

London Borough of Redbridge

Local and National Planning Application Requirement List – Updated April 2021

National Requirements – In line with the Town and Country Planning (Development Management Procedure) (ENG) Order 2015



Validation Requirement:	Applications which require this:	What information is required:	Policy Relating to Requirements:	Guidance Information:
Completed Application Form	All	Completed Application Form – All necessary and required elements of the application form filled in, correctly.	National Planning Policy Framework https://www.gov.uk/government/publications/national-planning-policy-framework--2	National Planning Policy Guidance - Making an Application: https://www.gov.uk/guidance/making-an-application
Ownership and Agricultural Holdings Certificate	All	Under the 1990 Town and Country Planning Act (read in conjunction with Article 7 of the General Development Procedure Order 1995) all applications for planning permission must be accompanied by the relevant certificates concerning the ownership of the application site. Please ensure you have completed the Ownership Certificate (A, B, C or D as applicable), (except for advertisement consent only applications), and the declaration. Ensure you sign and date each of these sections – otherwise, your application will be invalid. For a certificate an ‘owner’ is anyone with a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years. Certificate A must be	National Planning Policy Framework https://www.gov.uk/government/publications/national-planning-policy-framework--2	National Planning Policy Guidance – Before Submission: https://www.gov.uk/guidance/before-submitting-an-application Making an Application: https://www.gov.uk/guidance/making-an-application When Permission is Required: https://www.gov.uk/guidance/when-is-permission-required Determining an Application: https://www.gov.uk/guidance/determining-a-planning-application

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		<p>completed when the applicant is the sole owner of the site. Certificate B must be completed when all the owner(s) of the site are known. If Certificate B has been completed notice must be served on all the owners of the site in question. Certificate C must be completed when some of the owners of the site are known but not all. Certificate D must be completed when none of the owners of the site are known. The Agricultural Holdings Certificate is required whether or not the site includes an agricultural holding.</p>		
Design and Access Statement (DAS)	Major applications; listed building consents; applications for one or more new residential units; and applications where the floor space created is 100sqm or more within a conservation area.	Report to illustrate the process that has led to the finally submitted development proposal, explaining the approach, justification, and detail of the design, and to describe the standards of accessibility that would be designed into the development, such as M4(2) and M4(3).	National Planning Policy Framework https://www.gov.uk/government/publications/national-planning-policy-framework--2	Design and Access Statement: - Planning Portal Guidance: https://www.planningportal.co.uk/faqs/faq/51/what_is_a_design_and_access_statement

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Site Location Plan	All	Up to date map at a scale of 1:1250 or 1:2500. Application site boundary must be clearly edged with a red line & include all land required for the proposed development. Any other land within the control or ownership of the applicant, that is adjacent or close to the application site, should be edged with a blue line. Also required: An arrow indicating the direction of North, and at least two surrounding named roads.	National Planning Policy Framework https://www.gov.uk/government/publications/national-planning-policy-framework--2	National Planning Policy Guidance – Before Submission: https://www.gov.uk/guidance/before-submitting-an-application Making an Application: https://www.gov.uk/guidance/making-an-application When Permission is Required: https://www.gov.uk/guidance/when-is-permission-required Determining an Application: https://www.gov.uk/guidance/determining-a-planning-application
Block Plan	All	A site plan at a scale of either 1:200 or 1:500 accurately showing; direction of north, proposed development in relation to the site boundaries and other existing buildings on site, all neighbouring buildings, roads and footpaths on land adjoining the site including access arrangements and all public rights of way crossing or adjoining the site.	https://www.gov.uk/government/publications/national-planning-policy-framework--2	National Planning Policy Guidance – Before Submission: https://www.gov.uk/guidance/before-submitting-an-application Making an Application: https://www.gov.uk/guidance/making-an-application When Permission is Required: https://www.gov.uk/guidance/when-is-permission-required Determining an Application:

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Floor Plans	All	<p>Drawings at a scale of 1:50/1:100/1:200 showing floorplans of the existing building(s) & the proposed building(s), identifying each relevant floor/part floor, roof, and means of access. Where possible, please show existing and proposed floor plans next to each other. Where existing buildings or walls are to be demolished, these must be clearly shown.</p> <p>The proposed plans should be shown in context with the site boundary and any existing adjacent buildings. Applications for change of use need to be accompanied by floor plans annotated where helpful to indicate the extent of the existing and proposed use within the land or building.</p>	https://www.gov.uk/government/publications/national-planning-policy-framework--2	<p>National Planning Policy Guidance – Before Submission: https://www.gov.uk/guidance/before-submitting-an-application</p> <p>Making an Application: https://www.gov.uk/guidance/making-an-application</p> <p>When Permission is Required: https://www.gov.uk/guidance/when-is-permission-required</p> <p>Determining an Application: https://www.gov.uk/guidance/determining-a-planning-application</p>
Elevations	All applications – excluding applications for changes of use with no external changes	<p>Drawings at a scale of 1:50/1:100/1:200, illustrating all relevant external parts. Where possible, please show existing and proposed elevations next to each other.</p> <p>Where a proposed elevation adjoins another building, or is in close proximity, the drawing should</p>	https://www.gov.uk/government/publications/national-planning-policy-framework--2	<p>National Planning Policy Guidance – Before Submission: https://www.gov.uk/guidance/before-submitting-an-application</p> <p>Making an Application: https://www.gov.uk/guidance/making-an-application</p>

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		<p>clearly show the relationship between the buildings & detail the relative positions of openings, parapets, levels etc. on each property.</p> <p>Blank elevations (e.g. end elevations which are blank) should also be included for clarity.</p>		<p>When Permission is Required: https://www.gov.uk/guidance/when-is-permission-required</p> <p>Determining an Application: https://www.gov.uk/guidance/determining-a-planning-application</p>
Roof Plans	All applications that involve changes to roofs or are for new buildings.	To show shape and materials of roofs at scale of 1:50/1:100/1:200.	https://www.gov.uk/government/publications/national-planning-policy-framework--2	<p>National Planning Policy Guidance – Before Submission: https://www.gov.uk/guidance/before-submitting-an-application</p> <p>Making an Application: https://www.gov.uk/guidance/making-an-application</p> <p>When Permission is Required: https://www.gov.uk/guidance/when-is-permission-required</p> <p>Determining an Application: https://www.gov.uk/guidance/determining-a-planning-application</p>
Sections and Site Levels	All major applications	Drawings at a scale of 1:50/1:100/1:200 showing cross-sections through the proposed buildings containing details of existing site levels, and finished floor levels with the levels related to a fixed datum point offsite, and	https://www.gov.uk/government/publications/national-planning-policy-framework--2	<p>National Planning Policy Guidance – Before Submission: https://www.gov.uk/guidance/before-submitting-an-application</p> <p>Making an Application:</p>

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		showing the proposals in relation to adjoining buildings. Use spot levels and cross/long sections as necessary. Annotation may be very useful.		https://www.gov.uk/guidance/making-an-application When Permission is Required: https://www.gov.uk/guidance/when-is-permission-required Determining an Application: https://www.gov.uk/guidance/determining-a-planning-application
Appropriate Fee	All	Full payment at the time of submission through the Planning Portal. Redbridge phone payment by debit or credit card (Ext: 02087082325) available.	https://www.gov.uk/government/publications/national-planning-policy-framework--2	https://www.gov.uk/guidance/fees-for-planning-applications

*Please note that these are national requirements and are essential for the validation and timely processing of your application. Please seek additional guidance from the Council via our pre-application advice service (<https://www.redbridge.gov.uk/planning-and-building/planning/pre-application-advice/>). Alternatively, you can contact a planning consultant to advise you (<https://www.rtpiconsultants.co.uk/#/>).

* All drawings must include a scale bar showing lengths of 1m and 10m, and key dimensions.

* Please note plans should clearly label proposed and existing plans, for ease and speed of validation. Applications will be made invalid for incorrectly labelled plans.

*Further administration, and other charges may be applicable to your application. These would be required for validation and are detailed online (<https://www.redbridge.gov.uk/planning-and-building/details-of-fees-and-charges/>).

*All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF documents will not be accepted.

Local Requirements

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Air Quality Assessment (AQA)	Major applications in an area of poor air quality and in the Air Quality Focus Areas identified in the Council's Air Quality Action Plan.	<p>All applications which require an AQA should therefore be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area and the impact of existing air quality on the proposed development. Where Air Quality Management Areas (AQMAS) cover regeneration areas, developers should provide an air quality assessment as part of their planning application.</p> <p>Assessment to provide details of how a residential scheme (or other sensitive uses) will be successfully accommodated with the area of particularly significant air quality. An impacts assessment will also be required to include necessary information to allow a full consideration of the impact of the proposal upon the air quality of the area (LP 24)</p> <p>Please note that all of Redbridge Borough is in an AQMA</p>	<p>Local Plan Policy: LP 24 – Pollution</p> <p>London Plan: 7.14</p> <p>London Mayor's Sustainable Design and Construction SPG</p> <p>London Mayor's Control of Dust and Emissions during Construction and Demolition SPG</p> <p>Please also see NPPF, where relevant.</p>	<p>NPPG: Air Quality https://www.gov.uk/guidance/air-quality-3</p> <p>NPPG: Open Spaces (for reference only) https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space</p> <p>DEFRA Guidance</p> <p>Air Quality Action Plan 2017</p>
Arboriculture Impact Statement/Tree Survey	All Applications where trees within or adjacent to the site may be affected by the development.	<p>This information should be prepared by a qualified arboriculturalist to BS 5837:2012, Trees in relation to design, demolition and construction.</p> <p>It should include: Arboriculture report, tree survey/classification, tree protection plan and method statement</p>	<p>Local Plan Policy: LP38 – Protecting Trees and Enhancing the Landscape See also: LP 31</p> <p>London Plan: 7.19, 7.20, 7.21</p> <p>Please also see NPPF, where relevant.</p>	<p>Guidance: BS5837:2012, LBR: Trees and Landscaping SPD, NPPG: Trees https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas</p>

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<p>Contaminated Land Report</p>	<p>All applications with a sensitive end use and on land with high risk of potential contamination in view of the nature of the former use at the site.</p> <p>NB: sensitive end uses include: residential, allotments, schools, nurseries and crèches, children’s playing areas and playing fields.</p>	<p>General: Information is required to be submitted to characterise contamination risks to receptors at the site and show whether these can be satisfactorily reduced to render the site suitable for its proposed use.</p> <p>Investigations and reports submitted should be undertaken in accordance with ‘CLR 11: Model procedures for the Management of Land Contamination’ and ‘British Standard 10175:2011+A2:2017 ‘Investigation of Potentially Contaminated Sites - Code of Practice’.</p> <p><u>New build development:</u> A Phase 1 desk study report should be submitted. Where the potential for significant pollutant linkages has been identified, proposals for site investigations should be included in this report.</p> <p>Phase 2 Site investigations may be undertaken at this stage, particularly where there is a significant risk of significant contamination, alternatively, this requirement can be conditioned on the planning permission</p>	<p>Local Plan Policy: LP24 – Pollution</p> <p>London Plan: 5.21, 5.22</p> <p>Please also see NPPF, where relevant.</p>	<p>A checklist and additional guidance for reporting requirements can be found under the Land Contamination section of the Council website. https://www.redbridge.gov.uk/business-and-regeneration/environmental-health/pollution/</p> <p>CLR 11: Model Procedures for the Management of Land Contamination http://www.clare.co.uk/information-centre/water-and-land-library-wall/45-model-procedures/187-model-procedures</p> <p>The CL:AIRE Water and Land Library comprises a freely</p>

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				<p>available, extensive list of links to past and present water and land references published by the Environment Agency, AGS, BRE, CIRIA and other useful industry publishers https://www.claire.co.uk/information-centre/water-and-land-library-wall</p> <p>NPPG: Land Affected by Contamination https://www.gov.uk/guidance/land-affected-by-contamination</p> <p>NPPG: Hazardous Substances https://www.gov.uk/guidance/hazardous-substances</p>
Fire Statement	All major applications.	The statement should detail how the development proposal will function in terms of: 1) the building's construction: methods, products and materials used, including manufacturers' details	London Plan Policy D12 Fire safety	https://www.london.gov.uk/sites/default/files/draft_guidance_sheet_fire_statement

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		<p>2) the means of escape for all building users: suitably designed stair cores, escape for building users who are disabled or require level access, and associated evacuation strategy approach</p> <p>3) features which reduce the risk to life: fire alarm systems, passive and active fire safety measures and associated management and maintenance plans</p> <p>4) access for fire service personnel and equipment: how this will be achieved in an evacuation situation, water supplies, provision and positioning of equipment, firefighting lifts, stairs and lobbies, any fire suppression and smoke ventilation systems proposed, and the ongoing maintenance and monitoring of these</p> <p>5) how provision will be made within the curtilage of the site to enable fire appliances to gain access to the building</p> <p>6) ensuring that any potential future modifications to the building will take into account and not compromise the base build fire safety/protection measures.</p> <p>Paragraph 3.12.9 of Policy D12 explains that Fire Statements should be produced by someone who is: “third-party independent and suitably-qualified” It goes onto explain: “This should be a qualified engineer with relevant experience in fire safety, such as a chartered engineer registered with the Engineering Council by the Institution of Fire Engineers, or suitably qualified and competent professional with the demonstrable experience to address the complexity of the design being proposed. This should be evidenced in the fire statement.” A Fire Statement should only be produced by a competent professional. Typically, such a person will be a fire engineer with the ability to demonstrate knowledge and experience relevant to the complexity of the development proposed. Evidence of</p>		nts_d12_b_070720_web.pdf https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance-and-spgs/draft-fire-safety-guidance-pre-consultation-information

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		<p>competency of the author of the Fire Statement should be detailed in a clearly identified section at the beginning of the Fire Statement, and should demonstrate that the author meets the following criteria:</p> <p>a) is a registered fire engineer with the Engineering Council with the post-nominals IEng (Incorporated Engineer) or CEng (Chartered Engineer) after their name, and is registered with the Institute of Fire Engineers with the post nominals MIFireE after their name</p> <p>b) clearly details evidence of suitable training, skills, experience, knowledge and behaviours (relevant to the development in question) indicating the author’s ability to write the Fire Statement.</p>		
<p>Flood Risk Assessment/Sustainable Urban Drainage Schemes</p>	<p>Flood risk assessment for applications for new dwellings and sensitive end uses in flood zone 3. SUDs scheme for all major applications.</p>	<p>An FRA should be submitted if the development proposal site falls within an area identified in the Council’s Strategic Flood Risk Assessment (SFRA) (2015). This demonstrates that both the strategic sites in policy LP1 and the proposed opportunity sites listed in Appendix 1 pass these tests where necessary. Major developments will be required to constrain runoff volumes for a 1 in 100 year, 6 hour rainfall event, where feasible. A drainage report should be submitted with all major applications, basement developments and other vulnerable development in areas identified at risk of flooding. This should include:</p> <ul style="list-style-type: none"> • identification of flood risk; • assessment of existing run-off rates; • calculation of greenfield run-off rates; • identification of measures, in line with the drainage hierarchy, to reduce runoff rates; and 	<p>Local Plan Policy: LP 21 – Water and Flooding</p> <p>London Plan: 5.12, 5.13</p> <p>The Environment Agency website also provides detailed maps on flood risk.</p> <p>Please also see NPPF, where relevant.</p>	<p>NPPG: Flood Risk https://www.gov.uk/guidance/flood-risk-and-coastal-change</p> <p>Further National Guidance: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p> <p>Non Statutory SuDS Guidance:</p>

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		<ul style="list-style-type: none"> • calculation of proposed run-off rates. <p>To help combat this, the incorporation of Sustainable Drainage Systems (SuDS) into new developments is an effective way of mitigating flood risk, and as such is encouraged in policy LP21. These include measures such as green roofs, permeable surfaces and storm water retention basins which can reduce both the rate and amount of run-off.</p> <p>All details of SuDs should be included in the FRA, or if necessary, the Design and Access statement for smaller schemes.</p> <p>Please be advised that it is best to speak with the Local Planning Authority in advance via pre-application on matters such as flood risk.</p>		https://www.gov.uk/government/publications/sustainable-drainage-systems-non-statutory-technical-standards
Heritage Statement	All applications that directly affect, or affect the setting of, a statutory listed building; affect the setting of a non-designated heritage asset (locally listed building); or are in a conservation area.	<p>Information must be provided on the following:</p> <ul style="list-style-type: none"> • Requirement for a Structural Impact Assessment – Schedule of Works for Listed buildings. • The impact on the Outstanding Universal Value of a World Heritage Site, set out in a Statement of Outstanding Universal Value, indicates its importance as a heritage asset of the highest significance. • The significance of the heritage asset affected, including any • contribution made by their setting; • The principles of and justification for the proposed works; and • The impact of the proposal on the significance of a heritage asset and/or does it cause substantial harm or total loss of significance. 	<p>Local Plan Policy: LP33 – Heritage See also LP 34-40</p> <p>London Plan: 7.8, 7.9, 7.10, 7.11, 7.12</p> <p>Please also see NPPF, where relevant.</p>	<p>NPPG: Historic Environment https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>NPPG: Design https://www.gov.uk/guidance/design</p> <p>Please Consult the LBR Guidance and Character Appraisals on the LBR website:</p>

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		<p>The information should explain;</p> <ul style="list-style-type: none"> • The sources that you have considered; • The expertise that you have consulted; and • The steps that have been taken to avoid or minimise any adverse impacts on the significance of the heritage asset. <p>Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, applicants will be required to submit an appropriate desk based assessment and, where necessary, a field evaluation.</p>		<p>https://www.redbridge.gov.uk/planning-and-building/protected-buildings-and-conservation-areas/</p> <p>Archaeological Priority Area Tier Guidance: https://historicengland.org.uk/images-books/publications/greater-london-archaeological-priority-area-guidelines/</p>
Archaeological Assessment	<p>All applications within Archaeological Priority Areas likely to affect important archaeological remains.</p> <p>All applications that involve any form of excavation or piling within an Archaeological Priority Area.</p>	<p>Required where groundworks are proposed within an Archaeological Priority Area. Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included.</p> <p>An assessment of potential archaeological heritage should be provided. This should be prepared by a qualified individual or organisation, and should use existing information to establish the archaeological significance of the site and the impact of the proposals on surviving monuments or remains. Small-scale archaeological fieldwork may be required to determine the actual extent and degree of survival on site.</p>	<p>Local Plan: LP 33 – Heritage</p> <p>London Plan: 7.8</p>	<p>NPPG: Historic Environment https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>Archaeological Priority Area Tier Guidance: https://historicengland.org.uk/images-books/publications/greater-london-archaeological-priority-area-guidelines/</p>

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				archaeological-priority-area-guidelines/
Hard/Soft Landscaping Plan	All major applications.	<p>You must provide details of the planting of trees and/or shrubs, surface materials, boundary screen walls and fences.</p> <p>The scheme should describe:</p> <ul style="list-style-type: none"> • materials, • species, • tree and plant sizes, numbers and planting densities, • levels, gradients and any earthworks required • timing of the implementation of the scheme. <p>It should also include proposals for long term maintenance and landscape management, as well as ecological benefits, climate change adaption measures, approaches to trees and sustainable drainage</p>	<p>Local Plan Policy: LP 26 – Promoting High Quality Design, LP 29 – Amenity and Internal Space Standards, LP 38 – Protecting Trees and Enhancing the Landscape</p> <p>London Plan: 3.5, 5.10, 7.5, 7.30</p> <p>Please also see NPPF, where relevant.</p>	<p>NPPG: Design https://www.gov.uk/guidance/design</p>
Lighting Assessment	All major applications which contain external lighting; all applications which include, or are for, floodlighting.	<p>The assessment should include information regarding to lighting levels, hours of operation and light spills diagrams, as well as the following:</p> <ul style="list-style-type: none"> • wavelength • column heights • layout plan with beam orientation, • equipment design, • impact (inc. levels and extent of spillage) on nearby dwellings or roads or habitats and use of features to mitigate impacts • size/power of light fittings 	<p>Local Plan Policy: LP 24 – Pollution See also: LP 27 & LP 28</p> <p>London Plan: 3.19</p> <p>Please also see NPPF, where relevant.</p>	<p>NPPG: Light Pollution https://www.gov.uk/guidance/light-pollution</p>

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Retail Impact Assessment or Statement	All major applications for main town centre uses as set out in the Local Plan.	A Retail Impact Assessment should be carried out in accordance with the requirements of LP10 and LP11. The Assessment should consider the factors set out in the policies, and the NPPF, where appropriate.	Local Plan Policy: LP 9 – Ensuring the Future Vitality and Viability of Town Centres, LP 10 – Managing Town Centres and Retail Uses, LP 11 – Managing Clustering of Town Centre Uses, LP 12 – Night Time Economy London Plan: 4.7, 4.8, 4.9 Please also see NPPF, where relevant.	NPPG: Vitality of Town Centres https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres
Sunlight/Daylight Assessment	All major applications.	The assessment should show indicative levels of existing and proposed sunlight and daylight before and after the new development. Please note that if amendments are requested, it may be necessary for the daylight/sunlight assessment to be recalculated if there is likely to be a significant/material change to the development. The assessment should conform to the methodology identified in the Building Research Establishment guidance ‘Site layout planning for daylight and sunlight: A guide to good practice’ (2011).	Local Plan Policy: LP 26 – Promoting High Quality Design, & LP 29 – Amenity and Internal Space Standards London Plan: 3.5 Please also see NPPF, where relevant.	NPPG: Design https://www.gov.uk/guidance/design
Transport Impact Assessment and Green Travel Plan (inclusive of Parking	All major applications.	The coverage and detail of the Transport Impact Assessment and Travel Plan should reflect the scale of the development and the extent of the transport implications of the proposal. It should look at the design process and the impact on the existing	Local Plan Policy: LP 22- Promoting Sustainable Transport, & LP 23 – Cycling and Car Parking	NPPG: Travel Plans and Transport Statements

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Survey and Transport Statement)	A Transport Impact Assessment and a Travel Plan should be submitted alongside non-major planning applications which are likely to have significant transport implications.	network, as well as any mitigation measures needed. The Travel Plan should promote a modal shift and encourage sustainable modes of transport. Major applications will also require a Construction Logistics Plan to demonstrate how trips will be managed.	London Plan: 6.1 – 6.15 London Transport Strategy, London Freight Plan. Please also see NPPF, where relevant.	https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements TFL Guidance: https://tfl.gov.uk/info-for/urban-planning-and-construction/guidance-for-applicants
Basement Impact Assessment or Construction Method Statement for Basements	All applications that involve basement development.	A Basement Impact Assessment must be carried out and signed by a Chartered Civil Engineer or Chartered Structural Engineer.	Local Plan Policy: LP 31 – Basement Development, See also: LP 26, LP 29, LP 32 London Plan: 3.5 Please also see NPPF, where relevant.	LBR Householder Design Guide SPD Planning Portal: Basements https://www.planningportal.co.uk/info/2/00130/common_projects/5/basements
CIL Application Forms	All applications where a new dwelling is created, or where 100sqm of new gross internal floor space (GIA) is created.	CIL is a charge on new development to pay for infrastructure (e.g. sports facilities, schools, parks, health facilities and transport). Proposals must include a completed 'Planning Application Additional Information Requirement Form' to assist the council in determining CIL liability. This requires details of new build floorspace and the existing use of the site. It is an offence to knowingly or recklessly provide inaccurate information.	Local Plan Policy: LP 17 – Delivering Community Infrastructure, & LP 41 – Delivery and Monitoring London Plan: 8.3	NPPG: CIL https://www.gov.uk/guidance/community-infrastructure-levy Planning Portal forms and guidance:

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			Please also see NPPF, where relevant.	<p>https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy/2</p> <p>LBR CIL: https://www.redbridge.gov.uk/planning-and-building/planning-policy/community-infrastructure-levy/</p>
Environmental Impact Assessment	All major applications. EIA is a National Statutory Requirement. Schedule 1 Development – see guidance document Schedule 2 Development – Local Planning Authority can determine if EIA is required via a screening process and if required a scoping	Requirements will vary according to the site context and specific development proposals – it would be very rare for an application involving an EIA to be submitted without a thorough preapplication discussion, and particular requirements should be identified in that process. Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.	Local Plan Policy: LP 18 - 25 Please also see NPPF, where relevant.	NPPG: EIA https://www.gov.uk/guidance/environmental-impact-assessment

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	opinion is also discretionary, but recommended, to focus on the topics to be covered in the EIA and the mitigation to be offered for any significant environmental impacts.			
Health Impact Assessment	All major applications of 150+ dwellings	Health and wellbeing impacts must be clearly demonstrated and presented. The HIA should not only identify potential harms to be mitigated such as impact on healthcare provision, air pollution, construction etc., but also identify positive impacts such as active design, adaptability of homes, play space etc. The level of detail required will be determined during screening (where relevant) and will be dependent on the scale and type of development proposed.	Local Plan Policy: LP 18 – Health and Wellbeing, LP 17 – Delivering Community Infrastructure, LP 24 - Pollution London Plan: 3.2 Please also see NPPF, where relevant.	NPPG: Health and Wellbeing https://www.gov.uk/guidance/health-and-wellbeing NHS Guidance: https://www.healthylondon.gov.uk/our-services/delivering-healthy-urban-development/health-impact-assessment/ LBR Health and Wellbeing Strategy
Open Space, Sport, Recreation and	All applications for proposals affecting	The assessment should include plans showing any areas of existing or proposed open space within or adjoining the application site, be it private or public. The assessment should	Local Plan Policy: LP 34 - 40	NPPG: Open Space Guidance

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Green Infrastructure Assessment	designated Green Belt, Metropolitan Open Land or playing pitches.	<p>also provide justification for the loss of open space, and how/if it is being mitigated or replaced.</p> <p>For non-major developments, it may be appropriate to include this information in the Design and Access statement.</p>	<p>London Plan: 2.18, 7.16, 7.17, 7.18, 7.21, 7.22, 7.23</p> <p>Please also see NPPF, where relevant.</p>	<p>https://www.gov.uk/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space</p> <p>NPPG: Natural Environment https://www.gov.uk/guidance/natural-environment</p>
Planning Statement	All major applications.	<p>The Statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies.</p> <p>For non-major developments it may be appropriate to include this information within the Design and Access Statement.</p>	<p>Local Plan Policy: LP 26 – Promoting High Quality Design,</p> <p>Please also see NPPF, where relevant.</p>	<p>National Planning Policy Guidance – Before Submission: https://www.gov.uk/guidance/before-submitting-an-application</p> <p>Making an Application: https://www.gov.uk/guidance/making-an-application</p> <p>When Permission is Required:</p>

Validation Requirement:	Applications which require this:	What information is required:	Policy relating to requirements:	Guidance
				https://www.gov.uk/guidance/when-is-permission-required Determining an Application: https://www.gov.uk/guidance/determining-a-planning-application
Statement of Community Involvement	All major applications need to be supported by a statement setting out how the applicant has complied with the requirements for preapplication consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of	<p>The SCI should provide details of community engagement, meetings etc. and the outcomes of this e.g. Where it was held, on how many occasions, times, dates, photographs, questionnaires, level of response, number of attendees.</p> <p>The SCI should also demonstrate how the scheme has changed due to engagement. This should be set out in a clear and concise way.</p>	Local Plan Policy: LP 41 – Delivery and Monitoring Please also see NPPF, where relevant.	NPPG: Consultation https://www.gov.uk/guidance/consultation-and-pre-decision-matters

Validation Requirement:	Applications which require this:	What information is required:	Policy relating to requirements:	Guidance
	development proposals.			
Student Housing Report	All applications that relate to, or involve, the development of student accommodation.	The Student Housing Report should include a Student Management Plan, and how the development is linked to an educational institution, as per Local Plan Policy LP 4. The Management Plan should include a Code of Conduct to ensure safety and a prevention of anti-social behaviour.	Local Plan Policy: LP4 – Specialist Accommodation, & LP 5 – Dwelling Mix London Plan: 3.8 Please also see NPPF, where relevant.	NPPG: Housing https://www.gov.uk/guidance/housing-and-economic-land-availability-assessment
Tall Buildings Impact Assessment	All major applications. Non major applications should look to guidance in the day light/sun light requirements.	The Assessment should include the variety of impacts a tall building will have on the surrounding area. The assessment should include an urban design analysis, as per LP 27, and follow the criteria set out in LP 26. Other important elements to consider include, but not confined to, the following: <ul style="list-style-type: none"> • Visual Impact using realistic visualisations from ground level from key points in the vicinity of the area at far, medium and nearby distances • Physical Impact • Daylight/Sunlight Report and impact from glare • Transport/Movement Strategy • Microclimate (wind levels at ground floor level) • Any other associated impact (site dependant) 	Local Plan Policy: LP 27 – Tall Buildings See also LP26, LP29, LP 32) London Plan: 7.7 Please also see NPPF, where relevant.	NPPG: Design https://www.gov.uk/guidance/design
Waste/Site Waste Management Plan/Service Delivery Plan	All major and non-major applications for change of use and creation of new residential units	The appropriate arrangements and/or space for the storage and collection of recycling and refuse, and to ensure that the premises can be adequately serviced (i.e. A service and delivery plan) Details to be included on the site plan and/or address them as part of the application. This should include: <ul style="list-style-type: none"> • The location of loading and unloading 	Local Plan Policy: LP 24 – Pollution, & LP 22 – Promoting Sustainable Transport London Plan: 5.13 – 5.19	NPPG: Waste https://www.gov.uk/guidance/waste East London Waste Plan (2012)

Validation Requirement:	Applications which require this:	What information is required:	Policy relating to requirements:	Guidance
		<ul style="list-style-type: none"> • The hours of loading and unloading • The frequency and size of vehicles • Swept paths • Allocated areas for general (200 litres per flat) and recyclable waste (30 litres per flat) streams with accommodation for growth of waste stream (ie electrical waste) • Separate areas for non residential waste if a mixed use scheme that may get collected privately • Travel distances from Refuse Collection Vehicles (RCVs) to unloading areas (not more than 25m dragging distance within the site or not more than 10m for no more than two eurobins if on public highway) • How there will be private management to ensure Eurobins are presented at the site boundary for collection by LB Redbridge RCVs • Provision of dropped kerbs on the highways for this purpose 	Please also see NPPF, where relevant.	
Houses in Multiple Occupation (HMO) Management Plan	All applications for conversions/changes of use to HMOs.	The HMO management plan should demonstrate how the HMO is laid out, provide a copy of the appropriate licence, and how it complies with LP6: Dwelling Conversions, Houses in Multiple Occupation and Buildings in Multiple Residential Occupation.	Local Plan Policy: LP4 – Specialist Accommodation, LP 5 – Dwelling Mix, & LP 6 – Dwelling Conversion, Houses in Multiple Occupation and Buildings in Multiple Residential Occupation London Plan: 3.3, 3.5 , 3.7	For reference: https://www.gov.uk/government/publications/licensing-of-houses-in-multiple-occupation-in-england-a-guide-for-landlords-and-managers

Validation Requirement:	Applications which require this:	What information is required:	Policy relating to requirements:	Guidance
			Please also see NPPF, where relevant.	
Financial Viability Assessment	All major applications where there is a planning policy requirement that is not met within the development (ie the development provides under 35% affordable housing, or under 50% affordable housing for development on public/industrial land) or where the affordable housing is not a 60/40% split between affordable rented and intermediate tenures at rents set by the London Plan SPG.	<p>The assessment should include a full Viability report, which will be published by the Council, and an executive summary, this will also be published. The reports should be written in plain English. It is encouraged that affordable housing viability is fully assessed and discussed at preapplication stage.</p> <p>Written confirmation that the agent will fund for this to be independently assessed will also be submitted to the Council.</p> <p>Any element of the report which is required to be redacted prior to publication will need to be fully justified, and agreed by the Council. The redacted elements will be assessed by the Council’s assessors.</p>	<p>Local Plan Policy: LP 41 – Delivery and Monitoring,</p> <p>See also: LP 3, LP 15, LP 16, & LP 20</p> <p>London Plan: 3.11, 3.12, 8.2</p> <p>Please also see NPPF, where relevant.</p> <p>Planning Obligations SPD</p>	<p>NPPG: Viability https://www.gov.uk/guidance/viability</p> <p>GLA: Homes for Londoners SPG https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/supplementary-planning-guidance/affordable-housing-and</p> <p>NPPG: Obligations https://www.gov.uk/guidance/planning-obligations</p>
BREEAM Assessment: BREEAM (Pre-Assessment) (Energy)	All non-residential major applications (non-major developments are encouraged to	For both: A BREEAM assessment certified by an accredited assessor is required for non-residential, as set out in LP 32, which establishes the sustainability performance of buildings to strive for an ‘excellent’ rating. These include the refurbishment of non domestic buildings, new non domestic buildings over 1000sqm in size, and extensions to non domestic buildings where the	<p>Local Plan Policy: P 32 – Sustainable Design and Construction</p> <p>London Plan: Chapter 5</p>	NPPG: Energy https://www.gov.uk/guidance/renewable-and-low-carbon-energy

Validation Requirement:	Applications which require this:	What information is required:	Policy relating to requirements:	Guidance
BREEAM Domestic Refurbishment Scheme (Energy)	<p>meet these standards).</p> <p>Applicants should submit BREEAM pre-assessment as appropriate to demonstrate how the proposed development will achieve the necessary credits for final certification of the required level.</p>	<p>proposed extension is equal to or greater than 50% of the existing floor space. Initial design SBEM calculation, technical details of proposed system(s), saving calculation following approved method summarised in an Energy Statement, as required by the London Plan. If not viable to undertake to this standard a statement explaining the implications will be required.</p> <p>Complying with Building Regulations 2013.</p>	<p>Please also see NPPF, where relevant.</p>	
Sustainability and Energy Assessment	<p>All major applications.</p> <p>Please note: non-major applications are encouraged to meet these standards, this should be acknowledged in the Design and Access Statement.</p>	<p>The Energy Assessment should be easy to read and understand. It should include clear data tables, and comply with the requirements set out in the various policies.</p> <p>To include the following topics;</p> <ul style="list-style-type: none"> • Cooling and use of passive ventilation to minimise energy use; • Design to minimise energy use otherwise (ie orientation and materials, variation in window size and landscaping); and • Use of renewable energy (eg photovoltaic, solar thermal, geothermal) 	<p>Local Plan Policy: LP 32 – Sustainable Design and Construction, & LP 19 - 25</p> <p>London Plan: Chapter 5</p> <p>Please also see NPPF, where relevant.</p>	<p>NPPG: Energy https://www.gov.uk/guidance/renewable-and-low-carbon-energy</p> <p>GLA Energy Guidance: https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0</p>

Validation Requirement:	Applications which require this:	What information is required:	Policy relating to requirements:	Guidance
Affordable and Managed Workspace Management Plan	All major applications for office or mixed-use development including commercial floorspace.	Prior to first occupation of the development, the Owners shall submit a Management Plan for approval in writing by the Local Planning Authority. The Management Plan shall demonstrate how the managed floorspace within the building will operate in accordance with the principles set out in Policies LP 15 and LP 16, and the corresponding supporting text in the Local Plan.	Local Plan Policy: LP 15 – Managed Workspace, London Plan: 2.17, 4.1, 4.2, 4.4, 4.10 , Please also see NPPF, where relevant.	
S106 – Draft Heads of Terms	Draft heads of terms to be submitted to the Council for all major applications	The draft heads of terms should set out the areas into which the applicant and the Council will agree on, whereby payments may have to be made. This should be discussed at pre-application advice meetings.	Local Plan Policy: LP 41 – Delivery and Monitoring, See also: LP 3, LP 15, LP 16, & LP 20 London Plan: 3.11, 3.12, 8.2 Please also see NPPF, where relevant.	NPPG: Obligations https://www.gov.uk/guidance/planning-obligations LBR Planning Obligations SPD
Noise Assessment	If your proposal is for a noise sensitive development and is adjoining an existing noise source (upper floor of a pub/night club/industrial site/railway line) or your proposal has the potential to generate noise.	Noise: You must submit a noise impact assessment prepared by a qualified acoustician, and in line with British Standards and World Health Organisation guidelines. Provide details of the following: <ul style="list-style-type: none"> the existing noise levels measured over 24hrs, including background noises proposed noise levels or outputs (where appropriate) the measures proposed to reduce noise [e.g. design, orientation, insulation] examples of the calculations and assumptions made; and 	Local Plan Policy: LP 24 - Pollution London Plan: 7.15 Please also see NPPF, where relevant.	NPPG: Noise https://www.gov.uk/guidance/noise--2

Validation Requirement:	Applications which require this:	What information is required:	Policy relating to requirements:	Guidance
		<ul style="list-style-type: none"> the measuring equipment and calibration certificate <p>Vibration: For sites adjoining the main line railway a vibration assessment should also be submitted</p>		
Flues and Vents Assessment	All applications where the installation of plant, flues, ventilation, extraction or air conditioning equipment is proposed.	Details of the position and design of any equipment shall be provided, including predicted noise levels/and odour abatement measures, providing manufacturers specifications, and how they are to be maintained and frequency of filter changes/cleaning regime.	Local Plan Policy: LP 26 – Promoting High Quality Design, & LP 24 - Pollution London Plan: 7.15 Please also see NPPF, where relevant.	NPPG: Air Quality https://www.gov.uk/guidance/air-quality-3
Ecological and Biodiversity Assessment –	All major applications where site is on or adjacent to designated local wildlife sites (LWS) (both statutory and non-statutory), rivers, brownfield and open space, and/or where protected species may be in the locality.	<p>An Ecological Impact Assessment (EcIA) following CIEEM technical Guidance.</p> <p>External lighting plans including times of operation, spectrum details and contextualised lux spill maps. Contextualised daylight / sunlight plans.</p> <p>A Construction Environment Management Plan (CEMP) detailing method statements, timeframes and post clearance monitoring.</p> <p>Detailed design ecological mitigation and improvement following EcIA and lighting plans, in the form of detailed architectural, Mechanical and Electrical (M&E) landscape drawings with specification</p>	<p>Local Plan Policy: LP 37 – Green Infrastructure and Blue Ribbon Networks, LP 39 – Nature Conservation and Biodiversity.</p> <p>See also: LP19-25, and 34 -39</p> <p>London Plan: 7.14 – 7.30</p> <p>Please also see NPPF, where relevant.</p>	<p>NPPG: Natural Environment https://www.gov.uk/guidance/natural-environment</p> <p>Trees and Landscaping SPD</p>
Construction Logistics and	All major applications.	To enable the impact of the process of development of a scheme to be to an acceptable standard ensuring neighbouring amenity is respected with the delivery of materials and waste disposal	Local Plan Policy: LP 22 – Promoting Sustainable Transport	https://www.ccscheme.org.uk/ccs-ltd/code-of-

Validation Requirement:	Applications which require this:	What information is required:	Policy relating to requirements:	Guidance
Management Plan (CMP)		<p>undertaken sustainably and with limited impact on the local road network.</p> <p>Areas covered include; hours of operation, location of temporary buildings (office, toilets, first aid), areas for temporary storage of materials and waste, hoarding location and design, message boards for staff and public, communications with neighbours, wheel washing for vehicles, compliance with considerate constructors scheme or equivalent, mitigation for potential nuisance from vibration, noise, air pollution or visually, condition survey of pavements and roads before and after building works and how this is to be monitored and repaired should it be necessary.</p>		<p>considerate-practice-2/ and https://www.ccscheme.org.uk/clocs/</p> <p>TfL: http://content.tfl.gov.uk/construction-logistics-plan-guidance-for-developers.pdf</p>
Affordable Housing Statement	All major applications	<p>To enable the LPA to understand how many affordable rented and intermediate homes are being provided, which flats are allocated for each type of affordable home, what Registered Provider (RP) is to manage them and at what rents they will be charged including service charges.</p> <p>The wheelchair units (10% overall) that are affordable under Standard M4(3) of the Building regulations should be shown as “accessible” (ie fully fitted out) from the outset and “adaptable” (capable of being fitted out at a later stage) if provided in the market housing.</p>	<p>Local Plan Policy: LP 3 – Affordable Housing</p> <p>See also: LP5</p> <p>London Plan 3.11</p> <p>Please also see NPPF, where relevant.</p>	London Plan SPG on Housing and viability
Community Use Statement	Where there is an application which includes the loss of a community use	To enable the LPA to understand whether there is no longer a need within the local community for the existing use or for reuse, the building is no longer suitable or the facilities are being reprovided elsewhere in the borough	Local Plan Policy: LP17 – Delivering Community Infrastructure	

*During the assessment of an application, a case officer may require additional information, which does not appear on this list. This information will be essential for the timely determination of your application. If this information is not forthcoming, the Council may have to agree an extension of time with the applicant/agent, or, should no agreement be reached, the refusal of the scheme due to the lack of the aforementioned appropriate information.

Greater London Authority (GLA) Planning Data Standard

In line with the GLA London Development Database (LDD) Automation Project, new information will be required to validate planning applications.

<https://www.london.gov.uk/what-we-do/planning/london-plan/london-development-database/london-development-database-automation-project>

London Borough of Redbridge documents:

London Borough of Redbridge Local Plan (2015-2030) - <https://www.redbridge.gov.uk/planning-and-building/planning-policy/local-plan/>

London Borough of Redbridge Planning Policy Guidance - <https://www.redbridge.gov.uk/planning-and-building/planning-policy/>

Greater London Authority documents:

Greater London Authority: London Plan (2021) – https://www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf

Greater London Authority: Homes for Londoners Supplementary Planning Guidance - <https://www.london.gov.uk/what-we-do/housing-and-land/homes-londoners>

National Planning Policy Framework and Guidance:

NPPF - <https://www.gov.uk/government/collections/planning-practice-guidance>

NPPG - <https://www.gov.uk/government/collections/planning-practice-guidance>

NPPG: Flexile Options for Permission - <https://www.gov.uk/guidance/flexible-options-for-planning-permissions>