

Enfield Council Planning Application Validation Requirements



Dated 01.10.2018 (Notes section updated 29.05.2020)

The easiest way to submit a planning application is online at the Planning Portal.

<http://www.planningportal.co.uk/apply>

Registration is easy and you can complete your application form, upload supporting documents and pay fees online.

What are the benefits?

- You can work on your applications in draft before submission
- Immediate delivery to the Local Planning Authority and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your completed applications
- Risk of incorrect data, including your contact information, being transferred into our database is removed

What we need from you

(a) a completed standard application form

(b) the correct application fees

(c) the information listed under the national requirements*

(d) any information relevant to your proposal listed in our local requirements*

*no single attachment larger than 5MB

What we will do

- Email you within 5 working days to tell you if there is anything missing
- Publish your application on our website – this is a statutory requirement
- Email you within 5 working days to let you know when you may expect to receive a decision – this is normally within 8 weeks providing you have submitted the correct fee and all the required information (major proposals may take 13 weeks)

Privacy Notice under the General Data Protection Regulation (GDPR)

National Information Requirements

Application form	Applications will only be accepted on the standard application form . Other application forms not available for online submission including Notification for Prior Approval of a Larger Home Extension Hedgerow removal notice
Ownership certificate and agricultural land declaration	Details of the site ownership including confirmation that other owners have been notified (including agricultural tenants). Typed signature acceptable for electronic applications; postal applications must be signed and dated
Fee	Pay online Planning fees are set nationally and are not subject to VAT. Click here for a list of the fees and exemptions You must pay the fee with your application. We will check your application when the correct fee is received.

Location Plan	<p>Based on an up to date map, scaled at 1:1250 or 1:2500</p> <p>Show a north point and fit onto A4/A3 size paper</p> <p>Show and label roads and/or buildings on land adjoining the application site</p> <p>Outline the application site in red and include all land necessary to carry out the proposed development (car parking, amenity, landscaping, access etc)</p> <p>Any land close to or adjoining the site and owned by the applicant to be outlined in blue</p>
Drawings	<p>Any plans, drawings and information necessary to describe the development being applied for</p> <p>Drawn to metric scale and include a scale bar</p> <p>For hedgerow removal applications, a plan clearly showing the location and length of the hedgerow(s) to be removed</p>
Design and Access Statement	<p>Required for:</p> <p>Major development schemes (excluding waste development, material change of use, engineering or mining operations)</p> <p>Applications for 1 or more new dwellings in a Conservation Area</p> <p>Applications where proposed floor space is 100m² or more in a Conservation Area</p> <p>Applications for Listed Building Consent: include explanation of the design principles and concepts applied to proposed works and how they account for the special architectural or historic importance of the building; the particular physical features of the building that justify its designation as a listed building and the buildings setting. Statements must also explain how any specific issues which might affect access to the building have been addressed.</p>
Prior Notification Telecommunications	<p>Evidence that the Developer has given notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995.</p>
Prior Notification for Demolition	<p>Evidence that the applicant has displayed a site notice in accordance with Schedule 2, Part 11, B2(ii) of The Town and Country Planning (General Permitted Development) (England) Order 2015</p> <p>Where the building is currently used under Class A4 (drinking establishment), a statement confirming that the building is not a community asset either existing or nominated. This information is available from Asset_Data_Management@enfield.gov.uk</p>
Outline applications	<p>Information about the proposed use or uses, and the amount of development proposed for each use</p> <p>The area or areas where access points to the development will be situated, even if access has been reserved.</p> <p>Applicants may choose to submit details of any reserved matters as part of the outline application. If these matters are not to be considered at this stage, drawings</p>

	must be marked “for illustrative purposes only”
Applications subject of environmental impact assessment	For projects requiring an Environmental Impact Assessment, an Environmental Statement (and non-technical summary) must be provided. Guidance on Environmental Impact Assessment can be found at www.gov.uk/guidance/environmental-impact-assessment

Notes:

Full application

- Applications for extensions and works to flats or maisonettes must be made on the Full application form
- Applications involving more than one single family dwelling, including joint applications must be made on the Full application form

Householder application - Applications for householder extensions where most of the original structural walls are being demolished or where the original property could not stand following the works proposed ie the original walls left could not self-support whilst the works took place, then the application should be for a replacement dwelling rather than extensions. You will need to submit a full planning application form and not a householder form and the fee will be for a new dwelling.

Local Information Requirements

The local list is prepared by Enfield Council. This is the information needed for applications of a type, scale or location.

Enfield’s local list must be

- reasonable having regard to the nature and scale of the proposed development; and
- About a matter which it is reasonable to think will be a material consideration in the determination of the application.

You must either provide the information set out in the Local Information list or submit a Notice under Article 12 setting out the validation dispute and reasons why you consider the information requested does not meet the statutory tests. A template Notice is at the end of this document should you need it.

Find information using our interactive proposals map, including

- Heritage – Tree Preservation Orders, Conservation Areas and Listed Buildings
- Flood area, Green Belt, Metropolitan Open Lands

at <http://www.mapsinteractive.co.uk/planvu/enfield/>

Block plan or Site Layout Plan	All applications where building works change the footprint of the existing building or where changes to access or parking arrangements are proposed
	<p>A block plan of the site, drawn to at least 1:500 scale showing properties either side and to the rear showing all existing and proposed features which may include:</p> <p>footprint of new building works and existing structures</p> <p>roads / parking areas / footpaths</p> <p>landscaping / position of trees</p> <p>fences / site boundaries</p> <p>location of signage (for advertisement applications)</p>
Drawings	All applications
	<p>Drawn to metric scale, 1:100 or 1:50, scale bar to be shown, drawings numbered and labelled, with new work clearly identified by shading or hatching</p> <ul style="list-style-type: none"> • Existing and proposed floor plans • Existing and proposed elevations • Existing and proposed site sections showing finished floor and site levels • Where new buildings proposed or development involves overall height increase, proposed extended street scene
	Certificate of Lawful Development Proposed
	<p>In addition to the requirements for all applications, proposed drawings annotated to show compliance with permitted development measurements (where applicable)</p> <ul style="list-style-type: none"> • Section drawing (or annotation) to confirm projection of any rooflight from the roof plane • Section drawing to show projection of any Juliette balcony or balustrading from the dormer facing
	Outline
<p>For the following matters, you will need to provide:</p> <p>Layout – proposed drawings to show approximate location of buildings, routes and open spaces (scale 1:50 or 1:100)</p> <p>Scale – proposed drawings to show upper and lower limits for height, width and length of each building (scale 1:50 or 1:100)</p> <p>Access – proposed drawings to show areas where access points are situated (scale 1:50 or 1:100)</p> <p>Landscaping – proposed layout drawings indicating areas of hard and soft landscaping, fencing or other boundary treatments, and any other amenity features (scale 1:50 or 1:100)</p>	

	Appearance – proposed drawings to show elevations of buildings, including materials to be used		
	Minor Material Amendment	Non-Material Amendment	
	Copies of relevant previously approved drawings with areas of change annotated		
Drawings (Cont.)	Advertisement		
	Cross section of fascia where externally illuminated showing projection of lights		
	Expanded elevation to include levels of adjoining fascia's and position of any hanging or projecting signage		
	Details of proposed signage including colour, size, materials and method of illumination.		
Written evidence	Certificate of Lawful Development Existing Use		
	<p>Two sources of evidence relevant to the application are required. Information may be provided from the electoral register, council tax records, utility bills or other official records. Sworn affidavits from people with personal knowledge of the existing use may also be submitted.</p> <p><i>Protecting Your Information - As this application may require the submission of documents containing personal information, we recommend you provide a summary list of your evidence setting out the document name(s) and dates for publishing on the council's website.</i></p>		
Community Infrastructure Levy (CIL) Providing +1 residential unit, new build; or Providing 100+ m ² new/additional floorspace	Full	Householder	
	<p>Information and calculator available at Local Plan - CIL</p> <p>Complete the additional information form</p>		
Flood Risk Assessment Development at basement or ground floor level and laying out of hard stand areas in Flood Zone 2 or 3 Development of 1+ ha site area	Full	Householder	Prior Notification – Change of Use
	<p>You can check if your application site is affected by a flood area at flood-map-for-planning.service.gov.uk/</p> <p>Core Policy 28, Managing Flood Risk through Development</p> <p>Core Policy 29, Flood Management Infrastructure</p>		
Heritage Statement Development located within a conservation area	Full	Householder	
	<p>Click here to check if your site is in a conservation area. Enter your post code and click on Select a layer - choose Tree and Conservation Areas</p> <p>A Heritage Statement to describe the proposed development in the context of the</p>		

	<p>Conservation Area, including information on how the development affects the Conservation Area.</p> <p>Information to help you is available at conservation area appraisal</p> <p>Core Policy 30, Maintaining and Improving the Quality of the Built and Open Environment</p> <p>Core Policy 31, Built and Landscape Heritage</p>
<p>Affordable Housing Contribution</p> <p>Residential units (net gain) involving 1000 + m² gross floor area*</p> <p>10+ residential units (net gain)</p>	<p>Full – Major Development</p> <p>Provide an affordable housing assessment, or Three Dragons Toolkit in accordance with London Plan Policies.</p> <p>Core Policy 3, Affordable Housing</p> <p>Core Policy 5, Housing Type</p> <p>* The total area of all the floors of a building, including intermediately floored tiers, mezzanine, basements etc., as measured from the exterior surfaces of the outside walls of the building</p>
<p>Energy Assessment</p> <p>Providing 1000+ m² new/additional floorspace</p> <p>10+ residential units (net gain)</p>	<p>Full – Major Development</p> <p>You will need to submit an Energy Assessment showing a 25% reduction in CO₂ emissions over Part L of Building Regulations in accordance with London Plan Policies 5.1, 5.2 and 5.3</p> <p>You will need to undertake a relevant BREEAM assessment, demonstrating a very good or excellent assessment rating.</p> <p>Further information is available on our Sustainable Design and Construction web page.</p> <p>Core Policy 20, Sustainable Energy Use and Energy Infrastructure</p>
<p>Sustainable Drainage Strategy</p> <p>Providing 1000+ m² new/additional floorspace</p> <p>10+ residential units (net gain)</p>	<p>Full – Major Development</p> <p>Detailing how surface water runoff and waste water arising from the development of the site will be managed, including the following:</p> <ul style="list-style-type: none"> • A plan of the existing site • A topographical plan of the area • Plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks) • The controlled discharge rate for a 1 in 1-year event and a 1 in 100-year event (with an allowance for climate change), this should be based on the estimated greenfield runoff rate • The proposed storage volume • Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible and follow the drainage hierarchy in the London Plan

	<ul style="list-style-type: none"> • Geological information including borehole logs, depth to water table and/or infiltration test results • Details of overland flow routes for exceedance events • A management plan for future maintenance <p>Core Policy 21, Delivering Sustainable Water Supply, Drainage and Sewerage Infrastructure</p>		
Biodiversity	Full	Listed building - demolition	Hedge Removal Notice
Demolition or development affecting a biodiversity site	<p>Ecological Species protection</p> <p>Development involving significant demolition or where development site is within or adjoins a site where protected species have been found, SSSI sites, and/or rivers and green corridors; an ecological statement assessing impact of proposed development on protected species.</p> <p>Ecological Site Improvements</p> <p>Where there is provision of 1000+ m² of new floor space</p> <p>You will need to submit a report detailing the existing ecological value of the site and what improvements you will implement within the site as part of the development scheme</p> <p>Biodiversity survey and report – for hedge removal notice</p> <p>An assessment of the impact on wildlife and biodiversity, particularly where protected species may be affected.</p> <p>Here's our Biodiversity Action Plan</p>		
Demolition	Prior Notification - Demolition		Listed Building - Demolition
	A demolition method statement is required including existing photographs and photomontages		
Trees	All applications		
	<p>A guide to TPO procedures</p> <p>Where trees are affected by your proposed works, either within or adjoining the application site.</p> <p>You will need to submit a report detailing which trees are to be retained and how these trees will be protected during construction work. This information should be prepared by a qualified arboriculturist and in accordance with BS5837 (2005)</p> <p>If the works applied for are due to suspected structural damage to the property, you will need to provide appropriate evidence which may include a structural engineer or arboriculturist report</p>		
Transportation	Full	Prior notification – change of use	
	Submit a transport assessment if your proposal falls within the thresholds of Appendix B Indicative thresholds		
	Submit a travel plan where proposed development is likely to have significant		

	transport implications.	
Waste Providing 1000+ m ² new/additional floorspace 10+ residential units (net gain)	Full – Major Development	
	You will need to submit a site waste management plan, explaining: <ul style="list-style-type: none"> • What re-used, and recycled materials will be used, including materials resulting from construction, demolition and excavation waste, if any; • What provision will be made for on-site waste treatment, storage and collection throughout the lifetime of the development • impact of any odours arising from the development (where relevant) 	
Health Management Plan Providing 1000+ m ² new/additional floorspace 10+ residential units (net gain)	Full – Major Development	
	You will need to submit a Health Impact Assessment in accordance with London Plan Policy 3.2. Core Policy 7, Health and Social Care Facilities and the Wider Determinants of Health	
Noise Noise levels greater than 10 dBA, or Development affected by high levels of noise	Full	Householder – where installing a car lift
	Where noise levels are greater than 10 dBA below background noise levels, provide a statement identifying the levels and whether there is a difference in levels at different times of the day, what mitigation measures such as noise insulation are proposed	
Light Report	Full	
	Development affecting natural light You will need to submit a Light Assessment Report detailing the affect that the proposed development will have on neighbouring residential properties as well as the effects of limited light levels within the development site (if residential). This should include mitigation measures to secure safer access routes and crime reduction. External lighting affecting adjoining occupiers You will need to submit a Light Assessment Report to assess light pollution, detailing lighting levels and spread.	
Retail Impact Assessment	Full	
	Required to demonstrate that there will not be a negative impact on the vitality and viability of existing centres and that planned investment in centres increase the overall sustainability and accessibility of the retail park in question.	
Planning statement Providing 1000+ m ² new/additional	Full: Major Development	
	This should include details of the following (where applicable): Demolition statement	

<p>floorspace</p> <p>10+ residential units (net gain)</p>	<p>Schedule of units, tenancy and amenity space provision</p> <p>Access, servicing and parking provision</p> <p>Details of hours of opening</p> <p>Information from relevant pre-application enquiries</p>	
<p>Planning statement</p>	<p>Full - Telecommunications</p>	<p>Prior approval - Telecommunications</p>
	<p>Supplementary information regarding the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.</p>	
<p>ICNIRP statement for telecoms apparatus</p>	<p>Full - Telecommunications</p>	<p>Prior approval - Telecommunications</p>
	<p>A statement that the proposal, when operational, will meet the ICNIRP (international Commission on Non-Ionizing Radiation Protection) guidelines.</p>	

Notice under Article 12:

Request for Waiver of Planning Application Requirement (Local List) under Article 12 of The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015

The applicant (name).....
hereby requests Enfield Council to waive the requirement to include those particulars or evidence in the submitted application, at:

(Site address)

<p>(i) List below Enfield’s local planning application requirements which you do not consider are needed as part of your application submission. Please list each item separately</p>	<p>(ii) explain below the reasons why you do not think the information is needed, setting out a reason for each requirement.</p>

What happens next?

We will consider your request to waive the information requirement submitted under the Article 12 Notice, and will send you:

- a) a validation notice, advising that we waive the requirements; or,
- b) a non-validation notice, stating that we have rejected the Article 12 notice and

advising the information is still required

We will tell you of when you can expect to receive the Councils decision on your proposal in either case however where we consider an application to be nonvalid it will only be processed using the information provided in your submission.

Right of appeal

If the local planning authority fails to respond to an Article 12 notice or determine the application within the relevant time periods, the applicant has a right of appeal to the Planning Inspectorate against non-determination