Enfield Council

Local Validation Requirements for planning applications (Draft 5th March 2023)

Householder Applications





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PLANNING APPLICATION CHECKLIST

Householder Applications

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If the correct requirements are provided, we will validate your application within 5 working days of receipt, any missing/incorrect requirements may result in delays or rejection of your application. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

In specific cases the Council may use powers under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 which allows authorities to request in writing any further information required to enable it to determine an application, even where the thresholds listed below are not met.

Pre-application Service

Applicants are encouraged to engage in pre-application discussions with the Council before an application is made through the <u>pre-application</u> <u>advice service</u>. The pre-application advice service will assist in understanding our policies and specialist areas, identifying potential challenges early on and find solutions, getting advice about how to improve your scheme and also tailoring the list of requirements that apply to your development.

Plans and drawings

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.

There are requirements for plans/drawings in both the National and Local Planning Application Requirements. Please ensure that you satisfy both lists.

Supporting documents

You can find further guidance on preparing an application, including information or justification required, in the <u>Enfield Core Strategy (2010)</u>, the <u>Enfield Development Management Document (2014)</u> and relevant <u>Supplementary Planning Documents</u>.

To find information on constraints and applicable policies for your location, you can check constraints on our Local Plan Policies Map.

All text on plans and within statements should be of a reasonable size (i.e., Arial 12) and in a clear font, so that the material can be read easily.

Publicly accessible information

Information submitted in support of any application will be published online and made publicly available. If you believe exceptional circumstances mean a particular piece of information should not be disclosed, you must discuss this with the Local Planning Authority prior to submission. Advice on sensitive information in planning applications can also be found in the national <u>Planning Practice Guidance (NPPG)</u>.

How to use this document

This document is divided into three parts and provides guidance as follows:

- Part 1 National Validation Requirements for all applications
- Part 2 Local Validation Requirements plans and drawings for applications
- Part 3 Local Validation Requirements supporting documents for applications

PART 1: NATIONAL VALIDATION REQUIREMENTS - YOU MUST PROVIDE THE FOLLOWING AS PART OF YOUR APPLICATION:

Requirement	When Required	Reason Required	Notes on Requirement
1.Completed 1APP National Standard Application Form, signed and dated and certificates	Required for all applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	 The Application must include: Completed Ownership Certificate Agricultural Land Declaration (A, B, C or D as applicable), signed and dated. Where Ownership Certificate B, C or D has been completed, the correct Notice under DMPO 2015 which must be given and served on the owner(s) and/or published in a local newspaper. The application form must include data required by the Greater London Authority Data Standard.
2.Application fee	Required for all applications liable for a fee	The Town and Country Planning (fees for Applications, deemed applications, Requests and Site Visits) (England)Regulations 2012 (as amended)	Refer to Planning Portal <u>Planning Fee Calculator</u>

3.Location Plan	Required for all applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	 A Location Plan must include: The direction north. A unique reference number An up-to date Ordinance Survey map at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites) Sufficient name roads and/or buildings on land adjoining the application site. The application site boundaries and all land necessary to carry out the proposed development i.e., land required for access to the site from the road, outlined in red. A blue line drawn around any other land owned by the applicant that is close to or adjacent to the property. Further guidance can be found here: https://ecab.planningportal.co.uk/uploads/1app/ma
4.Design and Access Statement	 Required for: Major developments Proposals in a Conservation Area and involves additional floorspace of 100m² or more Proposal affecting the setting, appearance or character of a listed building, an historic park or garden or a scheduled ancient monument. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	 A design and access statement must: Explain the design principles and concepts that have been applied to the development Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account Explain the policy adopted as to access, and how policies

			 relating to access in relevant local development documents have been considered State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and Explain how any specific issues which might affect access to the development have been addressed. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application. Guidance can be found on the Planning Portal regarding Design and Access Statements: https://www.planningportal.co.uk/services/help/fa g/planning/about-the-planning-system/what-is-a-design-and-access-statement
5.Additional plans and drawings necessary to describe the proposed development	Required for all applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	Any plans or drawings must be drawn to an identified scale, and in the case of plans, must show the direction of north. Although not a requirement of legislation, the inclusion of a linear scale bar and site address is also useful, particularly in the case of electronic submissions.

PART 2: LOCAL VALIDATION REQUIREMENTS - PLANS AND DRAWINGS

Requirement	When Required	Reason Required	Notes on Requirement
1.Existing and Proposed Block Plan – Scale 1:100, 1:200 or 1:500 clearly showing all the site boundaries and the direction of North	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed.	 Plans should include: footprint of new building works and existing structures roads / parking areas / footpaths landscaping / position of trees – label any individually protected trees (TPO) fences / site boundaries location of signage (for advertisement applications)
2.Existing and Proposed Elevations – Scale 1:50 or 1:100	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed.	Plans should be proportionate to the nature and size of the proposal and annotated where appropriate. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished (shown crosshatched in red), and show relationship to neighbouring buildings including relative building heights.
3.Existing and Proposed Floor Plans – Scale 1:50 or 1:100	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed.	Plans should be proportionate to the nature and size of the proposal and annotated where appropriate (including extent and mix of uses). They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown crosshatched in red). They should include location, type and spread of trees on the site and adjoining land including pavement.

4.Existing and Proposed Roof Plan	All proposals that involve any alterations or extensions to the roof of the building(s)	In order to describe the development proposed.	Plans should be proportionate to the nature and size of the proposal and annotated where appropriate. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown cross-hatched in red).
5.Existing and Proposed Sections – Scale 1:50 or 1:100	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed	Plans should be proportionate to the nature and size of the proposal and annotated where appropriate. They should clearly show the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown cross-hatched in red) and finished floor and site levels. Cross and long sections should be provided for all new and altered buildings to reveal construction details. These should be shown in context with ground levels and immediately adjacent buildings where necessary.

PART 3: LOCAL VALIDATION REQUIREMENTS – SUPPORTING DOCUMENTS

Requirement	When Required	Reason Required	Notes On Requirement
Archaeological Assessment	Proposals where groundworks are within an Archaeological Priority Zone (APZ) or Archaeological Priority Area (APA).	-	 Archaeological Priority Areas (APAs) are used to highlight where development might affect archaeological remains. You can find more information about Enfield's Archaeological Priority Areas (APAs) in the Local Plan Proposals map: <u>https://historicengland.org.uk/content/docs/planning/apa-enfield-pdf/</u> 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 proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included. Refer to: <u>https://historicengland.org.uk/services-skills/our-planning-services/greater-</u>
			london-archaeology-advisory-service/our-advice/ This assessment should be prepared by a qualified individual or organisation.

Basement Impact Assessment (BIA)	Proposals that include new or enlarged basements	London Plan (2021) – D10	The level of information required will be commensurate with the scale, location and complexity of the scheme. However, the BIA must include the following stages:
			 Stage 1 - Screening Stage 2 - Scoping Stage 3 - Site investigation and study Stage 4 - Impact assessment Stage 5 - Review and decision making. The purpose of a BIA is to enable the Council to 'assess whether any predicted damage to neighbouring properties and the water environment is acceptable or can be satisfactorily ameliorated by the developer We will expect a 'non-technical summary' of the evidence that applicants have gathered against each stage of the BIA. This should be presented in a format which can be fully understood by those with no technical knowledge. This should be prepared by a qualified individual or organization.

Biodiversity Assessment	 a Site of Special Scientific Interest (SSSI) a Special Protection Area (SPA) a river/green corridor, or that may have an impact on wildlife and biodiversity, especially where protected species may be 	G1-G9 Enfield Core Strategy (2010) - CP36 Enfield Development Management	 Special Protection Areas (SPA) include: Site of Metropolitan Importance for Nature Conservation
Community Infrastructure Levy Information	extensions which involve the creation of 100m ² or more of gross internal floorspace, or involve the creation of		CIL is a charge on new development to pay for infrastructure (e.g., sports facilities, schools, parks, health facilities and transport). Refer to: https://www.enfield.gov.uk/services/planning/planning-obligations https://www.planningportal.co.uk/planning/policy-and- legislation/CIL/additional-information-required-when-making-a-planning- application_

Contaminated	Proposals on potentially contaminated	London Plan (2021) – The amount of information required should be sufficient to determine the
Land Assessment		SD1 and E7 Enfield Core Strategy (2010) - CP22, CP32 Enfield Development Management Document (2014) – DMD66 Management Document (2014) – DMD66 Management DMD66 Management Document (2014) – DMD66 Management D
assessment	Proposals that may have a potentially adverse effect on the daylight and/or sunlight enjoyed by adjoining properties.	London Plan (2021) – The assessment should identify and examine the impacts upon existing properties and sites with extant planning permissions.

		Planning Guidance (2016). Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice BRE (2022)	
Energy Assessment	 Proposals involving: major developments minor developments creating new residential and/or commercial units commercial/community/industria extensions of 250m² or greater. 	SI1-SI5 Enfield Core Strategy (2010) – CP20-CP22 CP31 Enfield Development Management Document (2014) – DMD49, DMD50, DMD51, DMD5 Approved Document L, Conservation of fuel and power,	

Flood Risk	Proposals:	The assessment should identify and assess the risks of all forms of flooding
Assessment	 comprising 1ha or more site area in Flood Zone 1 as designated by the Environment Agency flood map. involving new buildings and/or basement/ ground level extensions within Flood Zones 2 and 3 as designated by the Environment Agency flood map. involving new buildings and/or basement/ sited within 8m of a watercourse (including culverted) 	and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taki climate change into account. Those proposing developments should take advice from the emergency services when producing an evacuation plan for the development as part of the flood risk assessment. The development should not impede an overland flow route. You can check these constraints on our Local Plan Policies Map Refer to: https://www.enfield.gov.uk/services/environment/flood-management https://www.gov.uk/check-long-term-flood-risk The Environment Agency flood map can be found at: https://flood-map-for-planning.service.gov.uk/
Heritage Statement	Proposals affecting the setting, appearance or character of a listed or locally listed building, an historic park or garden or a scheduled ancient monument.	 A written statement that should include: An analysis of the significance of the listed building and any other heritage assets affected (e.g., conservation area), including its setti and current condition of all elements to be affected A schedule of all works proposed and specification of materials and methodologies to be used An analysis of how the proposed works would impact on that significance, including why mitigation or alternatives could not be accommodated if harm is proposed Photographs of the affected areas where works are proposed with annotations referencing the locations within the building and linking locations on plans / drawings

			 Justification for the works, including the principles and methodology which informed the proposals and subsequent implementation Refer to: <u>https://www.enfield.gov.uk/services/planning/listed-buildings</u> You can check these constraints on our <u>Local Plan Policies Map</u>
Noise and Ventilation Impact Assessment	sensitive development close to existing sources of noise; noise generating uses	D14 Enfield Core Strategy (2010) - CP4, CP30 CP32	If your proposal involves the installing of equipment which may create noise, you will need to evidence that noise levels will be no greater than 10 dBA below background noise levels. If noise levels rise above this level, for texample, at different times of the day, explain in a statement what the levels are and when, and what mitigation measures such as noise insulation are

			 a Noise and Vibration Impact Assessment (see Noise and Vibration Impact Assessment requirements). The assessment should be undertaken as per the methodology laid out in British Standard BS4142 (Methods for Rating and Assessing Industrial and Commercial Sound) 2014.
Statement	Required for all development within Green Belt or Metropolitan Open Land and/or affecting the openness of the Green Belt or Metropolitan Open Land	G1-G9	The statement should demonstrate the impacts of the proposal upon the openness of the Green Belt or Metropolitan Open Land. You can check these constraints on our <u>Local Plan Policies Map</u>
Sustainable Drainage Strategy (SuDS)	 Proposals involving: major developments commercial/community/industrial extensions of 250m² or greater. residential extensions which involve the creation of 100m² of new basement and/or ground floorspace* 	SI 12, SI 13 Enfield Core Strategy	Proposals requiring a strategy should contain the following:

		 The proposed storage volume Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible and follow the drainage hierarchy in the London Plan Geological information including borehole logs, depth to water table and/or infiltration test results Details of overland flow routes for exceedance events A management plan for future maintenance *Excludes areas currently covered by extensions or paving etc
Tree Assessment	 the removal or pruning of any existing trees or hedges within a Conservation Area or protected by a Tree Preservation Order (TPO) on site and/or within 15m G6 and G7 Enfield Core Strategy (2010) - CP34, CP36 	 The Tree Assessment should include: a full tree survey trees proposed for retention / removal, with Root Protection Areas and shade segments shown on proposed layout plans (Tree Constraints Plan); It For more detailed schemes, the assessment should also include: an Arboricultural Impact Assessment (AIA) evaluation of tree constraints