

LONDON BOROUGH OF SUTTON

ENVIRONMENT, HOUSING & REGENERATION DIRECTORATE

LOCAL VALIDATION LIST

In addition to the National requirements, the Local Validation List clarifies the additional information required to accompany a planning application so that it can be **validated**. This will then enable the Local Planning Authority (Development Management) to begin its determination of the planning application successfully. The scope and degree of the information required will vary for each application. The London Borough of Sutton asks that you **submit applications electronically** using the [Planning Portal](#).

Developers and applicants are encouraged to engage in pre-application discussions with the Council before an application is made through the [pre-application advice service](#). The pre-application advice service will assist in tailoring the list of requirements that apply to your development. Please read the Local Validation List carefully before submitting a planning application and please note that not all the information itemised in the local list will be required for every application. This document is divided into three parts as follows:

Part 1 – this section covers the **mandatory information requirements in order for your application to be validated**. This information is nationally required by the Town and Country Planning (Development Management Procedure) Order 2015 (DMPO), the National Planning Policy Framework (NPPF) and the National Planning Practice Guidance (NPPG). Part 1 is commonly referred to as the National List.

Part 2 - sets out the **local information requirements in order for your application to be validated** which varies for different types of application. This is known as the Local List.

Part 3 – [application types](#) contains useful guidance for [submission](#) of applications.

If the relevant information contained within the National and Local List is not provided with your submission, the processing of your application will be delayed and the application will be made invalid. Please note that if your application is found to be invalid you will be given 28 days in which to make it valid. After that, it will be withdrawn.

In addition, please note that there will be occasions when an application is made valid upon receipt but it is subsequently considered by the Case Officer that additional detail is required to comply with the Local List. In such instances your application could be made invalid at a later date pending the submission of further information which, once received, will re-validate the application. Applicants and agents are encouraged to submit additional information to a good standard to ensure a smooth and timely running of the planning application process.

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PART 1 - NATIONAL LIST

Validation Requirement	Which applications	What details are required	Further Advice
Application Form	All applications	<p>Choose the relevant application form from the Planning Portal and ensure all the sections are completed, specifically the description of development should be concise, clear and accurately reflect all aspects of the proposed development. The form must be completed in full including data required by the GLA planning data standard and all relevant certificates and declarations signed and dated.</p> <p>A Notice of Ownership Certificate A, B, C or D contained within the application form must be completed stating the ownership of the property. Certificate A – applies only where the applicant is the sole owner of the site. If Ownership Certificate B is completed, Notice 1 is required. If Ownership Certificate C is completed, Notices 1 and 2 are required. If Ownership Certificate D is completed, Notice 2 is required.</p> <p>An Agricultural Holdings Certificate contained within the application form must be signed to confirm the land to which the application relates is not part of an agricultural holding, or if it is that you have notified any tenants.</p>	<p>http://www.legislation.gov.uk/uksi/2015/595/article/7/made</p> <p>https://www.gov.uk/guidance/making-a-n-application#Ownership-Certificate-and-Agricultural-Land-Declaration</p> <p>https://www.gov.uk/guidance/making-a-n-application#Ownership-Certificate-and-Agricultural-Land-Declaration</p>
Fee	Any application that requires a fee to be paid.	The preferred and quickest method of payment for a planning application is via the Planning Portal . Payments should be made when submitting an application, please remember to check the appropriate fee . We do not accept cheques as payment.	https://ecab.planningportal.co.uk/uploads/english_applications_fees.pdf

Location Plan	All applications (except applications for Non - Material Amendments and discharge of condition applications)	An up to date plan at scale 1:1250 or 1:2500 which includes the following: <ul style="list-style-type: none"> • Direction of north. • A Scale Bar • At least two named roads (where possible). • All the surrounding buildings, roads and footpaths on land adjoining the site. • The property and its neighbours are numbered. • A red line around all land required for the development (including access to the public highway where relevant) • A blue line around all other land owned by the applicant close to or adjoining the site. 	https://www.gov.uk/guidance/making-a-n-application#Plans-and-drawings
Block Plan (also known as a Site Plan)	All applications (except Non - Material Amendments, discharge of condition applications, outline applications where siting is a reserved matter and some very minor works such as replacement windows)	A plan at scale 1:200 or 1:500 showing the direction of north and the proposed development in relation to the site boundaries and other existing buildings in the proximity.	https://www.gov.uk/guidance/making-a-n-application#Plans-and-drawings
Floor plans, existing and proposed	All applications proposing new or amended floorspace and/or proposals to alter existing buildings. All change of use applications.	These should explain the proposal in detail, showing where existing buildings or walls are to be demolished (if applicable) and details of the layout of existing building(s) as well as those for the proposed development. Plans must not be drawn in pencil and freehand sketches are not acceptable. For change of use applications the proposed use for each part of the building should be shown. Where demolition is proposed the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings	https://www.gov.uk/guidance/making-a-n-application#Plans-and-drawings

		Applications for new residential accommodation, including conversions, must state room sizes and overall unit sizes on the plans (GIA).	
Existing and proposed elevations	All applications proposing new buildings or external alterations to existing buildings.	Existing and proposed elevations should be provided showing all sides of the exterior of the building to be altered. Plans must not be drawn in pencil and freehand sketches are not acceptable. The drawings must: <ul style="list-style-type: none"> • be at an appropriate scale which is usually 1:50 or 1:100; • show the full elevation of the building • show the positions of windows and doors on all buildings • show the relationship to neighbouring buildings on a separate streetscene elevation when required. 	https://www.gov.uk/guidance/making-a-n-application#Plans-and-drawings
Existing and proposed site sections and finished floor / site levels	All applications where there is a change in floor or site levels.	Where a proposal involves a change in ground levels, section drawings must show both existing and finished levels. Full information should be submitted to demonstrate how the proposed levels relate to neighbouring sites. The sections through a building should include all floors, including the basement, loft space and roof, along with any terraces. In addition, for major applications, plans at 1:10 should be provided to show typical window sections, entrances and balconies.	https://www.gov.uk/guidance/making-a-n-application#Plans-and-drawings
Roof Plans	Required where a roof would be created or altered by the proposed development.	Showing the shape of the roof and details of the roofing materials and any features such as chimney positions, extensions or windows.	https://www.gov.uk/guidance/making-a-n-application#Plans-and-drawings
Design and Access Statement (DAS)	All Major Applications, All Listed Building Consents and all	A DAS should illustrate the process that has led to the development proposal and explain the development proposal in a structured way. The DAS should explain how the proposed development is a suitable response to the site, its setting and the policy context.	https://www.gov.uk/guidance/making-a-n-application#Desi

	<p>development in a Conservation Area involving the creation of one or more residential dwellings</p> <p>All buildings where the floorspace created is 100sqm or more.</p>	<p>The level of detail required in a DAS depends on the scale and complexity of the application, and the length of the statement varies accordingly. Further guidance is available within the document "Design and Access Statements: How to write, read and use them" by CABE.</p> <p>The DAS should include a Play Space/Open Space / Amenity Space Assessment for any development on open space or large scale major development.</p>	<p>gn-and-Access-Statement</p>
Environmental Impact Assessment (EIA)	<p>A limited number of larger / complex applications.</p>	<p>The Environmental Impact Assessment Regulations set out the circumstances in which an EIA or EIA Screening Opinion is required. The need for an EIA shall be determined through a formal Screening Opinion for all Schedule 2 development.</p> <p>An EIA may comprise of other more specific assessments detailed within the local list below. Where an EIA is required, Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement, however, applicants are advised to also complete a Scoping Opinion to fully understand the information requirements.</p> <p>Please note that for applications for non-material amendments (s96a) and minor material amendments (s73) for proposals that were originally EIA development, further details will be required to show that the proposed changes to the scheme have been screened and that the impacts of the development, as altered, have been assessed to determine whether they would give rise to any further or different significant impacts. This will take the form of an addendum to the Environmental Statement outlining the alterations and assessing the impact of these against each of the previous EIA conclusions.</p>	<p>https://www.gov.uk/guidance/environmental-impact-assessment</p>
Heritage	<p>All applications within or affecting a</p>	<p>The National Planning Policy Framework (NPPF) requires applications to describe the significance of any heritage asset affected and any contribution made by their</p>	<p>NPPF Section 16</p>

<p>Statement – Listed Building and Conservation Area Appraisals</p>	<p>conservation area, listed building, locally listed buildings, archaeological remains, Scheduled Ancient Monuments or other heritage assets such as historic parks and gardens.</p>	<p>setting. The level of details should be proportionate to the importance of the heritage asset, scale of development and be sufficient to understand the potential impact of the proposal on the significance of the heritage asset. A Heritage Statement should be prepared by an appropriate expert where necessary and among other matters should include:</p> <ul style="list-style-type: none"> - A description of the significance of the heritage asset with reference to the relevant historic record. - An explanation of how the proposed development protects / enhances the heritage asset. It should demonstrate how the proposed development responds to the scale, proportions, height, massing, historic building lines, the pattern of historic development, use, design, detailing and materials of the heritage asset. For works to a listed building, a description on how the proposal retains the integrity and significance of the building as a whole, the location and hierarchy of rooms, historic floor levels, the structure of the building including foundations, fabric as well as features such as original staircases, original roof structures and other features identified as being of significance. - An explanation of how the proposal seeks exceptional / good design that integrates with and makes a positive contribution to the heritage asset. - A description of the impact of the development on the heritage asset. 	<p>SPD14: Sutton's Urban Design Guide</p> <p>https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment</p> <p>https://historicengland.org.uk/advice/planning</p>
<p>Retail Impact Assessment</p>	<p>All applications for retail of 2500sqm and above on the edge or outside of the town and district centres.</p>	<p>The assessment should include 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 and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.</p> <p>PLEASE NOTE: All fees for the London Borough of Sutton shall be paid by the applicant to independently assess the submitted Retail Impact Assessment.</p>	<p>Paragraph 89 of the NPPF</p>

PART 2 - LOCAL LIST

Validation Requirement	Which applications	What details are required	Further Advice
<p>Financial Viability Assessment (FVA) and Affordable Housing Statement</p> <p>All FVA's must be accompanied by a statement to meet the Council's costs in having the FVA reviewed by an independent viability assessor.</p>	<p>All residential developments incorporating 11 units and above where affordable housing is not provided in line with planning policy.</p>	<p>The Mayor's current Affordable Housing and Viability SPG August 2017 states that where less than 35% affordable housing is proposed (50% on public land) a full Financial Viability Appraisal (FVA) shall be provided to the Council for independent assessment.</p> <p>It is recommended that the applicant enter into early discussions with the Local Planning Authority (LPA) for advice on affordable housing requirements and housing needs. Details should be provided of the size, number, type, tenure and location of any affordable units proposed. Where a viability model is used the Council should be provided with the full working models and/or all of the assumptions and calculations so these can be independently interrogated and tested.</p> <p><u>Please note that all submitted FVA's will be published on the Council's planning register in line with the Mayors SPG.</u></p> <p>As a minimum, the FVA should include the following:</p> <ul style="list-style-type: none"> ● Gross Development Value ● Build Costs (QS Schedule) ● Land Value (existing use value plus) ● Residual values (including comparables) ● Commercial yields /rents (including comparables) 	<p>Mayor's Affordable Housing and Viability SPG</p> <p>Policy 8 and 38 of the Sutton Local Plan 2018</p>

		<ul style="list-style-type: none"> ● Competitive return to developers ● Professional Fees / Marketing costs ● Evidence and benchmarks to support all values and costs included in the assessment. ● Justification for all assumptions used in the FVA. ● A viability assessment model which is capable of full interrogation by the Council and its advisor. ● Itemised S106 Heads of Terms and Community Infrastructure Levy (CIL) ● Any capital / grant contributions ● Build / sale programme ● Details of any Registered Housing Provider ● Scenario testing of the deliverability of the development if the FVA shows a deficit <p>PLEASE NOTE: All fees for the London Borough of Sutton shall be paid by the applicant to independently assess the submitted viability report.</p>	
<p>Community Infrastructure Levy (CIL) - Planning Application Additional Information Form and Form 5 Notice</p>	<p>All applications (except applications to discharge conditions and those relating to telecommunications)</p>	<p>Proposals must include a completed Planning Application Additional Information Form to assist in determining whether a development is CIL liable and to calculate the CIL charge amount. Any General Consent application ('General Consent' includes permitted development rights granted under the The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)) submitted should be accompanied by Form 5 Notice of Chargeable Development unless the development in question is less than 100 square metres of net additional floorspace.</p> <p>Failure to complete a CIL additional information form may result in delays to your application. CIL is a charge on new development to pay for infrastructure. Proposals including new buildings or extensions which involve the creation of 100 square metres or more of gross internal floorspace <u>or</u> involve the creation of one or more dwellings (even where this is below 100 square metres) will likely be CIL liable.</p>	<p>https://www.gov.uk/guidance/community-infrastructure-levy</p> <p>Policy 38 of the Sutton Local Plan 2018</p>

		<u>It is an offence to knowingly or recklessly provide inaccurate information.</u>	
S106 / Unilateral Undertaking - Draft Heads of Terms (List of Planning Obligations)	<p>All major applications</p> <p>All sites contained within a Controlled Parking Zone (CPZ).</p> <p>By negotiation, other types of applications may also require a S106 agreement.</p>	<p>The planning obligations will be specific to the site and the applicant is advised to enter into pre-application discussions to establish the S106 requirements.</p> <p>If the site is located within a CPZ a draft unilateral agreement should be submitted to prohibit future residents obtaining a vehicle parking permit.</p> <p>Where it is established that a legal agreement is required at the pre-application stage or where a developer intends to enter into a legal agreement the application must be accompanied by a draft s106 agreement / Unilateral Undertaking.</p>	<p>Suttons Planning Obligations SPD 5</p> <p>https://www.gov.uk/guidance/planning-obligations</p> <p>Policy 38 of the Sutton Local Plan 2018</p>
Site Photos	All applications	Site photos should be provided to show the entirety of the site and all existing buildings and streetscene where necessary. These will usually only be necessary to cover the external site appearance however any application featuring a change of use will need internal layout photos also.	
Planning Statement	<p>All major applications</p> <p>Occasionally required for other types of applications such as certain community facilities or Certificates of Lawfulness.</p>	<p>The planning statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application. The statement should include information explaining how the proposed development accords with the policies of the development plan and any relevant Supplementary Planning Documents.</p> <p>Where applicable the statement should provide a description of the land use and a list of the activities proposed, for example for communities uses the likely number of people attending, the number of staff, proposed hours of operation and any use management measures proposed should be included. In relation to Certificates of Lawfulness the application should be supported by information that demonstrates why the existing or proposed development is lawful.</p>	

Statement of Community Engagement	All major applications	The Statement of Community Engagement will need to demonstrate how the applicant has complied with Sutton's Statement of Community Involvement and show how the views of the local community have been sought and taken into account in the development proposals.	Suttons Statement of Community Involvement (SCI)
Demolition Method Statement	All major applications with large scale demolition Prior approval applications for demolition Applications for demolition within a conservation area and, of a listed/locally listed building.	The Demolition Method Statement should describe in full the following: <ul style="list-style-type: none"> ● Reasons for demolition ● Scope of works ● Method and sequence of demolition ● Details of access arrangements ● Proposed working hours ● Any identified hazards ● Any Personal Protective Equipment (PPE) required. ● Work programme 	prior approval applications for demolition. GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction'
Construction Logistics Plan (CLP) - Highway Considerations	All major applications Other types of applications which would likely have a significant impact on the highway network.	The CLP should include details on the following: <ul style="list-style-type: none"> ● Scope of works (including measures for traffic management) ● Details of access arrangements ● Loading and unloading of plant and materials ● Storage of plant and materials ● Provision of boundary hoarding behind any visibility zones of construction traffic routing. ● Proposed working hours ● Any Personal Protective Equipment (PPE) required. ● Means to prevent deposition of mud on the highway 	TfL's 'Construction Logistic Plan Guidance'

		<ul style="list-style-type: none"> • Work programme <p>It is recognised that the details provided within the CLP, at the application stage, may be subject to change following the appointment of contractors at the development stage should permission be granted. However, it is good practice to give consideration to construction logistics prior to the submission of an application.</p> <p>The CLP should be in accordance with TfL's 'Construction Logistic Plan Guidance'.</p>	
<p>Construction Management Plan (CMP) - Environmental Health Considerations</p>	<p>All major applications</p>	<p>The CMP should include details on the following:</p> <ul style="list-style-type: none"> • Scope of works • Provision of boundary hoarding • Hours of operation • Means to control dust and emissions to air • Means to control noise and vibration • Proposed working hours • Any Personal Protective Equipment (PPE) required. • Work programme <p>It is recognised that the details provided within the CMP, at the application stage, may be subject to change following the appointment of contractors at the development stage should permission be granted. However, it is good practice to give consideration to construction management prior to the submission of an application.</p> <p>The CMP should be in accordance with the GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction'</p>	<p>GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction'</p>

Transport Assessment (TA)	<p>All major applications</p> <p>All developments that generate significant amounts of transport movement.</p> <p>May include prior approval applications made under the PD order for change use from office to residential for instance.</p>	<p>The coverage and scale of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal. The TA should provide an assessment of the transport and servicing impact of the development and include:</p> <ul style="list-style-type: none"> ● Baseline conditions including PTAL of the site ● Existing and proposed vehicular and pedestrian journeys to and from the site by all modes of transport ● Description and analysis of existing transport conditions ● An analysis on how the proposal will affect the transport conditions ● Any mitigation / planning obligations required. <p>The Transport Assessment should be in accordance with the guidance from TfL.</p>	<p>https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</p> <p>Transport Assessment Guidance from TfL</p>
Travel Plan (TP)	<p>All major applications.</p> <p>All developments that generate significant amounts of transport movement.</p> <p>May include prior approval applications made under the PD order for change use from office to residential for instance.</p>	<p>A Travel Plan is a long-term management strategy for an organisation or site that seeks to identify actions to deliver sustainable transport objectives The TP should outline the measures that will be put in place to improve access to public transport and reduce the need for vehicle parking associated with the proposal.</p> <p>The Travel Plan should be in accordance with the guidance from TfL.</p>	<p>https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements</p> <p>Travel Plan TfL guidance</p>
Parking Management Plan / Strategy	<p>All major applications</p> <p>All developments that have a significant</p>	<p>The Parking Management Plan should provide details of the following:</p> <ul style="list-style-type: none"> ● Existing and proposed vehicle parking including provision for accessible parking (cars, motorcycles and cycle spaces). 	

	<p>number of on-street parking.</p> <p>Required for some applications for instance a mixed use scheme or for a flatted scheme where there is a, under provision of parking.</p>	<ul style="list-style-type: none"> ● Details (including plans) of the number of car club spaces and electric vehicle charging points (both active and passive) (if none are proposed then this should be stated in the submission) ● 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 ● Details of Parking Surveys should be submitted if there is significant parking stress in the area (Please note: All fees for the London Borough of Sutton shall be paid by the applicant to independently assess the submitted parking survey). <p>The purpose of a Parking Management Plan is to show how parking is to be managed in order to ensure that a development does not increase on-street car parking and congestion and that any impacts can be appropriately managed. It should also ensure that parking is appropriately allocated within a development to those users who are in most need such as disabled users and family units.</p>	
<p>Delivery and Servicing Management Plan</p>	<p>All major applications for commercial developments</p> <p>Other applications that are likely to generate a significant need for the movement of goods and materials when occupied</p>	<p>As a minimum the plan should include:</p> <ul style="list-style-type: none"> ● The location of loading and unloading ● The hours of loading and unloading ● The frequency and size of vehicles ● Swept paths. 	

Waste Management, Storage and Collection Strategy	All major applications. Other applications that will generate significant levels of waste	There is a requirement to make appropriate arrangements and/or space for the storage and collection of recycling and refuse on site. These details will need to be included on the plans with a collection and management strategy.	
Daylight and Sunlight Assessment	All major residential applications. Any proposal with potential to negatively impact on the existing levels of daylight/sunlight of other land uses near the application site including gardens and amenity spaces.	The report needs to be prepared in line with the adopted British Standard BS 2018 EN17037:2018 – Daylight in buildings. It should identify and examine the impacts upon existing properties, future occupiers and sites with extant planning permissions. PLEASE NOTE: All fees for the London Borough of Sutton shall be paid by the applicant to independently assess the submitted Daylight and Sunlight report.	Site Layout Planning for Daylight and Sunlight “A guide to good practice” (BRE) 2011
Tree survey, Arboricultural Impact Assessment (AIA) and Arboricultural Method Statement (AMS)	All applications where trees are located within the site and for proposals that affect trees adjacent to site (including street trees).	The tree survey is an appraisal and assessment of tree quality. The arboricultural impact assessment (AIA) is required to clearly identify impacts to trees and provide solutions to minimise or mitigate for these and must include a tree retention/removal plan. The tree survey and AIA must comply with BS5837:2012 Trees in Relation to Design, Demolition and Construction. If the impacts identified in the AIA require tree protection or special working methods, an arboricultural method statement (AMS) and tree protection plan to BS5837:2012 is also required. The tree survey, AMS and AIA should be undertaken by a qualified arboriculturist.	https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas The Arboricultural Association

Landscaping Scheme	<p>All major applications</p> <p>Other applications that result in a loss of private open space</p>	<p>You must provide details of the planting of trees and shrubs, surface materials, boundary screen walls and fences. The scheme should describe the</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. Where applicable, this should cross-reference or include your SuDS Strategy. Landscaping schemes should be integral to good design and considered at the earliest stage of the design process. The retention of trees and high quality landscaping schemes should be a positive part of the design process.</p>	
Ecological / Biodiversity Impact Assessment (EclA)	<p>All major applications</p> <p>Applications located on or adjacent to a Site of Importance for Nature Conservation (SINC)</p> <p>Applications where Protected Species may be impacted</p> <p>All applications that require substantial demolition, including demolition consents.</p>	<p>As part of the Council's commitment to conserving and promoting wildlife, all planning applications must have consideration to local biodiversity. A suitable ecological appraisal (usually, an EclA) is required for sites that may have an impact on wildlife and biodiversity.</p> <p>Please note that in some instances, applications for medium or minor works may require surveys due to the nature of the works, such as loft changes which may affect bat roosts or vegetation clearance. Further surveys may be required, depending on the findings of the initial survey(s).</p> <p>All surveys and impact assessments should be carried out in accordance with Sutton Council's Validation Information for Biodiversity.</p>	<p>https://www.gov.uk/guidance/protected-species-how-to-review-planning-applications#standing-advice-for-protected-species</p> <p>CIEEM "Guidelines for Ecological Impact Assessment in the UK and Ireland"</p> <p>Building a Sustainable Future</p>

	<p>Proposals that result in the removal of 0.05ha (500m²) of vegetation from a site (including back garden connectivity)</p>	<p>Sutton promotes biodiversity enhancements and operates a No Net Loss and Net Gain policy, as detailed under the Building a Sustainable Future - Technical Guidance Note and all applications should consider their ability to provide No Net Loss and suitable biodiversity gains through the use of Biodiversity Accounting. All Major applications will undertake Biodiversity Accounting, with some smaller applications undertaking it as necessary to determine possible biodiversity loss, as per the Technical Guidance Note.</p> <p>The planning authority has a duty to consider the conservation of biodiversity when determining a planning application; this includes having regard to the safeguard of species protected under the Wildlife and Countryside Act 1981 (amended) and Conservation of Habitat and Species Regulations 2017.</p>	<p>- Technical Guidance Note</p>
<p>Acoustic and Vibration - Impact Assessment</p> <p>Technical specifications will be required for any new flues, plant, air conditioning etc.</p>	<p>Applications involving installation of flues, air conditioning, plant, extraction etc.</p> <p>Any proposal that will involve intensification of uses near noise / vibration sensitive areas or uses such as adjacent to railway lines or busy roads.</p> <p>Any proposals for noise generating uses that raise disturbance</p>	<p>An Impact Assessment will likely be required where there is significant noise use such as food/ drink/ entertainment and leisure uses, industrial uses, day nurseries, places of worship, schools and colleges. An Impact Assessment will also likely be required where a proposal generates a significant amount of traffic and EIA development. Vibration impacts will likely have to be considered on certain types of applications such as those adjacent to railway lines or busy roads and where there are vibration sensitive uses.</p> <p>The Impact Assessment should be carried out by a qualified person and include, among other matters, an assessment of the existing background noise/vibration level over a 24 hour period, predicted noise levels, predicted vibration levels and identification of any mitigation required. The assessment should demonstrate compliance and make reference to relevant British Standards.</p> <p>In addition, for applications for new developments where A3/A4 late night premises are structurally attached or in close proximity to proposed residential properties and live or recorded music (other than background) is likely to form part</p>	<p>The Institute of Acoustics</p> <p>The Association of Noise Consultants</p> <p>Sutton's Environmental Health webpage</p>

	<p>issues to existing buildings.</p>	<p>of the proposed use the applicant should submit an acoustic and vibration report as part of their application. This would apply to applications where new residential properties are being introduced above, adjacent or in close proximity to existing A3/A4/late night premises that currently provide live or recorded music. The report shall demonstrate a sound insulation scheme that ensures that a (1) typical maximum noise levels of the music in each octave band from 63Hz to 4kHz will be no higher than the pre-existing L90 noise level (music off) as measured or calculated in the residential dwelling and (2) there should be no increase in the L90 (music playing) over the background L90 (music off) in any 1/3 octave band between 40Hz-160Hz.</p> <p>Prior to the commencement of development further information should be sought from the Environmental health team through the pre-application process.</p>	
<p>Air Quality Assessment (AQA) and Air Quality Neutral Assessment (AQNA)</p>	<p>An AQNA for all major applications</p> <p>An AQA for Other applications where there are sensitive receptors within 50m <u>or</u> developments that will introduce receptors into an area where air quality objectives are already being exceeded <u>or</u> developments that will result in a significant increase in vehicle movements e.g. a new supermarket</p>	<p>The whole of the borough has been declared as an Air Quality Management Area, further information can be found here.</p> <p>If the application relates to a major development then an Air Quality Neutral Assessment will be required. The Air Quality Neutral Assessment will need to be prepared in line with the guidance contained within Section 4.3 of the Mayor's Supplementary Planning Guidance on Sustainable Design and Construction.</p>	<p>Sutton's Environmental Health webpage</p> <p>Mayor's Supplementary Planning Guidance on Sustainable Design and Construction</p> <p>Institute of Air Quality Management</p>

	An AQA for any development that could have a significant impact on air quality, either directly or indirectly		
Contaminated Land Assessment	<p>Applications on land where contamination is known or suspected or the development site is in the vicinity of such land</p> <p>Applications where there is a vulnerable or sensitive end user for example Residential, Schools, Nurseries and Hospitals</p> <p>Applications on sites which are located above controlled waters</p>	<p>A Contaminated Land Assessment should be carried out by a competent and qualified person in consultation with the council's Environmental Health team.</p> <p>The amount of information required should be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose, and whether these can be satisfactorily reduced to an acceptable level.</p> <p>Guiding principles for Land Contamination Assessments can be found here.</p>	<p>https://www.gov.uk/guidance/land-contamination-risk-management</p> <p>https://www.gov.uk/guidance/land-affected-by-contamination</p> <p>Sutton's Environmental Health webpage on contamination</p>
Site specific Flood Risk Assessment (FRA) - see also SuDS	All applications located in Flood Zones 2 and 3.	A Flood Risk Assessment should identify how a development will be designed to cope with flooding and how the risk will be mitigated without increasing the risk elsewhere. It should identify opportunities to reduce the probability and consequences of flooding, and should include the design of surface water management systems including Sustainable Urban Drainage Systems (SuDS).	<p>EA online flood map</p> <p>Suttons Strategic Flood Risk</p>

	<p>All applications in Flood Zone 1 and with site areas over 1 hectare.</p> <p>All applications located within a Critical Drainage Area (CDA);</p> <p>All developments located within a flood risk area involving a change of use to a more vulnerable classification as defined in Table 2 of the National Planning Practice Guidance.</p> <p>Applications involving the development of a basement</p>	<p>The assessment should be in accordance with the NPPF Technical Guidance, identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account.</p>	<p>Assessment (SFRA)</p> <p>NPPG advice on Flood Risk</p> <p>EA standing advice on completing a flood risk assessment for certain types of development</p>
<p>SuDS (Sustainable Urban Drainage System)</p> <p><i>(can be provided as part of the site specific FRA)</i></p>	<p>All applications involving the creation of new residential units and commercial floor space.</p>	<p>A SuDS scheme involves the management of surface water run-off and should:</p> <ul style="list-style-type: none"> • Identify all proposed site drainage and flood risk management measures, including SuDS, in order to manage surface water run-off as close to its source as possible in line with the Mayor’s drainage hierarchy. • Describe how each of the proposed measures will be incorporated as part of the design and layout in order to achieve the council’s minimum SuDS performance standards. 	<p>Suttons SuDS guidance</p> <p>Mayors SuDS guidance</p> <p>London Sustainable</p>

<p><i>where one is produced</i></p>		<ul style="list-style-type: none"> • Include calculations to show that the peak run-off rate for the 1 in 100 year event (plus climate change) will be as close as reasonably practicable to the greenfield run-off rate. • Demonstrate that the 1 in 30 year rainfall event (plus climate change) can be contained without flooding and that any flooding occurring between the 1 in 30 and 1 in 100 year event (plus climate change) will be safely contained on site. • Provide details of the implementation timetable together with a management and maintenance plan including arrangements for adoption where relevant <p>All SuDS strategies submitted in support of major residential and non-residential developments must also be accompanied by a Drainage Assessment Form (DAF) – see below.</p>	<p>Drainage Action Plan</p> <p>Environment Agency guidance on 'Rainfall runoff management from developments'</p> <p>National non-statutory technical standards for SuDS</p> <p>SuDS Manual (CIRIA, 2015)</p>
<p>Drainage Assessment Form (DAF)</p>	<p>All major applications</p>	<p>The Drainage Assessment Form (DAF) can be found here.</p> <p>A Drainage Assessment Form (DAF) is required in order to demonstrate that the Mayor's drainage hierarchy has been followed in seeking to deliver Greenfield run-off rates. The DAF provides a template for the run-off calculations and further details that are required alongside site drawings and other relevant drainage information</p> <p>Please note that although the DAF requests information on other sources of flood risk (such as fluvial, groundwater and sewer flooding), it does not in itself constitute a site specific Flood Risk Assessment (FRA) which should be prepared for all developments as stated above.</p>	<p>Suttons DAF guidance</p> <p>London Sustainable Drainage Action Plan</p> <p>Environment Agency guidance on 'Rainfall runoff management from developments'</p> <p>National non-statutory</p>

			technical standards for SuDS
Energy Statement	All major applications	<p>An Energy Statement should:</p> <ul style="list-style-type: none"> • Demonstrate how the development will minimise CO₂ emissions in line with the Mayor's energy hierarchy; • Demonstrate how the relevant CO₂ reduction, fabric energy efficiency and renewable energy targets will be met in line with Local Plan Policy 31; • For major developments located within decentralised energy (DE) opportunity areas or within close proximity (500m) to an existing or planned district heating network, demonstrate that the council's 'DE Protocol' in Appendix 10.B of the Local Plan has been applied to ensure that the development is 'future-proofed' to enable future connection to the network; • For major residential developments, demonstrate how the council's 'zero carbon' target will be achieved and the sum to be paid into the council's carbon offset fund based on a price of £60 per tonne over 30 years. Suttons 'Technical Guidance Note 1 for Developers on Carbon Offsetting' within the note 'Building a Sustainable Future' provides further details on carbon offsetting. • Be accompanied by 'as-designed' Building Regulations Part L outputs prepared under the Standard Assessment Procedure (SAP) or Simplified Building Energy Model (SBEM) as appropriate. 	GLA Guidance on Preparing Energy Assessments Sutton Local Plan Policy 31 (Carbon and Energy) NPPG on climate change mitigation and adaptation Building Regulations 2013 Approved Documents L1A, L1B, L2A and L2B London Heat Network Manual Suttons Building a Sustainable Future - Technical Guidance Note

<p>BREEAM[1] Pre- Assessment Report or BREEAM Interim (Design Stage) Certificate</p>	<p>All major non-residential applications</p>	<p>A BREEAM Pre-Assessment Report or BREEAM Interim (Design Stage) Certificate is required for all major non-residential developments in order to demonstrate that an 'Excellent' rating will be achieved in line with Local Plan Policy 31e. This must be issued by the Building Research Establishment (BRE) or equivalent authorizing body.</p>	<p>Sutton Local Plan Policy 31 (Carbon and Energy)</p> <p>Building Research Establishment (BRE) website</p>
<p>Archaeological desk based Assessment</p>	<p>All proposals involving the disturbance of ground within an Area of Archaeological Potential</p>	<p>An archaeological desktop assessment should contain plans showing historic features, listed buildings & structures, historic parks & gardens, historic battlefields & scheduled ancient monuments, an analysis of the significance of archaeological, history & character of building/structure, principles of and justification for proposed work.</p> <p>The assessment should be prepared by a qualified individual or organisation. Small-scale archaeological fieldwork may be required to determine the actual extent and degree of survival on site.</p>	<p>Greater London Archaeological Advisory Service (GLAAS)</p> <p>Proposal map of Area of Archaeological Potential</p>
<p>Tele-communication Report</p>	<p>All applications for prior notification and planning permission</p> <p>For infrastructure including masts, base stations, cabinets</p>	<p>The telecommunications report should provide the following:</p> <ul style="list-style-type: none"> ● Outcome of any consultation with the local community, including nearby schools and colleges. ● Area of any search and sequential test. ● Details of the proposed structure ● Technical justification and information about the proposed development. ● For an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International ● Commission on non-ionising radiation protection guidelines; OR 	<p>Electronic Communications Code 2017</p> <p>Sutton Local Plan Policy 23</p>

		<ul style="list-style-type: none"> For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met. 	
Skills and Employment Strategy	All major applications	The strategy should demonstrate how employment opportunities, skills and training will be provided during and/or after construction for local residents.	Opportunity Sutton Employment and Skills webpage
Lighting Assessment	<p>If the proposal involves the installation of external lighting or floodlighting</p> <p>Applications sites next to SINC's</p>	<p>The assessment should provide details of the external lighting or floodlighting, including:</p> <ul style="list-style-type: none"> Hours of operation Light spillage Light levels Column heights Layout plan with beam orientation and light maps Equipment design Impact on nearby dwellings or roads and use of planting to mitigate effect 	
Schedule of proposed changes	All Non-Material Amendment (NMA) and Minor Material Amendment (MMA S73) Applications	All such applications shall include a schedule of the changes proposed compared to the original application to be varied. Where applicable, revised drawings should also be provided highlighting the changes proposed.	
Basement Impact Assessment	All applications involving the development of a basement	<p>The assessment should include details of;</p> <ul style="list-style-type: none"> Investigations into groundwater levels Impact on groundwater flows 	

PART 3 - APPLICATION TYPES

Please note the details shown below are for guidance only and do not form part of the local validation list. The list below is not exhaustive and does not contain all application types. Further information may be required as listed in part 1 and 2 above.

Application Type	Information Required
<p>Householder Applications</p> <p>Please note that applications for flats including maisonettes need to be on full planning application forms (not householder forms)</p>	<p>You will need to submit the following:</p> <ul style="list-style-type: none"> ● The relevant application form and fee ● Location plan at a scale of 1:1250 with a red line around the site in question. ● Block plan at a scale of 1:500 or 1:200 showing the direction of North, the proposed development in relation to the site boundaries and written dimensions. ● Existing and proposed plans (elevations, floor plans, roof plans and section where appropriate). All plans / elevations must have a scale bar, and all proposed drawings must in addition have at least one metric dimension. ● CIL form as listed in Part 2 above. ● Any other information as required by Part 1 and 2 above.
<p>Full Planning</p>	<ul style="list-style-type: none"> ● The relevant application form and fee ● Location plan at a scale of 1:1250 with a red line around the site in question. ● Block plan at a scale of 1:500 or 1:200 showing the direction of North, the proposed development in relation to the site boundaries and written dimensions. ● Drawings/Plans (1:50 or 1:100) ● CIL form as listed in Part 2 above. ● Other information will likely be required by Part 1 and 2 above.
<p>Outline applications and Reserved Matters applications</p>	<ul style="list-style-type: none"> ● The relevant application form and fee ● Location plan at a scale of 1:1250 with a red line around the site in question.

	<ul style="list-style-type: none"> ● Block plan at a scale of 1:500 or 1:200 showing the direction of North, the proposed development in relation to the site boundaries and written dimensions. ● Drawings/Plans (1:50 or 1:100) ● CIL form as listed in Part 2 above. ● Other information will likely be required by Part 1 and 2 above. <p>Please note that the Council has the power to request additional information at the Outline stage by Article 5 of The Town and Country Planning (Development Management Procedure) (England) Order 2015. In particular, development within Conservation Areas or that impact on heritage assets will require that external appearance is considered at the Outline stage.</p>
<p>Listed building consent</p>	<ul style="list-style-type: none"> ● The relevant application form ● Location plan at a scale of 1:1250 with a red line around the site in question. ● Block plan at a scale of 1:500 or 1:200 showing the direction of North, the proposed development in relation to the site boundaries and written dimensions. ● Photographs showing the existing details. ● Plans showing key architectural details to a metric scale, this may include any new windows, doors and gates. ● Existing and proposed sections to a metric scale of 1:50 or 1:100 ● Heritage Statement ● Any other information as required by Part 1 and 2 above.
<p>Applications for Prior Approval made under Schedule 2, Part 3 (change of use) of the The Town and Country Planning (General Permitted Development) (England) Order 2015 (GPDO)</p>	<p>There are various types of prior approval applications. All applications should follow the procedure contained within paragraph W of Schedule 2, Part 3 of the GPDO. It is advised that the application include the following:</p> <ul style="list-style-type: none"> ● The relevant application form which can be found here. ● Location plan at a scale of 1:1250 with a red line around the site in question. ● Correct Fee.

	<ul style="list-style-type: none"> ● Relevant CIL form as listed in Part 2 above. ● With reference to prior approvals for householder extensions a drawing(s) showing the existing building to a metric scale and the proposed extension should be provided. ● Specialist reports should be provided depending on the type of prior approval application and the relevant criteria as set out in the GPDO. For instance, it is advised that for office to dwellinghouse applications (Class O) a Transport Assessment, a Flood Risk Assessment and a Contaminated Land Assessment are submitted.
<p><u>Advertisement Consent</u></p>	<ul style="list-style-type: none"> ● The relevant application form and fee. ● Location plan at a scale of 1:1250 with a red line around the site in question. ● Block plan at a scale of 1:500 or 1:200 showing the direction of North, the proposed development in relation to the site boundaries and written dimensions. ● Plans, elevations and sections. ● The size and location of any lettering. ● The method, type and colour of any illumination. ● The size of any light fittings. ● Any other information as required by Part 1 and 2 above.
<p><u>Lawful Development Certificates</u> – Existing</p> <p>Further guidance can be found here.</p>	<ul style="list-style-type: none"> ● The relevant application form and fee. ● Location plan at a scale of 1:1250 with a red line around the site in question. ● Block plan at a scale of 1:500 or 1:200 showing the direction of North, the proposed development in relation to the site boundaries and written dimensions. ● Existing drawings (1:50 or 1:100) to illustrate alterations or COU. ● Evidence to support the existing use applications as set out in Part 2 (planning Statement) above. The onus is on the applicant to demonstrate that the proposal is lawful. ● Relevant CIL form as listed in Part 2 above.

<p><u>Lawful Development Certificates</u> - Proposed</p> <p>Further guidance can be found here.</p>	<ul style="list-style-type: none"> ● Any other information as required by Part 1 and 2 above. ● The relevant application form and fee. ● Location plan at a scale of 1:1250 with a red line around the site in question. ● Block plan at a scale of 1:500 or 1:200 showing the direction of North, the proposed development in relation to the site boundaries and written dimensions. ● Existing and proposed elevations, proposed sections and floor plans (1:50 or 1:100) ● Existing and proposed roof plans, only if alterations to the roof are involved (1:50 or 1:100) ● Relevant CIL form as listed in Part 2 above. ● Any other information as required by Part 1 and 2 above.
<p><u>Removal or variation of conditions</u></p>	<ul style="list-style-type: none"> ● Application form and fee. ● Details relating to the relevant condition/s. ● Applicants applying to vary approved plans, should clearly indicate the full extent of the proposed changes across the site. Please provide supporting information only in relation to the change(s) sought; in most cases it will be appropriate to submit a supplementary statement to be read in conjunction with the documents that supported the original application. ● CIL form required for S73 applications. ● Other information will likely be required by Part 1 and 2 above and S73 applications can sometimes require the same level of detail as FUL applications. ● If a s106 agreement accompanies the original application (to be varied) then a deed of variation will be required. ● If financial viability was considered with the original application (to be varied) then a further financial viability appraisal will likely be required.
<p><u>Approval of details reserved by conditions</u> also known as approving conditions.</p>	<ul style="list-style-type: none"> ● Application form ● Fee is payable per approval of application.

	<ul style="list-style-type: none"> ● Details relating to conditions. <p>Please consult your decision notice for the exact wording of your conditions</p>
<p><u>Non-material amendments to existing planning permissions</u></p>	<ul style="list-style-type: none"> ● Application form and fee ● A schedule of the changes proposed compared to the original application. ● Revised drawings showing the amended elevations and floor plans if relevant. The changes should be highlighted on the drawings. ● Any other information as required by Part 1 and 2 above.
<p><u>Consent under Tree Preservation Orders (TPO) and Notification of proposed works to trees in conservation areas</u></p> <p>Further guidance <u>https://www.sutton.gov.uk/info/200154/planning_and_building_control/1111/tree_preservation_orders/5</u></p>	<p>In terms of works to trees protected by TPO:</p> <ul style="list-style-type: none"> ● Application form. ● Location plan. ● Reasons for work to each tree. ● Details of works to each tree. Submissions to crown thin can be listed in percentages, but all other works must be specified in metric measurements. Works should give a clear limit of works, for example can include 'cut back all branches to boundary' so long as it is clear which boundary. ● Additional information will be required if it is alleged that a tree is dangerous or a tree is damaging a property, for example if the tree is diseased or decayed and dangerous, a report by a qualified arboricultural consultant will need to accompany the application. If the tree is damaging paths/drains then a technical report from an appropriate expert may be required. <p>In terms of works to trees in conservation areas;</p> <ul style="list-style-type: none"> ● Application form not required but helpful. ● Date of submission must be included on all notifications for works to trees in Conservation Areas ● Location Plan ● Details of works to each tree. Works to crown thin can be listed in percentages, but all other works must be specified in metric measurements. Submissions should give a clear limit of works, for example can include 'cut back all branches to boundary' so long as it is clear which boundary

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