



LONDON BOROUGH OF BROMLEY VALIDATION GUIDANCE AND LIST OF REQUIREMENTS - PLANNING APPLICATIONS

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Introduction and general guidance

The Council has produced this document to assist with the process of submitting a valid planning application. The document outlines the national and local information requirements (including details of the basic requirements for those documents) for an application to be validated. This is to enable the Local Planning Authority to determine your application. The scope and degree of information may vary depending on the type of application and scale of the proposed development.

All applications should be submitted electronically through the [Planning Portal](#). All documents, photos and plans must be submitted in PDF format and as individual files (not bundles). To ensure compliance with GDPR regulations, please check any supporting documents before submission to ensure that no personal data (e.g., signatures) is included. If it is necessary to include any personal data within supporting documents (e.g. as part of any evidence to support an application for an Existing Lawful Development Certificate or proof of disability for fee exemptions), please ensure that any documents that are not intended for publication on-line are clearly identified in the application submission.

Once the application has been received it will be checked against the national and local information requirements as set out in this document. Please be aware that if your application does not meet any of the national or local requirements, it will be made invalid. We will write to you to confirm the reasons why and provide a timescale by which the required information will need to be provided.

The processing of all invalid applications will be subject to an Administration Fee which will need to be paid before any additional information needed to make the application valid will be reviewed. If the invalid Administration Fee and the required documents are not submitted within the specified timescale the application may be withdrawn.

If following the submission of further information and the Administration Fee the application is still invalid and has not fully addressed all the invalid points, the application will be withdrawn, and you will be required to submit a fresh application.

Once an application has been submitted through the Planning Portal please DO NOT submit any amendments or additional information through the Portal, please instead email them to planning.admin@bromley.gov.uk. For any application that has been made invalid, please DO NOT pay the invalid application Administration Fee through the Planning Portal, payments should be made via the Bromley Website. Please be aware that if additional information is submitted through the Planning Portal the Council will not be notified and this will likely cause delays to your application.

You are encouraged to discuss any concerns relating to an invalid application with the Council in the first instance but if we cannot reach an agreement there is a formal process you can follow – please refer to the government guidance - [Making an application - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Council expects applicants to have carried out [pre-application discussions](#) before submitting an application, as set out in the National Planning Policy Framework and to be fair to those who do choose to engage in pre-application discussions officers are not normally able to negotiate schemes once an application has been submitted. Minor revisions to applications could be accepted at the discretion of the Council, and if revised plans or documents are submitted we will require an [extension of time](#) for determination to be agreed at the same time. In some cases, additional information may be required to determine an application that is not a validation requirement or [not identified at validation stage](#). We therefore strongly encourage pre-application engagement to identify relevant issues and indicate where additional information may be required.

Further information on the Council's pre-application services can be found here - [Pre-application planning advice \(bromley.gov.uk\)](#)

This document is divided into 2 parts:

Part 1 – National and Bromley standard requirements for all application types (including householder applications)

Part 2 – Technical supporting statements/documents required for more complex applications (could be requested for householder applications if required, this will be determined on a case-by-case basis)

The Council has also published checklists for the most common application types, along with a quick reference guide which will be available to view alongside this document.

Part 1 – National and Bromley standard requirements for all application types (including householder applications)

Forms and Fees	Requirements	Further Advice
Application Form	<p><u>When Required</u> All Applications</p> <p><u>Guidance</u> The correct form must be submitted through the Planning Portal. Please be aware flats/maisonettes are not considered a 'Householder' and so the Full Planning Permission form is required.</p> <p>The form must include a named applicant. If the applicant and agent are listed as the same person this will make the application invalid. The agent section is only required if the applicant has an agent acting on their behalf.</p> <p>All sections need to be completed in full, including the Biodiversity Net Gain minimum information.</p> <p>In line with the GLA's London Development Database Automation Project, additional information is required by the GLA as part of the GLA Planning Data Standard. Information for each type of application can be found here. This is incorporated within application forms on the Planning Portal for London application submissions.</p> <p>The description of proposal must accurately describe the proposed development and includes all elements of the proposal.</p> <p>Correct ownership certificate signed. Please be aware certificate B is required if the applicant does not have full ownership of the land/property indicated on the red line plan; this would include where the property is a flat. Certificate B must also be completed if anyone other than the named applicant has an interest in the land to which the application relates.</p> <p>The application declaration must be signed.</p>	<p>Making an Application – Application Form Making an Application - Ownership Certificates</p>
Application Fee	<p><u>When Required</u> All applications unless a valid exemption is applied with appropriate evidence submitted.</p> <p><u>Guidance</u> Applications will not be validated without the appropriate fee being received. You can use the Planning Portal fee calculator to check the fee due.</p> <p>Please note that if you apply an exemption you will need to submit accompanying evidence. For disability exemption we require proof of disability, for example a copy of a disability badge.</p>	<p>Planning Fee Schedule</p>

Administration Fee	<p><u>When Required</u> When an application is made invalid for insufficient documents/plans/fee submitted.</p> <p><u>Guidance</u> Applications will not be validated without the appropriate administration fee being received.</p> <p>Administration fee charges can be applied for the following reasons;</p> <ul style="list-style-type: none"> • One charge per application for invalidity • If an application is withdrawn before validation (this charge will be deducted from any refund). 	Charges are published separately on the Council's website.
Plans and Photos		
Site Location Plan	<p><u>When Required</u> All applications except Non-Material Amendment, Approval of Details Reserved by Condition and S73 Applications where the original site area is used.</p> <p><u>Guidance</u> An up-to-date plan of the site at a scale of 1:1250 or 1:2500 with a scale bar, including:</p> <ul style="list-style-type: none"> • Site must be outlined in Red - Please ensure there are no other coloured outlines on the plan so the site outline is clear other than the site and any adjoining land. • Direction of north • Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear • Site red outline must include all land necessary to carry out the proposed development including any land required to access the site from the public highway. • Any adjoining land in the same Ownership as the application site must be outlined in Blue 	<p>Examples of plans – London Borough of Bromley</p> <p>Plans and Drawings - Making an application - GOV.UK (www.gov.uk)</p> <p>All plans must be submitted as separate single page PDF files.</p>
Block Plan	<p><u>When Required</u> For all proposed developments that involve an increase in built footprint, proposed buildings, boundary treatment or freestanding signage.</p> <p><u>Guidance</u> A plan that shows the proposed development in relation to the site boundaries and other existing buildings in the vicinity of the site.</p> <p>This should meet the following requirements:</p> <ul style="list-style-type: none"> • Scaled accurately at 1:100, 1:200 or 1:500, stating the scale and with key dimensions* annotated. • The proposed development can be hatched or outlined in red (e.g. showing the extension footprint). Where the development relates to works such as a boundary fence or vehicle access please make sure this is clearly marked on the plan. For freestanding signage in relation to advert consent, please indicate the location of the proposed signage. • Indicate the direction of north 	<p>Examples of plans – London Borough of Bromley</p> <p>Plans and Drawings - Making an application - GOV.UK (www.gov.uk)</p> <p>All plans must be submitted as separate single page PDF files.</p> <p>* key dimensions include the width and depth of new buildings and extensions and including (where relevant) the distances to site boundaries.</p>

<p>Existing and Proposed Floor Plans</p>	<p><u>When Required</u> For all proposed developments except proposals which are only for external works such as boundary treatment or proposed signage.</p> <p><u>Guidance</u> These plans should show details of the layout of existing building(s) as well as those for the proposed development.</p> <p>Wherever possible existing and proposed plans are encouraged to be shown together on the same drawing.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> • Scaled accurately at 1:50 or 1:100, stating the scale and with key dimensions* annotated. • Given a unique drawing number • Titled – for retrospective applications where the works are complete, please clearly title existing and pre-existing. • All plans must be accurate and correlate with partner drawings. • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out). • For applications for new dwellings (including conversions) - proposed floor plans must be annotated with unit size and indicate any parts of the floor area which have a head height of less than 0.9m and less than 1.5m (see London Plan Policy D6) 	<p>Examples of plans – London Borough of Bromley</p> <p>Plans and Drawings - Making an application - GOV.UK (www.gov.uk)</p> <p>All plans must be submitted as separate single page PDF files.</p> <p>* key dimensions include the width and depth of new buildings and extensions and including (where relevant) the distances to site boundaries.</p>
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<p>Existing and Proposed Elevations</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • For any new buildings • Proposed extensions • Any other proposal which involves alterations to the elevation of an existing building including proposals which are only for replacement windows or doors or rendering/insulation. • Proposals which involve proposed boundary treatment such as fencing/gates. • Proposed signage <p><u>Guidance</u></p> <p>These plans should show the full exterior of all sides of the building being altered, including window and door detailing.</p> <p>All elevations are required where the proposed works will be seen. Both flank elevations are required for example a rear extension even if the property is semi-detached or terraced. Sections can be provided where appropriate.</p> <p>Wherever possible existing and proposed plans are encouraged to be shown together on the same drawing.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> • Scaled accurately at 1:50 or 1:100, stating the scale and with key dimensions* annotated. • Given a unique drawing number • Titled – for retrospective applications where the works are complete, please clearly title existing and pre-existing. • All plans must be accurate and correlate with partner drawings. • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out). • For minor elevational alterations such as window changes, rendering or insulation please ensure to clearly annotate where these proposed changes are. <p>For applications for new buildings or substantial extensions to sensitive buildings - elevations and sections at 1:20 should be provided to show typical window sections, entrances and balconies. It may also be necessary to provide 1:5 details for important design features or at important junctions (further advice can be given during pre-application discussions).</p> <p>For Listed Building Consent applications - 1:20 existing plans must be submitted to show all existing doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details that are to be removed or altered and 1:20 proposed plans and sections to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details</p>	<p>Examples of plans – London Borough of Bromley</p> <p>Plans and Drawings - Making an application - GOV.UK (www.gov.uk)</p> <p>All plans must be submitted as separate single page PDF files</p> <p>* key dimensions include the height, width and depth of new buildings and extensions and including (where relevant) the distances to site boundaries.</p>
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<p>Existing and Proposed Roof Plans</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • New Buildings • First floor and two storey extensions • Any proposed works to an existing roof e.g., dormers, rooflights. <p><u>Guidance</u></p> <p>These plans should show the shape of the roof including any features such as chimneys, extensions, or windows.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> • Scaled accurately at 1:50 or 1:100, stating the scale and with key dimensions* annotated. • Given a unique drawing number • Titled – for retrospective applications where the works are complete, please clearly title existing and pre-existing. • All plans must be accurate and correlate with partner drawings. <p>Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out).</p> <p>Wherever possible existing and proposed plans are encouraged to be shown together on the same drawing.</p>	<p>Examples of plans – London Borough of Bromley</p> <p>Plans and Drawings - Making an application - GOV.UK (www.gov.uk)</p> <p>All plans must be submitted as separate single page PDF files</p> <p>* key dimensions include the width and depth of new buildings and extensions and including (where relevant) the distances to site boundaries.</p>
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<p>Existing and Proposed Section Drawings</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Proposal involving changing floor to ceiling height levels. • Proposals involving raising of the roof height • New residential units including conversions <p><u>Guidance</u></p> <p>Section drawings are required to show both existing and finished levels with the floor to ceiling heights annotated. For proposals for new residential units including conversions, section drawings should show any areas of the floor which have a head height of less than 0.9m and less than 1.5m (see London Plan Policy D6).</p> <p>Wherever possible existing and proposed sections are encouraged to be shown together on the same drawing.</p> <p>Each plan should be:</p> <ul style="list-style-type: none"> • Scaled accurately at 1:50 or 1:100, stating the scale and with key dimensions* annotated. • Given a unique drawing number • Titled – for retrospective applications where the works are complete, please clearly title existing and pre-existing. • All plans must be accurate and correlate with partner drawings. • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out). 	<p>Examples of plans – London Borough of Bromley</p> <p>Plans and Drawings - Making an application - GOV.UK (www.gov.uk)</p> <p>All plans must be submitted as separate single page PDF files</p> <p>* key dimensions include the height, width and depth of new buildings and extensions and including (where relevant) the distances to site boundaries.</p>
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<p>Existing and Proposed Site Sections</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> Proposals which involve a change in ground levels, including development on a sloping ground. Proposals which involve changes in garden levels such as raised patio or outdoor swimming pool. <p><u>Guidance</u></p> <p>Site sections are required to show these changes in levels.</p> <p>If shown on the existing and proposed elevations, this may be accepted if enough detail is shown.</p> <p>Wherever possible existing and proposed sections are encouraged to be shown together on the same drawing.</p> <p>Each plan should be:</p> <ul style="list-style-type: none"> Scaled accurately at 1:50 or 1:100, stating the scale and with key dimensions* annotated. Given a unique drawing number Titled – for retrospective applications where the works are complete, please clearly title existing and pre-existing. All plans must be accurate and correlate with partner drawings. Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out). Must show finished floor levels. 	<p>Examples of plans – London Borough of Bromley</p> <p>Plans and Drawings - Making an application - GOV.UK (www.gov.uk)</p> <p>All plans must be submitted as separate single page PDF files</p> <p>* key dimensions include the heights of ground levels, height, width and depth of new buildings and extensions and including (where relevant) the distances to site boundaries.</p>
<p>Existing and Proposed Site Layout Plans</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> Proposals which involve the provision of new buildings or other works within the application site boundary such as changes to car parking, hard surfaces or landscaping. <p><u>Guidance</u></p> <p>Should provide details of all works within the application site boundary including changes to hard surfaces, landscaping, new planting, boundary treatment. Any changes to accesses and car parking should also be included.</p> <p>Also see the minimum requirements relating to Biodiversity Net Gain – site layout (landscaping) plans should correlate with any BNG information submitted.</p> <p>Wherever possible existing and proposed plans are encouraged to be shown together on the same drawing.</p> <p>Each plan should be:</p> <ul style="list-style-type: none"> Scaled accurately at 1:100, 1:200 or 1:500, stating the scale and with key dimensions* annotated. Given a unique drawing number Titled – for retrospective applications where the works are complete, please clearly title existing and pre-existing. All plans must be accurate and correlate with partner drawings. Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out). 	<p>Examples of plans – London Borough of Bromley</p> <p>Plans and Drawings - Making an application - GOV.UK (www.gov.uk)</p> <p>All plans must be submitted as separate single page PDF files</p> <p>* key dimensions include the width and depth of new buildings and extensions and including (where relevant) the distances to site boundaries.</p>

Existing and Proposed Streetscene Elevations	<p><u>When Required</u></p> <ul style="list-style-type: none"> • New Buildings • Proposals which increase the height of the building <p><u>Guidance</u></p> <p>These plans should provide a view of the development site showing relative height and land levels of the new development in comparison to neighbouring properties from the public highway.</p> <p>Wherever possible existing and proposed street scenes are encouraged to be shown together on the same drawing.</p> <p>Each plan should be:</p> <ul style="list-style-type: none"> • Scaled accurately at 1:50 or 1:100, stating the scale and with key dimensions* annotated. • Given a unique drawing number • Titled – for retrospective applications where the works are complete, please clearly title existing and pre-existing. • All plans must be accurate and correlate with partner drawings. • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out). • Annotate overall proposed building height (AOD) of the application site and both neighbouring properties 	<p>Examples of plans – London Borough of Bromley</p> <p>Plans and Drawings - Making an application - GOV.UK (www.gov.uk)</p> <p>All plans must be submitted as separate single page PDF files</p> <p>* key dimensions include the height, width and depth of new buildings and extensions and including (where relevant) the distances to site boundaries.</p>
Photos	<p><u>When Required</u></p> <p>For all applications.</p> <p><u>Guidance</u></p> <p>Photos must be current (taken within 30 days of the application submission) and should show all sides of the application property, plus front and rear street scene photos showing the application property and the neighbouring properties.</p>	

<p>Additional requirements for S96a and S73 amendment applications</p>	<p><u>When Required</u> For all non-material or minor material amendments submitted pursuant to S96a and S73 of the Town and Country Planning Act.</p> <p><u>Guidance</u> In addition to meeting the general requirements listed above, copies of the approved plans must be clearly marked up to show where the changes are for information purposes should be submitted.</p> <p>These plans should be clearly labelled as previously approved plans. The proposed plans must be a full update/revision of that originally approved including all information originally shown on the plans that is not subject to change as well as the amendments sought (i.e. you cannot partially supersede a plan).</p>	
<p>Supporting Documents</p>		
<p>Biodiversity Net Gain Minimum Information Requirements or Exemption Statement</p>	<p><u>When Required</u> National Requirement for all applications</p> <p><u>Guidance</u> The relevant Biodiversity Net Gain minimum information should be completed on the standard application form.</p> <p>The Biodiversity Net Gain Statutory Metric should set out the pre-development biodiversity value of the site. For non-major applications, applicants may use the Small Sites Metric. The pre-development biodiversity value(s) must either be on the date of application or an earlier proposed date (as appropriate). Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date should be stated.</p> <p>See below for guidance on Biodiversity Net Gain (BNG) Statement/Plan.</p> <p>In cases where one of the specified exemptions to BNG is considered to be applicable, an Exemption Statement must be submitted to clearly set out why this is the case. Additionally in cases where the Self/Custom Build Housing exemption is sought, the application must be accompanied by a completed Self/Custom Build Housing BNG proforma which is available on the Council's website.</p>	<p>Developers must deliver a Biodiversity Net Gain of 10%. This means a development will result in more or better quality natural habitat than there was before development.</p> <p>The BNG requirements apply to all developments (except for those specifically exempted from the BNG rules).</p> <p>Biodiversity Guidance</p> <p>Useful references: Understanding Biodiversity Net Gain Calculate Biodiversity</p>

CIL Form	<p><u>When Required</u></p> <ul style="list-style-type: none"> Proposals that involve creation of a new residential unit (including conversions). Proposals which create 100m2 or more of 'new build' floorspace – either as a new building or as an enlargement to an existing building (including where the 'new build' is replacing existing floorspace). <p><u>Guidance</u> CIL Form 1 as a minimum is required to outline who is responsible for paying the levy.</p>	<p>Community Infrastructure Levy Forms and Guidance</p> <p>CIL Form 1</p>
Design and Access Statement	<p><u>When Required</u></p> <ul style="list-style-type: none"> Major Applications Proposals for one or more dwellings where the proposed dwelling is in a Conservation Area. Proposed floorspace of 100sqm or more where the building is in a Conservation Area. Applications for Listed Building Consent. <p><u>Guidance</u> A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal.</p> <p>For Major Applications, Design and Access Statements shall:</p> <ul style="list-style-type: none"> 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 Include all options considered in the evolution of a scheme with a clear explanation as to why other options were discounted Explain the policy adopted as to access Explain how any specific uses which might affect access to the development have been addressed 	<p>Making an Application – Design and Access Statement</p> <p>London Plan</p> <p>London Plan Policy D4C states that design and access statements submitted with development proposals should demonstrate that the proposal meets the design requirements of the London Plan. London Plan Policy D5C also requires that design and access statements include an inclusive design statement.</p> <p>Policy E10 of the London Plan requires a proportion of bedrooms in serviced accommodation to be accessible. Details on accessible bedrooms should be provided in accordance with this policy.</p>

<p>Planning Gateway One Fire Statement</p>	<p><u>When Required</u> Applications for Full planning permission which involve:</p> <ul style="list-style-type: none"> • provision of one or more relevant buildings, or • development of an existing relevant building or • development within the curtilage of a relevant building. <p>Relevant buildings are those which contain two or more dwellings or educational accommodation and meet the height condition (18m or more in height, or 7 or more storeys whichever is reached first).</p> <p>Fire Statements must be submitted on the standard form available from GOV.UK</p> <p>Applications for planning permission will be exempt from the requirement to submit a fire statement where:</p> <ul style="list-style-type: none"> • the application is for a material change in use of a relevant building and the material change of use would result in the building no longer being a relevant building • the application is for a material change in use of land or buildings within the curtilage of a relevant building and the material change of use would not result in the provision of one or more relevant buildings • the application is for outline planning permission • the application is for permission to develop land without compliance with conditions under section 73 of the Town and Country Planning Act 1990 <p>Applications for outline planning permission will be exempt from the requirement to submit a fire statement because matters such as layout and scale can be reserved.</p>	<p>Fire Safety and High-Rise Residential Buildings</p> <p>Fire Statements Guidance</p>
<p>Supporting Statement for Lawful Development Certificates – Outbuildings over 50sqm</p>	<p><u>When Required</u> Lawful Development Certificates where the proposal is for an outbuilding with a gross internal floor area of 50sqm or more.</p> <p><u>Guidance</u> Additional supporting information is required to justify why the outbuilding is incidental to the enjoyment of the main dwelling, since an outbuilding for domestic use would not normally require such a large floor area. The covering statement should outline the incidental purposes the applicant intends to enjoy and the reasonable requirement for such a large building.</p>	

Part 2 - Technical supporting statements/documents required for more complex applications (could be requested for householder applications if required, this will be determined on a case-by-case basis)

Supporting Documents	Requirements	Further Advice
<p>Accessible/Adaptable Homes and/or Wheelchair Housing Statement</p>	<p><u>When Required</u> Accessible/adaptable homes applies to all new build residential development</p> <p><u>Guidance</u> Wheelchair requirements apply to major proposals and trigger a requirement of 10% wheelchair user provision. London Plan Policy D7 requires at least 10 per cent of dwellings (which are created via works to which Part M volume 1 of the Building Regulations applies) to meet Building Regulation requirement M4(3) 'wheelchair user dwellings'.</p> <p>All other dwellings (which are created via works to which Part M volume 1 of the Building Regulations applies) are required to meet Building Regulation requirement M4(2) 'accessible and adaptable dwellings'.</p> <p>Bromley Council require all affordable rent wheelchair units to meet SELHP Standards. Wheelchair units of other tenures will be required to London Plan (Part M) Standards.</p> <p>Affordable rented units must be fitted out and market or intermediate units must be adaptable.</p> <p><u>Accessible and Adaptable Homes</u> Applicants must submit a statement to confirm compliance with the standards; compliance will be controlled by way of a planning condition.</p> <p><u>Wheelchair Homes</u> In order to demonstrate compliance with the standards floor plans at a scale of 1:50 for each unit type proposed must be submitted. The floor plans must be annotated to show compliance with full relevant criteria.</p> <p>A statement alone is not sufficient to demonstrate compliance.</p>	<p>Further Advice</p> <p>Useful references: Access to and Use of Buildings: Approved Document M</p>

<p>Accommodation Schedule</p>	<p><u>When Required</u> Major applications for new residential units (although helpful for non-major also).</p> <p><u>Guidance</u> A schedule is required to outline housing provision, unit size and mix, affordable housing, standard of accommodation and density to demonstrate how the development will meet National Planning Legislation and Guidance and development plan policies.</p> <p>If this is provided within another document such as Planning Statement or Design and Access Statement this must be clearly set out in the applicant's covering letter.</p> <p>The information submitted must include the following details:</p> <ul style="list-style-type: none"> • Existing floor space Gross and Net (broken down into occupied and vacant floorspace at the time the application is submitted) • Gross proposed floorspace • Proposed unit numbers (broken down into size and tenure) • Proposed habitable rooms • Confirmation of unit sizes for each new dwelling • Confirmation of residential density by unit number and habitable rooms • Identified wheelchair units <p>For development proposals that trigger an affordable housing requirement it will also be necessary to provide a full Affordable Housing Statement (see below). If as part of the application, you are seeking to benefit from Vacant Building Credit it will be necessary to demonstrate that all existing floorspace within each building is vacant on the day that the application is submitted.</p>	<p>Housing Design Standards LPG London City Hall</p> <p>Technical housing standards – nationally described space standard - GOV.UK (www.gov.uk)</p> <p>The Bromley Local Plan</p>
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<p>Affordable Housing Statement</p>	<p><u>When Required</u> Major residential developments.</p> <p><u>Guidance</u> A statement is required to set out what affordable housing is being proposed. This is required to address current adopted development plan policy requirements in terms of provision of affordable units, tenure split, unit size or payment in lieu so should refer to the GLA and Bromley Council's website for relevant development plan policies. This will include reference to any local intermediate housing income thresholds for intermediate ownership products.</p> <p>The Statement must include:-</p> <ul style="list-style-type: none"> • the number and mix of dwellings, with the numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units • Confirmation as to whether grant funding with Registered Providers has been explored • plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. • Information on how tenure blind development will be provided (see London Plan policy D6 and para 3.6.7) • If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained • details of any Registered Provider acting as partners in the development. <p>For proposals involving estate regeneration or a loss of existing housing, applications should set out how proposed floorspace relates to existing floorspace and density, and provide information on existing affordable tenures and floorspace, as well as detailing which tenants have a right of return.</p> <p>A planning obligation will be necessary to secure the provision of affordable housing. See also Planning Obligations – Draft Head(s) of Terms below.</p>	<p>The Bromley Local Plan</p> <p>London Plan</p> <p>London Plan Policy H4 directs applicants to use grant funding to increase affordable housing delivery beyond the level that would otherwise be provided, in order to help meet the 50% London-wide strategic AH target. Policy H5 requires that all applications must demonstrate that they have taken account of the strategic 50% target in Policy H4 and have sought grant to increase the level of affordable housing. Where grant or other public subsidy is available and would increase the proportion of affordable housing, this should be utilised. Schemes of 150 units or more must evidence that they have sought grant to increase levels of affordable housing.</p> <p>Affordable Housing and Viability Supplementary Planning Guidance (SPG)</p>
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<p>Air Quality Assessment and Air Quality Neutral Statement</p>	<p>Air Quality Assessment <u>When Required</u></p> <ul style="list-style-type: none"> • Major Developments • Where the site falls into a AQMA or AQFA area and the proposal is potentially polluting and traffic generating. • Development that is likely to be used by large numbers of people particularly vulnerable to poor air quality, such as children or older people (to be decided on a case by case basis by the Planning officer). <p><u>Guidance</u> <u>Policy SI 1 (part B) of the London Plan states that:</u></p> <p>1) Development proposals should not:</p> <ol style="list-style-type: none"> lead to further deterioration of existing poor air quality create any new areas that exceed air quality limits, or delay the date at which compliance will be achieved in areas that are currently in exceedance of legal limits create unacceptable risk of high levels of exposure to poor air quality. <p>2) In order to meet the requirements in Part 1, as a minimum:</p> <ol style="list-style-type: none"> development proposals must be at least Air Quality Neutral development proposals should use design solutions to prevent or minimise increased exposure to existing air pollution and make provision to address local problems of air quality in preference to post-design or retro-fitted mitigation measures major development proposals must be submitted with an Air Quality Assessment. Air quality assessments should show how the development will meet the requirements of B1 development proposals in Air Quality Focus Areas or that are likely to be used by large numbers of people particularly vulnerable to poor air quality, such as children or older people should demonstrate that design measures have been used to minimise exposure. <p>Para 9.1.5 of the London Plan requires major developments to carry out a preliminary AQA before designing the development, to inform the design process. Para 9.16 sets out the requirement for further assessments to then be carried out as the design evolves to ensure that impacts from emissions are prevented or minimised as far as possible, and to fully quantify the expected effect of any proposed mitigation measures, including the cumulative effect where other nearby developments are also underway or likely to come forward. include information which should inform these preliminary assessments. For major applications, it is expected that the AQA submitted with application provides full details of preliminary assessment as per London Plan.</p> <p>Para 9.1.10 of the London Plan states “For most minor developments, achieving Air Quality Neutral will be enough to demonstrate that they are in accordance with Part B1 of this policy. However, where characteristics of the development or local features raise concerns about air quality, or where there are additional requirements for assessment in local policy, a full Air Quality Assessment may be required. Additional measures may also be needed to address local impacts.</p>	<p>Air quality action plan – London Borough of Bromley</p> <p>London Plan</p> <p>The Bromley Local Plan</p> <p>Air Quality Neutral LPG (london.gov.uk)</p> <p>Mayoral Air Quality Positive Guidance</p>
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Air Quality Positive Statement	<p><u>When Required</u></p> <ul style="list-style-type: none"> Major proposals which are subject to Environmental Impact Assessment. <p><u>Guidance</u></p> <p>In addition to an Air Quality Assessment an Air Quality Positive Statement is required to demonstrate how all aspects of a development – including the buildings, public spaces, landscaping and infrastructure – have responded to their environment, contributed to improvement and implemented best practice in relation to air quality.</p> <p>See Mayoral Air Quality Positive Guidance for information on what the statement should include.</p>	<p>London Plan</p> <p>Mayoral Air Quality Positive Guidance</p>
Biodiversity Net Gain (BNG) Statement/Plan	<p>Please see above for Biodiversity Net Gain Minimum Information Requirements or Exemption Statement</p> <p><u>When Required</u></p> <p>All Major and non-major applications for development, unless meeting one of the specified exemptions, should be accompanied by a BNG Statement/Plan demonstrating a minimum 10% Biodiversity Net Gain.</p> <p><u>Guidance</u></p> <p>Developers must deliver a Biodiversity Net Gain of 10%. This means a development will result in more or better-quality natural habitat than there was before development.</p> <p>The pre-development biodiversity value(s) must either be on the date of application or an earlier proposed date (as appropriate). Where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date should be stated.</p> <p>All relevant applications (major and non-major development except for those that are specifically exempt) must be accompanied by a completed metric tool calculation (submitted in full) showing the site’s biodiversity value before development.</p> <p>For all applications (major and non-major) information must also be provided to demonstrate how the BNG hierarchy has been applied and how any adverse effect has been minimised, and how the minimum of 10% BNG is intended to be met, including details of any proposed significant on-site enhancements. BNG information should be prepared by a professional ecologist or, where the small sites metric is being undertaken, a competent person.</p> <p>The BNG requirements apply to all developments, except for those specifically exempted from the BNG rules, including householder developments.</p>	<p>Biodiversity Guidance</p> <p>Useful references:</p> <p>Understanding University Net Gain</p> <p>Calculate Biodiversity</p>

<p>Biodiversity/Ecology Assessment and Species Surveys</p>	<p>Phase 1 Preliminary Ecological Assessment</p> <p><u>When Required</u></p> <ul style="list-style-type: none"> • For proposed developments where the site falls in designated areas (SSSI/SINC/AONB or Local Nature Reserves). • Where protected species may be affected by a proposal an appraisal is required to review possible impacts on wildlife and biodiversity. <p><u>Guidance</u></p> <p>Information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and / or compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc.) Regulations 1994 or the Protection of Badgers Act 1992.</p> <p>Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, floodlighting, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information about them in the form of a Phase 1 ecological survey.</p> <p>Phase 2 – Species Survey</p> <p><u>When Required</u></p> <p>Where potential impacts on protected species and/or their habitats are identified.</p>	<p>Bromley Biodiversity Plan</p> <p>Construction Near Protected Areas and Wildlife</p> <p>Natural England</p> <p>London Plan</p> <p>Even where an application is exempt from the national BNG requirements, London Plan Policy G6 requires development proposals to manage impacts on biodiversity and aim to secure net biodiversity gain. This should be informed by the best available ecological information and addressed from the start of the development process, with details of biodiversity gain included in a Biodiversity report. The report should include the Natural England/DEFRA Biodiversity Metric (or a suitable alternative tool) to demonstrate a net gain for habitats.</p>
<p>Circular Economy Statement</p>	<p><u>When Required</u></p> <p>Development proposals referable to the Mayor of London</p> <p><u>Guidance</u></p> <p>Circular Economy Statements are intended to cover the whole life cycle of development. This will apply to referable schemes and be encouraged for other major infrastructure projects within London. Policy SI7 Part B of the London Plan set out details of what the statement should include. Statements should also refer to the Mayor's Circular Economy Statements Guidance .</p>	<p>Circular Economy Guidance</p> <p>London Plan</p>

<p>Construction Logistics Management Plan (CLMP)</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Major proposals • Proposals for 5+ new dwellings (including change of use) • Any other proposal likely to have a significant impact on traffic congestion or pedestrian safety such as development on a main high street or where loading activities associated with the construction phase of a development would cause congestion or obstruction on the highway. <p><u>Guidance</u> A CLMP should include:</p> <ul style="list-style-type: none"> • Construction vehicle routing (swept path analysis may be required) to demonstrate that construction vehicles can access the development and to limit or prevent HGV movements on residential roads • Details for maintaining clean roads (wheel washing) • Security and Access Controls (for larger sites) • Details of waste management • Numbers and times of deliveries <p>This can be part of a Transport Assessment or submitted as a standalone document. However, if included in another document please clearly state this within a covering letter.</p>	<p>TFL – Construction Logistics Plan</p>
<p>Construction Environmental Management Plan (CEMP)</p>	<p><u>When Required:</u> Major proposals</p> <p><u>Guidance:</u> A Construction Environmental Management Plan must include details of measures to address the effects of demolition and construction noise, dust management and impacts of the development on air quality during the demolition and construction phases</p> <p>CEMPs must demonstrate that emissions from Non-Road Mobile Machinery have been considered. All major development sites in Greater London shall keep an inventory on site and on the online register at: https://nrmm.london/ of all NRMM between 37kW and 560kW. All NRMM shall meet Stage IIIA of EU Directive 97/68/EC (as amended) as a minimum within Greater London (Stage IIIB from 1st September 2020) and Stage IIIB of EU Directive 97/68/EC as a minimum within the Central Activity Zone and Canary Wharf (the Central Activity Zone).</p>	<p>Construction Code of Practice</p> <p>Control of Dust and Emissions</p>
<p>Daylight/Sunlight Assessment</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Major Proposals • Tall buildings • Other proposals to be decided on a case-by-case basis <p><u>Guidance</u> A daylight/sunlight assessment is required to consider the impact of development of daylight/sunlight on nearby properties and/or future occupiers of new residential development.</p> <p>The assessment should be carried out in accordance with the Building Research Establishment document Site Layout Planning for Daylight and Sunlight – A guide to Good Practice. A daylight, vertical sky components, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the BRE document.</p>	<p>Building Research Establishment</p>

<p>Delivery and Servicing Plan</p>	<p><u>When Required</u> All proposals which have delivery and servicing requirements, primarily new commercial uses and developments.</p> <p><u>Guidance</u> A delivery and servicing plan is required to show how development proposals will facilitate safe, clean, and efficient deliveries and servicing.</p> <p>This is in accordance with Local Plan policy 31 and London Plan policy T7.</p> <p>This should be developed in accordance with Transport for London guidance and in a way which reflects the scale and complexities of developments.</p>	<p>Delivery and Servicing Plan</p> <p>London Plan</p>
<p>Energy Masterplan</p>	<p><u>When Required</u> Larger scale major development (considered to be development with a total floorspace of more than 15,000sqm, excluding development which only comprises the provision of houses, flats, or houses and flats) in Opportunity Areas, Town Centres, other growth areas or clusters of significant new development.</p> <p><u>Guidance</u> Required to establish the most energy supply options to comply with part B of London Plan policy SI3 which requires that energy masterplans be developed for largescale development locations (such as those outlined in Part A and other opportunities) which establish the most effective energy supply options.</p>	<p>London Plan</p>

<p>Energy Strategy</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> Major Developments <p><u>Guidance</u></p> <p>The Energy Strategy is required to demonstrate how the need for energy is to be minimised, and how it will be supplied.</p> <p>The London Plan provides the policy framework for sustainable design and construction and minimising greenhouse gas emissions in new development, and attention is drawn to Chapter 9 of the London Plan and any relevant guidance.</p> <p>In accordance with the energy hierarchy, developments should firstly be designed to use less energy; secondly the energy needed should be supplied as efficiently as possible and thirdly should use renewable energy where feasible. The Energy Assessment should show how building construction will reduce carbon emissions and provide energy savings that exceed the requirements of the Building Regulations and should include calculations of both carbon dioxide emissions and energy (in KWh) and show how options for producing renewable energy have been considered.</p> <p>The zero-carbon target is applicable to residential and non-residential development. Offset payments or off-site achievement of zero carbon are a last resort, on-site measures to achieve zero carbon, or as near to zero carbon as possible, are the priority. As part of the minimum 35% reduction, SI2 states that residential development should achieve 10 per cent, and non-residential development should achieve 15 per cent through energy efficiency measures. This can include BREEAM standards but the London Plan does not prescribe particular targets for BREEAM, except in relation to water usage in policy SI5C(2). SI2E states that development proposals should calculate and minimise carbon emissions from any other part of the development, including plant or equipment, that are not covered by Building Regulations, i.e. unregulated emissions</p> <p>Policy SI4B states that major development proposals should demonstrate through an energy strategy how they will reduce the potential for internal overheating and reliance on air conditioning systems in accordance with the cooling hierarchy in SI4B(1-6). This requirement aligns with policy SI2 focus on achieving emissions reductions through on-site design measures. The Mayor has published updated energy assessment guidance which should inform the production of energy - https://www.london.gov.uk/what-we-do/planning/planning-applications-and-decisions/pre-planning-application-meeting-service-0</p> <p>The Mayor's guidance document relating to the 'Be Seen' element of the energy hierarchy should be addressed in the energy strategy – https://www.london.gov.uk/what-wedo/planning/implementing-london-plan/london-plan-guidance-and-spgs</p> <p>Policy SI2 requires development proposals referable to the Mayor to calculate whole life-cycle carbon emissions through a nationally recognised Whole Life-Cycle Carbon Assessment and demonstrate actions taken to reduce life-cycle carbon emissions. Non-referable major development proposals are encouraged to undertake whole life-cycle carbon assessments.</p> <p>The Mayor has published guidance to inform whole life carbon assessments – https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-planguidance-and-spgs</p> <p>Policy SI3D states that major development proposals within Heat Network Priority Areas should have a communal low-temperature heating system.</p>	<p>Energy Planning Guidance</p> <p>London Plan</p>
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The London Heat Map - <https://www.london.gov.uk/what-we-do/environment/energy/london-heat-map> - identifies boundaries for Heat Network Priority Areas (there are 3 areas partly or wholly in Bromley).

Information should be provided in the energy assessment to provide detail on the proposed system, including information on the energy hierarchy and the justification for using an energy source lower down the hierarchy where this is proposed.

Financial Viability Assessment	<p><u>When Required</u> Major developments that generate a need for developer contributions where the applicant is of the view that the economics of the development cannot support the likely requirements for affordable housing or other contributions required by the Local Planning Authority or other stakeholders.</p> <p><u>Guidance</u> The Council will seek to enter into legal agreements under Section 106 regarding developments which trigger the threshold for planning obligations and affordable housing, in accordance with Government guidance and its Supplementary Planning Document (SPD) regarding Planning Obligations.</p> <p>When applicants are not able to offer such obligations (or less benefit than indicated by the SPD), this should be justified by such an Assessment. This requirement also applies where less or no affordable housing than is required by current development plan policy is offered, or when public subsidy is sought for the affordable housing.</p> <p>The Assessment should be prepared in accordance with the GLA Affordable Housing and Viability SPG 2017 or any relevant replacement policy/guidance. The purpose of the Assessment will be to allow the Local Planning Authority to have a clear understanding of the economics of development a particular site, and will be used to assess whether or not a development is able to meet the full requirements for planning obligations normally required. This information should be provided to the Borough in its entirety. Applicants should be aware that the assessment will be made available in the same manner as other documents that form part of the submission.</p> <p>See Planning Obligations – Head(s) of Terms below.</p> <p>In all cases where viability information is submitted to accompany a planning application, the Council will normally commission an independent review. The cost of this will be expected to be met by the applicant and an undertaking to meet this cost should be provided with the application. Furthermore, in the case of applications that are referable to the Greater London Authority (GLA) in accordance with the Mayor of London Order (2008), the GLA will also require an undertaking to meet the cost of their review of any financial information submitted in support of the application.</p>	<p>Planning Obligations Supplementary Planning Document</p> <p>Affordable Housing and Viability Supplementary Planning Guidance</p>
Fire Statement (London Plan)	<p><u>When Required</u></p> <ul style="list-style-type: none"> • All applications for Major Development • Creation of new dwellings (including conversions) • Commercial developments • Change of use <p><u>Guidance</u> It is required to provide a fire statement which is an independent fire strategy, produced by a third party, suitably qualified assessor.</p> <p>For further details on the requirements please see London Plan Policy D12B and supporting guidance prepared by the Mayor.</p> <p>Non-major applications for the development types listed above should be submitted with a Fire Statement to demonstrate that London Plan Policy D12 has been considered in the design and layout of the development:</p>	<p>London Plan</p>

<p>Flood Risk Householder and other minor extensions in Flood Zone 2/3 Declaration</p>	<p><u>When Required</u> The declaration is required for domestic; and non-domestic extensions or alterations where the additional footprint created by the development does not exceed 250 square metres.</p> <p>(For extensions greater than 250sqm please see FRA below).</p>	<p>Flood Risk Declaration</p>
<p>Flood Risk Assessment, Sequential Test and Exception Test</p>	<p><u>When Required</u> Development proposals:</p> <ul style="list-style-type: none"> • in flood zones 2, 3 or 3b • within flood zone 1 with a site area of 1 hectare or more • in areas with critical drainage problems • within flood zone 1 where the LPA’s strategic flood risk assessment (SFRA) shows it will be at increased risk of flooding during its lifetime • that increases the vulnerability classification and may be subject to sources of flooding other than rivers or sea <p><u>Guidance</u> The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirements for safe access to and from the development in areas at risk of flooding. It should be prepared with reference to the Council’s Strategic Flood Risk Assessment (SFRA).</p> <p>Relevant applications (please see Flood Risk Assessment Sequential Test) may need to be accompanied with a Sequential Test to demonstrate that there are no reasonably available sites with a lower risk of flooding that could accommodate the proposed development. An Exception Test may also be required for development that passes the sequential test (see useful references below for further information).</p>	<p>Environment Agency Guidance defines Flood Zones as follows- Zone 1 – low probability of flooding (less than 1 in 1000 annual probability of river or sea flooding) Zone 2 – medium probability – between 1 in 100 and 1 in 1000 Zone 3 – high probability – 1 in 100 or greater annual probability</p> <p>Flood Risk and Coastal Change</p> <p>Sequential Test</p> <p>NPPF Vulnerability</p>

<p>Foul Sewage and Surface Water Drainage Assessment</p>	<p><u>When Required:</u></p> <ul style="list-style-type: none"> • For developments that will increase surface water runoff (including proposals on sites which are not currently developed, greenfield sites and garden land) and/or result in increased demand for sewerage and sewage treatment; Sites traversed by public sewers. • For all Major development. <p><u>Guidance</u></p> <p>Most new developments need to be connected to existing utilities, particularly to mains foul drainage and (if on-site filtration like soakaways is not feasible) to the mains surface water sewer. Particular issues arise if there are existing sewers crossing a development site, as the proposal will need to take such infrastructure into account, including possible diversion, and the Assessment should put forward suitable proposals if this is necessary.</p> <p>Proposals for disposal of surface water should be in line with the criteria set out in London Plan Policy using the principles of Sustainable Drainage Systems (SUDS) to reduce and attenuate run-off from the proposal so that the development does not exacerbate the risk of flooding elsewhere. The use of soakaways is desirable where ground conditions are suitable, and this should be evidenced by percolation tests. The proposals for on-site infrastructure should show service routes that avoid as far as possible the potential for damage to trees and archaeological remains.</p> <ul style="list-style-type: none"> • A Sustainable Drainage Strategy should include the following information • A plan of the existing site. • A topographical level survey of the area to metres Above Ordnance Datum (MAOD). • 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 existing and proposed 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 (attenuation). • 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 and adoption of drainage system for the lifetime of the development. 	<p>Thames Water</p>
<p>Geological Survey Report</p>	<p><u>When Required</u></p> <p>Any proposals which are on or near a SSSI or a regionally important Geological Site</p> <p><u>Guidance</u></p> <p>Require a survey report to provide detailed information on the impacts of the proposal on these sites. Figure 8.3 of the London Plan shows the location of these sites from the London Foundations SPG.</p>	<p>Supplementary Planning Guidance</p>

<p>Heritage Statement</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Development affecting or with the potential to affect the setting of a Listed Building • Listed Building Consent • Scheduled Ancient Monument Consent; • Applications within or adjacent to a Conservation Area <p><u>Guidance</u></p> <p>One way of setting out a Heritage Statement is to assess the significance of the “heritage asset” the subject of the application in terms of the building or feature concerned (that part specifically affected by the proposal and the whole building / feature) and its site and setting, under the following headings –</p> <p>Historic significance – the age and history of the asset, its development over time, the strength of its tie to a particular architectural period, the layout of the site, the plan form of a building, and internal features of special character</p> <p>Cultural significance – the role a site plays in a historic setting, village, town or landscape context, the use of a building perhaps tied to a local industry or agriculture, social connections of an original architect or owner</p> <p>Aesthetic / architectural significance – the visual qualities and characteristics of the asset (settlement site or building), long views, legibility of building form, character of elevations, roofscape, materials and fabric, special features of interest</p> <p>Archaeological significance – evolution of the asset, phases of development over different periods, important features, evidence in building fabric, potential for below ground remains.</p> <p>For applications for listed building consent - a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. When photographs are necessary they should be dated, numbered and cross-referenced to a plan. Perspectives, photomontages, models or computer visualisations may be helpful to show the impact of new works on the heritage asset and its setting.</p> <p>For applications either related to or impacting on the setting of heritage assets - a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens and scheduled ancient monuments and an analysis of the significance of the archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of a listed building or structure, its setting and the setting of adjacent listed buildings may be required.</p> <p>For applications within or adjacent to a conservation area - an assessment of the impact of the development on the character and appearance of the area may be required, to assist the Local Planning Authority in determining whether the proposal preserves or enhances the character and appearance of the conservation area.</p>	<p>Listed Building</p> <p>Conservation Areas</p> <p>Archaeology</p> <p>Scheduled Monument Consent Historic England</p>
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<p>Housing Management Plan</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Applications which are build-to-rent (London Plan policy H11) • Specialist Older Persons Housing (London Plan policy H14) • Purpose Built Student Accommodation (London Plan policy H15) • Large-scale purpose built shared living (London Plan policy H16) require a housing management plan. <p><u>Guidance</u></p> <p>This is to address the London Plan which has specific policies relating to different housing typologies, with distinct requirements for each one. Requirements should be addressed through provision of a Housing Management Plan (addressing the bespoke policy requirements for each typology) and secured through legal agreement.</p> <p><i>Build-to-rent (London Plan policy H11)</i></p> <p>Policy H11 of the London Plan and paragraph 4.44 of the Affordable Housing and Viability SPG set out requirements for managing build to rent developments. Such developments should be accompanied by a management plan detailing how all relevant aspects of the policy and guidance have been addressed.</p> <p><i>Specialist Older Persons Housing (London Plan policy H14)</i></p> <p>Policy H13 and paragraph 4.13.6 of the London Plan requires specialist older persons housing to provide information on occupation, management and the intended levels of care. Information on how the criteria in paragraph 4.13.6 has been addressed should be provided at validation stage.</p> <p><i>Purpose Built Student Accommodation (London Plan policy H15)</i></p> <p>London Plan policy H15 requires that student accommodation contributes to a mixed and inclusive neighbourhood. Effective management and maintenance of student accommodation is essential to ensuring this. A specific management plan should be submitted detailing is how the proposal will mitigate impacts on the wider community, which should include details of on-site staffing and how anti-social behaviour will be managed.</p> <p><i>Large-scale purpose built shared living (London Plan policy H16)</i></p> <p>Applications for large-scale purpose built shared living should provide a management plan to demonstrate how the development will be managed and maintained in line with policy H11 and paragraph 4.16.4 of the London Plan.</p>	<p>London Plan</p>
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<p>Land Contamination Report</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Where the proposed use is sensitive e.g. residential, school; • Where the previous use of land could give rise to contamination • On and near former landfill sites; • Sites that have a history of commercial use or where previous uses are unknown <p><u>Guidance</u></p> <p>This should comprise a desktop study setting out the previous uses of the site. Sufficient information should be provided to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level.</p> <p>Where contamination is known or suspected or the proposed use would be particularly sensitive (e.g. residential, children’s nursery, school), the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.</p> <p>If permission is granted, a condition will be imposed requiring submission of a contaminated land assessment (comprising sampling of soil, gas, surface water and groundwater) and details of proposed remediation works.</p>	<p>Planning Practice Guidance</p> <p>Bromley’s Contaminated Land Strategy</p>
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<p>Landscaping Strategy and Green Infrastructure</p>	<p>Landscaping Strategy</p> <p><u>When Required</u></p> <ul style="list-style-type: none"> • Major Developments • New build residential development • Developments that include external amenity space. <p><u>Guidance</u></p> <p>Integral to good design and should be incorporated into schemes from the earliest stage of the design process. Good landscaping and trees designed in as a positive part of the design process can add amenity value to a development and the public realm as well as benefiting wildlife habitats and biodiversity.</p> <p>The detail provided should be proportionate to the scale of the development. At the outset of a proposal areas for hard surfaces, soft landscaping, playspace etc... should be identified even if detailed soft planting specification is not yet known.</p> <p>The landscaping scheme should include plans showing details of hard and soft landscaping proposals for all parts of the site where no buildings are proposed. This must indicate the relevant site features and note those to be retained and the presence of any species of nature conservation interest.</p> <ul style="list-style-type: none"> • Proposed plans must specify the plant species, their size and planting densities and any trees proposed stating their size and identify hard landscaping materials; • Site levels, gradients and any earthworks required, storage areas for bicycles and/or refuse storage areas, boundary treatments and SUDs must be shown as relevant; and • A management plan for a period of 5 years identifying how and by whom any communal landscaping or public realm areas would be managed. • Applications proposing hardstanding must specify the location and area of porous paving materials if proposed <p>Green Infrastructure</p> <p><u>When Required</u></p> <p>In addition to the above major development proposals must provide greening in line with the Urban Greening Factor (UGF).</p> <p><u>Guidance</u></p> <p>Policy G1(G) of the London Plan states that development proposals should incorporate appropriate elements of green infrastructure that are integrated into London’s wider green infrastructure network. Policy G5 requires major development proposals to contribute to the greening of London by including urban greening as a fundamental element of site and building design, and by incorporating measures such as high-quality landscaping (including trees), green roofs, green walls and nature-based sustainable drainage.</p> <p>Applications should include detailed information on the UGF assessment and scoring, in line with London Plan requirements and any subsequent guidance produced by the Mayor or the borough. This should include detail of what greening measures have been considered and ruled out, and the reasons for this. It should also demonstrate how the proposed GI on site links with other policies e.g. biodiversity, climate change. See also separate Living Roof and Walls requirement which will apply were living roofs/walls are proposed as a greening measure.</p>	<p>London Plan</p>
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<p>Landfill and Waste Transfer Statement</p>	<p><u>When Required</u> All proposals for transfer, treatment, and deposit of waste.</p> <p><u>Guidance</u> The Statement should supplement an application with the following information:</p> <ul style="list-style-type: none"> • Details of the type of waste to be deposited or transferred, including source of input and destination of output, tonnage and expected duration of the landfill / waste management operation. Where relevant, a topographical survey including • Existing and proposed levels / contours and cross sections, showing relationship with adjacent land • Detailed technical information relating to the plant and equipment proposed for the site and a method statement for the processes involved, including on-site procedures / machinery and a phasing programme • Detailed assessment of the impact of the proposed processes in terms of surface water runoff, air quality, noise, vibration, odour, dust, gas, leachate and energy produced, attraction of birds and vermin and measures to mitigate these impacts (including the plant and equipment concerned). Effects assessed should include hydrology / geology / groundwater and risks of flooding, subsidence, landslides or avalanches on landfill sites • Details of the visual impact of all buildings, plant and structures including information relating to land levels, screening and landscaping, if necessary – see Landscape / Townscape and Views Impact Assessment • Details of all vehicular movements to and from the site, based on the maximum capacity of the site, including vehicle size, frequency of movements and load capacity – see also Transport Assessment • Details of proposed restoration works, landscaping and aftercare, including timing / phasing. <p>Details of any relevant information relating to the requirements of the Environment Agency should also be included in the Statement. In the case of applications for landfill sites, sufficient information should be provided in the Statement to enable the waste planning authority to fulfil its requirements under the Landfill (England and Wales) Regulations 2002.</p>	<p>National Planning Policy for Waste</p> <p>Waste Guidance</p>
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<p>Landscape / Townscape and Views Impact Assessment</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Developments that exceed the general height of buildings in the area. • That affect important local views, or views of landmarks or major skyline ridges. • For high buildings in Bromley Town Centre • Developments that are located in or adjoining open land including in the Green Belt or Metropolitan Open Land • Developments that affect heritage assets - Conservation Areas, Historic Parks and Gardens , Kent Downs Area of Outstanding Natural Beauty, or nearby listed building. • Proposals for tall buildings <p><u>Guidance</u></p> <p>Some developments will have a visual impact over a wide area, not just on their immediate surroundings. An Assessment is likely to be necessary for these developments.</p> <p>Generally, an assessment for such proposals will be required in respect of major developments, though not for all. Some Assessments can comprise photographs and photomontages to help show how the development proposed can be satisfactorily integrated into the street scene and / or the surroundings generally, but for some proposals verified computer-generated visualisations/photomontages will be necessary. In such cases, the assessment should include a computer-generated zone of visual influence and the impact on local, medium and long distant views which should be done through accurate visual modelling of proposals – photomontages or three-dimensional computer models (buildings fully rendered) – from relevant assessment points defined by the Council. Proposals should be shown in daylight and night conditions and in different seasons. The Assessment should be carried out by an appropriate professional in accordance with Guidelines for Landscape and Visual Impact Assessment 2nd Edition Landscape Institute and IEMA 2002.</p> <p>If the proposal affects heritage assets the Assessment should include a historical analysis of the evolution of the landscape / townscape. It may also be necessary to produce a Heritage Statement (see above).</p> <p>The Council will seek to agree the scope of the assessment during pre-application discussions.</p>	
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<p>Lighting Assessment</p>	<p><u>When Required</u> For floodlights and other lights that may impact on visual or residential amenity or nature conservation interests on or adjacent to an application site.</p> <p><u>Guidance</u> All proposals that include floodlighting or involve the provision of publicly accessible developments in the vicinity of residential property, a Listed Building or a Conservation Area, or open countryside, where external lighting would be provided or made necessary by the development, should be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details shall include a layout plan with beam orientation, a schedule of the equipment in the design, and a lighting diagram showing the intensity of illumination.</p> <p>Lighting schemes should take account of:</p> <ul style="list-style-type: none"> • Any possible effects on wildlife that is sensitive to lighting e.g. bats • Security lighting being low level / low key to avoid adverse effects on nearby properties • Lighting of public and communal areas in developments including access drives and car parking should comply with BS5489-1:2003. <p>Proposals for floodlighting should include a lighting distribution plan to show the spread of light and potential spillage annotated with Lux levels.</p>	<p>Light Pollution</p>
<p>Living Roof and Wall Details</p>	<p><u>When Required</u> All proposals seeking to propose a living roof and walls to address climate change policies.</p> <p><u>Guidance</u> Living roofs are an essential sustainable design consideration and can make a significant contribution to flood mitigation and climate change particularly when paired with other renewable energy sources such as PV panels. However, it is essential to ensure that a living roof has been design into a building from the outset and that appropriate maintenance is secured to ensure its success.</p> <p>For applications proposing the incorporation of a living roof the following information must be provided</p> <ul style="list-style-type: none"> • Fully detailed plans (to scale) showing and stating the area of the roof. This should include any contoured information depicting the extensive substrate build up and details of how the roof has been designed to accommodate any plant, management arrangements, and any proposed photovoltaic panels and fixings. • A scaled section through the actual roof (i.e. not a generic section of a living roof) showing the details of the extensive substrate base and living roof components. • Details of the proposed plug planting and seed composition and planting methodology • Details of the proposed plug plant and seed composition. • A statement outlining a management strategy detailing how the living roof would be maintained and monitored for a period of at least 5 years post installation shall be provided. 	<p>Living Roofs</p> <p>NBS Guide to Façade Greening</p>

<p>Marketing and vacancy evidence</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Development / reuse of business premises for non-business purposes. • Loss of community facilities including public houses. • Change of use of retail shops to non-retail purposes. <p><u>Guidance</u></p> <p>Applications which involve the loss of retail use, loss of commercial use, and the loss of social and community uses will need to demonstrate that harm will not be caused by weighing market and other economic information alongside environmental and social information, take full account of any longer term benefits, as well as the costs, of development, such as job creation or improved productivity including any wider benefits to national, regional or local economies, and consider whether those proposals help to meet the wider objectives of the development plan.</p> <p>London Plan policy E1 aims to retain office space. Paragraph 6.1.7 requires evidence to demonstrate surplus office space, including strategic and local assessments of demand and supply, and evidence of vacancy and marketing (at market rates suitable for the type, use and size for at least 12 months).</p> <p>London Plan policy E7 requires proposals for mixed-use or residential development on non-designated industrial sites to demonstrate that there is ‘no reasonable prospect’ of the site being used for industrial and related purposes. Paragraph 6.7.5 sets out what evidence is required to demonstrate ‘no reasonable prospect’; this includes evidence of vacancy and marketing with appropriate lease terms and at market rates suitable for the type, use and size (for at least 12 months), and where the premises are derelict or obsolete, offered with the potential for redevelopment to meet the needs of modern industrial users.</p> <p>Policy HC7B of the London Plan has a specific marketing requirement for public houses with heritage, cultural, economic or social value, requiring ‘authoritative marketing evidence that demonstrates that there is no realistic prospect of the building being used as a pub in the foreseeable future’. Para 7.7.7 elaborates further, and includes a minimum requirement for 24 months marketing. The last 6 months of the 24 month marketing period to market the property could include broader marketing for other community uses in addition to public houses, in line with Local Plan policy 23.</p> <p>Marketing should include use of the Councils commercial property database.</p>	<p>Commercial Property</p> <p>London Plan</p>
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<p>Materials Schedule</p>	<p><u>When Required</u> Required for Major development proposals and other complex or sensitive proposals as advised by Planning Officers as part of the pre-application process</p> <p><u>Guidance</u> Good design is indivisible from good planning and the detailing of a scheme and how it is delivered is key to ensuring that a scheme is capable of being delivered as designed and is of necessary high quality. Such details, if not considered fully as part of the early design stages, can cause difficulties at a condition stage and this detail is therefore needed up front for major or complex/sensitive proposals which will make a significant contribution towards place-making in the Borough.</p> <p>Details must include:</p> <ul style="list-style-type: none"> • A full specification of all materials (including windows, doors and balconies) with at least brochure details showing the appearance of materials or ideally samples of the materials to be provided. The specification must be accompanied by a statement explaining the choice and appropriateness of materials proposed. • A clear explanation of the longevity of the materials chosen as well as details of any measures taken to prevent adverse weathering and/or staining • Elevations and plans to show the location of the proposed materials • Elevations and sections at a scale of at least 1:20 showing a bay study of the buildings which shall include a window within the façade and the reveals, cills etc. • All pipework, drainage, vents etc. must be shown 	
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<p>Noise and Vibration Impact Assessment</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • All mixed use developments close to noise generating activities (including residential). • New noise-sensitive development (including residential) close to noise generating activities; • Proposals that include noise generating activities & equipment / machinery <p><u>Guidance</u></p> <p>Surveys should be carried out in accordance with British Standard 7445-1:2003 (see www.standardsuk.com) to determine the range of ambient and background noise levels, the report should contain details of noise assessments, predictions and calculations, and give recommendations and specifications of any works necessary to control noise – such works should be detailed on the planning application drawings.</p> <p>Any works necessary to control noise should be detailed on the planning application drawings. Where external noise attenuation equipment is proposed, such as acoustic enclosures or acoustic screens, the noise survey report should demonstrate the location, size and visual impact of equipment on the site/building. This is especially important with regard to historic buildings or buildings situated in conservation areas. Noise measurement surveys undertaken to establish ambient and background noise levels should be undertaken in accordance with the recommendations of BS7445. Noise surveys and reports will generally be required for developments including:</p> <ul style="list-style-type: none"> • building services and other external plant • Other commercial proposals that include noise-generating activities and equipment / machinery • Places of entertainment, or uses which attract large numbers of people • Residential and other noise-sensitive developments close to busy transport routes and other noise-generating activities. <p>Certain of the above will also require an assessment of the impact of vibration e.g. residential development adjacent to railway tracks, proposals that include use of heavy machinery or mobile plant.</p> <p>It is also recommended that consideration is given to London Plan Policy D13 (agent of change).</p>	<p>London Plan</p>
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<p>Parking provision for Cars and Bicycles</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • New residential development, places of employment, education & entertainment / leisure. <p><u>Guidance</u></p> <p>Car parking should be provided in accordance with London Plan Policy T6, including maximum parking standards for various uses set out in policies T6.1 to T6.4 Disabled persons parking should be provided for residential uses (in accordance with policy T6.1) and non-residential uses (in accordance with policy T6.5).</p> <p>Details of car parking should include a Parking Design and Management Plan, setting out how the car parking will be designed and managed, with reference to Transport for London guidance.</p> <p>Cycle parking should be provided in accordance with policy T5 of the London Plan and the London Cycle Design Standards (LCDS) which can be accessed via the following link:-</p> <p>https://tfl.gov.uk/corporate/publications-and-reports/streets-toolkit</p> <p>A site layout showing car parking spaces (including disabled and electric vehicle spaces) , bicycle parking and buggy parking for elderly persons (if appropriate) should be provided for all residential, commercial, retail and business developments and other uses as set out in the Local Plan. The layout should clearly show how space can be provided within the development for bicycle parking appropriate to the particular use (in accordance with London Plan Standards), including secure/covered facilities, and details of the proposed bicycle stands and their spacing. In residential development, cycle parking can be provided within domestic garages and garden sheds, or in purpose-built secure structures.</p> <p>The car and bicycle parking should be well related to the property they are intended to serve in terms of proximity, and secure in terms of surveillance from the relevant property within the development. Layouts should also show clearly where on-site Refuse and Recycling Storage will be provided (see below). See also Transport Assessment below.</p>	
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Planning Obligations – Draft
Heads of Terms

When Required

- Major development proposals
- Certain non-major developments e.g. in town centres (to be advised as part of the pre application process).

Guidance

Planning obligations (or “Section 106 agreements”) are private agreements negotiated between Local Planning Authorities and persons with an interest in land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.

In accordance with the Council’s adopted Supplementary Planning Document on Planning Obligations

In appropriate cases where S106 requirements are known, developers will be required to submit a draft “Heads of Terms” statement regarding those matters regarding which they are willing to enter into a legal agreement with the Council. Alternatively a draft legal agreement can be submitted with the application, using the template in the SPD. The matters that would be appropriate to include in a planning obligation should be identified in pre-application discussions with planning officers.

Draft heads of terms should be provided for all housing schemes which provide affordable housing, including information on the early stage review mechanism; viability-tested schemes should also provide information on the late stage review mechanism and (where a phased scheme is proposed) mid-stage review mechanism. Refer to the Mayor’s SPG for detail on review mechanisms.

Further information should be explicitly provided to make clear what level of affordable housing is provided with and without grant funding, as this is an integral piece of the threshold approach.

Policy H15 of the London Plan requires purpose built student accommodation to provide a nomination agreement, which ensures that the student accommodation will either be operated directly by a higher education provider or that the development has an agreement in place from initial occupation with one or more higher education providers, to provide housing for its students. This agreement should be provided at validation stage and secured through a S106 agreement.

Applicants are also encouraged to prepare Unilateral Undertakings where appropriate.

In order to facilitate the preparation of a legal agreement prior to a scheduled committee date so that decisions can be issued swiftly after a committee resolution, it will be necessary for the applicant to provide:

- Proof of the owner’s title (including title plan). All the owners of the site will need to enter into the agreement. If the land is registered this will be by recent office copy entries (no more than 21 days old). If it is unregistered, an epitome of title should be provided.
- Names and addresses of any charges, lessees, mortgages or other holders of security on the land, as all parties with an interest in the land would need to sign the agreement.
- A written agreement to pay the Council’s reasonable legal costs in connection with the negotiation, preparation and monitoring of the legal agreement. In the event that the application is refused (contrary to Officers recommendation) it will still be necessary for the applicant to pay any legal fees associated with the draft of the s106.
- Contact details if there is a solicitor acting on behalf of the applicant

See also Financial Viability Assessment above.

[Planning Obligations](#)

[London Plan](#)

<p>Planning Statement</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Major Developments • Proposals which raise a wide range of planning issues, including justification of “very special circumstances” regarding Green Belt / MOL. <p><u>Guidance</u></p> <p>A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national policies, the London Plan and the Bromley Local Plan. The level of detail will be dependent upon the proposal but should be proportionate.</p> <p>For major residential proposals the statement must include details of the play space strategy which should demonstrate compliance with London Plan Policies.</p> <p>For proposals on Green Belt or MOL, the planning statement should clearly set out what aspects of the proposal are considered appropriate or inappropriate, and also clearly set out information on any ‘Very Special Circumstances’ that the applicant proposes to rely on.</p>	
<p>Public Toilet Management Plan</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Major Developments with a total floorspace of more than 15,000sqm (excluding development which only comprises the provision of houses, flats, or houses and flats) that are open to the public. • Large areas of public realm. <p><u>Guidance</u></p> <p>London Plan policy S6 requires large-scale developments that are open to the public; and large areas of public realm, to provide and secure the future management of:</p> <ul style="list-style-type: none"> • Free publicly accessible toilets suitable for a range of users including disabled people, families with young children and people of all gender identities; and • Free ‘Changing Places’ toilets designed in accordance with the guidance in British Standard BS8300-2:2018. <p>All toilet facilities should be available during opening hours, or 24 hours a day where accessed from areas of public realm.</p> <p>Management plans should show how facilities will be managed in future in accordance with S6 and require location to be shown with plans.</p>	<p>London Plan</p>

<p>Refuse and Recycling Storage Details</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • New Residential Development (including conversion). • New development for places of employment, education, and entertainment/leisure (including conversions). <p><u>Guidance</u></p> <p>The layout for developments should show where storage can be provided for refuse and recycling before it is collected. Details must also show the swept path analysis for a LBB size refuse vehicle where the waste vehicle must enter the site to collect waste.</p> <p>The location shown should be convenient for collection from an adopted highway in terms of distance, route and gradient, and comprise an adequate area for storage in relation to the proposal. Layouts should also show clearly where on-site Parking Provision for Cars and Bicycles will be provided (see above).</p> <p>Guidance is given in Notes for Developers and Architects and The Storage and Collection of Refuse from Residential and Commercial Buildings, which is available on the Council's website.</p>	<p>Storage and Collection of Refuse – Notes for Developers and Architects</p>
<p>Social Infrastructure Statement</p>	<p><u>When Required</u></p> <p>All proposals providing social infrastructure e.g., health, education, community, play, youth, recreation, sports, faith, and emergency facilities, and proposals involving a loss of social infrastructure.</p> <p><u>Guidance</u></p> <p>Any proposals providing social infrastructure should be accompanied by a social infrastructure statement which outlines appropriate evidence that such provision will address identified need, e.g. evidence of discussion with relevant healthcare or education bodies. Such evidence should be provided at validation stage as it can be integral to the determination of applications involving social infrastructure. See London Plan policy S1C</p> <p>Policy S1(F and G) relate to proposals involving a loss of SI. It sets out specific requirements to justify loss of SI. Para 5.1.8 adds to this, noting that where housing is considered an appropriate alternative use evidence, affordable housing should be maximised. The social infrastructure statement should also cover any applications proposing loss or reduction of SI, including any requirements relating to specific SI uses as sought by policies S2 to S5 of the London Plan.</p>	<p>London Plan</p>
<p>Statement of Community Involvement</p>	<p><u>When Required</u></p> <p>Major proposals</p> <p><u>Guidance</u></p> <p>This can be provided as a standalone document or within a planning statement (if provided as part of another document this must be made clear in the application covering letters.</p> <p>It must explain how the applicant has complied with the requirements for pre-application consultation set out in Section 4 of the Local Development Framework Statement of Community Involvement and demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.</p>	<p>Statement of Community Involvement</p>

<p>Structural Survey and Rebuilding Method Statement</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Demolition of Statutory & Locally Listed Buildings • Conversion / reuse of buildings in Green Belt /MOL • Where the existing building is deemed unsafe and there is no building proposed in replacement of the unsafe building <p><u>Guidance</u></p> <p>Proposals for the conversion / reuse of an existing building in the Green Belt and Metropolitan Open Land are “appropriate” development providing certain criteria are met, including that the building is of permanent and substantial construction. A Structural Survey / Rebuilding Method Statement should be submitted with such proposals and include a survey of the structure and building fabric and a method statement setting out what existing fabric can be retained and what will be replaced, and the construction work and new materials necessary to bring the building up to modern standards to comply with the Building Regulations.</p> <p>A Statement may need to be submitted with an application for Listed Building Consent, though this material could form part of a Heritage Statement (see above). A Statement should be submitted with a planning application that involves the substantial alteration or demolition of a statutory or locally listed building, and for Conservation Area Consent applications to demolish – in the case of the latter, if the building concerned has a negative impact on the character and appearance of the area, a Statement will not be required. Pre-application advice can be given by the Council’s conservation officer. The Statement could form part of a Heritage Statement (see above).</p>	
<p>Tall Buildings Impact Assessment</p>	<p><u>When Required</u></p> <p>Any building that exceeds 6 storeys or 18 metres in height, measured from ground to the floor level of the uppermost storey.</p> <p><u>Guidance</u></p> <p>Proposals for tall buildings in any part of the Borough are required to address the following impacts, as set out in London Plan Policy D9:</p> <ul style="list-style-type: none"> • Visual Impact • Functional Impact • Environmental Impact including microclimate • Cumulative Impacts 	<p>London Plan</p>
<p>Telecommunication Development Information</p>	<p><u>When Required</u></p> <p>For telecommunications masts, base stations & related apparatus</p> <p><u>Guidance</u></p> <p>Planning applications for mast and antenna development by mobile phone network operators in England must be accompanied by a range of supplementary information including 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>Planning applications must also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p>	

<p>Town Centre and Retail Impact Assessment</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Major development • Non-Major developments which propose changes of use of retail premises. <p><u>Guidance</u></p> <p>Town Centre uses include retail, leisure / entertainment, sport / recreation, office and hotel developments. A sequential test will be required for:</p> <ul style="list-style-type: none"> • Main town centre uses (except hotels) – as per Local Plan policy 91, main town centre uses located outside of existing centres (in either edge-of-centre and out-of-centre locations) will be required to meet the sequential test as set out in the NPPF and PPG. • Hotels – as per Local Plan policy 88, hotels not located in or on the edge of Bromley or Orpington town centres, or within a district centre or a local centre, will need to provide a sequential test. <p>An impact assessment will be required for proposals for 2,500sqm or more of retail, leisure and office space outside of Town Centres. Local Plan policy 91 provides details of what the assessment should include.</p>	<p>Town Centres and Retail</p> <p>London Plan</p>
<p>Transport Assessment, Healthy Streets and Active Travel Zone Assessment</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Major Development • Other developments which would have an impact on the highway network (to be identified by a Planner on a case by case basis) <p><u>Guidance</u></p> <p>A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from site.</p> <p>It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. It may be necessary for the TA to determine the car parking requirement for the development.</p> <p>A Healthy Streets and Active Travel Zone Assessment will also be required (see London Plan Policy T2 -Healthy Streets). These require proposals to demonstrate how they will deliver improvements in line with the TfL Healthy Streets Indicators, reduce the dominance of vehicles on London's streets whether stationary or moving, and be permeable by foot and cycle and connect to local walking and cycling networks as well as public transport.</p> <p>In accordance with London Plan Policy T2, the Assessment should demonstrate how the development will deliver improvements that support the ten Healthy Streets Indicators in line with Transport for London guidance. Any information on how healthy streets is to be addressed should also consider the requirements of London Plan policy D8 in terms of the public realm.</p>	<p>TFL – Transport Assessments</p> <p>London Plan</p> <p>Embedding Healthy Streets in new Development, Planning Applications & Transport Assessments (TAs) (tfl.gov.uk)</p>

<p>Travel Plan</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Major Development <p><u>Guidance</u></p> <p>A Travel Plan is a general term for a package of measures tailored to meet the transport needs of individual developments and aimed at promoting environmentally sustainable travel choices for residents, staff, visitors, and customers, including reductions in car use, particularly single occupancy car journeys. They are just as important as other transport infrastructure and mitigation measures addressed in a Transport Assessment and can be used to identify measures that would reduce the level of potential traffic impact of development proposals. These can include car sharing, encouraging cycling, providing information about public transport, and promoting flexible working. Travel Plans can address commuter journeys, business travel undertaken during the working day, visitors, and deliveries.</p> <p>They should be submitted with applications for major developments that are likely to have significant transport implications. The Travel Plan should be worked up in consultation with the Council and local transport providers. In the case of speculative development, it may be difficult to fully detail all aspects of a Travel Plan in the absence of a known occupier. The implementation of a Travel Plan is normally secured by a planning condition which will require that the Plan is regularly reviewed, and this can include updating once the development is occupied.</p>	<p>TFL – Travel Plans</p>
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<p>Tree Survey and Arboricultural Implications Report</p>	<p><u>When Required</u> For development on sites where there are existing trees that could be affected by the proposal.</p> <p><u>Guidance</u> Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.</p> <p>Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current British Standard 5837:2005 'Trees in relation to construction – Recommendations', see www.standardsuk.com. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.</p> <p>Seeking pre-application advice from the Planning Divisions' Tree Officer is recommended to establish what level of information is required. The following information should normally be submitted-</p> <ul style="list-style-type: none"> • Land Survey – this should be precise and show all relevant site features, including accurate location and identification of all trees, hedgerows and shrubs over 2 metres in height and/or with a stem diameter of 7.5cm measured at 1.5 metres above ground level. It should be made available at pre-application stage as scale drawings (1:100 or 1:200) and in a commonly agreed digital format, if available. The survey should also include spot heights of ground level throughout the site and location of trees on adjoining land less than half a tree height from the site boundary. • Tree Survey – All trees should be numbered on the land survey plan. Where appropriate, due to dense tree cover, tags with a corresponding number should be attached to all trees. A tree survey should only be undertaken by a suitably qualified arboriculturist with experience of trees on development sites and will be expected to meet the requirements of sections 4.2 to 4.4 of BS5837 (or the current revision of this document). It should assess all existing trees, including those on neighbouring land that may be affected by the development, and should include at least the following information; Species of tree, height (in metres), diameter of the trunk (measured at 1.5m above ground level on single stem trees and immediately above the root flare on multi-stemmed trees), canopy spread in metres in relation to all four compass points (to be recorded on tree survey plan), height of crown base (i.e. clearance above ground of lowest branches; in metres), age class (young, middle age, mature, over mature, veteran), assessment of condition (physiological and structural), tree management recommendations (e.g. Remove deadwood, crown lift etc.), desirability for retention in accordance with Table 1 of BS5837. The category of each tree should be clearly differentiated on the survey schedule and plan i.e. A, B, C and R (good, medium and low quality and value, or removal for reasons of sound arboricultural management respectively). <p>Unless otherwise agreed with the planning tree officers, the Tree Survey and Arboricultural Implications Report should be prepared in at least draft form prior to pre-application discussions regarding the proposed development, to establish which trees are desirable to retain. Where appropriate, the Council will impose conditions on planning permissions to protect trees on development sites during the construction period.</p> <p>In accordance with London Plan Policy G7, it should be demonstrated that tree removals will be compensated by adequate replacements based on the existing value of the trees to be removed.</p>	<p>Other sources of information are Arboricultural Practice Note 12 (APN 12) Through the Trees to Development www.treesource.co.uk and NJUG10 Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees http://www.njug.org.uk/category/3/pageid/5/</p> <p>London Plan</p>
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<p>Ventilation/Extraction Details and Specification</p>	<p><u>When Required</u> Proposals for restaurants, cafes & hot food takeaways (Classes E(b) or Sui Generis public houses/drinking establishments and hot food takeaway uses) and other commercial extraction flues.</p> <p><u>Guidance</u> Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes E(b) (Sale of food and drink for consumption (mostly) on the premises), or Sui Generis uses (hot food takeaways, public houses, wine bars, drinking establishments), E(g) (business uses) and B2 (general industrial).</p> <p>This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. Please contact us for information about ventilation and ductwork systems for food and drink premises.</p> <p>Even when a future occupier is not known, applicants are likely to be required to demonstrate that any necessary equipment and ducting can be provided without any harmful visual or amenity impact</p>	
<p>Whole Life-Cycle Carbon (WLC) Assessment</p>	<p><u>When Required</u></p> <ul style="list-style-type: none"> • Applications referable to the Mayor of London • Non-referrable major development is also encouraged <p><u>Guidance</u> The GLA's template should be used by planning applicants to fulfil the requirements of the Mayor's Whole Life-Cycle Carbon (WLC) Assessment policy set out in London Plan Policy SI 2. Before completing and submitting this spreadsheet to the GLA, applicants should read the Whole Life-Cycle Carbon Assessment guidance.</p>	<p>London Plan</p>