

Validation Guidance and Local Information Requirements for Planning Applications

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Introduction

The Council has produced this document to assist the process of validation of planning applications. It sets out clearly what documents are required for different types of application and the basic requirements for those documents.

All planning submissions will be reviewed against the requirements set out within the local list but we will only ask for documents which are necessary to validate the application.

The relevant national legislation¹ sets out that Local Information Requirements must be:

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

The information required for a valid planning application consists of:

1. Mandatory national information requirements
2. Information provided on the standard application form; and
3. Information to accompany the application as specified by the local planning authority on their local list of information requirements (this document).

If your application is made invalid due to lack of submission of any of the documents required by the Council which form part of our Local Validation Requirements, and you disagree with the requirement, you are encouraged to discuss your concerns with us initially. If we can't reach an agreement, there is a formal process you can follow - please refer to the government's Guidance: Making an application at <https://www.gov.uk/guidance/making-an-application>

For quickest validation we recommend online submission via the Planning Portal website <https://www.planningportal.co.uk/applications> with the fee paid online at the time of submission either via the portal or using the Bromley Council website <https://www.bromley.gov.uk/PlanningApplicationPayment>

¹ Section 62(4A) of the Town and Country Planning Act 1990 (inserted by the Growth and Infrastructure Act (2013) (supported by Article 11(3)(c) of the Town and Country Planning (Development Management Procedure) Order 2015 and Paragraph 44 of the National Planning Policy Framework (2021))

We request that all planning applications are submitted by electronic means. If you have difficulty with this please contact us to discuss alternative arrangements.

Please note that if an application is considered to be invalid you will be notified in writing. All invalid reasons must be fully addressed in the first response to the Council's invalid letter and a response must be received within 21 days. It is not possible to deal with invalid reasons in a piecemeal approach. Failure to address all of the invalid reasons as part of one comprehensive response will result in the application being treated as invalid and formally disposed of. This will result in the need for a fresh application to be submitted should you wish to proceed with the proposal.

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 proposed / agreed at the same time. In some cases additional information may be required to determine an application that is not a validation requirement. We therefore encourage pre-application engagement to identify relevant policies and indicate where additional information may be required.

The list is divided into two sections below. The first section includes national requirements for all applications as well as local requirements for householder and basic applications. The second section includes supporting information usually required for more complex proposals. Please be aware that in certain circumstances it might be necessary for a basic/householder application to be supported by documents in the second section (the Local Planning Authority retains the right to request such information on a case by case basis)

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

Validation Requirement	When Required	Minimum Content and/or advice
The correct fee	National requirement for all applications. If you are seeking an Exemption you must clearly set out the reasons why in your submission	Fees can be calculated on the planning portal website https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1 Fees can be paid on the Planning Portal at the time of submitting the application or on the Bromley Council website https://www.bromley.gov.uk/PlanningApplicationPayment
Site location plan	Bromley requirement for all applications including Section 73 applications	Must be at a scale 1:1250 or 1:2500 This must be an up to date map Must identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear Must include the direction of North Site must be outlined in Red and must include all land necessary to carry out the proposed development Adjoining land in the same Ownership must be outlined in Blue For Certificate of Lawfulness Applications for an Existing Use the plan must address the above requirements but must also show the precise area for each existing use.
Block plan	National requirement for all applications	Must be at a scale 1:100,1:200 or 1:500 Must show the proposed development Must include a scale bar or clearly annotated dimensions Must show the direction of North

<p>Design & Access Statement</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • Major applications • One or more dwelling in a Conservation Area • New building/s of 100 sqm in a Conservation Area • Applications for Listed Building Consent 	<p>The detail contained in the Design and Access Statements should be proportionate to the scale and type of development.</p> <p>Guidance on the minimum requirements for D&A Statements for both Planning Applications and Listed Building Consent can be obtained from https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission</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>Further it should be noted that 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>Applicants should also refer to relevant local, London or national design guidance. Further advice can be given through pre-application discussions.</p>
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<p>Existing and Proposed Elevations</p> <p>(This must include all elevations and where appropriate a section. For example both flank elevations must be provided for rear extensions)</p> <p>Where changes to a roof are proposed and these cannot be easily assessed from the elevation plans a roof plan will also be requested.</p>	<p>Required for any application or certificate of lawfulness for new buildings/extensions and alterations.</p> <p>For changes of use only then it is only necessary to provide existing and proposed floorplans.</p> <p>This is to ensure that the Council has sufficient information to understand what is proposed.</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) or clearly annotated dimensions (e.g. height) • A date, title, drawing number (indicating revisions) to identify the development and subject • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out) <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>For Advertisement Applications – plans must show advertisement size, siting, materials and colours to be used, height above ground, extent of projection and details of the method and colour(s) of illumination if applicable</p> <p>Additional Plans for Section 96a (Non-material) or Section 73 (Minor-material) amendments applications – in addition to meeting the general requirements above, copies of the approved plans clearly marked up to show where the changes are for information purposes should be submitted (the copies can be to A3 size even if the originals were larger).</p> <p>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>
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<p>Existing and Proposed Floor Plans</p>	<p>Required for any application or certificate of lawfulness for new buildings/extensions and alterations.</p> <p>For changes of use only then it is only necessary to provide existing and proposed floorplans.</p> <p>This is to ensure that the Council has sufficient information to understand what is proposed.</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) or clearly annotated dimensions (e.g. depth) • A date, title, drawing number (indicating revisions) to identify the development and subject • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out) <p>For applications for new dwellings - proposed floor plans must be annotated with unit size</p> <p>Additional Plans for Section 96a (Non-material) or Section 73 (Minor-material) amendments applications – in addition to meeting the general requirements above, copies of the approved plans clearly marked up to show where the changes are for information purposes should be submitted (the copies can be to A3 size even if the originals were larger). These plans should be clearly labelled as previously approved plans.</p> <p>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>Existing and Proposed Section Drawings</p>	<p>Required for</p> <ul style="list-style-type: none"> • Conversions to residential units or • Creation of new residential units • Applications to raise the roof height <p>Needed to show finish floor to ceiling height to confirm compliance</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) or clearly annotated dimensions (e.g. height) • A date, title, drawing number (indicating revisions) to identify the development and subject • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out) • Clearly annotate floor to ceiling heights

	with Standard 31 of the Housing SPG and Part 10 Section (i) of the National Housing Standards	
Site sections and finished floor levels	<p>Required for any new building works on sites which slope or where a change in ground levels is proposed</p> <p>This is to ensure that the Council has sufficient information to understand what is proposed.</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) or clearly annotated dimensions • A date, title, drawing number (indicating revisions) to identify the development and subject • Only show existing or proposed development and not include any other proposed works, (for example permitted development not yet carried out) • Show both existing and finished levels (with levels related to a fixed datum point off site), including details of foundations and eaves and how encroachment onto adjoining land is to be avoided
Existing and proposed street elevations	<p>Required for proposals that increase the height of a building or for the erection of new buildings.</p> <p>This is to ensure that the Council has sufficient information to understand what is proposed.</p>	<p>All plans/drawings must include the following:-</p> <ul style="list-style-type: none"> • Drawn at a scale 1:100 or 1:50 • A scale bar indicating a minimum of 0-10 metres (to assist with reading online) or clearly annotated dimensions • A date, title, drawing number (indicating revisions) to identify the development and subject • 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
Community Infrastructure Levy (CIL) Form	A requirement for a CIL information form on all applications	Community Infrastructure Levy forms and guidance are available to download in pdf format using this link

	<p>(including change of use) where:</p> <ul style="list-style-type: none"> • It involves the creation of one or more new dwellings (including conversions & replacement dwellings); or • It creates 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>https://www.bromley.gov.uk/info/485/planning_applications/105/planning_application_forms</p> <p>An application should be accompanied by the form entitled ‘Determining whether a Development may be CIL Liable’.</p>
<p>Photographs/Photo Montages/Computer Generated Images</p>	<p>Required for all applications for planning permission.</p>	<p>To assist in the determination of your application, please include a recent, date stamped set of photographs to show the application site and surroundings including neighbouring properties. Providing this information at validation stage will assist in the timely assessment of your application.</p> <p>Whilst not a substitute for scaled plans, for major applications Computer Generated Images (CGIs) are very useful to demonstrate the visual impact of a proposal particularly for third parties who wish to comment on an application. In some instances Fully Verified Views will also be required. Further advice can be given by planning officers as part of the pre-application discussions.</p>

Supporting Statement for Lawful Development Certificates for Outbuildings	Required for all Lawful Development Certificates for Outbuildings proposing over 50sqm of internal floorspace	If the floorspace of a proposed outbuilding is over 50sqm additional supporting information is required by the Local Planning Authority 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.
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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)

Validation Requirement	When Required	Minimum Content and/or advice
<p>Accessible/Adaptable Homes and/or Wheelchair Housing Statement</p>	<p>Accessible/adaptable homes applies to all new build residential development</p> <p>Wheelchair requirements apply to major proposals and trigger a requirement of 10% wheelchair user provision</p>	<p>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'. All other dwellings (which are created via works to which Part M volume 1 of the Building Regulations applies) 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>Useful references: https://www.gov.uk/government/publications/access-to-and-use-of-buildings-approved-document-m</p>

<p>Accommodation Schedule</p>	<p>Required for Major Residential proposals (although helpful for all proposals for new residential units).</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>This document is required to demonstrate how the proposal will meet National Planning Legislation and Guidance and development plan policies in terms of housing provision, unit size and mix, affordable housing, standard of accommodation and density</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>Affordable Housing Statement</p>	<p>Required for major residential developments of 10 or</p>	<p>Applicants will be 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</p>

	more dwellings	<p>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>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>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.</p> <p>See also Planning Obligations – Draft Head(s) of Terms below.</p> <p>Useful references: London Plan Affordable Housing and Viability Supplementary Planning</p>
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		Guidance SPG https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/planning-guidance/affordable-housing-and-viability-supplementary-planning-guidance-spg
Air Quality Assessment and Air Quality Positive Statement	Major Developments; other potentially polluting & traffic generating development in or adjacent to a AQMA or AQFA; or 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>The information should be sufficient to enable full consideration of the impact of the proposal on the air quality of the area, taking into account requirements set out in the Local Plan, London Plan and any relevant guidance. Where increased building and/or transport emissions are likely, reduction/mitigation measures should be set out in a detailed emissions statement.</p> <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 9.15 and 9.16 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>Large-scale development proposals which are subject to an EIA should be accompanied by an Air Quality Positive Statement which demonstrates 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. See Mayoral Air Quality Positive Guidance for information on what the statement should include.</p> <p>Useful references: Bromley AQMA and Map - https://www.bromley.gov.uk/download/downloads/id/6675/air_quality_area_management_map.pdf</p> <p><u>Bromley Air Quality Action Plan 2020-2025 - https://www.bromley.gov.uk/downloads/download/246/air_quality_action_plan</u> AQFA map - London Plan (2021), Figure 9.1</p>
Biodiversity/Ecology Statement and Species Surveys	Required for Major developments and non-major developments in designated areas (SSSI/SINC/AONB or	Where a proposed development may have possible impacts on wildlife and biodiversity, 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

	<p>Local Nature Reserves) or where protected species may be affected by a proposal</p>	<p>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. Where potential impacts on protected species or their habitats are identified, applications must be accompanied by Phase 2 species specific surveys carried out in accordance with best practice.</p> <p>Furthermore, 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>Useful references: British Standard 'BS 42020:2013 Biodiversity. Code of practice for planning and development'; https://www.gov.uk/guidance/construction-near-protected-areas-and-wildlife; https://www.gov.uk/government/organisations/natural-england and the Bromley Biodiversity Plan https://www.bromley.gov.uk/info/200023/conservation/246/biodiversity-in-bromley</p>
<p>Circular Economy Statement</p>	<p>Development proposals referable to the Mayor</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 - https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance-and-spgs</p>

<p>Construction Logistics Management Plan (CLMP)</p>	<p>Required for</p> <ul style="list-style-type: none"> • all major applications, applications • for 5+ dwellings and • others likely to have a significant impact on traffic congestion or pedestrian safety. • Any application where loading activities associated with the construction phase of a development would cause congestion or obstruction on the highway. 	<p>A CLMP may be included within a Transport Assessment or submitted as a standalone document.</p> <p>Depending on the scale of the development or particular sensitivities of the site the following information may be needed for an application to be determined:</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>You are advised to speak to the Highways Team at an early stage to discuss your scheme and to agree the necessary scope of the application.</p> <p>Further guidance can be found at http://www.tfl.gov.uk/microsites/freight/documents/construction_logistics_plans.pdf</p>
<p>Construction Environmental Management Plan (CEMP)</p>	<p>Required for</p> <ul style="list-style-type: none"> • all major applications, applications 	<p>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.</p>

		<p>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>See also:</p> <p>Bromley Code of Practice – noise from construction sites: https://www.bromley.gov.uk/downloads/file/3492/control_of_noise_form_demolition_and_construction_sites_-_code_of_practice</p> <p>And</p> <p>https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/london-plan-guidance-and-spgs/control-dust-and</p>
Daylight/Sunlight Assessment	Required for all major developments and other applications to be decided on a case by case basis	<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>Useful references: Building Research Establishment http://www.bre.co.uk/index.jsp</p>
Delivery and Servicing Plan	All development proposals that have delivery and servicing requirements	In accordance with Local Plan policy 31 and London Plan policy T7, development proposals should facilitate safe, clean, and efficient deliveries and servicing. Delivery and Servicing Plans will be required and should be developed in accordance with Transport for London guidance and in a way which reflects the scale and complexities of developments.
Energy Masterplan	Large-scale development proposals (considered to be development with a total floorspace of more than 15,000sqm, excluding development which	Part B of London Plan policy SI3 requires that energy masterplans be developed for large-scale development locations (such as those outlined in Part A and other opportunities) which establish the most effective energy supply options.

	<p>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>Energy Strategy</p>	<p>Major developments; other development proposals where appropriate (to be decided on a case by case basis by the Planning Officer)</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>The Energy Assessment should demonstrate how the need for energy is to be minimised, and how it will be supplied. 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</p> <p>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).</p> <p>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.</p> <p>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-we-do/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-plan-guidance-and-spgs</p> <p>Policy SI3D states that major development proposals within Heat Network Priority Areas should have a communal low-temperature heating system. 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.</p> <p>Useful references: GLA Energy Planning Guidance March 2016 https://www.london.gov.uk/sites/default/files/gla_energy_planning_guidance_-</p>
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Financial Viability Assessment	Required for major development proposals and residential developments (10 + dwellings that follow the 'Viability Tested' route set out in the London Plan and Affordable Housing and Viability SPG	<p><u>march 2016 for web.pdf</u></p> <p>A Financial Viability Assessment (FVA) will be required for any 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 contributions made by the Local Planning Authority or other stakeholders.</p> <p>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 (<u>http://www.bromley.gov.uk/info/856/local_development_framework/160/planning_obligations_supplementary_planning_document</u>)</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.</p> <p>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</p>
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		<p>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>Useful References: https://www.london.gov.uk/sites/default/files/ah_viability_spg_20170816.pdf http://www.bromley.gov.uk/info/856/local_development_framework/160/planning_obligations_supplementary_planning_document</p>
Fire Statement	All proposals for major development and where required in accordance with Article 9A of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>All major development proposals should be submitted with a Fire Statement, which is an independent fire strategy, produced by a third party, suitably qualified assessor. For further details on the requirements please see London Plan Policy D12B and supporting guidance prepared by the Mayor.</p> <p>Building Safety: Planning Gateway One is also a relevant consideration. Please see link for further information: https://www.gov.uk/guidance/building-safety-planning-gateway-one</p> <p>Fire Statements are a national validation requirement for development that meets the criteria set out in Article 9A of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</p>
Flood Risk Assessment and/or Householder and other minor extensions in Flood Zone 2.3 Declaration	Required for sites of 1ha or more in Flood Zone 1 and any development in Flood Zones 2 & 3, except “minor development” as defined by Environment Agency, and in an area in Flood Zone 1 which has critical drainage problems or evidence of risk from other sources of flooding	<p>Environment Agency Guidance defines Flood Zones as follows-</p> <p>Zone 1 – low probability of flooding (less than 1 in 1000 annual probability of river or sea flooding)</p> <p>Zone 2 – medium probability – between 1 in 100 and 1 in 1000</p> <p>Zone 3 – high probability – 1 in 100 or greater annual probability</p> <p>A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and for all proposals for new development located in Flood Zones 2 and 3 as designated by the Environment Agency. It is a statutory requirement that such proposals be referred to the Agency, with the exception of “minor developments” (domestic extensions and garden buildings, and non-domestic extensions of <250m²).</p> <p>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</p>

	<p>including surface water, groundwater, sewer flooding, ordinary watercourse/s or</p> <ul style="list-style-type: none"> • where a change of use of land or buildings increases the flood vulnerability of the development, as defined by the NPPF, where it may be subject to other sources of flooding. 	<p>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>Though an FRA will not be required for “Householder and other minor development” in Zones 2 and 3 the applicant should complete the relevant declaration which can be downloaded from the Councils website</p> <p><u>http://www.bromley.gov.uk/downloads/file/2821/householder and other minor extensions in flood zone 2 and 3 declaration form</u></p> <p>Useful references: https://www.gov.uk/guidance/flood-risk-and-coastal-change</p>
<p>Foul Sewage and Surface Water Drainage Assessment</p>	<p>Required for developments that will increase surface water runoff and/or result in increased demand for sewerage and sewage treatment; Sites traversed by public sewers</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> <p>A Sustainable Drainage Strategy should include the following information</p> <ul style="list-style-type: none"> • 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

		<p>100 year event (with an allowance for climate change), this should be based on the estimated greenfield runoff rate.</p> <ul style="list-style-type: none"> · 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>See Flood Risk Assessment above, and Tree Survey and Arboricultural Implications Report below.</p> <p>Useful references: http://www.thameswater.co.uk/home/11425.htm</p>
Geological Survey Report	Any proposals on or near to geodiversity sites of value	<p>Any proposals on or near to geodiversity sites of value (Elmstead Pit SSSI and proposed Regionally Important Geological Sites) should 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 – https://www.london.gov.uk/file/5265/download?token=D4z_Z_2g.</p>
Green Infrastructure and Landscaping Strategy	<p>Required:-</p> <ul style="list-style-type: none"> • Major development • All new build residential development • Developments that include external amenity space 	<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>Major development proposals as these must provide greening in line with the Urban Greening Factor (UGF). Applications should include detailed information on the UGF assessment and scoring, in line with London Plan requirements and any subsequent guidance produced by the</p>

	<ul style="list-style-type: none"> Any proposals including alterations to a front garden 	<p>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>Landscaping schemes are 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 hardstandings must specify the location and area of porous paving materials if proposed.
Heritage Statement	<p>Required for:-</p> <ul style="list-style-type: none"> Affecting the setting of a Listed Building Listed Building Consent Scheduled 	<p>This can be submitted as a standalone statement or as part of a Design and Access Statement.</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>Ancient Monument Consent;</p> <ul style="list-style-type: none"> • Applications within a Conservation Area 	<ul style="list-style-type: none"> - 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 - 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 - 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 - archaeological significance – evolution of the asset, phases of development over different periods, important features, evidence in building fabric, potential for below ground remains. <p>For applications which propose partial demolition of a heritage asset – a demolition plan which clearly identifies what parts of a building will be demolished and what parts will be retained following alteration/extensions.</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>Plans for listed building consent - should usually be at 1:50 scale and show existing and proposed floor plans, internal and external elevations, and sections through affected floor, roof and wall structures. A structural survey by an engineer or surveyor familiar with historic buildings which identifies defects and proposes remedies is likely to be required in support of an application for listed building consent, when significant elements of demolition or rebuilding</p>
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	<p>are proposed. When partial or complete demolition is proposed, a statement of justification should be based on the following criteria – the condition of the building, cost of repairing and maintaining it in relation to its importance and the value derived from its continued use, adequacy of efforts to retain the building in use (including evidence that it has been offered on the open market at a realistic price) and merits of alternative proposals for the site.</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>For all applications involving the disturbance of ground within an Archaeological Priority Area (APA) and on sites >0.4ha, a desktop Archaeological Assessment is required. Historic England have recently reviewed Bromley's APAs. These new APAs will be used to determine the need for an Archaeological Assessment. Further details are provided on the Bromley website - https://www.bromley.gov.uk/info/200064/local_history_and_heritage/603/archaeology_in_bromley</p> <p>It is suggested that the Heritage Statement be prepared by a professional with experience of working with historic structures and features. Descriptive information about the heritage asset should include photographs of the site and its surroundings, so that the context of the proposal can be understood. See also Landscape and Assessment Views impact below.</p> <p>Useful references: Advice can be found on the joint English Heritage CABI website Building in Context (www.building-in-context.org)</p>
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<p>Housing Management Plan</p>	<p>Applications for build-to-rent (London Plan policy H11); Specialist Older Persons Housing (London Plan policy H14); Purpose Built Student Accommodation (London Plan policy H15); or Large-scale purpose built shared living (London Plan policy H16)</p>	<p>The London Plan has specific policies relating to different housing typologies, with distinct requirements for each one. These 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><u>Build-to-rent (London Plan policy H11)</u></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><u>Specialist Older Persons Housing (London Plan policy H14)</u></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><u>Purpose Built Student Accommodation (London Plan policy H15)</u></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><u>Large-scale purpose built shared living (London Plan policy H16)</u></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>
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Land Contamination Assessment	<p>Required:-</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>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. 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. 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>Useful references: Further advice on contaminated land can be found here: https://www.gov.uk/guidance/land-affected-by-contamination And in Bromley’s Contaminated Land Strategy http://www.bromley.gov.uk/info/418/pollution_control-contaminated_land/558/contaminated_land.</p>
Landfill and Waste Transfer Statement	Required for all proposals for transfer, treatment and deposit of waste	<p>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

		<p>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</p> <ul style="list-style-type: none"> - 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>If the application site lies within the Green Belt or on Metropolitan Open Land, a Planning Statement (see below) setting out details of ‘very special circumstances’ should be submitted, and it should also include an assessment of alternative sites to demonstrate the need for the development on designated land.</p> <p>Separate statements may also be required in the form of a Flood Risk Assessment and / or Foul Sewage and Surface Water Drainage Assessment (see above). Pre-application discussions are recommended on all proposals in this category to ensure that individual site requirements can be identified and addressed in the Statement and other documents that may be required.</p> <p>Useful references: National Planning Policy for Waste (2014) and PPG (2015) https://www.gov.uk/government/publications/national-planning-policy-for-waste</p>
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<p>Landscape / Townscape and Views Impact Assessment</p>	<p>Required for:-</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 • That affect heritage assets - Conservation Areas, Historic Parks and Gardens , Kent Downs Area of Outstanding Natural Beauty, and 	<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 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> <p>See relevant Local Plan policies, and (if relevant) the Kent Downs AONB Management Plan https://www.kentdowns.org.uk/landscape-management/management-plan/</p>
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	<p>nearby listed building</p> <ul style="list-style-type: none"> Proposals for tall buildings 	
Lighting Assessment	<p>Required 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>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>Useful references: https://www.gov.uk/guidance/light-pollution.</p>
Living Roof and Wall Details	<p>Required for all proposals that are seeking to include living roofs and walls as a way to address climate change policies</p>	<p>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

		<p>arrangements, and any proposed photovoltaic panels and fixings.</p> <ul style="list-style-type: none"> • 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>Useful references: http://livingroofs.org/</p> <p>https://www.thenbs.com/knowledge/the-nbs-guide-to-facade-greening-part-two</p>
Marketing and vacancy evidence	<p>Required for:-</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>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</p>

		<p>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>https://www.bromley.gov.uk/info/200018/commercial_property</p>
Material Samples	Required for Major development proposals and other complex or sensitive proposals as advised by Planning Officers as part of the pre-application process.	<p>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
Noise and Vibration Impact Assessment	Required for:- <ul style="list-style-type: none"> • All mixed use developments and Noise- 	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

	<p>sensitive development (including residential) close to noise generating activities;</p> <ul style="list-style-type: none"> Proposals that include noise generating activities & equipment / machinery 	<p>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>Parking provision for Cars and Bicycles</p>	<p>Required for:-</p> <ul style="list-style-type: none"> New residential development, places of employment, education & entertainment / leisure 	<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 provided in accordance with policy T5 of the London Plan.</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>
<p>Planning Obligations – Draft Heads of Terms</p>	<p>Required for:-</p> <ul style="list-style-type: none"> • Major development proposals • Certain Non-Major developments e.g. in town centres (to be advised as part of the pre Application Process) 	<p>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.</p> <p>In accordance with the Council’s adopted Supplementary Planning Document on Planning Obligations</p> <p>http://www.bromley.gov.uk/info/856/local_development_framework/160/planning_obligations_supplementary_planning_document</p> <p>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.</p> <p>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</p>

		<p>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.</p> <p>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.</p> <p>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.</p> <p>Applicants are also encouraged to prepare Unilateral Undertakings where appropriate.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 chargees, 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 <p>Useful references: Further information on planning obligations is available in the Planning Practice Guidance</p>
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		See also Financial Viability Assessment above
Planning Statement	<p>Required for:-</p> <ul style="list-style-type: none"> Major developments <p>Or</p> <ul style="list-style-type: none"> Proposals which raise a wide range of planning issues, including justification of “very special circumstances” regarding Green Belt / MOL 	<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>
Public Toilet Management Plan	<p>Required for:</p> <ul style="list-style-type: none"> large-scale developments (defined as development with a total floorspace of more than 15,000sqm, excluding development which only comprises the provision of 	<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> <ol 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>houses, flats, or houses and flats) that are open to the public;</p> <ul style="list-style-type: none"> • and large areas of public realm 	
Refuse and Recycling Storage Details	<p>Required for proposals for new (including conversion)</p> <ul style="list-style-type: none"> • Residential development, • Places of employment, education & entertainment / leisure 	<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>Useful references: 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. http://www.bromley.gov.uk/downloads/200074/planning</p>
Social Infrastructure Statement	<p>Required for all proposals providing social infrastructure</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>

Statement of Community Involvement	Required for Major proposals	<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. 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</p> <p>http://www.bromley.gov.uk/info/856/local_development_framework/154/statement_of_community_involvement</p> <p>and demonstrate that the views of the local community have been sought and taken into account in the formulation of development proposals.</p>
Structural Survey and Rebuilding Method Statement	<p>Required for:-</p> <ul style="list-style-type: none"> • Demolition of Statutory & Locally Listed Buildings; • Conversion / reuse of buildings in Green Belt /MOL 	<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>
Tall Buildings Impact Assessment	<p>Required for:</p> <ul style="list-style-type: none"> • any building that exceeds 6 storeys or 18 metres in height, 	<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

	measured from ground to the floor level of the uppermost storey	<ul style="list-style-type: none"> Cumulative Impacts
Telecommunication Development Information	Required for telecommunications masts, base stations & related apparatus	<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>
Town Centre and Retail Impact Assessment	<p>Required for:-</p> <ul style="list-style-type: none"> Major development Non-Major developments which propose changes of use of retail premises 	<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>Useful references: Planning for Town Centres https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres</p>

<p>Transport Assessment</p>	<p>Required for:-</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>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>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>Useful references: Further guidance can be found at https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessments?intcmp=10094</p>
<p>Travel Plan</p>	<p>Major Proposals</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</p>

		<p>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>Useful references: Further information can be found at https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/travel-plans</p>
<p>Tree Survey and Arboricultural Implications Report</p>	<p>Required for development on sites where there are existing trees that could be affected by the proposal</p>	<p>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

		<p>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> <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>Useful references: 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>
Ventilation/Extraction Details and Specification	<p>Required for:-</p> <ul style="list-style-type: none"> Restaurants, cafes & hot food takeaways (Classes E(b) or Sui Generis 	<p>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>

	public houses/drinking establishments and hot food takeaway uses) and other commercial extraction flues	<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>
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