

London Borough of Lewisham Validation Checklist:

Planning Permission for Minor Development

July 2022



(Minor Development includes proposals that are: 1-9 dwellings, commercial up to 999sqm, alterations to flats)

The Council offers a pre-application service through which you can discuss your proposals, including validation requirements, with a planning officer and receive written advice.

For further information please see the council's website [here](#).

National List of Requirements

1. Appropriate Fee
2. Completed Application Form (including ownership certificate)
3. Completed Community Infrastructure Levy (CIL) Form
4. Design and Access Statement
5. Fire Statement
6. Relevant Plans and Drawings
7. Site Location Plan

Local List of Requirements

8. Air Quality Assessment (AQA)
9. Air Quality Positive/Neutral Assessment (AQNA)
10. Archaeological Assessment
11. BREEAM pre-assessment
12. Community Audit
13. Construction Logistics and Environment Management Plan (including site waste management plan) (CEMP) (outline)
14. Daylight, Sunlight and Overshadowing Assessment
15. Delivery and Servicing Plan (outline)
16. Ecology (Biodiversity) Surveys and Reports
17. Economic Statement
18. Flood Risk Assessment
19. Heritage Statement
20. Landscaping Scheme including 5 year management plan
21. Living/Green Roof Details
22. Marketing Assessment
23. Materials and Architectural Details
24. Noise and Vibration Impact Assessment (see also ventilation and extract statement)
25. Open Space Assessment
26. Parking Design and Management Plan
27. Photographs and CGIs
28. Planning Statement
29. River Impact Study
30. Schedule of Accommodation
31. Statement of Community Engagement
32. Structural Survey
33. Transport Statement
34. Tree Survey, Arboricultural Method Statement and Arboricultural Impact Assessment (including Tree Protection Plan)
35. Ventilation / Extraction Statement (see also noise and vibration impact assessment)
36. Viability Assessment

The following information must be submitted with your application for it to be accepted as valid. If an application is submitted without meeting these requirements it will not be validated and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.

NB - This list does not limit the council's ability to request additional information in the event that further issues arise during the determination period.

National List of Requirements

| Validation Requirement | When is it required? | What is required? | Statutory Basis, Development Plan, National Policy and/or Guidance |
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| 1. Appropriate Fee | All applications (except where a fee exemption applies in accordance with the regulations) | Payment must be made online at time of submission through the Planning Portal. | The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Planning Portal payment information page. |
| 2. Completed application form (including ownership certificate) | All applications | The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission. In terms of ownership, please note that if the declaration on the application form is dated more than 21 days after the date on which notice was served on other owners, the application will be invalid | The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) |
| 3. Completed CIL form | All Applications | A completed CIL form must be provided at application stage with accurate floorspace calculations. | The Community Infrastructure Levy Regulations 2010 (as amended) The form available on the Planning Portal. The charging schedule and rate information available on the Council's website. Relevant NPPG on CIL |

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| 4. Design and Access Statement | All applications | <p>A Design and Access Statement should be proportionate to the scale of the development. The document should be very visual, using diagrams, sketches, plans and photographs to provide the necessary explanations and descriptions wherever possible and appropriate.</p> <p>All design and access statements must:</p> <ul style="list-style-type: none"> • explain the design principles and concepts that have been applied to the development • demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account; • explain the provisions for access, and how policies relating to access have been taken into account; • state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and • explain how any specific issues which might affect access to the development have been addressed. | <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Relevant Development Plan Policies at London wide and local level must be taken into account.</p> <p>NPPF paragraphs relating to design.</p> <p>Relevant NPPG on design and access statements</p> <p>LB Lewisham's Small Sites SPD (October 2021)</p> <p>Additional guidance on how to produce a Design and Access Statement has been produced CABE (now the Design Council)</p> |
| 5. Fire Statement | Relevant applications | <p>Legislation requires that a Fire Statement is to be submitted with an application for planning permission where:</p> <p><i>"A building which satisfies the height condition in paragraph (3) and contains— (a) two or more dwellings; or (b) educational accommodation.</i></p> <p><i>(3) The height condition is that— (a) the building is 18 metres or more in height; or (b) the building contains 7 or more storeys."</i></p> <p>The Fire Statement in these circumstances must be provided using the Government's Fire Statement Form.</p> | <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Relevant NPPG of fire statements</p> |

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| 6. Relevant Plans and Drawings | All applications | <p>Plans and drawings that are required:</p> <ul style="list-style-type: none"> • Block Plans: existing and proposed at 1:500 scale • Floor Plans: existing and proposed, including roof plans, at 1:50 or 1:100 scale • Elevations: existing and proposed at 1:50 or 1:100 scale • Sections: showing finished floor and site levels at 1:50 or 1:100 scale • Street elevations: showing proposal in relation to the existing streetscene at 1:50 or 1:100 • Site sections: showing the proposal in relation to adjoining buildings and spaces • Landscape plan: showing the treatment of all spaces within the site not covered by buildings • Site survey with datum points and contours. <p>All plans and drawings must:</p> <ul style="list-style-type: none"> • Include a scale bar showing a length of 1metre and 10 metres • Show the direction north | The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) |
| 7. Site Location Plan | All applications | <p>The site location plan must:</p> <ul style="list-style-type: none"> • be at a scale of 1:1250 or 1:2500 (or larger if appropriate) • include a scale bar • show sufficient roads and buildings adjacent to the application site to identify it exactly • show the direction of North • show the boundaries of the application site edged in red (including sufficient land to carry out the development i.e. access, landscaping, visibility splays and parking) • show any other land within the applicant's control edged in blue | The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) |

Local List of Requirements

| Validation Requirement | When is it required? | What is required? | Development Plan, National Policy and/or Guidance basis |
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| 8. Air Quality Assessment (AQA) | If the site is within an Air Quality Management Area and/or Air Quality Focus Area or/and would generate new pollutant sources such as through the number of car parking spaces or CHP energy source. | <p>The AQA should provide an assessment of the current air quality in the area, set out whether the proposed development would increase the risk of exposure to poor air quality, and provide details of potential pollutant sources as a result of the proposed development during both construction and operational phases.</p> <p>The AQA should be undertaken in line with up to date relevant guidance and include an AQNA (see below).</p> <p>Please note that consideration should still be given to the potential impacts of neighbouring sources on the site, even if an assessment of impacts of the development on the surrounding area is screened out.</p> <p>A full Air Quality Assessment is unlikely to be required for applications for minor development unless they are in an Air Quality Management Area. However this should be discussed at pre-application stage.</p> | <p>London Plan (March 2021) Policy SI Improving air quality</p> <p>Relevant local Development Plan Policy</p> <p>Air Quality Neutral (AQN) London Plan Guidance</p> <p>NPPF paragraphs relating to air quality.</p> <p>Relevant NPPG on air quality.</p> <p>Lewisham's Air Quality Action Plan 2022-2027</p> <p>Note: Assessments are carried out in line with guidance issued by DEFRA and other non-governmental organisations (EPUK, IAQM), and are made against air quality objectives set out in regulations.</p> |

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| <p>9. Air Quality Positive/ Neutral (AQNA) Assessment</p> | <p>All applications</p> | <p>‘Air Quality Neutral’ is a term for developments that do not contribute to air pollution beyond allowable benchmarks, as set out by the GLA.</p> <p>These are separated into:</p> <ul style="list-style-type: none"> • Building Emissions Benchmark (BEB) - emissions from equipment used to supply heat and energy to the buildings • Transport Emissions Benchmark (TEB) - emissions from private vehicles travelling to and from the development (occupiers) • Where minor developments include new heating systems, they can be assumed to meet the BEB if: <ul style="list-style-type: none"> • The new heating system is a heat pump or other zero emission heat source; • The new heating system is a gas boiler with NOx emissions rated at less than 40 mg/kWh; or • The development is connecting to an existing heat network <p>Where minor developments include new parking, they can be assumed to meet the TEB if the maximum parking standards set out in policies T6 and T6.1 to T6.5 of the London Plan are not exceeded.</p> <p>In other scenarios, A full AQNA is required.</p> | <p>London Plan (March 2021) Policy SI Improving air quality</p> <p>Relevant local Development Plan Policy</p> <p>Air Quality Neutral (AQN) London Plan Guidance</p> <p>NPPF paragraphs relating to air quality.</p> <p>Relevant NPPG on air quality.</p> <p>Lewisham’s Air Quality Action Plan 2022-2027</p> <p>Note: Assessments are carried out in line with guidance issued by DEFRA and other non-governmental organisations (EPUK, IAQM), and are made against air quality objectives set out in regulations.</p> |
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| <p>10. Archaeological Assessment</p> | <p>Applications in Archaeological priority areas, that propose new or extended basements and proposals in sites of 0.5ha or more in size.</p> | <p>A desk based archaeological assessment is required at a minimum to understand the likelihood of the discovery or destruction of non-designated heritage assets of archeological interest.</p> <p>If there is any uncertainty as to the level of information required it is recommended the applicant liaises with the Greater London Archaeological Advisory Service (GLAAS) prior to the submission of an application. GLAAS are the Council's consultee on Archaeological Matters.</p> | <p>London Plan (March 2021) Policy HC1 Heritage Conservation and Growth</p> <p>NPPF paragraphs relating to heritage assets.</p> <p>Relevant NPPG on the historic environment</p> <p>GLAAS's website.</p> |
| <p>11. BREEAM pre-assessment</p> | <p>All Applications for non-residential development</p> | <p>A BREEAM Pre-assessment for conversions and non-residential development will be required and needs to set out how the development will achieve the required rating (a minimum of 'Excellent' for BREEAM or any future national equivalent).</p> | <p>London Plan (March 2021) Policy SI 2 Minimising greenhouse emissions</p> <p>London Plan (March 2021) Policy SI 4 Managing heat risk</p> <p>London Plan (March 2021) Policy SI 3 Energy infrastructure</p> <p>Relevant local Development Plan Policy.</p> <p>NPPF paragraphs relating to energy and carbon minimisation</p> |

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| <p>12. Community Audit</p> | <p>All applications proposing redevelopment of existing non-residential buildings</p> | <p>The purpose of the Audit is to identify buildings that have community uses or other uses of social / economic value.</p> <p>Social infrastructure includes health provision, education, community, play, youth, early years, recreation, sports, faith, criminal justice and emergency facilities.</p> <p>The community audit will need to be part of a community engagement strategy and detailed either as a standalone document or part of a statement of community engagement / planning statement.</p> <p>If a proposal would result in the loss of social infrastructure, it is strongly recommended that this is discussed with officers as part of pre-application engagement.</p> | <p>London Plan (March 2021) Policy S1 Developing London's social infrastructure</p> <p>Relevant local Development Plan Policy</p> |
| <p>13. Construction Method Statement/ Logistics Plan (outline)</p> | <p>All applications for development comprising 5-9 residential dwellings where construction (and where relevant demolition) is proposed.</p> | <p>Details should be included of how on-site impacts will be managed during the demolition/construction phase including traffic management, dust, noise, vibration and stability. In terms of waste management, this should include principles of circular economy.</p> <p>In all circumstances a swept path analysis for construction vehicle routing will be required to demonstrate the vehicles can safely egress the site and local area.</p> <p>Discussions regarding the principles for construction logistics and management should take place as early as possible, preferably as part of pre-application engagement. This will then set out the scope of information necessary at application stage.</p> <p>A commitment to maintain an inventory of all Non Road Mobile Machinery (NRMM) during construction (see construction logistics management plan below) is also required.</p> | <p>London Plan (March 2021) Policy T7 Deliveries, servicing and construction</p> <p>London Plan (March 2021) Policy SI Improving air quality</p> <p>TfL's Construction Logistic Planning Guidance</p> <p>The Control of Dust and Emissions During Construction and Demolition (SPG, Mayor of London) (July 2014)</p> |

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| <p>14. Daylight, Sunlight and Overshadowing Assessments</p> | <p>All Applications that have the potential to impact the daylight/sunlight received by neighbours; and/or basement development or as otherwise identified.</p> | <p>The assessments should be undertaken in accordance with the relevant up to date BRE Guidelines:</p> <p>Internal daylight and sunlight – to assess the quality of the proposed internal environment(s) in relation to the proposed use</p> <p>External daylight and sunlight assessment – to assess the level of impact on the internal environment of existing neighbouring buildings in relation to their existing use</p> <p>Overshadowing assessment - to assess impact on any nearby private and communal external amenity areas in addition to any open spaces and/or watercourses</p> <p>It is expected that all assessments will be undertaken in accordance with the relevant up to date BRE Guidelines.</p> <p>If you are uncertain whether one or more of these assessments are required, it should be discussed at pre-application stage.</p> | <p>London Plan (March 2021) Policy D6 Housing quality and design standards</p> <p>Local Development Plan Policy</p> <p>The relevant up to date BRE Guidelines</p> |
| <p>15. Delivery and Servicing Plan (outline)</p> | <p>All applications proposing new kerbside or off street servicing.</p> | <p>Details should be included of how on-site impacts will be managed once the development is occupied phase including traffic management, pollution and general operation.</p> <p>In all circumstances a swept path analysis vehicle routing will be required to demonstrate the vehicles can safely access the site (from within or kerbside). In addition to details of the number of expected deliveries and servicing trips. This should include details of refuse collection (storage areas should be illustrated on relevant drawings).</p> <p>Discussions regarding the principles for delivery, servicing and waste management should take place as early as possible, preferably as part of pre-application engagement. This will then set out the scope of information necessary at application stage.</p> | <p>London Plan (March 2021) Policy T7 Deliveries, servicing and construction</p> <p>London Plan (March 2021) Policy SI Improving air quality</p> <p>TfL’s Kerbside Loading Guidance</p> <p>Relevant Local Development Plan Policy.</p> <p>LB Lewisham’s Small Sites SPD (October 2021)</p> |

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| <p>16. Ecology (Biodiversity/ Geodiversity) Surveys and Reports</p> | <p>All Applications where the demolition of existing structures are proposed, or/and where it is part of or next to a site designated for its biodiversity values, such as: Sites of Importance for Nature Conservation (SINC) Local Nature Reserve (LNR) Green Corridors</p> <p>Any site with protected species (e.g. bats, birds) or where desktop surveys show protected species on site or in the vicinity.</p> | <p>Biodiversity is integral to the planning process and we will expect it to be fully assessed and considered in the design and construction stages. For this a suitable ecological appraisal (usually an Ecological Impact Assessment) is required unless in exceptional circumstances.</p> <p>Biodiversity is integral to the planning process and we will expect it to be fully assessed and considered in the design and construction stages. In principle, all development activity should protect designated sites. Proposals will be expected to identify and retain existing habitats and features of biodiversity and geological value. They should also seek positive gains for biodiversity wherever possible. Biodiversity should be fully integrated into the design-led approach with consideration given to the site setting within the wider landscape, as well as the layout, design, construction and management of buildings, spaces and their associated landscaping and provide net gains. For this a suitable ecological appraisal (usually an Ecological Impact Assessment) is required unless in exceptional circumstances.</p> <p>It is expected that all surveys and baseline ecological information, should be carried out in accordance with the Lewisham Biodiversity Planning Guidance. If the applicant requires further clarity this can be discussed as part of pre-application engagement.</p> | <p>London Plan (March 2021) Policies G1-9</p> <p>Lewisham Biodiversity and Planning Guidance , also available on the Council’s website.</p> <p>CIEEM Guidelines for ecological report writing (2017) (or later)</p> <p>Government’ Standing Advice on Protected Species</p> <p>The relevant up to date BSI Code of Practice for Biodiversity</p> <p>Relevant NPPF and NPPG on ecology and biodiversity.</p> |
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| <p>17. Economic Statement</p> | <p>Where there is a proposed loss/reduction of jobs, commercial floorspace and/or industrial capacity..</p> | <p>Details of the existing jobs provided on site and the potential jobs that the existing space could provide based on the existing floor area (to include any mezzanine floors and upper floors), in addition to:</p> <ul style="list-style-type: none"> • details of any new jobs that might be created or supported • the relative commercial floorspace, and where relevant industrial capacity, totals for each proposed use (where known) • any community benefits • reference to any regeneration strategies that might lie behind or be supported by the proposal. • where employment uses on site would not be replaced on-site or in other Employment Locations, marketing information to prove that the site is no longer suitable or viable for continued employment use | <p>London Plan (March 2021) Policy SD 1 Opportunity Areas</p> <p>London Plan (March 2021) Policy SD 6 -10 Town Centres</p> <p>Relevant local Development Plan Policy</p> <p>Relevant NPPF paragraphs on the economy and town centres</p> |
| <p>18. Flood Risk Assessment</p> | <p>All development proposals on sites of 1 hectare or greater in Flood Zone 1 and for all proposals located in Flood Zone 2 or 3 or subject to Surface Water Flood Risk as designated by the Environment Agency.</p> | <p>The Flood Risk Assessment should include the following; A site-specific Flood Risk Assessment (FRA) identifying the sources of flooding and assessing the risk to and from the development, demonstrating how they will be managed and mitigated. The assessment needs to take climate change into account. Where a safe and dry means of escape cannot be provided a Flood Evacuation Management Plan will also be necessary to detail how a building would operate safely during a flood event and ensure the safety of all occupiers including those working in any commercial space. Topographical survey of the existing and proposed sites, with contours demonstrating the flow of surface water across the site. Details of areas of permeable and impermeable land for both existing and proposed site. Proposals should be informed by a suitable qualified specialist. Mitigation proposed in the FRA will need to be incorporated into the plans (i.e. finished floor levels, living roofs etc).</p> | <p>London Plan (March 2021) Policy SI 12 Flood risk management</p> <p>Relevant local Development Plan Policy.</p> <p>NPPF paragraphs relating to flood risk</p> <p>Relevant NPPG on Flood Risk (excluding thresholds for submission at planning application stage)</p> |

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| <p>19. Heritage Statement</p> | <p>Proposals that are within a Conservation Area or are within the setting of a Conservation Areas or listed buildings and/or propose alterations to a listed building or non-designated heritage assets..</p> | <p>The heritage statement should: describe the significance of any heritage assets affected, including any contribution made by their setting. demonstrate how this has informed the development of the proposals. Identify the level of harm (if any) to the significance of the heritage asset</p> <p>The level of detail should be proportionate to the asset's importance and sufficient to understand the potential impact of the proposal on that significance.</p> <p>Whether a proposal is considered to be within the setting of Listed Building or Conservation Area or is considered to be a non-designated heritage asset would be discussed as part of pre-application engagement with officers.</p> <p>Listed Building Consent will also be required for any works to a listed building.</p> | <p>London Plan (March 2021) Policy HC1 Heritage Conservation and Growth</p> <p>Relevant local Development Plan Policy</p> <p>The NPPF paragraphs relating to the Historic Environment</p> <p>NPPG on the Historic Environment</p> <p>Lewisham's guidance on writing heritage statements</p> |
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| <p>20. Landscaping Scheme including 5 year management plan</p> | <p>All applications that involve operational development.</p> | <p>Landscaping schemes are integral to good design and should be incorporated into schemes from the earliest stage of the design process.</p> <p>Plans should be provided for both hard and soft landscaping and set out: Number, species, location and girth of trees proposed Number, species, and planting densities of plants. Bicycle and refuse areas Children’s playspace The permeability of surfaces</p> <p>In formulating proposals the applicant should consider : The provision of large canopy tree species The type and diversity of species to future proof against climate change and blight Ecological measures Formal and incidental doorstep play opportunities Food growing opportunities</p> <p>The rationale and precedents can be set out within the design and access statement within its own section, with specific landscape plans and management plan provided separately. Proposals can be indicative at application stage, with details secure through a planning condition.</p> | <p>London Plan (March 2021) Policy G1 Green infrastructure</p> <p>London Plan (March 2021) Policy G7 Trees and woodlands</p> <p>London Plan (March 2021) Policy S4 Play and informal recreation</p> <p>Relevant local Development Plan Policy</p> |
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| 21. Living/Green Roof Details | Where living/green roofs are proposed | <p>The Council favor specifically designed & locally appropriate biodiverse living roof systems and will resist the use of homogenous mat based living roof products.</p> <p>In order to demonstrate this the following should be provided:</p> <ul style="list-style-type: none"> • fully detailed plans (to scale) showing and stating the area of the living roof. This should include any contoured information depicting the extensive substrate build up and details of how the roof has been designed to accommodate any plant, management arrangements, and any proposed photovoltaic panels and fixings. • a scaled section through the actual roof (i.e. not a generic section of a living roof) showing the details of the extensive substrate base and living roof components. • details of the proposed plug planting and seed composition and planting methodology. • a statement outlining a management strategy detailing how the living roof would be maintained and monitored for a period of at least 5 years post installation | <p>London Plan (March 2021) Policy G5 Urban greening</p> <p>Lewisham Biodiversity and Planning Guidance also available on the Council's website.</p> <p>Livingroofs.org, the leading UK green roof website</p> |
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| <p>22. Marketing Assessment</p> | <p>When the loss of public houses, commercial space (Class E), industrial use and others as set out in Development Pan Policy</p> | <p>The purpose of a Marketing Assessment is to demonstrate that all efforts have been made and options explored to prevent the loss of buildings and uses that make a valuable contribution to the Borough.</p> <p>The length of the continuous marketing period and its requirements should be reviewed against the relevant Development Plan Policy for the use. It should generally contain:</p> <ul style="list-style-type: none"> • details of the company/person who carried out the marketing exercise. • the period of time the marketing process lasted for • the asking price • details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards • details of the conditions of the building • the terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants) • copies of all details of approaches and offers with full reasons as to why any offer has not been accepted. • details of community consultation exercises <p>Particular attention should be provided to public houses where the marketing period required is 36 months.</p> <p>This should be discussed with officers at pre-application stage.</p> | <p>London Plan (March 2021) Policy E1 Offices</p> <p>London Plan (March 2021) Policy E7 Industrial intensification, co-location and substitution</p> <p>London Plan (March 2021) Policy HC7 Protecting public houses</p> <p>Relevant local Development Plan Policy</p> |
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| <p>23. Materials and Architectural Details</p> | <p>All applications that involve operational development</p> | <p>Good design is indivisible from good planning and the detailing of a scheme and how that is delivered is key to ensuring that a scheme is capable of being delivered as designed and is of the necessary high quality. Such details, if not considered fully as part of the early design stages, can cause difficulties at a condition stage and this detail is therefore needed upfront within an application.</p> <p>Details of materials set out on plans for approval (not illustrative plans). These plans shall be separate to the Design and Access Statement. The details shall include: elevations and sections at a scale of at least 1:20 showing a bay study of the building(s) which shall include - a window within a façade and the reveals, cills etc and - balconies (if proposed) and any other architectural detailing. plans of at least 1:20 of the corner of the building(s) and detailed elements where different materials meet/join all pipework, drainage, vents etc. to the building must be shown</p> <p>Clear, identified precedents with high resolution photographs (with the name and address/location of the development) for the proposed materials, in addition to a materials palette should be provided to support this within the design and access statement.</p> | <p>London Plan (March 2021) Policy D3 Optimising site capacity through the designed approach</p> <p>London Plan (March 2021) Policy D4 Delivering good design</p> <p>Relevant local Development Plan Policy.</p> <p>The NPPF paragraphs relating to design</p> <p>LB Lewisham’s Small Sites SPD (October 2021)</p> |
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| <p>24. Noise and Vibration Impact Assessment (see also ventilation and extract statement)</p> | <p>All applications which would result in noise sensitive uses being located near to - noise generating uses; or uses which involved noise generating systems/plant machinery</p> | <p>The purpose of this assessment is to ensure existing and proposed noise sensitive uses are not unduly negatively impacted by noise generating uses.</p> <p>This is either through the introduction of noise generating uses to an area, or introduction of noise sensitive uses to an area.</p> <p>The assessment shall include: The necessary surveys undertaken on a weekday and for the duration of a weekend The relevant assessment methodology and be undertaken by a qualified professional against the WHO guidelines.</p> <p>If there is uncertainty regarding the surveys required for a particular development, this should be discussed with officers at pre-application stage</p> | <p>London Plan (March 2021) Policy D13 Agent of Change</p> <p>London Plan (March 2021) Policy D14 Noise</p> <p>Relevant local Development Plan Policy.</p> <p>The NPPF paragraphs relating to noise pollution and agent of change</p> <p>NPPG on noise</p> <p>relevant British Standards guidance.</p> <p>WHO Guidelines for Community Noise (1999)</p> |
| <p>25. Open Space Assessment</p> | <p>All applications that propose the loss of open space</p> | <p>Access to high quality open space is crucial for the wellbeing of future an existing residents, and therefore the loss of open space will generally be resisted.</p> <p>Where the loss of open space is proposed, the following must be provided:</p> <p>details of existing open space in the vicinity of the site details of any open space lost as a result of the development (in sqm) details of the area of any open space proposed by the development (in sqm) details of the type of open space provided by the development and how it will meet the Open Space standards and targets set out in the Council's Open Spaces Assessment any necessary mitigation – this may include financial contributions to enhance routes to existing open space or to improve the space.</p> <p>If proposals include the loss of open space, it is strongly recommended that this is discussed with officers at pre-application stage.</p> | <p>London Plan (March 2021) Policy G3 Metropolitan Open Land</p> <p>London Plan (March 2021) Policy G4 Open Space</p> <p>Relevant local Development Plan Policy</p> <p>The Council's Open Spaces Assessment (January 2020)</p> <p>NPPF paragraphs relating to open space and recreation.</p> |

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| <p>26. Parking Design and Management Plan</p> | <p>When car, motorcycle and/or bicycle spaces are proposed.</p> | <p>In order to ensure that car parking functions in a safe manner that minimises carbon emissions a parking management should be submitted.</p> <p>This should include:</p> <p>Details of cycle parking which should comply with LCDS (should also be illustrated on submitted drawings)</p> <p>Details of the number and location of Electric Vehicle (EV) spaces.</p> <p>The number of car, motorcycle and cycle spaces proposed indicating how the car parking will be designed and managed, with reference to Transport for London guidance on parking management and parking design.</p> <p>details of measures to manage their use (i.e. ensuring that informal parking does not take place in any other areas of the site not dedicated as parking spaces)</p> <p>details of measures to control potential on-street parking</p> <p>details of monitoring and review (in relation to car and/or cycle parking)</p> | <p>London Plan (March 2021) Policy T4 Assessing and mitigating transport impacts</p> <p>London Plan (March 2021) Policy T6 Car parking</p> <p>London Plan (March 2021) Policy T5 Cycling</p> <p>London Plan (March 2021) Policy D8 Public realm</p> <p>Relevant local Development Plan Policy.</p> <p>TfL guidance on parking management and parking design</p> <p>TfL's London Cycle Design Standards (LCDS)</p> |
| <p>27. Photomontages and CGIs</p> | <p>All applications including operational development.</p> | <p>Photomontage or CGI images showing the proposed new development within the existing street scene or from the public realm as relevant.</p> | <p>London Plan (March 2021) Policy D3 Optimising site capacity through the designed approach</p> <p>Relevant local Development Plan Policy.</p> <p>The NPPE paragraphs relating to design</p> |

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| <p>28. Planning Statement</p> | <p>All applications.</p> | <p>A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with development plan policy and relevant material considerations such as national planning policy. The level of detail should be proportionate to the development proposal.</p> <p>Submissions which just list the policies without providing the required commentary will not be considered as valid. Submissions which do not address the current development plan will also not be considered as valid.</p> <p>Where a Marketing Assessment is required, the Planning Statement should provide an overview of the exercise and demonstrate the acceptability of the approach and proposed loss.</p> | <p>Relevant Development Plan Policies at London wide and local level.</p> <p>Relevant NPPF paragraphs and NPPG</p> <p>Any case law that is relevant to the proposed development</p> |
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| <p>29. River Impact Study</p> | <p>Any proposal for a site adjoining or in close proximity to the River Ravensbourne, Pool, Thames and Quaggy (including Deptford Creek) in addition to any ordinary watercourses designated by the LLFA.</p> | <p>Any undue overshadowing of waterspace can be detrimental to ecology and the amenity value of waterspace and it is therefore necessary to provide information demonstrating the likely impact of a development.</p> <p>A development can enhance the use, enjoyment and setting of a River by integrating land and water, opening up access to, from and along the river, exploring the added value and use of water space; and viewing the waterway, cycle paths and environs as part of the public realm to unlock the economic, environmental and social benefits of the river.</p> <p>The study should: show water features on location and site/block plans including rivers and culverts; provide a Daylight & Sunlight Assessment (see specific guidance for Daylight/Sunlight assessments) demonstrate how the development has sought to enhance the use, enjoyment and setting of the river (including details of any river restoration projects) Sites which adjoin a River must also include plans showing proposed River enhancements, including in-channel enhancements as appropriate</p> <p>Any improvements to a river should be discussed at pre-application with officers in collaboration with the Environment Agency, Marine Management Organisation, and Port of London Authority, as appropriate.</p> | <p>London Plan (March 2021) Policy SI 16 Waterways – use and enjoyment</p> <p>London Plan (March 2021) Policy SI 17 Protecting and enhancing London’s waterways</p> <p>Relevant local Development Plan Policy.</p> <p>The Council’s River Corridor Improvement Plan SPD (September 2015)</p> |
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| <p>30. Schedule of Accommodation</p> | <p>All applications where residential, student or shared living accommodation is proposed</p> | <p>This should: Identify each residential dwelling, its size (in sqm), its tenure and whether it is M4(3) or M4(2) compliant The residential units should be numbered so that they can be cross referenced to the proposed floor plans.</p> | <p>London Plan (March 2021) Policy D6 Housing quality and standards</p> <p>London Plan (March 2021) Policy H10 Housing size mix</p> <p>London Plan (March 2021) Policy D7 Accessible housing</p> <p>Relevant local Development Plan Policy.</p> |
| <p>31. Statement of Community Engagement</p> | <p>Applications for development between 5-9 residential dwellings or development that has potential to impact the local community.</p> | <p>The statement shall include:</p> <p>Information on how the applicant has complied with the requirements for pre-application consultation set out in Lewisham's adopted Statement of Community Involvement. How the views of the local community have been sought and taken into account in the formulation of development proposals Identification of the number and type of engagements and number of attendees at those engagements</p> <p>Pre-application engagement with the Council, whilst welcomed, should not be only the engagement that the applicant sets out within the statement and there is an expectation engagement with the wider community is undertaken prior to an application for planning permission being submitted.</p> <p>Applicants should engage with officers about the form of engagement.</p> | <p>LB Lewisham's Statement of Community Involvement.</p> <p>NPPF paragraphs relating to pre-application engagement.</p> <p>NPPG on pre-application engagement</p> |

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| 32. Structural Survey | All applications that involve substantial alterations to a Listed building, Non Designated Heritage Asset | <p>The survey shall describe, explain and illustrate: the current condition of the property, the structural problems, the options for and cost of repair of the building, a methodology for undertaking the proposed demolition works. An statement demonstrating how harm to the historic fabric of the building will be minimised as a result of the proposed works.</p> <p>The survey shall be prepared by a suitably qualified professional, experienced in working with heritage buildings (or other if not heritage related).</p> | <p>London Plan (March 2021) Policy HC1 Heritage Conservation and Growth</p> <p>Relevant local Development Plan Policy</p> <p>The NPPF paragraphs relating to the Historic Environment</p> <p>NPPG on the Historic Environment</p> |
| 33. Transport Statement | All applications for commercial development of more than 500m2 and residential (or other non traditional) accommodation where 5 or more dwellings are created (including through change of use) | <p>The Transport Statement should give details of the impacts on traffic movement and highway safety and assess how alternative modes of transport could be accessed along with proposing measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impact.</p> <p>Applicants should engage with officers at pre-application stage to agree the approach to/requirement for:</p> <p>Trip generation Parking survey</p> | <p>London Plan (March 2021) Policy T4 Assessing and mitigating transport impacts</p> <p>London Plan (March 2021) Policy T6 Car parking</p> <p>London Plan (March 2021) Policy T5 Cycling</p> <p>London Plan (March 2021) Policy D8 Public realm</p> <p>Relevant local Development Plan Policy.</p> <p>NPPF paragraphs relating to transport</p> |

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| <p>34. Tree Survey, Arboricultural Method Statement and Arboricultural Impact Assessment (including Tree Protection Plan)</p> | <p>All applications where trees have the potential to be impacted.</p> | <p>The tree survey is an appraisal of the pre-construction arboricultural situation that includes an assessment of tree quality. The arboricultural impact assessment (AIA) is required to quantify and suggest solutions to minimise the impacts to trees and must include a tree retention/removal plan. CAVAT values should be provided for any trees that are proposed to be lost as a result of the proposed development in accordance with up to date guidance. If the impacts identified require tree protection or identify special working methods within the root protection area of retained trees, an arboricultural method statement (AMS) and tree protection plan to BS 5837:2012 are also required.</p> | <p>London Plan (March 2021) Policy G1 Green infrastructure London Plan (March 2021) Policy G5 Urban greening London Plan (March 2021) Policy G7 Trees and woodlands Relevant local Development Plan Policy. NPPF paragraphs relating to trees Relevant British Standards relating to the Assessment and Statement required.</p> |
| <p>35. Ventilation / Extraction Statement (see also noise and vibration impact assessment)</p> | <p>Applications where ventilation and extraction equipment is proposed</p> | <p>Where a flue is necessary to support the use of a premises, its location of such flues need to be carefully considered at an early stage to ensure that it is are capable of being provided in a manner that would not have an adverse impact visually, on occupiers of neighbouring properties.</p> <p>This should include:</p> <p>plans to scale showing the position and design of ventilation and extraction equipment. full manufacturers details of the equipment proposed including odour abatement techniques a Noise and Vibration Impact Assessment (see Noise and Vibration Impact Assessment requirements).</p> | <p>See 'Noise and Vibration Impact assessment'</p> |

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| <p>36.Viability Assessment</p> <p>When needed:</p> <p>any application where the deliverability of the scheme as designed needs to be understood</p> <p>any application proposing a reduction in existing housing numbers on the site</p> <p>any application proposing the loss of a public house (including a change of use)</p> <p>any application proposing the demolition of or substantial harm to a designated or undesignated heritage asset</p> <p>any application where the viability of the existing use is a material consideration</p> | <p>Viability assessments are used to understand the financial implications of proposed development.</p> <p>Where appropriate, viability assessments (and cost plans) will be reviewed independently upon submission at the cost of the applicant. The associate spreadsheets should also be submitted as .xls files.</p> <p>The assessment should also include a declaration from assessors that the appraisal provides a fair and true reflection of viability and that this complies with professional and ethical standards.</p> <p>Discussion regarding viability are fundamental to a proposed development being found acceptable at planning stage. It is therefore crucial that this is discussed at pre-application stage with officers.</p> | <p>Relevant local Development Plan Policy.</p> <p>NPPF paragraphs relating to affordable housing</p> <p>The Council's planning obligations SPD.</p> |
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