



London Borough of Lewisham Validation Checklist:

Planning Permission for Major Development

July 2022



(Major Development includes proposals that are: the winning and working of minerals or the use of land for mineral-working deposits; waste development; the provision of 10 or more dwellinghouses- or the site has an area of 0.5 ha or more and it is unknown whether 10 or more dwellings houses are proposed; the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or development carried out on a site having an area of 1 hectare or more).

Photo 1 Lewisham Exchange
Source: LB Lewisham

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. Affordable Housing Statement
9. Air Quality Positive/Neutral Assessment and Air Quality Assessment (AQA)
10. Archaeological Assessment
11. Circular Economy Statement
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. Designing Out Crime Statement
17. Ecology (Biodiversity) Surveys and Reports
18. Economic Statement
19. Energy, Sustainability and Over Heating Statement (Including whole Life Carbon Assessment where relevant)
20. Environmental Statement

21. Flood Risk Assessment
22. Heads of Terms (S.106 Agreement)
23. Health Impact Assessment
24. Heritage Statement
25. Landscaping Scheme including 5 year management plan
26. Marketing Assessment
27. Materials and Architectural Details
28. Noise and Vibration Impact Assessment (see also ventilation and extract statement)
29. Open Space Assessment
30. Parking Design and Management Plan
31. Photographs and CGIs
32. Planning Statement
33. Retail Impact Assessment
34. River Impact Study
35. Schedule of Accommodation
36. Sequential Test
37. Site Contamination Assessment
38. Statement of Community Engagement
39. Structural Survey
40. SUDS Strategy
41. Tall Building Statement
42. Transport Statement/ Assessment
43. Travel Plan (Framework)
44. Tree Survey, Arboricultural Method Statement and Arboricultural Impact Assessment (including Tree Protection Plan)
45. Urban Greening Factor Statement
46. Ventilation / Extraction Statement (see also noise and vibration impact assessment)
47. Viability Assessment

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. Where you consider a number of pre-application meetings are likely to be necessary it may be preferable for a Planning Performance Agreement (PPA) to be pursued.

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

The following tables set out what information must be submitted with your application to be made valid and what information may be required. If an application is submitted without meeting these requirements it will not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.

NB – The information requirements in the tables do not limit the Council's ability to request additional information in the event that it is found to be necessary during the application's determination period.

National List of Requirements

Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
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 Community Infrastructure Levy (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

4. Design and Access Statement	All applications	<p>A Design and Access Statement should be proportionate to the nature and 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 through the design-led approach • 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>Additional guidance on how to produce a Design and Access Statement has been produced CABE (now the Design Council)</p>
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5. Fire Statement	All 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>London Plan Policy D12 requires that all applications for Major Development are submitted with a Fire Statement, with specific criteria set out part B of that policy.</p> <p>For simplicity it is recommended that the Government's Fire Statement Form is utilised for all applications for major development.</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> <p>Relevant NPPG of fire statements</p> <p>London Plan (March 2021) Policy D12 Fire Safety</p>
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6. Relevant Plans and Drawings	All applications	<p>Plans and drawings that are required to be submitted are as following:</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
8. Affordable Housing Statement (see also Viability Assessment and Heads of Terms (S.106 Agreement))	All Applications where 10 or more residential dwellings, and/or non- conventional housing units are proposed, such as student housing.	<p>The purpose of the Affordable Housing Statement is to assess the appropriateness of the amount, design, deliverability, and type of affordable housing (in conjunction with the Viability Assessment where relevant),</p> <ul style="list-style-type: none"> The statement must include: the number of residential units and where relevant tenure mix; the mix of unit types with numbers of habitable rooms and bedrooms and the floor space of habitable areas of residential units. the number, size and tenure of wheelchair dwellings the location of the affordable units on a plan to scale, identifying the size and layout of the affordable units details of rent levels for affordable rent units details of any discussions with any affordable housing providers and the details of any Registered Providers acting as partners in the development. 	<p>London Plan (March 2021) Policy D7 Accessible housing</p> <p>London Plan (March 2021) Policy H4 Delivering affordable housing</p> <p>London Plan (March 2021) Policy H5 Threshold approach to applications</p> <p>London Plan (March 2021) Policy H6 Affordable housing tenure</p> <p>London Plan (March 2021) Policy H10 Housing size mix</p> <p>London Plan (March 2021) Policy H15 Purpose-built student accommodation</p> <p>London Plan (March 2021) Policy H11 Build to Rent</p> <p>Relevant local Development Plan Policy.</p> <p>NPPF paragraphs relating to affordable housing</p> <p>The Council's planning obligations SPD.</p>

9. Air Quality Positive/Neutral Assessment and Air Quality Assessment (AQA)	All Applications	<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.</p> <p>In terms of the Air Quality Positive/Neutral Assessment, it should be noted that all new developments should be at least air quality neutral.</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>It is expected that this would be discussed at pre-application stage due to the need to incorporate design solutions to address air quality matters.</p>	<p>London Plan (March 2021) Policy SI Improving air quality</p> <p>Relevant local Development Plan Policy</p> <p>Lewisham's Air Quality Action Plan 2022-2027</p> <p>NPPF paragraphs relating to air quality.</p> <p>Relevant NPPG on air quality.</p> <p>Air Quality Neutral (AQN) London Plan Guidance</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>
10. Archaeological Assessment	Applications in Archaeological priority areas, all EIA applications, that propose new or extended basements and proposals in sites of 0.5ha or more in size.	<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>
11. Circular Economy Statement	Application's referable to the Mayor of London.	The statement should follow the requirements set out in London Plan (March 2021) Policy SI 7 Reducing waste and supporting the circular economy.	London Plan (March 2021) Policy SI 7 Reducing waste and supporting the circular economy

12. Community Audit	All applications proposing redevelopment of existing non-residential buildings	<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, public houses.</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 at pre-application stage.</p>	<p>London Plan (March 2021) Policy S1 Developing London's social infrastructure</p> <p>Relevant local Development Plan Policy</p> <p>Relevant NPPF paragraphs relating to healthy and safe communities</p>
13. Construction Logistics and Environment Management Plan (including site waste management plan) (CEMP) (outline)	All applications	<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>In all cases, developments must consider the most sustainable forms of transport, including use of water for those sites in close context to the River Thames, Deptford Creek/ River Ravensbourne.</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>

14. Daylight, Sunlight and Overshadowing Assessment	All Applications including or near to residential development including non-conventional housing is proposed such as student housing; or as set out in the relevant BRE guidance.	The assessments should be undertaken in accordance with the relevant up to date BRE Guidelines: <ul style="list-style-type: none"> Internal daylight and sunlight – to assess the quality of the proposed internal environment(s) in relation to the proposed use 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 Overshadowing assessment - to assess impact on any nearby private and communal external amenity areas in addition to any open spaces and/or watercourses <p>It is expected that all assessments will be undertaken in accordance with the relevant up to date BRE Guidelines.</p>	London Plan (March 2021) Policy D6 Housing quality and design standards Relevant local Development Plan Policy The relevant up to date BRE Guidelines
15. Delivery and Servicing Plan (outline)	All applications.	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. 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. 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.	London Plan (March 2021) Policy T7 Deliveries, servicing and construction London Plan (March 2021) Policy SI Improving air quality TfL's Kerbside Loading Guidance
16. Designing Out Crime Statement	All applications	The statement must detail how secured by design principles have informed the design and how impacts on crime and anti-social behaviour have been considered. This can be set out within the design and access statement within its own section.	London Plan (March 2021) Policy D11 Safety, security and resilience to emergency Relevant local Development Plan Policy. Secured by Design Principles

17. Ecology (Biodiversity/ Geodiversity) Surveys and Reports	All Applications.	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. 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. It is expected that all surveys and baseline ecological information, including building-based bird and bat species, 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.	London Plan (March 2021) Policies G1-9 Relevant NPPF paragraphs relating to ecology and biodiversity Lewisham Biodiversity and Planning Guidance , CIEEM Guidelines for ecological report writing (2017) (or later) Government's Standing Advice on Protected Species The relevant up to date BSI Code of Practice for Biodiversity
18. Economic Statement	Where there is a proposed loss/ reduction of jobs, commercial floorspace and/or industrial capacity.	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: <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 	London Plan (March 2021) Policy SD 1 Opportunity Areas London Plan (March 2021) Policy SD 6 -10 Town Centres Relevant local Development Plan Policy Relevant NPPF paragraphs on the economy and town centres

<p>19. Energy, Sustainability and Over Heating Statement</p> <p>Including whole Life Carbon Assessment where relevant.</p>	<p>All Applications</p>	<p>Proposals should include a detailed energy strategy to demonstrate how the zero-carbon target will be met within the framework of the energy hierarchy. Energy and carbon calculations to be provided using the National Calculation Method (NCM) for non-domestic and the Standard Assessment Procedure (SAP) for domestic.</p> <p>Where zero carbon cannot be fully achieved on site, a carbon offset payment must be made.</p> <p>Proposals should evidence sustainability measures that demonstrate how the proposed development will, both pre & post construction reduce energy and water consumption, reduce transport impacts, reduce waste generation and increase reuse and recycling, make use of sustainably sourced materials and promote and protect biodiversity and green infrastructure</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>Development proposals referable to the Mayor should calculate whole life-cycle carbon emissions through a nationally recognised Whole Life-Cycle Carbon Assessment and demonstrate actions taken to reduce life-cycle carbon emissions.</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>
<p>20. Environmental Statement</p>	<p>As set out in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p>	<p>The need for an Environmental Statement should be determined through a form request by the applicant for a Screening Opinion.</p> <p>The Council will only confirm the required content of an Environmental Statement through a formal Scoping Opinion.</p> <p>Guidance on the need for and content of an Environmental Statement is formally provided by Screening and Scoping opinions respectively.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p> <p>The relevant NPPG on EIA development</p>

<p>21. 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;</p> <ul style="list-style-type: none"> • 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>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>
<p>22. Heads of Terms (S.106 Agreement)</p>	<p>All applications.</p>	<p>A statement of the proposed Heads of Terms that will form the basis of a Section 106 agreement to be entered into in respect of the application must be provided, in addition to the and details of the applicant's solicitors.</p> <p>It is expected that planning obligations would be discussed as pre-application stage.</p>	<p>Relevant London Plan and local Development Plan Policy.</p> <p>Relevant NPPG on planning obligations</p> <p>The Council's Planning Obligations SPD</p>

23. Health Impact Assessment	Development proposals of a scale referable to The Mayor of London.	<p>A HIA should be undertaken as early as possible in the plan making or design process to identify opportunities for maximising potential health gains, minimising harm, and addressing health inequalities.</p> <p>The HIA should:</p> <ul style="list-style-type: none"> • identify the impacts of the development proposal on health (including obesity, mental health and physical wellbeing) • identify opportunities to reduce health inequalities as a result of the development including in their design, construction and management • detail necessary mitigation (inherent with the scheme as well as through the use of conditions and/or obligations) • Where a scheme is accompanied by an Environmental Statement, the details may be provided within the document as part of a socio-economic chapter. <p>London Healthy Urban Development Unit (HUDU) guidance on desktop HIA should be used. For development proposals of a scale referable to the GLA, a full HIA will be required.</p>	London Plan (March 2021) Policy GG3 Creating a healthy city
24. Heritage Statement	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>The heritage statement should:</p> <ul style="list-style-type: none"> • 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>The level of detail should be proportionate to the asset's significance 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 is also 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>

25. Landscaping Scheme including 5 year management plan	All applications	<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:</p> <ul style="list-style-type: none"> • 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 • The location of SUDs <p>In formulating proposals the applicant should consider :</p> <ul style="list-style-type: none"> • The provision of large canopy tree species • The type and diversity of species to future proof against climate change and blight • Ecological measures (including wildflower meadows) • Formal, incidental and woodland play opportunities • Food growing opportunities <p>The rationale and precedents can be set out within the design and access statement within its own section, with landscape plans and management plan provided separately. See also Urban Green Factor below. The approach to landscaping should be discussed at pre-application stage with officers, and whether indicative proposals would be appropriate.</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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26. Marketing Assessment	When the loss of public houses, commercial space (Class E), industrial use and others as set out in Development Plan Policy	<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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27. Materials and Architectural Details	All applications that involve operational development	<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:</p> <ul style="list-style-type: none"> • 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>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 design-led 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>NPPG on design</p>
28. Noise and Vibration Impact Assessment (see also ventilation and extract statement)	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>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:</p> <ul style="list-style-type: none"> • The necessary surveys undertaken on a weekday and night and for the duration of a weekend, in consultation with nearby noise generating uses to ensure a 'typical' noise environment is surveyed. • The relevant assessment methodology and be undertaken by a qualified professional against the WHO guidelines. <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>

29. Open Space Assessment	All applications that propose the loss of open space	<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> <ul style="list-style-type: none"> • 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. • • If proposals include the loss of open space, it is strongly recommended that this is discussed with officers at pre-application stage. 	<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>
30. Parking Design and Management Plan	When car, motorcycle and/ or bicycle spaces are proposed.	<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> <ul style="list-style-type: none"> • 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. • 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) • details of measures to control potential on-street parking • details of monitoring and review (in relation to car and/or cycle parking) 	<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>Relevant NPPF paragraphs on sustainable transport</p> <p>TfL guidance on parking management and parking design</p>

31. Photomontages and CGIs	All applications including operational development.	Photomontage or CGI images showing the proposed new development within the existing street scene or from the public realm as relevant.	<p>London Plan (March 2021) Policy D3 Optimising site capacity through the design-led approach</p> <p>Relevant local Development Plan Policy.</p> <p>The NPPF paragraphs relating to design</p>
32. Planning Statement	All applications.	<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>

33. Retail Impact Assessment	Applications for retail and leisure development uses of 1000sq.m and above on the edge or outside of the major and district centres	<p>This assessment is to ensure the vitality and viability of town centres is retained and not unduly impacted by the proposal.</p> <p>In terms of an impact assessment, this should include an assessment of:</p> <ul style="list-style-type: none"> the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact must also be assessed up to ten years from the time the application is made <p>It is advised that application's of this nature are discussed at pre-application stage with officers in order for the scope of the retail impact</p>	<p>London Plan (March 2021) Policy SD7 Town centres: development principles and Development Plan Documents</p> <p>Relevant NPPF paragraphs on Town Centres</p> <p>NPPG on Town Centres and Retail</p> <p>Relevant local Development Plan Policy.</p> <p>The Council's up to date retail capacity study.</p>
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34. River Impact Study	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>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:</p> <ul style="list-style-type: none"> 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>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>
35. Schedule of Accommodation	All applications where residential, student or shared living accommodation is proposed	<p>This should:</p> <ul style="list-style-type: none"> Identify each residential dwelling, its total size and the size of; private external amenity space, bedrooms, living rooms, kitchens (or LKDs), and storage. Identify their tenure and whether the dwelling is M4(3) or M4(2) compliant <p>The residential units must 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 D7 Accessible housing</p> <p>London Plan (March 2021) Policy H10 Housing size mix</p> <p>Relevant local Development Plan Policy.</p>

36. Sequential Test	Applications for town centre uses which are located on the edge or outside designated centres	This assessment is to ensure the vitality and viability of town centres is retained and not unduly impacted by the proposal. In terms of the sequential test: <ul style="list-style-type: none"> It must be demonstrated that there are no suitable town centre sites where the proposal could instead be located If no suitable town centre sites are available or expected to become available within a reasonable period, consideration should be given to sites on the edge-of-centres that are, or can be, well integrated with the existing centre, local walking and cycle networks, and public transport. Out-of-centre sites should only be considered if it is demonstrated that no suitable sites are (or are expected to become) available within town centre or edge of centre 	London Plan (March 2021) Policy SD7 Town centres: development principles and Development Plan Documents Relevant NPPF paragraphs on Town Centres NPPG on Town Centres and Retail Relevant local Development Plan Policy. The Council's up to date retail capacity study.
37. Site Contamination Assessment	All applications where groundworks will take place or works to potentially hazardous buildings.	In order to assess potential site contaminants, at a minimum a Preliminary risk assessment (PRA), in the form of a Desk Top Study to include: <ul style="list-style-type: none"> a description of the site and the scope of the site inspection a full review of historical land use and the potential for contamination, contaminant type and characteristics details of consultation with the relevant regulatory authorities an outline Conceptual Site Model (CSM) identifying potential risks The report must be undertaken by a competent person.	Part IIA of the Environmental Protection Act 1990; Relevant local Development Plan Policy The Council's ' Guide to dealing with contaminated land through the planning regime ' available on the website. NPPF paragraphs on land contamination and pollution
38. Statement of Community Engagement	All applications.	The statement shall include: <ul style="list-style-type: none"> 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 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. Applicants should engage with officers about the form of engagement.	The Local Planning Authority's Statement of Community Involvement. NPPF paragraphs relating to pre-application engagement. NPPG on pre-application engagement

39. Structural Survey	Applications which involve significant works to existing buildings (primarily of historic significance) including basements.	The survey shall describe, explain and illustrate: <ul style="list-style-type: none"> 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. The survey shall be prepared by a suitably qualified professional, experienced in working with heritage buildings (or other if not heritage related)	London Plan (March 2021) Policy HC1 Heritage Conservation and Growth Relevant local Development Plan Policy The NPPF paragraphs relating to the Historic Environment NPPG on the Historic Environment
40. SUDS Strategy	All applications.	The SUDs strategy should detail how surface water runoff and waste water arising from the development of the site will be managed, including the following: <ul style="list-style-type: none"> A plan of the existing site A topographical plan of the area Plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks) The controlled discharge rate for a 1 in 1-year event and a 1 in 100-year event (with an allowance for climate change), this should be based on the estimated greenfield runoff rate The proposed storage volume Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible and follow the drainage hierarchy in the London Plan Geological information including borehole logs, depth to water table and/or infiltration test results Details of overland flow routes for exceedance events A management plan for future maintenance 	London Plan (March 2021) Policy SI 13 Sustainable drainage NPPF paragraphs relating to drainage Local Development Plan Policy Non-Statutory Technical Standards for SuDS

41. Tall Building Statement	All applications for tall buildings	<p>A proposals for tall buildings must be accompanied by a statement that sets out how the proposal complies with D9 C and D of the London Plan (March 2021).</p> <p>In order to enable the statement to address the criteria within D9 C, the statement must include the following:</p> <ul style="list-style-type: none"> • A (Heritage), Townscape and Visual Impact Assessment ((H)TVIA) - which must assess the proposed development from relevant local and strategic designated views, and should analyse the historic and emerging pattern of development to establish important undesignated local views • Views provided should be verified Accurate Visual Representations (AVRs). • A VU.City model should also be shared with officers. • A Wind micro-microclimate study. - the type of assessment required will depend on the height of the building proposed and should be discussed with officers at pre-application stage. It is however advised that tall buildings of 30 metres or more are likely to require either Wind Tunnel testing or Computational (CFD) Simulations. • The assessment should prepared by a suitably qualified wind engineer using the relevant assessment methodology. • A lighting assessment ensuring that any lighting needed to contribute to a safer environment is balanced against the need to be sensitive to the surrounding area, avoiding excessive lighting and the potential for light pollution and protecting residential amenity and biodiversity. • Additionally some schemes incorporate internal lighting which, due to the design of the development, would illuminate exterior areas of the site or wider locality. Examples include large glazed extensions with extensive internal lighting. • The assessment should be carried out by a qualified professional in accordance with up to date guidance. <p>If you are proposing a tall building, or are unsure whether the proposal would be considered a tall building is it strongly recommended that this is discussed as part of pre-application engagement.</p>	<p>London Plan (March 2021) Policy D9 Tall Buildings</p> <p>London Plan (March 2021) Policy D3 Optimising site capacity through the design-led approach</p> <p>London Plan (March 2021) Policy HC1 Heritage Conservation and Growth</p> <p>Relevant local Development Plan Policy.</p>
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42. Transport Statement/ Assessment	All applications	<p>The TA/TS 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 scope of the TA/TS such as the approach to/requirement for:</p> <ul style="list-style-type: none"> • Healthy streets • Trip generation • Parking survey • ATZ assessment (and routes) • Mitigation <p>TfL provides comprehensive guidance on TAs</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>
43. Travel Plan (Framework)	All applications	<p>Travel Plans are an important tool to support moving away from car usage and towards more sustainable forms of transport, including walking and cycling.</p> <p>For all travel plans clear targets must be provided against which the success of the travel plan will be measured at identified intervals.</p>	<p>London Plan (March 2021) Policy T4 Assessing and mitigating transport impacts</p> <p>Relevant local Development Plan Policy.</p> <p>NPPF paragraphs relating to transport</p> <p>TfL guidance on travel plans</p>

44. Tree Survey, Arboricultural Method Statement and Arboricultural Impact Assessment (including Tree Protection Plan)	All applications where trees have the potential to be impacted.	<p>The tree survey is an appraisal of the pre-construction arboricultural situation that includes an assessment of tree quality.</p> <p>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.</p> <p>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.</p> <p>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>A Tree Survey/ AIA must include a plan which clearly shows the location of all trees on a site, including those to be retained/ removed.</p>	<p>London Plan (March 2021) Policy G1 Green infrastructure</p> <p>London Plan (March 2021) Policy G5 Urban greening</p> <p>London Plan (March 2021) Policy G7 Trees and woodlands</p> <p>Relevant local Development Plan Policy.</p> <p>NPPF paragraphs relating to trees</p> <p>Relevant British Standards relating to the Assessment and Statement required.</p>
45. Urban Greening Factor Statement	All applications.	<p>The statement should follow the requirements set out in London Plan (March 2021) Policy G5 Urban greening. Applications must achieve the minimum UGF set out within the policy.</p> <p>Where living roofs are proposed in order to achieve a compliant UGF, the Council favour 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 at application stage:</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>

46. Ventilation / Extraction Statement (see also noise and vibration impact assessment)	Applications where ventilation and extraction equipment is proposed	<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> <ul style="list-style-type: none"> 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). 	See 'Noise and Vibration Impact assessment'
<p>47. Viability Assessment</p> <p>When needed:</p> <ul style="list-style-type: none"> any application proposing residential units, unless qualifying for the 'Fast Track' approach set out in the London Plan (March 2021) any application where the deliverability of the scheme as designed needs to be understood any application proposing a reduction in existing housing numbers on the site any application proposing the loss of a public house (including a change of use) any application proposing the demolition of or substantial harm to a designated or undesignated heritage asset any application where the viability of the existing use is a material consideration 		<p>Viability assessments are used to establish the maximum amount of affordable housing that can be delivered on site; establish whether the loss of certain uses is justified from a viability perspective; and also establish a build cost so that officers can assess whether a proposal is capable of being delivered as designed.</p> <p>The assessment should be undertaken using a recognized program such as Argus. Applicants must provide the appraisal within the fully testable and editable electronic/software model which allows for full and complete analysis of all the cost and values, inputs and outputs, calculations and assumptions used in the viability appraisal. Pdf and excel versions of the appraisal may be required with excel versions allowing all assumptions/ costs/values to be tested, with formulas unprotected and visible along with data sources.</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>Discussions 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>London Plan (March 2021) Policy H4 Delivering affordable housing</p> <p>London Plan (March 2021) Policy H5 Threshold approach to applications</p> <p>London Plan (March 2021) Policy H6 Affordable housing tenure</p> <p>London Plan (March 2021) Policy H15 Purpose-built student accommodation</p> <p>London Plan (March 2021) Policy H11 Build to Rent</p> <p>Relevant local Development Plan Policy.</p> <p>NPPF paragraphs relating to affordable housing.</p> <p>The Mayor of London's Affordable Housing (SPG)</p> <p>The Council's planning obligations SPD.</p>