of hardsurfacing in a conservation area (for further guidance refer to Barnet's Residential Design Guidance SPD)</p>
<p><b>9. Flood Risk Assessment (FRA) and Sequential/ Exception Test</b></p>	<p>Required where location in flood zone 2 or 3 or within 20m of the top of the bank of a main river</p>
<p><b>10. Ecological Assessment</b></p>	<p>Required where near known (or reasonable likelihood) of habitats of a protected species</p>
<p><b>11. Land contamination assessment</b></p>	<p>Required where known issues. Seek advice from Planning service</p>
<p><b>12. Noise Impact assessment</b></p>	<p>Required for air-conditioning units and some micro-generation technologies. Seek advice from Planning Service</p>
<p><b>13. Sunlight and Daylight Assessment</b></p>	<p>Required only in exceptional cases where development may have significant impacts on neighbouring properties. Seek advice</p>

	from Planning Service. (for further guidance refer to Barnet's Residential Design Guidance SPD)
<b>OPTIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>
14. <b>Block plan</b> (1:200 or 1:500, showing boundaries, other buildings on or adjoining site, trees)	All developments that include extensions
15. <b>Existing and proposed street scene</b> 1:200	Advised particularly for applications in conservation areas or listed buildings
16. <b>Photographs and photomontages</b>	Advised particularly for applications in conservation areas or listed buildings

## **Validation Checklist 2A – Major Non-Residential Development**

- Full planning permission
- Full planning permission and consent for relevant demolition in a Conservation Area
- Full planning permission and Listed Building Consent
- Full planning permission and Advertisement Consent

A ‘**small scale major**’ development includes an application for residential development of 10 to 199 dwellings or a site exceeding 0.5ha but less than 4ha, non-residential development of 1,000 sq.m to 9,999sq m or a site of between 1ha and 2ha.

A ‘**large scale major**’ development includes an application for residential development of 200 or more dwellings or a site exceeding 4ha, non-residential development of 10,000sq m or a site of 2ha or more.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single ‘planning statement’, particularly where the issues raised are relatively straightforward.

Where supporting information for a ‘major’ application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Relevant Demolition in Conservation Area applications.

<b>NATIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	Required for all major applications except: <ul style="list-style-type: none"> <li>• Section 73 applications to develop land without conditions previously attached</li> <li>• Material change of use of land or buildings</li> <li>• Engineering or mining operations</li> <li>• Waste development</li> </ul>

	<ul style="list-style-type: none"> <li>• Works to a Listed Building</li> </ul>
<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	All applications
<p>6. 3 copies of plans, drawings and information necessary to describe the development</p>	All applications
<p>-</p> <p><b>BARNET ESSENTIAL REQUIREMENTS</b></p>	<b>THRESHOLD</b>
<p>2. <b>Plans and documents</b></p> <ul style="list-style-type: none"> <li>• Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents</li> </ul>	All applications

<p>are required. All plans should be drawn to a recognised standard metric scale, <u>include a scale bar</u>, have a drawing number and be titled. Plans must <b>NOT</b> say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.</p> <ul style="list-style-type: none"> <li>• For 'major' applications 3 copies are required, with one set at A3 size plus 3 CDs with all documents on them.</li> <li>• For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named. <u>A scale bar must be included.</u></li> <li>• If coloured plans and documents are larger than A3 size, hard copies will also be required.</li> </ul>	
<p>2. <b>CIL Form</b> Community Infrastructure Levy additional Information form</p>	<p>All applications</p>

<p><b>3. Drawings</b> to show the development proposals:</p> <ul style="list-style-type: none"> <li>• with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of extension <ul style="list-style-type: none"> <li>• Each sheet must have a drawing reference number and include the site address</li> <li>• At a scale of : 50 or 1:100</li> <li>• <u>Original</u> floor plans required for applications for extension/ replacement of buildings in the green belt</li> </ul> </li> </ul>	<p>All applications</p>
<p><b>4. Existing and proposed plans:</b></p> <ul style="list-style-type: none"> <li>• Block plan (1:200 or 1:500) where there are trees within 15m</li> <li>• floor plans</li> <li>• elevations</li> <li>• roof plans (unless no changes to roof)</li> </ul>	<p>All applications</p>

<ul style="list-style-type: none"> <li>• sections (unless only minor elevational changes)</li> <li>• finished floor levels (where changes to internal or external finished floor or ground levels (including patios and decking)</li> <li>• site levels (where trees are sited within 15m)</li> <li>• internal alterations at 1:1, 1:10 or 1:20 as appropriate (listed building consent where new or replacement features eg doors, skirting, architrave)</li> </ul>	
<p>5. <b>Planning Statement</b> – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.</p>	<p>All applications</p>
<p>6. An <b>Energy Assessment</b> is required for all ‘major’ developments.. The Energy</p>	<p>All applications</p>

<p>Assessment should comply with the London Plan energy hierarchy and carbon dioxide requirements – zero carbon - and, where relevant, decentralised energy. The Energy Assessment should be in line with the Greater London Authority guidance on preparing energy assessments.”</p>	
<p><b>7. Barnet Sustainable Drainage Assessment Form</b> for Full or Reserved Matters Applications to be completed.”</p>	<p>All applications with surface water drainage</p>
<p><b>8. Utilities Assessment</b></p>	<p>A statement of connection to existing utilities required for all redevelopments.</p>
<p><b>9. Refuse</b> disposal details and recycling</p>	<p>All applications</p>
<p>-</p> <p style="text-align: center;"><b>MAY BE REQUIRED</b></p>	<p style="text-align: center;"><b>THRESHOLD</b></p>
<p><b>10. Heritage Statement</b></p>	<p>Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive</p>

	<p>building, locally listed building, area of archaeological significance.</p> <p>The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications</p>
<p><b>11. Tree survey and arboricultural statement</b></p>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required.</p> <p>Also required where there are ground level changes and/ or excavations including for enabling works.</p>
<p><b>12. Open Space and landscaping</b></p>	<p>All developments. Indicative open space, play space and landscaping required. Also for developments in conservation areas or affecting the setting of listed buildings.</p>
<p><b>13. Transport Assessment</b></p>	<p>Applications generating significant traffic movements eg schools, certain community uses and all large-scale major developments</p>

<p><b>14. Travel Plan</b></p>	<p>Applications generating significant traffic movements eg schools, certain community uses and all large-scale major developments</p>
<p><b>15. Noise Risk and/or Impact Assessment</b></p>	<p>An <b>initial noise risk assessment</b> 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 environment has relatively high noise levels. An Initial Noise Risk assessment should assess the Noise Risk Category of the site to help provide an indication of the likely suitability of the site for new residential development from a noise perspective.</p> <p>A <b>Noise Impact Assessment</b> will also be required where potentially noisy development is located close to noise sensitive sites (potentially use classes B2-B8, D1, D2 and similar).</p>
<p><b>16 . Air Quality Assessment</b></p>	<p>Required where new residential development located in Air Quality Management Areas.</p> <p>Also required where development could</p>

	<p>potentially contribute to a worsening of local air quality.</p> <p>All applications for biomass boilers and heat and power plant.</p> <p>All Major applications require an Air Quality and Dust Management Assessment.</p>
<p><b>18. Ventilation and Extraction Details</b></p>	<p>Required for applications within Use Classes A3, A4 and A5 (pubs, restaurants, take-aways), B1 and B2 (industrial) or other applications where ventilation equipment proposed eg air-conditioning, mechanical ventilation for residential.</p>
<p><b>19. Flood Risk Assessment (FRA) and Sequential/ Exception Test</b></p>	<p>In <b>Flood Zones 2 and 3 an FRA and Sequential Test Assessment</b> will be required for all developments except some changes of use, householder development and commercial extensions of less than 250 sq m.</p> <p>The <b>Exception Test</b> will be required for highly vulnerable development in Zone 2, more vulnerable development in Zone 3a</p>

and essential infrastructure in Zones 3a and 3b

**In Flood Zone 1 an FRA will be required**

for all operational development on sites over 1ha in size, on smaller sites which include a change of use to more vulnerable use class which may be at risk of other forms of flooding eg surface water, or where there are critical drainage problems.

**For development within 20m of the top of**

**a bank of the main river an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3.**

**For developments involving culverting or control of flow of a stream, an FRA will be required for all operational development.**

An FRA will be required when the Environment Agency or other body have

	<p>indicated that there may be a drainage problem in the area.</p>
<p><b>20. Economic Statement</b></p>	<p>All developments within the identified regeneration areas.</p> <p>Also required for all developments resulting in a loss of employment land and/ or reduction in employment level.</p>
<p><b>21. Town Centre Use Assessment</b></p>	<p>In accordance with the National Planning Policy Framework a sequential test is required for all new retail, leisure and office developments located outside Barnet's existing town centres. Extensions to existing units outside the town centre/ or in local parades resulting in a single unit exceeding 200 sq m, will also require a sequential assessment.</p> <p>In addition, an Impact Assessment is locally required for all retail development of over 500 sq m outside an existing town centre.</p>

<p><b>22. Details of lighting</b></p>	<p>All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill Observatory.</p> <p>Details of lighting to be provided for all applications which include illuminated advertisements.</p>
<p><b>23. Land contamination assessment</b></p>	<p>A preliminary assessment is required for developments where site is on or near known or suspected contaminated land or where required due to the historical use of the land.</p>
<p><b>24 Ecological Assessment</b></p>	<p>An ecological statement is required which should identify how protection of biodiversity and habitat quality will be achieved and where enhancement to biodiversity can be made. Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species and also required for developments affecting sensitive areas (including for example, open landscape, sites of nature conservation importance) and to</p>

	include proposals for long term maintenance and management.
<b>25. Sunlight and Daylight Assessment</b>	Required where development may have significant impacts on neighbouring properties. Seek advice from Planning Service.
<b>26. Environmental Statement (ES)</b>	<p>May be required for 'urban development projects' over 5ha in size or for more than 150 dwellinghouses. A screening request may be made to the Council to ascertain whether an ES is required for a development.</p> <p>Contents of a full ES can be established through a scoping request.</p> <p>It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.</p>
<b>27. Statement of Community Involvement</b>	All large scale major applications.
<b>OPTIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>

28. <b>Block plan</b> (1:200 or 1:500, showing boundaries, other buildings on or adjoining site, trees)	All developments that include extensions
29. <b>Photographs and Photomontages</b>	Advisably particularly in conservation areas
30. <b>Existing and proposed street scenes</b> <b>1:200 or 1:500</b>	Advisable particularly in conservation areas

## **Validation Checklist 2B – Minor Non-Residential Development**

- Full planning permission
- Full planning permission and consent for relevant demolition in a Conservation Area
- Full planning permission and Listed Building Consent
- Full planning permission and Advertisement Consent

A ‘**minor**’ development is the provision of 1 to 9 residential units, the provision of new non-residential buildings or non-residential extensions or changes of use of less than 1,000 sq m or less than 1 ha, planning applications for telecommunications masts and equipment.

The level of information required for a valid application will depend on the scale and nature of the proposal.

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The Council has produced specific guidance on requirements for Listed Building and Relevant Demolition in Conservation Area applications.

NATIONAL REQUIREMENTS	THRESHOLD
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	<p>Only required for the following:</p> <ul style="list-style-type: none"> <li>• Provision of 1 or more dwelling houses in a conservation area</li> <li>• Where development involves additional floor space of 100 sq m or more in a conservation area</li> <li>• The property is a listed building</li> </ul>
<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> </ul>	All applications

<ul style="list-style-type: none"> <li>Showing road names and direction of north</li> </ul>	
<p>6. 3 copies of plans, drawings and information necessary to describe the development</p>	<p>All applications</p>
<p>-</p> <p><b>BARNET ESSENTIAL REQUIREMENTS</b></p>	<p><b>THRESHOLD</b></p>
<p><b>3. Plans and documents</b></p> <ul style="list-style-type: none"> <li>Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, ideally at A3 scale, <u>include a scale bar</u>, have a drawing number and be titled. Plans must <b>NOT</b> say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.</li> <li>For 'major' applications 3 copies are</li> </ul>	<p>All applications</p>

<p>required, with one set at A3 size plus 3 CDs with all documents on them.</p> <ul style="list-style-type: none"> <li>• For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named. <u>A scale bar must be included.</u></li> <li>• If coloured plans and documents are larger than A3 size, hard copies will also be required.</li> </ul>	
<p>2. <b>CIL Form</b> Community Infrastructure Levy additional Information form</p>	<p>All applications</p>
<p>3. <b>Drawings</b> to show the development proposals:</p> <ul style="list-style-type: none"> <li>• with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of extension <ul style="list-style-type: none"> <li>• Each sheet must have a drawing reference number and include the site address</li> <li>• At a scale of : 50 or 1:100</li> </ul> </li> </ul>	<p>All applications</p>

<ul style="list-style-type: none"> <li>• <u>Original</u> floor plans required for applications for extension/ replacement of buildings in the green belt</li> </ul>	
<p><b>4. Existing and proposed plans:</b></p> <ul style="list-style-type: none"> <li>• Block plan (1:200 or 1:500) where there are trees within 15m</li> <li>• floor plans</li> <li>• elevations</li> <li>• roof plans (unless no changes to roof)</li> <li>• sections (unless only minor elevational changes)</li> <li>• finished floor levels (where changes to internal or external finished floor or ground levels (including patios and decking)</li> <li>• site levels (where trees are sited within 15m)</li> <li>• internal alterations at 1:1, 1:10 or 1:20 as appropriate (listed building</li> </ul>	<p>All applications</p>

<p>consent where new or replacement features eg doors, skirting, architrave</p>	
<p>5. <b>Sustainability Statement</b> to show how the development meets all the standards specified in the Council's 'Sustainable Design and Construction' Supplementary Planning Document SPD</p>	<p>All applications</p>
<p>-</p> <p style="text-align: center;"><b>MAY BE REQUIRED</b></p>	<p style="text-align: center;"><b>THRESHOLD</b></p>
<p>6. <b>Barnet Sustainable Drainage Assessment Form</b> for Full or Reserved Matters Applications to be completed</p>	<p>There may be circumstances when, due to existing flooding/ low water pressure problems in the catchment, this is required for minor developments</p>
<p>7. <b>Heritage Statement</b></p>	<p>Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive building, locally listed building, area of archaeological significance.</p> <p>The Council has produced specific guidance on requirements for Listed Building and</p>

	Conservation Area Consent applications
<b>8. Tree survey and arboricultural statement</b>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required.</p> <p>Also required where there are ground level changes and/ or excavations including for enabling works.</p>
<b>9. Landscaping</b>	Developments in conservation areas or affecting the setting of listed buildings.
<b>10. Parking Layout</b>	Existing and proposed parking layouts
<b>11. Transport Statement</b>	Developments, including extensions, generating significant traffic movements eg schools, certain community uses
<b>12. Travel Plan</b>	Developments, including extensions generating significant traffic movements eg schools, certain community uses
<b>13 Noise Risk and/or Impact</b>	An <b>initial noise risk assessment</b> will be

<p><b>Assessment</b></p>	<p>required where noise sensitive development is proposed to be located on or near to a railway or class A road or where the environment has relatively high noise levels.</p> <p>An Initial Noise Risk assessment should assess the Noise Risk Category of the site to help provide an indication of the likely suitability of the site for new residential development from a noise perspective.</p> <p>A <b>Noise Impact Assessment</b> will also be required where potentially noisy development is located close to noise sensitive sites (potentially use classes B2-B8, D1, D2 and similar).</p>
<p><b>14 . Air Quality Assessment</b></p>	<p>Required where new residential development located in Air Quality Management Areas.</p> <p>Also required where development could potentially contribute to a worsening of local air quality.</p> <p>All applications for biomass boilers and heat</p>

	and power plant.
<b>15. Ventilation and Extraction Details</b>	Required for applications within Use Classes A3, A4 and A5 (pubs, restaurants, take-aways), B1 and B2 (industrial) or other applications where ventilation equipment proposed eg air-conditioning, mechanical ventilation for residential.
<b>16. Flood Risk Assessment (FRA) and Sequential/ Exception Test</b>	<p>In <b>Flood Zones 2 and 3 an FRA and Sequential Test Assessment</b> will be required for all developments except some changes of use, householder development and commercial extensions of less than 250 sq m.</p> <p>The <b>Exception Test</b> will be required for highly vulnerable development in Zone 2, more vulnerable development in Zone 3a and essential infrastructure in Zones 3a and 3b</p> <p><b>In Flood Zone 1 an FRA will be required</b> for all operational development on sites over 1ha in size, on smaller sites which include a</p>

	<p>change of use to more vulnerable use class which may be at risk of other forms of flooding eg surface water, or where there are critical drainage problems.</p> <p>For <b>development within 20m of the top of a bank</b> of the main river an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3.</p> <p>For <b>developments involving culverting</b> or control of flow of a stream, an FRA will be required for all operational development.</p> <p>An FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p>
<p><b>17. Economic Statement</b></p>	<p>Required for all developments resulting in a loss of employment land and/ or reduction in employment level. To include marketing</p>

	information.
<p><b>18. Town Centre Use Assessment</b></p>	<p>In accordance with the National Planning Policy Framework a sequential test is required for all new retail, leisure and office developments located outside Barnet's existing town centres. Extensions to existing units outside the town centre/ or in local parades resulting in a single unit exceeding 200 sq m, will also require a sequential assessment.</p> <p>In addition, an Impact Assessment is locally required for all retail development of over 500 sq m outside an existing town centre.</p>
<p><b>19. Details of lighting</b></p>	<p>All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill Observatory.</p> <p>Details of lighting to be provided for all applications which include illuminated advertisements.</p>

<p><b>20. Land contamination assessment</b></p>	<p>A preliminary assessment is required for developments where site is on or near known or suspected contaminated land or where required due to the historical use of the land.</p>
<p><b>21. Ecological Assessment</b></p>	<p>Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species and also required for developments affecting sensitive areas (including for example, open landscape, sites of nature conservation importance) and to include proposals for long term maintenance and management.</p>
<p><b>22. Sunlight and Daylight Assessment</b></p>	<p>Required where development may have significant impacts on neighbouring properties. Seek advice from Planning Service.</p>
<p><b>23. Environmental Statement (ES)</b></p>	<p>May be required for 'urban development projects' over 5ha in size or for more than 150 dwellinghouses or for certain developments eg cemeteries. A screening request may be made to the Council to ascertain whether an ES is required for a</p>

	<p>development.</p> <p>Contents of a full ES can be established through a scoping request.</p>
24. <b>Supplementary Information Template</b>	All applications for telecommunication development
<b>OPTIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>
25. <b>Refuse</b> disposal details and recycling	<p>Advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.</p>
26. <b>Block plan</b> (1:200 or 1:500, showing boundaries, other buildings on or adjoining site, trees	All developments that include extensions
27. <b>Photographs and photomontages</b>	Particularly for developments in conservation areas
28. <b>Existing and proposed street scene at 1:200 or 1:500</b>	Particularly for developments in conservation areas

## **Validation Checklist 2C – Major Residential Development**

- Full planning permission
- Full planning permission and consent for relevant demolition in a Conservation Area
- Full planning permission and Listed Building Consent
- Full planning permission and Advertisement Consent

A ‘**small scale major**’ development includes an application for residential development of 10 to 199 dwellings or a site exceeding 0.5ha but less than 4ha, non-residential development of 1,000 sq.m to 9,999sq m or a site of between 1ha and 2ha.

A ‘**large scale major**’ development includes an application for residential development of 200 or more dwellings or a site exceeding 4ha, non-residential development of 10,000sq m or a site of 2ha or more.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single ‘planning statement’, particularly where the issues raised are relatively straightforward.

Where supporting information for a ‘major’ application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Relevant Demolition in Conservation Area applications.

<b>NATIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	Required for all major applications except: <ul style="list-style-type: none"> <li>• Section 73 applications to develop land without conditions previously attached</li> <li>• Material change of use of land or buildings</li> <li>• Engineering or mining operations</li> <li>• Waste development</li> </ul>

	<ul style="list-style-type: none"> <li>• Works to a Listed Building</li> </ul>
<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	All applications
<p>6. 3 copies of plans, drawings and information necessary to describe the development</p>	All applications
<p>-</p> <p><b>BARNET ESSENTIAL REQUIREMENTS</b></p>	<b>THRESHOLD</b>
<p>4. <b>Plans and documents</b></p> <ul style="list-style-type: none"> <li>• Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents</li> </ul>	All applications

<p>are required. All plans should be drawn to a recognised standard metric scale, <u>include a scale bar</u>, have a drawing number and be titled. Plans must <b>NOT</b> say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.</p> <ul style="list-style-type: none"> <li>• For 'major' applications 3 copies are required, with one set at A3 size plus 3 CDs with all documents on them.</li> <li>• For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named. <u>A scale bar must be included.</u></li> <li>• If coloured plans and documents are larger than A3 size, hard copies will also be required.</li> </ul>	
<p>2. <b>CIL Form</b> Community Infrastructure Levy additional Information form</p>	<p>All applications</p>

<p><b>3. Drawings</b> to show the development proposals:</p> <ul style="list-style-type: none"> <li>• with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of extension <ul style="list-style-type: none"> <li>• Each sheet must have a drawing reference number and include the site address</li> <li>• At a scale of : 50 or 1:100</li> <li>• <u>Original</u> floor plans required for applications for extension/ replacement of buildings in the green belt</li> </ul> </li> </ul>	<p>All applications</p>
<p><b>4. Existing and proposed plans:</b></p> <ul style="list-style-type: none"> <li>• Block plan (1:200 or 1:500) where there are trees within 15m</li> <li>• floor plans</li> <li>• elevations</li> <li>• roof plans (unless no changes to roof)</li> </ul>	<p>All applications</p>

<ul style="list-style-type: none"> <li>• sections (unless only minor elevational changes)</li> <li>• finished floor levels (where changes to internal or external finished floor or ground levels (including patios and decking)</li> <li>• site levels (where trees are sited within 15m)</li> <li>• internal alterations at 1:1, 1:10 or 1:20 as appropriate (listed building consent where new or replacement features eg doors, skirting, architrave)</li> </ul>	
<p>5. <b>Planning Statement</b> – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.</p>	<p>All applications</p>
<p>6. An <b>Energy Assessment</b> is required for all ‘major’ developments.. The Energy</p>	<p>All major applications</p>

<p>Assessment should comply with the London Plan energy hierarchy and carbon dioxide requirements – zero carbon - and, where relevant, decentralised energy. The Energy Assessment should be in line with the Greater London Authority guidance on preparing energy assessments.”</p>	
<p><b>7. Barnet Sustainable Drainage Assessment Form</b> for Full or Reserved Matters Applications to be completed.</p>	<p>All applications with surface water drainage</p>
<p><b>8. Utilities Assessment</b></p>	<p>A statement of connection to existing utilities required for all redevelopments.</p>
<p>9. <b>Refuse</b> disposal details and recycling</p>	<p>All applications</p>
<p>- <b>MAY BE REQUIRED</b></p>	<p><b>THRESHOLD</b></p>
<p>10. <b>Heritage Statement</b></p>	<p>Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive building, locally listed building, area of</p>

	<p>archaeological significance.</p> <p>The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications</p>
<p><b>11. Tree survey and arboricultural statement</b></p>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required.</p> <p>Also required where there are ground level changes and/ or excavations including for enabling works.</p>
<p><b>12. Open Space and landscaping</b></p>	<p>All developments. Indicative open space, play space and landscaping required. Also for developments in conservation areas or affecting the setting of listed buildings.</p>
<p><b>13. Affordable Housing Statement</b></p>	<p>Applications on sites capable of providing 11 units or more gross or with gross threshold of 1000 sq m. to include a draft viability assessment where appropriate</p>

<p><b>14. Transport Assessment</b></p>	<p>Applications generating significant traffic movements and all large-scale major developments</p>
<p><b>15. Travel Plan</b></p>	<p>Applications generating significant traffic movements and all large-scale major developments</p>
<p><b>16. Noise Risk and/or Impact Assessment</b></p>	<p>An initial noise risk 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 environment has relatively high noise levels.</p> <p>An Initial Noise Risk assessment should assess the Noise Risk Category of the site to help provide an indication of the likely suitability of the site for new residential development from a noise perspective.</p> <p>A Noise Impact Assessment will also be required where potentially noisy development is located close to noise sensitive sites (potentially use classes B2-B8, D1, D2 and similar).</p>

<b>17 . Air Quality Assessment</b>	<p>Required where new residential development located in Air Quality Management Areas.</p> <p>Also required where development could potentially contribute to a worsening of local air quality.</p> <p>All applications for biomass boilers and heat and power plant.</p> <p>All Major applications require an Air Quality and Dust Management Assessment.</p>
<b>18. Ventilation and Extraction Details</b>	<p>Required for applications where ventilation equipment proposed eg air-conditioning, mechanical ventilation</p>
<b>19. Flood Risk Assessment (FRA) and Sequential/ Exception Test</b>	<p>In <b>Flood Zones 2 and 3 an FRA and Sequential Test Assessment</b> will be required for all developments except some changes of use, householder development and commercial extensions of less than 250 sq m.</p> <p>The <b>Exception Test</b> will be required for</p>

highly vulnerable development in Zone 2, more vulnerable development in Zone 3a and essential infrastructure in Zones 3a and 3b

**In Flood Zone 1 an FRA will be required**

for all operational development on sites over 1ha in size, on smaller sites which include a change of use to more vulnerable use class which may be at risk of other forms of flooding eg surface water, or where there are critical drainage problems.

For **development within 20m of the top of a bank of the main river** an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3.

For **developments involving culverting** or control of flow of a stream, an FRA will be required for all operational development.

	<p>An FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p>
<p><b>20. Economic Statement</b></p>	<p>For developments where there is a change of use from/ loss of employment, retail or community use, including marketing information</p>
<p><b>21. Details of lighting</b></p>	<p>All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill Observatory.</p> <p>Details of lighting to be provided for all applications which include illuminated advertisements.</p>
<p><b>22. Land contamination assessment</b></p>	<p>A preliminary assessment is required for developments where site is on or near known or suspected contaminated land or where required due to the historical use of the land.</p>
<p><b>23. Ecological Assessment</b></p>	<p>An ecological statement is required which should identify how protection of biodiversity</p>

	<p>and habitat quality will be achieved and where enhancement to biodiversity can be made. Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species and also required for developments affecting sensitive areas (including for example, open landscape, sites of nature conservation importance) and to include proposals for long term maintenance and management.</p>
<p><b>24. Sunlight and Daylight Assessment</b></p>	<p>Required where development may have significant impacts on neighbouring properties. Seek advice from Planning Service.</p>
<p><b>25. Environmental Statement (ES)</b></p>	<p>May be required for 'urban development projects' over 5ha in size or for more than 150 dwellinghouses. A screening request may be made to the Council to ascertain whether an ES is required for a development.</p> <p>Contents of a full ES can be established through a scoping request.</p>

	It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.
<b>26. Statement of Community Involvement</b>	All large scale major applications.
<b>OPTIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>
<b>27. Block plan</b> (1:200 or 1:500, showing boundaries, other buildings on or adjoining site, trees	All developments that include extensions
<b>28. Photographs and Photomontages</b>	Advisably particularly in conservation areas
<b>29. Existing and proposed street scenes</b> <b>1:200 or 1:500</b>	Advisable particularly in conservation areas

## **Validation Checklist 2D – Minor Residential Development**

- Full planning permission
- Full planning permission and consent for relevant demolition in a Conservation Area
- Full planning permission and Listed Building Consent
- Full planning permission and Advertisement Consent

A ‘**minor**’ development is the provision of 1 to 9 residential units, the provision of new non-residential buildings or non-residential extensions or changes of use of less than 1,000 sq m or less than 1 ha, planning applications for telecommunications masts and equipment.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single ‘planning statement’, particularly where the issues raised are relatively straightforward.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Relevant Demolition in Conservation Area applications.

NATIONAL REQUIREMENTS	THRESHOLD
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	<p>Only required for the following:</p> <ul style="list-style-type: none"> <li>• Provision of 1 or more dwelling houses in a conservation area</li> <li>• Where development involves additional floor space of 100 sq m or more in a conservation area</li> <li>• The property is a listed building</li> </ul>
<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> </ul>	All applications

<ul style="list-style-type: none"> <li>Showing road names and direction of north</li> </ul>	
<p>6. 3 copies of plans, drawings and information necessary to describe the development</p>	<p>All applications</p>
<p>-</p> <p><b>BARNET ESSENTIAL REQUIREMENTS</b></p>	<p><b>THRESHOLD</b></p>
<p>5. <b>Plans and documents</b></p> <ul style="list-style-type: none"> <li>Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, ideally at A3 scale, <u>include a scale bar</u>, have a drawing number and be titled. Plans must <b>NOT</b> say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.</li> <li>For 'major' applications 3 copies are</li> </ul>	<p>All applications</p>

<p>required, with one set at A3 size plus 3 CDs with all documents on them.</p> <ul style="list-style-type: none"> <li>• For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named. <u>A scale bar must be included.</u></li> <li>• If coloured plans and documents are larger than A3 size, hard copies will also be required.</li> </ul>	
<p>2. <b>CIL Form</b> Community Infrastructure Levy additional Information form</p>	<p>All applications</p>
<p>3. <b>Drawings</b> to show the development proposals:</p> <ul style="list-style-type: none"> <li>• with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of extension <ul style="list-style-type: none"> <li>• Each sheet must have a drawing reference number and include the site address</li> <li>• At a scale of : 50 or 1:100</li> </ul> </li> </ul>	<p>All applications</p>

<ul style="list-style-type: none"> <li>• <u>Original</u> floor plans required for applications for extension/ replacement of buildings in the green belt</li> </ul>	
<p><b>4. Existing and proposed plans:</b></p> <ul style="list-style-type: none"> <li>• Block plan (1:200 or 1:500) where there are trees within 15m</li> <li>• floor plans</li> <li>• elevations</li> <li>• roof plans (unless no changes to roof)</li> <li>• sections (unless only minor elevational changes)</li> <li>• finished floor levels (where changes to internal or external finished floor or ground levels (including patios and decking)</li> <li>• site levels (where trees are sited within 15m)</li> <li>• internal alterations at 1:1, 1:10 or 1:20 as appropriate (listed building</li> </ul>	<p>All applications</p>

<p>consent where new or replacement features eg doors, skirting, architrave</p>	
<p><b>5. Planning Statement</b></p>	<p>For minor residential development this need only include the following:</p> <ul style="list-style-type: none"> <li>• floor areas of each unit</li> <li>• room sizes</li> <li>• parking spaces</li> <li>• amenity areas</li> <li>• refuse/ recycling location</li> </ul>
<p><b>6. Sustainability Statement</b> to show how the development meets all the standards specified in the Council's 'Sustainable Design and Construction' Supplementary Planning Document SPD</p>	<p>All applications</p>
<p>-</p> <p style="text-align: center;"><b>MAY BE REQUIRED</b></p>	<p style="text-align: center;"><b>THRESHOLD</b></p>
<p><b>7. Barnet Sustainable Drainage Assessment Form</b> for Full or Reserved Matters Applications</p>	<p>There may be circumstances when, due to existing flooding/ low water pressure problems in the catchment, this is required for minor developments</p>

<b>8. Heritage Statement</b>	<p>Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive building, locally listed building, area of archaeological significance.</p> <p>The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications</p>
<b>9. Tree survey and arboricultural statement</b>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required.</p> <p>Also required where there are ground level changes and/ or excavations including for enabling works.</p>
<b>10. Landscaping</b>	<p>Developments in conservation areas or affecting the setting of listed buildings.</p>
<b>11. Noise Risk and/or Impact</b>	<p>An <b>initial noise risk assessment</b> will be</p>

<p><b>Assessment</b></p>	<p>required where noise sensitive development is proposed to be located on or near to a railway or class A road or where the environment has relatively high noise levels.</p> <p>An Initial Noise Risk assessment should assess the Noise Risk Category of the site to help provide an indication of the likely suitability of the site for new residential development from a noise perspective.</p> <p>A <b>Noise Impact Assessment</b> will also be required where potentially noisy development is located close to noise sensitive sites (potentially use classes B2-B8, D1, D2 and similar).</p>
<p><b>12. Air Quality Assessment</b></p>	<p>Required where new residential development located in Air Quality Management Areas.</p> <p>Also required where development could potentially contribute to a worsening of local air quality.</p> <p>All applications for biomass boilers and heat and power plant</p>

<p><b>13. Ventilation and Extraction Details</b></p>	<p>Required where ventilation equipment proposed eg air-conditioning, mechanical ventilation</p>
<p><b>14. Flood Risk Assessment (FRA) and Sequential/ Exception Test</b></p>	<p>In <b>Flood Zones 2 and 3 an FRA and Sequential Test Assessment</b> will be required for all developments except some changes of use, householder development and commercial extensions of less than 250 sq m.</p> <p>The <b>Exception Test</b> will be required for highly vulnerable development in Zone 2, more vulnerable development in Zone 3a and essential infrastructure in Zones 3a and 3b</p> <p><b>In Flood Zone 1 an FRA will be required</b> for all operational development on sites over 1ha in size, on smaller sites which include a change of use to more vulnerable use class which may be at risk of other forms of flooding eg surface water, or where there are</p>

	<p>critical drainage problems.</p> <p>For <b>development within 20m of the top of a bank</b> of the main river an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3.</p> <p>For <b>developments involving culverting</b> or control of flow of a stream, an FRA will be required for all operational development.</p> <p>An FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p>
<p><b>15. Economic Statement</b></p>	<p>Required for all developments resulting in a loss of employment, retail or community use. To include marketing information.</p>
<p><b>16. Details of lighting</b></p>	<p>All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill</p>

	<p>Observatory.</p> <p>Details of lighting to be provided for all applications which include illuminated advertisements.</p>
<b>17. Land contamination assessment</b>	<p>A preliminary assessment is required for developments where site is on or near known or suspected contaminated land or where required due to the historical use of the land.</p>
<b>18. Ecological Assessment</b>	<p>Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species and also required for developments affecting sensitive areas (including for example, open landscape, sites of nature conservation importance) and to include proposals for long term maintenance and management.</p>
<b>19. Sunlight and Daylight Assessment</b>	<p>Required where development may have significant impacts on neighbouring properties. Seek advice from Planning Service.</p>
<b>OPTIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>

21. <b>Refuse</b> disposal details and recycling	Advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.
22. <b>Block plan</b> (1:200 or 1:500, showing boundaries, other buildings on or adjoining site, trees	All developments that include extensions
23. <b>Photographs and photomontages</b>	Particularly for developments in conservation areas
24. <b>Existing and proposed street scene at 1:200 or 1:500</b>	Particularly for developments in conservation areas

### **Validation Checklist 3 – Outline Applications**

- Outline planning permission with all matters reserved
- Outline planning permission with some matters reserved

A '**minor development**' is the provision of 1 to 9 residential units, the provision of new non-residential buildings or non-residential extensions or changes of use of less than 1,000 sq m or less than 1ha.

A ‘ **small scale major**’ development includes an application for residential development of 10 to 199 dwellings or a site exceeding 0.5ha but less than 4ha, non-residential development of 1,000 sq.m to 9,999sq m or a site of between 1ha and 2ha.

A ‘**large scale major**’ development includes an application for residential development of 200 or more dwellings or a site exceeding 4ha, non-residential development of 10,000sq m or a site of 2ha or more.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single ‘planning statement’, particularly where the issues raised are relatively straightforward.

Where supporting information for a ‘major’ application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Relevant Demolition in Conservation Area applications.

NATIONAL REQUIREMENTS	THRESHOLD
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	<p>Required for all major applications except:</p> <ul style="list-style-type: none"> <li>• Section 73 applications to develop land without conditions previously attached</li> <li>• Material change of use of land or buildings</li> <li>• Engineering or mining operations</li> <li>• Waste development</li> <li>• Works to a Listed Building</li> </ul>
<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the</li> </ul>	All applications

<p>property marked by a red line</p> <ul style="list-style-type: none"> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	
<p>6. 3 copies of plans, drawings and information necessary to describe the development</p>	<p>All applications</p>
<p>-</p> <p><b>BARNET ESSENTIAL REQUIREMENTS</b></p>	<p><b>THRESHOLD</b></p>
<p>6. <b>Plans and documents</b></p> <ul style="list-style-type: none"> <li>• Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, <u>include a scale bar</u>, have a drawing number and be titled. Plans must <b>NOT</b> say 'Do not scale'. Alternatively submitted</li> </ul>	<p>All applications</p>

<p>drawings should show all scaled dimensions, including those to boundaries.</p> <ul style="list-style-type: none"> <li>• For 'major' applications 3 copies are required, with one set at A3 size plus 3 CDs with all documents on them.</li> <li>• For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named. <u>A scale bar must be included.</u></li> <li>• If coloured plans and documents are larger than A3 size, hard copies will also be required.</li> </ul>	
<p>2. <b>CIL Form</b> Community Infrastructure Levy additional Information form</p>	<p>All applications</p>
<p>3. <b>Drawings</b> to show the development proposals:</p> <ul style="list-style-type: none"> <li>• with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of extension</li> </ul>	<p>All applications</p>

<ul style="list-style-type: none"> <li>• Each sheet must have a drawing reference number and include the site address</li> <li>• At a scale of : 50 or 1:100</li> <li>• <u>Original</u> floor plans required for applications for extension/ replacement of buildings in the green belt</li> </ul>	
<p><b>4. Existing and proposed plans:</b></p> <ul style="list-style-type: none"> <li>• Block plan (1:200 or 1:500) where there are trees within 15m</li> <li>• floor plans</li> <li>• elevations</li> <li>• roof plans (unless no changes to roof)</li> <li>• sections (unless only minor elevational changes)</li> <li>• finished floor levels (where changes to internal or external finished floor or ground levels (including patios and decking)</li> </ul>	<p>All applications but will depend on which matters (access, appearance, landscaping, layout, scale) are to be considered as part of the outline application.</p> <p>A plan must be submitted that shows the proposed access(es) for all outline applications</p>

<ul style="list-style-type: none"> <li>• site levels (where trees are sited within 15m)</li> <li>• internal alterations at 1:1, 1:10 or 1:20 as appropriate (listed building consent where new or replacement features eg doors, skirting, architrave)</li> </ul>	
<p>5. <b>Planning Statement</b> – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.</p>	<p>All applications</p>
<p>6. An <b>Energy Assessment</b> is required for all ‘major’ developments.. The Energy Assessment should comply with the London Plan energy hierarchy and carbon dioxide requirements – zero carbon - and, where relevant, decentralised energy. The Energy Assessment should be in line with the Greater London Authority guidance on</p>	<p>All Major applications</p>

preparing energy assessments	
<b>7. Barnet Sustainable Drainage Assessment Form</b> to show how SUDS will be considered as part of the development	All applications with surface water drainage
<b>8. Utilities Assessment</b>	A statement of connection to existing utilities required for all redevelopments.
-  <b>MAY BE REQUIRED</b>	<b>THRESHOLD</b>
<b>9. Heritage Statement</b>	<p>Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive building, locally listed building, area of archaeological significance.</p> <p>The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications</p>
<b>10. Affordable Housing Statement</b>	Applications on sites capable of providing 11 units or more gross or with gross threshold of 1000 sq m. to include a draft viability assessment where appropriate

<p><b>11. Tree survey and arboricultural statement</b></p>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required.</p> <p>Also required where there are ground level changes and/ or excavations including for enabling works.</p>
<p><b>12. Open Space and landscaping</b></p>	<p>All developments where landscaping is not a reserved matter.</p>
<p><b>13. Transport Assessment</b></p>	<p>Applications generating significant traffic movements eg schools, certain community uses and all large-scale major developments</p>
<p><b>14. Travel Plan</b></p>	<p>Applications generating significant traffic movements eg schools, certain community uses and all large-scale major developments</p>
<p><b>15. Noise Risk and/or Impact Assessment</b></p>	<p>An <b>initial noise risk assessment</b> 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</p>

	<p>environment has relatively high noise levels.</p> <p>An Initial Noise Risk assessment should assess the Noise Risk Category of the site to help provide an indication of the likely suitability of the site for new residential development from a noise perspective.</p> <p>A <b>Noise Impact Assessment</b> will also be required where potentially noisy development is located close to noise sensitive sites (potentially use classes B2-B8, D1, D2 and similar</p>
<p><b>16 . Air Quality Assessment</b></p>	<p>Required where new residential development located in Air Quality Management Areas.</p> <p>Also required where development could potentially contribute to a worsening of local air quality.</p> <p>All applications for biomass boilers and heat and power plant.”</p> <p>All Major applications require an Air Quality and Dust Management Assessment</p>

<p><b>17. Ventilation and Extraction Details</b></p>	<p>Required for applications within Use Classes A3, A4 and A5 (pubs, restaurants, take-aways), B1 and B2 (industrial) or other applications where ventilation equipment proposed eg air-conditioning, mechanical ventilation for residential.</p>
<p><b>18. Flood Risk Assessment (FRA) and Sequential/ Exception Test</b></p>	<p>In <b>Flood Zones 2 and 3 an FRA and Sequential Test Assessment</b> will be required for all developments except some changes of use, householder development and commercial extensions of less than 250 sq m.</p> <p>The <b>Exception Test</b> will be required for highly vulnerable development in Zone 2, more vulnerable development in Zone 3a and essential infrastructure in Zones 3a and 3b</p> <p><b>In Flood Zone 1 an FRA will be required</b> for all operational development on sites over 1ha in size, on smaller sites which include a change of use to more vulnerable use class</p>

	<p>which may be at risk of other forms of flooding eg surface water, or where there are critical drainage problems.</p> <p>For <b>development within 20m of the top of a bank</b> of the main river an FRA may be required for a change of use from ‘water compatible’ to ‘less vulnerable’ use in Flood Zone 3 and for ‘highly vulnerable’ and ‘more vulnerable’ uses in Flood Zones 2 and 3.</p> <p>For <b>developments involving culverting</b> or control of flow of a stream, an FRA will be required for all operational development.</p> <p>An FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p>
<p><b>19. Economic Statement</b></p>	<p>All developments within the identified regeneration areas.</p> <p>Also required for all developments resulting in a loss of employment land and/ or</p>

	reduction in employment level.
<b>20. Town Centre Use Assessment</b>	<p>In accordance with the National Planning Policy Framework a sequential test is required for all new retail, leisure and office developments located outside Barnet's existing town centres. Extensions to existing units outside the town centre/ or in local parades resulting in a single unit exceeding 200 sq m, will also require a sequential assessment.</p> <p>In addition, an Impact Assessment is locally required for all retail development of over 500 sq m outside an existing town centre.</p>
<b>21. Land contamination assessment</b>	A preliminary assessment is required for developments where site is on or near known or suspected contaminated land or where required due to the historical use of the land
<b>22. Ecological Assessment</b>	An ecological statement is required which should identify how protection of biodiversity

	<p>and habitat quality will be achieved and where enhancement to biodiversity can be made. Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species and also required for developments affecting sensitive areas (including for example, open landscape, sites of nature conservation importance) and to include proposals for long term maintenance and management.</p>
<p><b>23. Sunlight and Daylight Assessment</b></p>	<p>Required where development may have significant impacts on neighbouring properties. Seek advice from Planning Service.</p>
<p><b>24. Environmental Statement (ES)</b></p>	<p>May be required for 'urban development projects' over 5ha in size or for more than 150 dwellinghouses. A screening request may be made to the Council to ascertain whether an ES is required for a development.</p> <p>Contents of a full ES can be established through a scoping request.</p>

	It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.
<b>25. Statement of Community Involvement</b>	All large scale major applications.
<b>OPTIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>
<b>26. Block plan</b> (1:200 or 1:500, showing boundaries, other buildings on or adjoining site, trees	All developments that include extensions
<b>27. Photographs and Photomontages</b>	Advisably particularly in conservation areas
<b>28. Existing and proposed street scenes</b> <b>1:200 or 1:500</b>	Advisable particularly in conservation areas

## **Validation Checklist 4 – Relevant Demolition in a Conservation Area**

- Demolition in a Conservation Area

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. An Ordnance Survey location plan <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> </ul>	All applications

<ul style="list-style-type: none"> <li>Showing road names and direction of north</li> </ul>	
<p>6. 3 copies of plans, drawings and information necessary to describe the development</p>	<p>All applications</p>
<p><b><u>Local List Requirements</u></b></p>	<p><b><u>Threshold</u></b></p>
<p>1. Drawings to show the development proposals:</p> <ul style="list-style-type: none"> <li>with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>showing trees within 15m of extension <ul style="list-style-type: none"> <li>Each sheet must have a drawing reference number and include the site address</li> <li>At a scale of 1: 50 or 1:100</li> <li><u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt</li> </ul> </li> </ul>	<p>All applications, as specified below</p>
<p>2. Existing and proposed floor plans</p>	<p>All applications</p>

3. Existing and proposed front, side and rear elevations	All applications
4. Existing and proposed roof plan	All applications unless no changes to roof
5. Planning Statement – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.	All applications
6. Heritage Statement	All applications. The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications
7. Tree survey and arboricultural statement	Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required.  Also required where there are ground level changes and/ or excavations including for enabling works.

8. Open Space and landscaping	Where restoration of the site is proposed.
9. Photographs and photomontages	Optional, but advised
10. Ecological Assessment	Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species

## **Validation Checklist 5 – Approval of Reserved Matters**

- Approval of Reserved Matters following outline

The level of information required for a valid application will depend on the scale and nature of the proposal and which matters have been reserved.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single ‘planning statement’, particularly where the issues raised are relatively straightforward.

Where supporting information for a ‘major’ application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of no more than 20 pages. This can also be useful for smaller schemes.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Relevant Demolition in Conservation Area applications.

<b>NATIONAL REQUIREMENTS</b>	<b>THRESHOLD</b>
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1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	<p>Required for all major applications except:</p> <ul style="list-style-type: none"> <li>• Section 73 applications to develop land without conditions previously attached</li> <li>• Material change of use of land or buildings</li> <li>• Engineering or mining operations</li> <li>• Waste development</li> <li>• Works to a Listed Building</li> </ul>
<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> </ul>	All applications

<ul style="list-style-type: none"> <li>• Showing road names and direction of north</li> </ul>	
<p>6. 3 copies of plans, drawings and information necessary to describe the development</p>	<p>All applications</p>
<p>-</p> <p><b>BARNET ESSENTIAL REQUIREMENTS</b></p>	<p><b>THRESHOLD</b></p>
<p><b>7. Plans and documents</b></p> <ul style="list-style-type: none"> <li>• Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, <u>include a scale bar</u>, have a drawing number and be titled. Plans must <b>NOT</b> say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.</li> <li>• For 'major' applications 3 copies are</li> </ul>	<p>All applications</p>

<p>required, with one set at A3 size plus 3 CDs with all documents on them.</p> <ul style="list-style-type: none"> <li>• For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named. <u>A scale bar must be included.</u></li> <li>• If coloured plans and documents are larger than A3 size, hard copies will also be required.</li> </ul>	
<p>2. <b>CIL Form</b> Community Infrastructure Levy additional Information form</p>	<p>All applications</p>
<p>3. <b>Drawings</b> to show the development proposals:</p> <ul style="list-style-type: none"> <li>• with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of extension <ul style="list-style-type: none"> <li>• Each sheet must have a drawing reference number and include the site address</li> <li>• At a scale of : 50 or 1:100</li> </ul> </li> </ul>	<p>All applications</p>

<ul style="list-style-type: none"> <li>• <u>Original</u> floor plans required for applications for extension/ replacement of buildings in the green belt</li> </ul>	
<p><b>4. Existing and proposed plans:</b></p> <ul style="list-style-type: none"> <li>• Block plan (1:200 or 1:500) where there are trees within 15m</li> <li>• floor plans</li> <li>• elevations</li> <li>• roof plans (unless no changes to roof)</li> <li>• sections (unless only minor elevational changes)</li> <li>• finished floor levels (where changes to internal or external finished floor or ground levels (including patios and decking)</li> <li>• site levels (where trees are sited within 15m)</li> <li>• internal alterations at 1:1, 1:10 or 1:20 as appropriate (listed building</li> </ul>	<p>All applications</p>

<p>consent where new or replacement features eg doors, skirting, architrave</p>	
<p>5. <b>Planning Statement</b> – this should set out the context of the development and an assessment of how the development accords with relevant national policies (eg the NPPF), the London Plan and Barnet’s Local Plan policies.</p>	<p>All applications</p>
<p>6. An <b>Energy Assessment</b> is required for all ‘major’ developments. The Energy Assessment should comply with the London Plan energy hierarchy and carbon dioxide requirements – zero carbon - and, where relevant, decentralised energy. The Energy Assessment should be in line with the Greater London Authority guidance on preparing energy assessments</p>	<p>All Major applications</p>
<p>7. <b>Barnet Sustainable Drainage Assessment Form</b> for Full or Reserved Matters Applications to be completed</p>	<p>All applications for Major development</p>

<b>8. Utilities Assessment</b>	A statement of connection to existing utilities required for all Major redevelopments.
<b>9. Refuse</b> disposal details and recycling	All applications
- <b>MAY BE REQUIRED</b>	<b>THRESHOLD</b>
<b>10. Heritage Statement</b>	<p>Required in a conservation area, for a listed building or where development would affect any other heritage asset including a positive building, locally listed building, area of archaeological significance.</p> <p>The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications</p>
<b>11. Tree survey and arboricultural statement</b>	<p>Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required.</p> <p>Also required where there are ground level</p>

	<p>changes and/ or excavations including for enabling works.</p>
<p><b>12. Open Space and landscaping</b></p>	<p>All developments. Indicative open space, play space and landscaping required. Also for developments in conservation areas or affecting the setting of listed buildings.</p>
<p><b>13. Noise Risk and/or Impact Assessment</b></p>	<p>An <b>initial noise risk assessment</b> may be required to address issues raised in any initial noise risk assessment. This can be where noise sensitive development is proposed to be located on or near to a railway or class A road or where the environment has relatively high noise levels. An Initial Noise Risk assessment should assess the Noise Risk Category of the site to help provide an indication of the likely suitability of the site for new residential development from a noise perspective.</p> <p>A <b>Noise Impact Assessment</b> will also be required where potentially noisy</p>

	<p>development is located close to noise sensitive sites (potentially use classes B2-B8, D1, D2 and similar).</p>
<p><b>14 . Air Quality Assessment</b></p>	<p>Required where new residential development located in Air Quality Management Areas.</p> <p>Also required where development could potentially contribute to a worsening of local air quality.</p> <p>All applications for biomass boilers and heat and power plant.”</p> <p>All Major applications require an Air Quality and Dust Management Assessment.</p>
<p><b>15. Ventilation and Extraction Details</b></p>	<p>Required for applications within Use Classes A3, A4 and A5 (pubs, restaurants, take-aways), B1 and B2 (industrial) or other applications where ventilation equipment proposed eg air-conditioning, mechanical ventilation for residential.</p>
<p><b>16. Flood Risk Assessment (FRA) and Sequential/ Exception Test</b></p>	<p>In <b>Flood Zones 2 and 3 an FRA and Sequential Test Assessment</b> will be required for all developments except some</p>

changes of use, householder development and commercial extensions of less than 250 sq m.

The **Exception Test** will be required for highly vulnerable development in Zone 2, more vulnerable development in Zone 3a and essential infrastructure in Zones 3a and 3b

**In Flood Zone 1 an FRA will be required**

for all operational development on sites over 1ha in size, on smaller sites which include a change of use to more vulnerable use class which may be at risk of other forms of flooding eg surface water, or where there are critical drainage problems.

For **development within 20m of the top of a bank of the main river** an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3.

	<p>For <b>developments involving culverting</b> or control of flow of a stream, an FRA will be required for all operational development.</p> <p>An FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p>
<p><b>17. Details of lighting</b></p>	<p>All applications involving floodlighting schemes and development within or adjacent to rural areas or near the Mill Hill Observatory.</p> <p>Details of lighting to be provided for all applications which include illuminated advertisements.</p>
<p><b>18. Sunlight and Daylight Assessment</b></p>	<p>Required where development may have significant impacts on neighbouring properties. Seek advice from Planning Service.</p>

<p><b>19. Environmental Statement (ES)</b></p>	<p>May be required for 'urban development projects' over 5ha in size or for more than 150 dwellinghouses. A screening request may be made to the Council to ascertain whether an ES is required for a development.</p> <p>Contents of a full ES can be established through a scoping request.</p> <p>It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.</p>
<p><b>20. Statement of Community Involvement</b></p>	<p>All large scale major applications.</p>
<p><b>OPTIONAL REQUIREMENTS</b></p>	<p><b>THRESHOLD</b></p>
<p><b>21. Block plan</b> (1:200 or 1:500, showing boundaries, other buildings on or adjoining site, trees</p>	<p>All developments that include extensions</p>

<b>22. Photographs and Photomontages</b>	Advisably particularly in conservation areas
<b>23. Existing and proposed street scenes</b> <b>1:200 or 1:500</b>	Advisable particularly in conservation areas

## **Validation Checklist 6A – Listed Building Consent**

- Listed Building Consent for alterations, extension or demolition of a Listed Building
- Listed Building Consent for alterations, extension or demolition of a Listed Building and Advertisement Consent

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information

to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Design and Access Statement	Required for all LBC applications except: <ul style="list-style-type: none"><li>• Section 73 applications to develop land without conditions previously attached</li><li>• Applications to extend time limits</li><li>• Where only internal changes are</li></ul>

	proposed
<p>5. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	All applications
<p>6. 3 copies of plans, drawings and information necessary to describe the development</p>	All applications
<b><u>Local List Requirements</u></b>	<b><u>Threshold</u></b>
<p>1. Drawings to show the development proposals:</p> <ul style="list-style-type: none"> <li>• with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of</li> </ul>	All applications, as specified below

<p>extension</p> <ul style="list-style-type: none"> <li>• Each sheet must have a drawing reference number and include the site address</li> <li>• At a scale of 1: 50 or 1:100</li> <li>• <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt</li> </ul>	
<p>2. Existing and proposed floor plans</p>	<p>All applications</p>
<p>3. Existing and proposed front, side and rear elevations</p>	<p>All applications</p>
<p>4. Existing and proposed roof plan</p>	<p>All applications unless no changes to roof</p>
<p>5. Existing and proposed sections</p>	<p>All applications unless only minor elevational changes proposed</p>
<p>6. Existing and proposed finished floor levels and site levels</p>	<p>Required where changes to internal or external finished floor or ground levels (including patios and decking).  Existing and proposed site levels required where trees are sited within 15m</p>
<p>7. Details of internal alterations at 1:1, 1:10 or 1:20 (as appropriate)</p>	<p>Applications for listed building consent where new or replacement features proposed eg</p>

	doors, skirting, architraves
8. Heritage Statement	All applications. The Council has produced specific guidance on requirements for Listed Building and Conservation Area Consent applications
9. Archive drawings, historical records eg London Metro Archive	Where available
10. Tree survey and arboricultural statement	Required where trees are located within 15m (edge of trunk) of development (on the site or adjoining land, including street trees). A plan to show their location and measures to protect them during development is also required.  Also required where there are ground level changes and/ or excavations including for enabling works.
11. Open Space and landscaping	All developments affecting the setting of listed buildings.
12. Photographs and photomontages	Optional but advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.
13. Sustainability Statement to show how	All developments

the development meets all the standards specified in the Council's 'Sustainable Design and Construction' Supplementary Planning Document (SPD)	
14. Ecological Assessment	Appropriate assessments are required for all developments near known or reasonable likelihood of habitats of a protected species.

**Validation Checklist 6B – Certificate of Lawfulness of Proposed Works to a Listed Building**

- Application for a certificate of Lawfulness of Proposed Works to a Listed Building

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application forms	All applications
2. Appropriate fee	All applications
3. Detailed description of the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building likely to be affected	All applications
4. The reasons the applicant thinks they are entitled to a Certificate of Lawfulness of Proposed Works ie why they think the proposed works do not affect the special architectural or historic interest of the listed building	All applications

5. Any other relevant information	All applications
6. A plan identifying the listed building(s) to which the application refers drawn to an identified scale and showing the direction of north	All applications
7. A statement as to the applicant's interest (ownership, tenancy etc.) in the listed building(s) and any interest of any other person	All applications
8. Details of listed building grading if not known can be found at <a href="https://www.historicengland.org.uk/listing/the-list">https://www.historicengland.org.uk/listing/the-list</a>	All applications
<b><u>Local List Requirements</u></b>	<b><u>Threshold</u></b>
1. Drawings to show the development proposals: <ul style="list-style-type: none"> <li>• <u>with scale bar</u> indicating a minimum length of 0 to 5 or 0 to 10 metres <ul style="list-style-type: none"> <li>• each sheet must have a drawing reference number and include the site address</li> </ul> </li> </ul>	All applications

<ul style="list-style-type: none"> <li>• at a scale relevant to the works proposed</li> <li>• existing and proposed floor plans, elevations, sections depending on the works proposed</li> </ul>	
<p>2. Supporting information and evidence eg photographs, samples</p>	<p>All applications, where relevant</p>

## Validation Checklist 7 - Advertisements

- Advertisement Consent

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. Alternatively you can submit 3 copies plus 3 CDs with all documents on them.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

The "Validation Requirements Guidance Notes" include a description of the details required for the individual requirements specified below and where to find further information.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application forms	All applications
2. Appropriate fee	All applications
3. An Ordnance Survey location plan <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul> Location plan	All applications
4. 3 copies of plans, drawings and information necessary to describe the development	All applications
<b><u>Local List Requirements</u></b>	<b><u>Threshold</u></b>

<p>1. Existing and proposed elevations</p> <ul style="list-style-type: none"> <li>• scale 1:100 or 1:200 with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• <u>Original</u> required for applications for extensions to or replacement of buildings in the green belt</li> </ul> <p>Each sheet must have a drawing reference number and include the site address</p>	<p>All applications</p>
<p>2. Advertisement drawings</p>	<p>All applications</p>
<p>3. Photographs and photomontages</p>	<p>Optional but advised for all redevelopment proposals, Listed Building Consents and developments in conservation areas.</p>
<p>4. Lighting Assessment to show details of external lighting and proposed hours of illumination. Layout plan with beam orientation and schedule of equipment.</p>	<p>Normally only required for significant freestanding adverts.</p>

## **Validation Checklist 8 – Lawful Development**

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

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the

main impacts will be.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application forms	All applications
2. Appropriate fee	All applications
3. An Ordnance Survey location plan <ul style="list-style-type: none"><li>• Showing the property in relation to its surroundings</li><li>• Showing the boundaries of the property marked by a red line</li><li>• Other land owned by the applicant marked by a blue line</li><li>• Scaled at 1:1250</li><li>• Showing road names and direction of north</li></ul>	All applications
4. 3 copies of plans, drawings and	All applications

information necessary to describe the development	
<b><u>Local List Requirements</u></b>	<b><u>Threshold</u></b>
<p>1. Drawings to show the development proposals:</p> <ul style="list-style-type: none"> <li>• <u>with scale bar</u> indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of extension <ul style="list-style-type: none"> <li>• Each sheet must have a drawing reference number and include the site address</li> <li>• At a scale of 1: 50 or 1:100</li> <li>• <u>Original</u> floor plans required for applications for extensions to or replacement of buildings in the green belt</li> </ul> </li> </ul>	All applications
2. Existing and proposed floor plans	All applications
3. Existing and proposed front, side and rear elevations	All applications other than changes of use

4. Existing and proposed roof plan	All applications other than changes of use
5. Existing and proposed finished floor levels and site levels	Required where changes to internal or external finished floor or ground levels (including patios and decking).
6. Supporting Information and Evidence	<p>Photographs provide useful evidence. Other information is particularly important for certificates for existing uses and operations.</p> <p>This can include sworn affidavits, council tax records, electoral register records, tenancy agreements, utility bills and any other relevant information to support the application.</p>

## **Validation Checklist 9 – Removal or Variation of a Condition**

- Removal or variation of a condition following grant of planning permission

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For 'major' applications 6 copies are required, with one set at A3 size. CDs with all documents on them are also useful.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the

main impacts will be.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application forms	All applications
2. Ownership certificate A, B, C or D plus copy of Notice if required	All applications
3. Appropriate fee	All applications
4. Supporting plans and information to show the changes across the site.	
<b><u>Local List Requirements</u></b>	<b><u>Threshold</u></b>
1. Planning Statement – a supplementary statement that addresses the changes, to be read in conjunction with the documents that supported the original application.	All applications
2. Other supporting documents may be	Depends on condition being removed/ varied

<p>required depending on the nature of the changes and the condition being removed or varied.</p>	
<p>3. Environmental Statement (ES)</p>	<p>May be required for 'urban development projects' over 5ha in size or for more than 150 dwellinghouses. A screening request may be made to the Council to ascertain whether an ES is required for a development.</p> <p>Contents of a full ES can be established through a scoping request.</p> <p>It is recommended that requirements for schemes on sites over 0.5ha are discussed with the Planning Service at pre-application stage.</p>
<p>4. Copies of original approved plans</p>	<p>Optional</p>
<p>5. Deed of variation to any existing Section 106 legal agreement</p>	<p>Advisable for all relevant applications</p>

## **Validation Checklist 10 – Approval of Conditions**

- Approval of details reserved by condition

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

<u><b>National List Requirements</b></u>	<u><b>Threshold</b></u>
1. Completed application forms	All applications
2. Appropriate fee	All applications
<u><b>Local List Requirements</b></u>	
1. Other requirements are the same as validation checklist 2. The amount of information will depend on the condition being discharged	Depends on condition being discharged
2. Applications to discharge a surface water drainage condition should be accompanied by a completed <b>Barnet Sustainable Drainage Assessment Form</b>	

## **Validation Checklist 11 – Non-material Amendments**

- Application for a Non-Material Amendment following a grant of planning permission

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

The "Validation Requirements Guidance Notes" include a description of the details

required for the individual requirements specified below and where to find further information.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application form	All applications
2. Confirmation that Notice given to any owners of land in accordance with article 9(3) of the Town and Country Planning (Development Management Procedure) (England) Order 2010	All applications
3. Appropriate fee	All applications
4. Plans and drawings or information to describe the subject of the application	All applications
<b><u>Local List Requirements</u></b>	
1. Planning Statement to explain the amendments to the scheme and to include any technical justification if necessary.	All applications. Amount of details will depend on the nature of the amendment
2. Amended drawings to show the changes <ul style="list-style-type: none"> <li>• either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• Each sheet must have a drawing reference number and include the site address</li> </ul>	All applications

## **Validation Checklist 12 - Telecommunications**

- Prior Notification of proposed development by telecommunications code system operators

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

The "Validation Requirements Guidance Notes" include a description of the details

required for the individual requirements specified below and where to find further information.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application form or written description of the proposed development	All applications
2. Appropriate fee	All applications
3. An Ordnance Survey location plan <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	All applications
4. Evidence of Notice: That Notice has been given in accordance with A.2 (4) of Schedule 2 of the General Permitted	Where relevant

<p>Development Order 1995 (where mast within 3km of perimeter of an aerodrome)</p>	
<p><b><u>Local List Requirements</u></b></p>	
<p>1. Existing and proposed block plan</p> <ul style="list-style-type: none"> <li>• Scale 1:200 with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• showing trees within 15m of extension</li> <li>• Each sheet must have a drawing reference number and include the site address</li> </ul>	<p>Advised for all applications</p>
<p>2. Existing and proposed site layout and elevations</p> <ul style="list-style-type: none"> <li>• either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• Each sheet must have a drawing reference number and include the site address</li> </ul>	<p>Advised for all applications</p>

3. Photographs and photomontages	Optional but advised
<p>4. Supplementary Information Template to include:</p> <ul style="list-style-type: none"> <li>• area of search</li> <li>• evidence that mast/ site sharing has been considered</li> <li>• details of any consultation undertaken</li> <li>• where near a school or college, evidence that relevant body has been consulted</li> <li>• details of proposed structure and technical justification and information about the proposed development, inc. purpose and need</li> <li>• details of frequency and modulation characteristics and power output</li> <li>• 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</li> </ul>	<p>Advised for all applications</p>

guidelines of the International  
Commission on Non-Ionizing  
Radiation Protection.

Further guidance set out in the Code of  
Practice on Mobile Network Development  
(2002)

### **Validation Checklist 13**

- Prior notification for demolition

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

Where supporting information for a 'major' application exceeds 100 pages (excluding the application form itself) applicants should provide a summary of the whole scheme of

no more than 20 pages. This can also be useful for smaller schemes.

The “Validation Requirements Guidance Notes” include a description of the details required for the individual requirements specified below and where to find further information.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application form or written description of the proposed development	All applications
2. Site Notice – Statement that the applicant has displayed the site notice in accordance with A.2(b) (ii and iii) of Part 31 of Schedule 2 of the General Permitted Development Order 1995	All applications
3.. Appropriate fee	All applications
4. An Ordnance Survey location plan <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant</li> </ul>	All applications

<p>marked by a blue line</p> <ul style="list-style-type: none"> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	
<p><b><u>Local List Requirements</u></b></p>	
<p>1. Ecological assessments</p>	<p>Developments near known, or where reasonable likelihood of, habitats of protected species</p>
<p>2. Landscaping details to show proposed restoration of the site</p>	<p>All applications</p>
<p>3. Supporting Planning</p>	<p>All applications</p>
<p>4. Photographs and photomontages</p>	<p>Optional but advised</p>
<p>5. Tree survey/ arboricultural report to show how existing trees on and adjoining the site will be protected during demolition</p>	<p>All applications where trees present</p>

## **Validation Checklist 14 – Agricultural buildings**

- Prior Notification of proposed agricultural or forestry development – proposed building
- Prior Notification of proposed agricultural or forestry development – proposed road
- Prior Notification of proposed agricultural or forestry development – proposed excavation/ deposit of waste material
- Prior Notification of proposed agricultural or forestry development – proposed fish tank or cage

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

The local requirement assessments and statements set out below need not be submitted as individual reports, but can form a single 'planning statement', particularly where the issues raised are relatively straightforward.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

The "Validation Requirements Guidance Notes" include a description of the details required for the individual requirements specified below and where to find further information.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
1. Completed application form or written description of the proposed development, to include materials to be used	All applications

2. Appropriate fee	All applications
<p>3. An Ordnance Survey location plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	All applications
<b><u>Local List Requirements</u></b>	
1. Ecological Assessment	Developments near known, or where reasonable likelihood of, habitats of protected species
2. Landscaping details. Existing trees and vegetation should where practicable be retained in new development and protected during construction	All applications

3. Supporting Planning Statement	All applications
4. Existing and proposed block plans, floor plans and elevations scale 1:50 or 1:100	All applications
5. Photographs and photomontages	Optional but advised

## **Validation Checklist 15 – Larger Home Extensions**

- Prior Notification of proposed larger home extension

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the scale and nature of the proposal.

Supporting information should be as brief as possible but provide sufficient information to enable the Council to understand where the site is, what the proposal is and what the main impacts will be.

The "Validation Requirements Guidance Notes" include a description of the details required for the individual requirements specified below and where to find further information.

<u>National List Requirements</u>	<u>Threshold</u>
<p>1. Completed application form <b><u>and</u></b> written description of the proposed development, to include:</p> <ul style="list-style-type: none"> <li>• The length the extension extends beyond the rear wall of the original dwellinghouse</li> <li>• The height at the highest point of the extension</li> <li>• The height at the eaves</li> <li>• A plan indicating the site and showing the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined</li> <li>• The addresses of any adjoining properties, including at the rear</li> <li>• A contact address for the developer (householder) and an email address if the developer is happy to receive correspondence by email</li> </ul>	<p>All applications</p>

2. Appropriate fee	All applications
<b><u>Local List Requirements</u></b>	
<p>1. An Ordnance Survey site plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	All applications
<p>2. Existing and proposed block plan to show the site and proposed development</p> <ul style="list-style-type: none"> <li>• Scale 1:200 with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• Each sheet must have a drawing reference number and include the site address</li> </ul>	All applications
3. Existing and proposed floor plans and	Advised for all applications

<p>elevations</p> <ul style="list-style-type: none"><li>• either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li><li>• Each sheet must have a drawing reference number and include the site address</li></ul>	
<p>4. Completed Community Infrastructure Levy (CIL) Additional Information Form</p>	<p>Advised for all applications</p>

## **Validation Checklist 16 – Prior Approvals for Change of Use**

- Prior approval of proposed change of use from business to residential

Where applications are submitted in paper form, the original plus 3 copies of all forms, plans and documents are required. All plans should be drawn to a recognised standard metric scale, have a scale bar, have a drawing number and be titled. Plans must **NOT** say 'Do not scale'. Alternatively submitted drawings should show all scaled dimensions, including those to boundaries.

For electronic submissions, individual file sizes should not exceed 5MB, should be in PDF format and be named.

If coloured plans and documents are larger than A3 size, hard copies will also be required.

The level of information required for a valid application will depend on the application type and the impacts that the Local Planning Authority will need to assess, as set out in the Town and Country Planning (General Permitted Development) (England) Order 2015.

The "Validation Requirements Guidance Notes" include a description of the details required for the individual requirements specified below and where to find further information.

<b><u>National List Requirements</u></b>	<b><u>Threshold</u></b>
<p>1. Completed application form or written description of the proposed development to include</p> <ul style="list-style-type: none"> <li>• A plan indicating the site and proposed development</li> <li>• The developer's contact address</li> <li>• The developer's email address if content to receive communications electronically</li> <li>• A site specific flood risk assessment if in Flood Zones 2 or 3 or Flood Zone 1 where critical drainage problems</li> </ul>	All applications
2. Appropriate fee	All applications
<p>3. A statement setting out the evidence to demonstrate that the building was used solely for storage or distribution centre use on 19<sup>th</sup> March 2014 and the building was used solely for storage or distribution centre use for a period of at least 4 years</p>	All applications for change of use from B8 to C3

<p>4. Existing and proposed elevations and floor plans where new extraction and ventilation equipment inc. flues and storage of rubbish</p>	<p>All applications for change of use A1 and A2, betting office, pay day loan shop, casinos to A3</p>
<p>5. Existing and proposed elevations and plans</p>	<p>Solar PV (non domestic)</p>
<p>6. A statement setting out the evidence the developer relies upon to demonstrate that the building was used solely for a light industrial use on the relevant date (19 March 2014 or last date in use if prior to that date</p>	<p>All applications for change of use from B1(c) to C3</p>
<p>7. A statement specifying the net increase in dwellinghouses proposed by the development</p>	<p>All applications for change of use to C3 from the following uses:</p> <ul style="list-style-type: none"> <li>• A1, A2, betting office, pay day loan shop, launderette (Class M)</li> <li>• Amusement arcade/ centre or casino (Class N)</li> <li>• B1(a) office (Class O)</li> <li>• B8 storage or distribution (Class P)</li> <li>• B1(c) light industrial (Class PA)</li> <li>• Agricultural buildings (Class Q)</li> </ul>

<u>Local List Requirements</u>	
<p>1. An Ordnance Survey site plan</p> <ul style="list-style-type: none"> <li>• Showing the property in relation to its surroundings</li> <li>• Showing the boundaries of the property marked by a red line</li> <li>• Other land owned by the applicant marked by a blue line</li> <li>• Scaled at 1:1250</li> <li>• Showing road names and direction of north</li> </ul>	<p>All applications</p>
<p>2. Existing and proposed floor plans</p> <ul style="list-style-type: none"> <li>• either 1:100 or 1:50 scale with scale bar indicating a minimum length of 0 to 5 or 0 to 10 metres</li> <li>• Each sheet must have a drawing reference number and include the site address</li> </ul>	<p>Optional but advised for all applications. Will be required for those types of applications where operational development ie elevational changes are proposed, in accordance with the requirements of the Town and Country Planning (General Permitted Development) (England) Order 2015.</p>
<p>3. Assessments of</p> <ul style="list-style-type: none"> <li>• Transport and highways impacts</li> </ul>	<p>Advised for all applications where these matters are to be considered</p>

<ul style="list-style-type: none"> <li>• Contamination risks on the site</li> <li>• Flooding risks on the site</li> <li>• Noise Impact</li> <li>• Air quality</li> </ul>	
<p>4. Marketing information to show that the property has been marketed for A1 use in accordance with Development Management Policy DM12 and that there is no interest for such a use.</p>	<p>All applications involving loss of A1 use in key shopping areas.</p>
<p>5. Economic Assessment of the impact of the change of use on existing industrial storage or distribution uses</p>	<p>All applications for change of use from B8 to C3</p>
<p>6. Plans, drawings and other information necessary to show partial demolitions, alterations, details of design and including new/ altered water, drainage, electricity, gas or other services</p>	<p>All applications where operational development is included in the Prior Approval procedure inc:</p> <ul style="list-style-type: none"> <li>• Agricultural to C3</li> <li>• A1, A2, betting office, payday loan shop, laundrette to C3</li> </ul> <p>Amusement arcades/ centres and casinos to C3</p>
<p>7. Plans to show siting, size, design and</p>	<p>All applications for Collection Facility within</p>

external appearance

the curtilage of a shop

## Local Requirements Validation Guidance Notes 2017

These guidance notes cover the full range of local and national requirements. Please see the validation checklists for particular application types to see what information is required for individual applications.

Please also see the separate guidance notes for applications for Listed Building Consent and Conservation Area Consent.

### National Requirements

Planning Application Requirement	NATIONAL REQUIREMENTS Description and where to find further advice	Policy Driver or Legislative Background
Completed Forms [original plus 3 copies]	Ensure forms are fully completed, including adequate description signed and dated (unless electronic submission).  For further advice see application form guidance notes.	Town and Country Planning (Development Management Procedure) (England) Order 2015
Ownership Certificate A, B, C or D [original plus 3 copies]	The appropriate Certificate must be completed, signed and dated (unless electronic submission), Where ownership certificates B, C or D completed, notice(s) as required by Article 11 and 12 must be given and/or published.  For further advice see application form guidance notes.	Town and Country Planning (Development Management Procedure) (England) Order 2015

<p>Appropriate Fee</p>	<p>The current scale of charges is available from the website <a href="http://www.barnet.gov.uk/planning">www.barnet.gov.uk/planning</a> 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 <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a>.</p> <p><b>Please ensure you write the site address on the back of your cheque.</b></p> <p>Payment of application fees can be made in cash at Barnet House planning reception. Payment by credit/ debit card can be made at planning reception or by phone 020 8359 4615.</p>	<p>Town and Country Planning (Fees for Applications and Deemed Applications) Regulations 1989, as amended.</p>
<p>Design and Access Statement [Original plus 3 copies]</p>	<p>A 'Design and Access Statement' (DAS) must accompany the following types of planning applications:</p> <ul style="list-style-type: none"> <li>• Major developments</li> <li>• Development in a conservation area consisting the provision of one or more dwellinghouses</li> <li>• Development in a conservation area where the floorspace created by the development is 100 square metres or more</li> </ul> <p>But does not apply to:</p> <ul style="list-style-type: none"> <li>• Section 73 applications ie to develop land without complying with certain conditions</li> <li>• Engineering or mining operations</li> <li>• Material change of use of land or buildings</li> <li>• Waste development</li> </ul> <p>The DAS shall explain:</p> <ol style="list-style-type: none"> <li>a) the design principles and concepts that have been applied to the development</li> <li>b) demonstrate the steps taken to appraise the context of the</li> </ol>	<p>Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015</p> <p>The Planning (Listed Buildings and Conservation Areas) (Amendment) (England) (Regulations) 2013</p>

	<p>development and how the design takes that context into account</p> <p>c) explain the policy adopted as to access and how policies in relation to access in local development documents have been taken into account</p> <p>d) state what, if any, consultation undertaken on issues in relation to access to the development and what account has been taken of the outcome</p> <p>e) explain how any specific issues which might affect access to the development have been addressed</p> <p>In addition, all applications for listed building consent and conservation area consent must be accompanied by a Design and Access Statement.</p> <p>The additional requirements in relation to listed building consent include an explanation of the design principles and concepts that have been applied to the works and how these take account of:</p> <p>i) the special architectural or historic importance of the building</p> <p>ii) the particular physical features of the building that justify its designation as a listed building</p> <p>iii) the buildings setting</p> <p>iv) how issues relating to access to the building have been dealt with (unless the application relates to internal changes only)</p> <p>The Listed Building DAS shall also:</p> <p>a) explain the policy adopted as to access, including what alternative means of access have been considered, how policies relating to access in Local Plan documents have been taken into account</p> <p>b) explain how policy as to access takes account of:</p> <p>i) the special architectural or historic importance of the building</p> <p>ii) the particular physical features of the building that justify its</p>	
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	<p>designation as a listed building iii) the buildings setting</p> <p>c) what, if any, consultation has been undertaken and what account has been taken of the outcome and explain how any specific issues which may affect access have been addressed.</p> <p>For applications for <b>listed building consent</b> submitted in parallel with a planning application, a single DAS is acceptable.</p> <p><b>For more information on preparing a Design and Access Statement see the NPPF and Practice</b></p>	
<p>Location Plan [Original plus 3 copies]</p>	<p>All applications must include a location plan based on an up-to-date map, at an identified standard metric scale (typically 1:1250 or 1:2500), 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. The plan should identify sufficient roads and/or buildings on land adjoining the site to ensure the exact location is clear. The plans should show the direction</p> <p><b>On-line submissions must use a bold line to delineate the site and distinguish between land outlined in red and land outlined in blue.</b></p> <p><b>All plans submitted need to clearly state the full site address.</b></p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2015</p>

Plans, drawings and information necessary to describe the development [Original plus 3 copies]	Any plans or drawings to be drawn to an identified scale and in the case of plans, showing the direction of north.	Town and Country Planning (Development Management Procedure) (England) Order 2015
	<b>Barnet Local Requirements</b>	
<b>Planning Application Requirement</b>	<b>LOCAL REQUIREMENTS</b> <b>Description and where to find further advice</b>	<b>Policy Driver or Legislative Background</b>
Proposed Site (Block) Plan (Original plus 3 copies)	To be at an identified standard metric scale and showing the direction of north. The plan should also show the proposed development in relation to site boundaries and other existing buildings on the site. It should also include, unless not influenced or affected by the development, buildings, roads, footpaths on land adjoining the site, including access arrangements, public rights of way crossing or adjoining the site, all trees on site and adjacent land, the extent and type of hardsurfacing, boundary treatment including walls/ fencing proposed.	Town and Country Planning (Development Management Procedure) (England) Order 2015
Existing & Proposed Floor Plans [Original plus 3 copies]	Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled. Floor plans for new development and existing buildings altered by proposed development should highlight existing walls or buildings to be demolished, where applicable.	Town and Country Planning (Development Management Procedure) (England) Order 2015

	<b>Original</b> plans required for proposals involving extensions to or replacement of buildings in the green belt.	
Existing & Proposed Elevations [Original plus 3 copies]	<p>Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled.</p> <p>Existing and proposed elevations, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Should indicate, where possible, proposed building materials and style, materials and finish of windows and doors. Where proposed elevation adjoining another building or is in close proximity, drawings should show relationship between the buildings and detail the positions of openings on each property.</p> <p><b>Original</b> elevations required for proposals involving extensions to or replacement of buildings in the green belt.</p>	Town and Country Planning (Development Management Procedure) (England) Order 2015
Existing & Proposed Roof Plan [Original plus 3 copies]	<p>Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled.</p> <p>Plans for any roof created or altered by the development, showing shape of roof, its location and specifying roofing material to be used.</p>	Town and Country Planning (Development Management Procedure) (England) Order 2015
Existing and proposed site sections and finished floor and site levels [Original plus 3 copies]	<p>Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled.</p> <p>Should show how development relates to existing site levels and adjacent development (with levels related to a fixed datum point off site), details of existing and proposed foundations and eaves where a change is proposed, and how encroachment onto adjoining land is to be avoided. Changes within 15m of trees on or near the site should be shown.</p>	Town and Country Planning (Development Management Procedure) (England) Order 2015

Advertisement Drawings (Original plus 3 copies)	Scale 1:100 or 1:50, ensuring plans have a drawing number and are titled. 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).	Town and Country Planning (Development Management Procedure) (England) Order 2015
Do Not Scale	Plans should be drawn at an identified standard metric scale and must <b>NOT</b> say 'Do Not Scale'. Alternatively drawings submitted, showing all scaled dimensions, including those to boundaries would be accepted. Scaled dimensions must be metric.	
Number of Plans Required	Original plus 3 copies .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 larger Major applications a CD with all plans and documents would be helpful.	Town and Country Planning (Development Management Procedure) (England) Order 2015
Electronic Applications	For electronic submission of plans and documents, individual files should not exceed 5MB and should be in PDF format. Individual files should be clearly named, using up to 50 characters.	
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.	Town and Country Planning (Development Management Procedure) (England) Order 2015

Existing and proposed Street Scene	Scale 1:100 or 1:200, ensuring plans have a drawing number and are titled. Existing buildings should be accurately shown with reference made on the drawings to floor and/or eaves and ridge heights.	Town and Country Planning (Development Management Procedure) (England) Order 2015
Tree Survey and Arboricultural Statement	<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 removed, which trees are to be retained and which trees are to be affected and on the means of protecting these trees during construction works.</p> <p>For proposals involving operational development, a plan to show the location of all trees within 15m (edge of trunk) in relation to the development is required.</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 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. <b>Further guidance is also provided in BS5837:2012: Trees in relation to design, demolition and construction: Recommendations</b></p>	<p>London Plan policy 7.21</p> <p>Barnet Development Management Policies Document: Policy DM01</p> <p>Green Infrastructure SPD 2017</p> <p>BS 5837:2012</p>
Open space and landscaping	<p>Plans should show any areas of existing or proposed amenity space - private and communal, childrens play space and other open space within the application site.</p> <p>Indicative landscaping also required. Normally required for all major developments and also for developments in conservation</p>	<p>Mayor's Housing Supplementary Planning Guidance</p> <p>London Plan– policies 7.4 and 7.6 and policy 3.6</p>

	areas or affecting the setting of listed buildings.	<p>Barnet Development Management Policies Document: Policies DM01 and DM02</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.3</p> <p>Barnet Residential Design Guidance SPD section 8</p> <p>Green Infrastructure SPD 2017</p>
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.	Town and Country Planning (Development Management Procedure) (England) Order 2015

<p>Accessible and Adaptable dwellings</p>	<p>The London Plan requirement is that, 90% of housing should be built to Building Regulation requirement 'M4(2): Accessible and adaptable dwellings' with the remaining 10% meeting Building Regulation requirement M4 (3) 'wheelchair user dwellings'. Detailed guidance on how to meet these requirements is set out in Approved Document Part M</p>	<p>London Plan– policy 3.8</p> <p>Barnet Development Management Policies Document: Policy DM02</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.6</p>
<p>Transport Statement/ Assessment</p>	<p>A Transport Statement is required for smaller developments. This should set out the transport issues relating to a proposed development site and details of the proposed development.</p> <p>A Transport Assessment is required for larger developments and should cover i) reducing the need to travel, especially by car, ii) sustainable accessibility, iii) dealing with residual trips and iv) mitigation measures. Transport Assessment is a comprehensive and systematic process that sets out transport issues relating to a proposed development. Information will include all existing and proposed commercial, residential and other 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.</p> <p>Further information can be found in Guidance on Transport Assessment (2007) by Dept. for Transport. This also sets out</p>	<p>NPPF paragraph 32</p> <p>London Plan– policy 6.3</p> <p>Barnet Development Management Policies Document: Policy DM17</p>

	<p>thresholds for the level of assessment required depending on the type of development proposed.</p> <p>Also, Transport for London's Transport Assessment Best Practice 2010.</p>	
Travel Plan	<p>A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action identified in a document that is regularly reviewed. Where developments are likely to have significant transport implications.</p> <p>Further information can be found in Transport for London Travel Planning for New Development 2011</p>	<p>NPPF paragraph 36</p> <p>London Plan policy 6.3</p> <p>Barnet Development Management Policies Document: Policy DM17</p> <p>Barnet Planning Obligations SPD section 3.1</p>

Energy Assessment	<p>A Energy Assessment is required for all 'major' developments.</p> <p>. The Energy Assessment should comply with the London Plan energy hierarchy and carbon dioxide requirements – zero carbon - and, where relevant, decentralised energy. The Energy Assessment should be in line with the Greater London Authority guidance on preparing energy assessments.</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>	<p>London Plan – policies 5.2, 5.3, 5.4, 5.5, 5.6, 5.7 and 5.9</p> <p>Mayor’s Sustainable Design and Construction Supplementary Planning Guidance</p> <p>Barnet Development Management Policies Document: Policies DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.8</p>
<p>Noise Impact Assessment</p> <p>Initial Noise Risk Assessment</p>	<p>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.</p> <p>To help consider noise at a site at an early stage an initial noise risk 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 environment has relatively high noise levels. An Initial Noise Risk assessment should assess the Noise Risk Category of the site to help provide an indication of the likely suitability of the site for new residential development from a noise perspective.</p> <p>A Noise Impact Assessment will also be required where</p>	<p>NPPF paragraph 123 and Noise Policy Statement</p> <p>London Plan policies 7.15</p> <p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.14</p>

	<p>potentially noisy development is located close to noise sensitive sites.</p> <p>Applications should be in accordance with the requirements of the Council's Sustainable Design and Construction SPD Consult Barnet's Environmental Health Team for specific advice on 020 8359 7995.</p>	
<p>Air Quality Assessment</p> <p>Air Quality and Dust Risk Assessment / Air Quality and Dust Management Plan</p>	<p>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.</p> <p>Developments for sensitive developments eg residential near busy roads will normally need to be supported by an assessment.</p> <p>Developers should comply with the minimum standards on construction dust management that are detailed in the Mayor of Londons Control of Dust and Emissions During Construction and Demolition SPG providing an Air Quality and Dust Risk Assessment (AQDM Assessment is required for all Major applications) and where necessary an Air Quality and Dust Management Plan. Any necessary detail should be set out as part of the Construction Management Plan.</p> <p>Further guidance is available in Barnet Sustainable Design and Construction SPD</p> <p>Consult Barnet's Environmental Health Team for specific advice 020 8359 7995.</p>	<p>London Plan policy 7.14</p> <p>Mayor of Londons Sustainable Design and Construction SPG</p> <p>Mayor of Londons Control of Dust and Emissions During Construction and Demolition SPG</p> <p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.13</p>

<p>Foul and Surface Water Drainage</p>	<p>To address foul and surface water disposal. To include assessment of how the development has considered the London Plan drainage hierarchy, assessment of run-off rates to achieve a maximum run-off rate equivalent to greenfield rates and how Sustainable Urban Drainage standards are incorporated in the development.</p> <p>All applications with surface water drainage are required to complete the <b>Barnet Sustainable Drainage Assessment Form</b> for Full or Reserved Matters applications</p>	<p>London Plan policies 5.13, 5.14</p> <p>Mayor's Sustainable Design and Construction Supplementary Planning Guidance</p> <p>Barnet Development Management Policies Document policy DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.13</p>
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<p>Foul Sewerage and Utilities Assessment</p>	<p>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. 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> <p>There may be circumstances when, due to existing flooding/ low water pressure problems in the catchment Thames Water require utilities statements for minor developments.</p>	<p>London Plan– policies 5.4A and 5.15</p> <p>Barnet Development Management Policies Document policy DM04</p>
<p>Ventilation and extraction details</p>	<p>Necessary for example; for air conditioning units, mechanical ventilation for hot food takeaways, restaurant uses etc. Necessary for 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.</p> <p>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.</p> <p>Useful references for air quality can be found in Barnet Supplementary Planning Documentary: Sustainable Design and Construction</p> <p>Consult Barnet’s Environmental Health Team for specific advice 020 8359 7995.</p>	<p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.13</p>

<p>Refuse disposal and recycling</p>	<p>Proposed arrangements and collection of refuse and recycling, to include refuse points/frequency. Necessary for all applications for new buildings or extensions and relevant changes of use. Consult Barnet's Street Services Team for specific advice 020 8359 4600 on refuse storage.</p>	<p>London Plan policies 5.16 - 5.18  Barnet Sustainable Design and Construction SPD requirements 2.12 and 2.18</p>
<p>Flood Risk Assessment / Sequential and Exception Test Assessments</p>	<p>A flood risk assessment (FRA) will be required if a development falls within an Indicative Flood Plain or 'Flood Zone'. These maps are available from the Environment Agency.</p> <p><b>In Flood Zone 1 a FRA will be required</b> for all operational development on sites over 1ha in size, on smaller sites which include a change of use to more vulnerable use class which may be at risk of other forms of flooding eg surface water, or where there are critical drainage problems.</p> <p><b>In Flood Zones 2 and 3 a FRA and Sequential Test Assessment</b> will be required for all developments except some changes of use, householder development and commercial extensions of less than 250 sq m. The <b>Exception Test</b> will be required for highly vulnerable development in Zone 2, more vulnerable development in Zone 3a and essential infrastructure in Zones 3a and 3b</p> <p>For <b>development within 20m of the top of a</b> bank of the main river an FRA may be required for a change of use from 'water compatible' to 'less vulnerable' use in Flood Zone 3 and for 'highly vulnerable' and 'more vulnerable' uses in Flood Zones 2 and 3.</p> <p>For <b>developments involving culverting</b> or control of flow of a stream, an FRA will be required for all operational development.</p>	<p>NPPF paragraphs 100 to 108 and NPPF Technical guidance.</p> <p>London Plan policies 5.12 and 5.13</p> <p>North London Strategic Flood Risk Assessment</p> <p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.15</p>

	<p>A FRA will be required when the Environment Agency or other body have indicated that there may be a drainage problem in the area.</p> <p><b>For new developments in Flood Zones 2 and 3 please contact the Planning Service to discuss the Sequential Test before undertaking the FRA.</b></p> <p>The National Planning Framework and accompanying technical guidance provides 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).</p> <p>Further advice is also available in the North London Waste Plan – North London Strategic Flood Risk Assessment</p>	
<p>Planning Obligations</p>	<p>Many non-householder planning applications will normally incur some planning obligations, to secure appropriate planning benefits necessary to support the development. These operate through legal covenants with the Council; recorded in a ‘Section 106 agreement’ or ‘unilateral undertaking’. These can be discussed in a pre-application meeting and it is advisable to submit a draft agreement or undertaking to 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 the following for details of the contributions required:</p>	<p>NPPF</p> <p>Community Infrastructure Levy Regulations 2010</p> <p>Barnet Core Strategy policy CS15</p>

	<p>Supplementary Planning Document on 'Planning Obligations' Supplementary Planning Document on 'Affordable Housing' Supplementary Planning Document on 'Delivering Skills, Employment, Enterprise and Training from Development through Section 106'</p> <p>The final list and level of contributions will be discussed and confirmed with the planning case officer.</p>	
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<p>Heritage Statement to address the architectural, historical and archaeological importance of heritage assets. A heritage asset includes conservation areas, locally listed buildings, buildings which make a positive contribution to a conservation area (positive building) listed buildings, scheduled ancient monuments, sites of archaeological significance, historic parks, gardens and battlefields.</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.</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. Archive drawings should be submitted, where they are available.</p> <p>Applications including demolition in a conservation area or of a heritage asset 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> <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>NPPF paragraphs 126 to 141</p> <p>Barnet Development Management Policies Document: Policy DM06</p>
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<p>Economic Statement</p>	<p>This should address any change of use resulting in the loss of employment land and include the relevant marketing report in accordance with Local Plan policies.</p> <p>For major developments in regeneration areas: a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs, floor space, community benefits and reference to any relevant regeneration strategies.</p>	<p>NPPF</p> <p>Barnet Development Management Policies Document: Policies DM14</p>
<p>Town Centre Sequential Approach and Impact Assessment</p>	<p>The level and type of evidence and analysis required will depend on the scale and nature of the proposal.</p> <p>A main town centre use includes retail development, leisure, entertainment facilities and more intensive sport and recreational uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres, bingo halls), offices, arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities). It includes applications for additional floorspace, including internal alterations requiring planning permission and applications to remove or vary conditions changing the range of goods sold.</p> <p>A sequential assessment is required for planning applications for main town centres uses that are not in an existing major, district or local town centre. This requirement also applies to extensions to retail or leisure uses only where the gross floor space of the proposed extension exceeds 200 square metres.</p> <p>An assessment addressing the impacts is required for planning applications for retail and leisure developments over 500 square metres gross floorspace that are not in an existing district or major town centre.</p>	<p>NPPF paragraphs 23 - 27</p> <p>Barnet Development Management Policies Document: Policy DM11</p>

<p>Affordable Housing Statement</p>	<p>All applications for or including residential development providing 11 units or more gross or with gross threshold of 1000 sq m require 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.</p> <p>Viability appraisal should be undertaken in accordance with a recognised toolkit and will be essential for a non-policy compliant proposal.</p>	<p>NPPF paragraph 50</p> <p>London Plan policies 3.10 - 3.12</p> <p>Barnet Development Management Policies Document: Policy DM10</p> <p>Barnet Supplementary Planning Document- Affordable Housing</p>
<p>Biodiversity Assessment ( to cover Ecology, geological conservation, landscape assessments as necessary)</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>This information might be incorporated into an Environmental Statement, if one is necessary.</p> <p>Appropriate ecological assessments will be required for all developments near known habitats of any protected species, or where there is a reasonable likelihood of a species being present.</p>	<p>Wildlife and Countryside Act 1981 as amended</p> <p>Conservation of Habitats and Species Regulations 2010</p> <p>London plan policy 7.19</p> <p>Barnet Development Management Policies Document: Policy DM16</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.16.</p>

	<p>Further advice on protected species and habitats can be obtained from Natural England.</p> <p>An ecological statement is required for major and large scale development which should identify how protection of biodiversity and habitat quality will be achieved and where enhancement to biodiversity can be made.</p>	Green Infrastructure SPD 2017
Sunlight/Daylight Assessment	<p>Applicable for all applications where there is a potential significant adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties and buildings.</p> <p>Please seek advice from the Planning Service.</p> <p>Further guidance is available in the Building Research Establishments (BRE) guidelines on daylight assessment.</p>	<p>Barnet Development Management Policies Document: Policies DM01</p> <p>Barnet Sustainable Design and Construction SPD requirement 2.4</p>
Details of any lighting scheme including a light pollution assessment	<p>Details should include:</p> <ul style="list-style-type: none"> <li>- Number/ type of lighting installation, beam orientation and schedule of equipment.</li> <li>- Assessment of existing and proposed lighting levels within and beyond the site.</li> </ul> <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>Barnet Supplementary Planning Documentary: Sustainable Design and Construction requirement 2.4</p> <p>Town and Country Planning (Control of Advertisement) (England) Regulations 2007</p> <p>Barnet Residential Design Guidance SPD section 7</p>

<p>Contaminated Land and Notifiable Installations</p>	<p>Preliminary site risk assessment. This should include historical use of the land, desk top study, conceptual model and initial assessment of risk.</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>NPPF paragraph 121</p> <p>Barnet Development Management Policies Document: Policy DM04</p> <p>Barnet Supplementary Planning Documentary: Sustainable Design and Construction requirement 2.18</p>
<p>Environmental Statement (ES)</p>	<p>A screening opinion can be requested from the Planning Service in accordance with the regulations.</p> <p>This requirement can relate to development proposals for any 'urban development project' for:</p> <ul style="list-style-type: none"> <li>• More than 150 dwellinghouses</li> <li>• Development greater than 1ha that is non-residential</li> <li>• Where the area of the site exceeds 5 ha</li> </ul> <p>Pre-application advice should be sought from the Planning Service on all sites that exceed this size threshold.</p> <p>Where an ES is required to accompany a planning application, it should meet the requirements laid out in Schedule 4 of the Regulations.</p>	<p>Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended by the (Amendment) Regulations 2015</p>

<p>Supplementary Information Template (for telecommunications development)</p>	<p>To include:</p> <ul style="list-style-type: none"> <li>• area of search</li> <li>• evidence that mast/ site sharing has been considered</li> <li>• details of any consultation undertaken</li> <li>• where near a school or college, evidence that relevant body has been consulted</li> <li>• details of proposed structure and technical justification and information about the proposed development, inc. purpose and need</li> <li>• details of frequency and modulation characteristics and power output</li> <li>• 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.</li> </ul> <p>Further guidance set out in the Code of Practice on Mobile Network Development (2002)</p>	<p>NPPF</p> <p>Barnet Development Management Policies Document: Policies DM18</p> <p>Code of Practice on Mobile Network Development</p>
<p>Statement of Community Involvement</p>	<p>Large scale major applications will need to be accompanied by a Statement setting out how they have complied with Barnet's Statement of Community Involvement and showing how the views of the local community have been sought and taken into account.</p>	<p>NPPF</p>