

# Full Planning Application Validation Checklist



This check list is designed to help applicants submit a valid application and covers most documents you are likely to be required to submit with your application. For the full guidance or if you have any queries please visit [www.bromley.gov.uk/planninglocalist](http://www.bromley.gov.uk/planninglocalist) or contact [planning@bromley.gov.uk](mailto:planning@bromley.gov.uk)

You can submit this with your application to assist in the validation process

1.  **Standard application form** including ownership certificates and agricultural land declaration
2.  **The correct fee (or reason for exemption)**
3.  **Site location plan (1:1250 or 1:2500)**
  - Must be based on an up-to-date map
  - At an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper)
  - Identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear
  - Show the application site edged clearly with a red line. The site must include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings
  - Show a blue line drawn around any other land owned by the applicant, close to or adjoining the application site
4.  **Site plan / Block plan (1:100, 1:200 or 1:500)**
  - Must be to an identified standard metric scale (normally 1:100, 1:200 or 1:500 but wherever possible the plan should be scaled to fit onto A4 or A3 size paper)
  - Must show the direction of north, and the proposed development in relation to the site boundaries and other existing buildings on the site
  - Must show a scale bar
5. If the application is for Major Development, or within a Conservation Area but only if for one or more dwellings or for building works with a floor space of over 100sqm, or for Listed Building Consent Applications, you will also need to include:  
 **Design and Access Statement**
6. If the application is for any new building work and certificates of lawfulness for proposed development (applications relating only to use require floor plans only)  
 **Existing and proposed elevations and floor plans (1:50 or 1:100)**
7. Does the site slope or does the proposal include a change in ground level? If so you will also need to include:

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- Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)**
- 8. Community Infrastructure Levy Form  
Required for all applications that propose additional/new residential units (including conversion) and extensions over 100sqm
- 9. If the proposals involve a change in levels and/or on a sloping sites and tall buildings
- Section drawings and levels (1:50 or 1:100)**
- 10. If the application is for a new building or the proposal consists of or include an increase in the height of existing buildings, you will also need to include:
  - Existing and proposed street elevations (1:50 or 1:100)**
- 11. If the design of the roof of the building is not evident from the elevations you will also need to include:
  - Existing and proposed roof plan (1:50 or 1:100)**
- 12. If the proposal is a certificate of lawfulness for an existing use, you will also need to include:
  - Existing use site layout plan (1:50 or 1:100)**
- 13. Photographs are useful but not required in particular with listed building consent and conservation area consent applications and for major applications:
  - Photographs of existing site**
- 14. Advertisement consent applications must include:
  - Advertisement drawings (1:50 or 1:100)**
- 15. If the proposal is a Section 96a (Non-material) or Section 73 (Minor-material) amendment application to a previous permission:
  - Drawings showing revisions (1:50 or 1:100)**
    - Proposed plans, elevations and sections that meet the requirements set out above
    - Copies of the approved plans clearly marked up to show where the changes are for information purposes (the copies can be to A3 size even if the originals were larger).
    - 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)

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- A full schedule of originally approved and proposed replacement plans must be provided. The schedule must explicitly state which of the original plans is to be superseded by the proposed amendments.

## Supporting Documents:

The following items need to be read in conjunction with the detailed requirements for each item in the Council's Validation Guidance and Local Information Requirements for Planning Applications at [www.bromley.gov.uk/planninglocallist](http://www.bromley.gov.uk/planninglocallist)

- Accommodation Schedule  
Major proposals for new residential dwellings (10+)
- Affordable Housing Statement  
Residential developments of 11 or more dwellings residential proposals with a combined floorspace of 1000 sqm
- Accessible and Adaptable Dwellings/Wheelchair Housing Statement  
Accessible and Adaptable Dwellings Statement – all new dwellings. Wheelchair Housing – proposals for major residential developments which trigger a requirement of 10% wheelchair provision.
- Air Quality Assessment  
Major developments and other potentially polluting & traffic generating development in or adjacent to Air Quality Management Areas
- Biodiversity and Geological Survey and Report  
Major developments; Non-Major Developments in relevant locations; Hedgerow Removal
- Construction Management Plan  
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.
- Daylight/Sunlight Assessment  
All major developments and any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or buildings including associated gardens or amenity space or in the vicinity of a river or open space
- Economic Statement  
Major developments >2000 sq m or >1ha; Redevelopments where loss of employment may arise
- Energy Statement

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## Major developments

- Financial Viability Assessment  
Major development proposals and residential developments (11 + dwellings or site area of 0.4 hectares) that do not offer policy compliant planning obligations or less than 35% affordable housing (by Habitable room) **or** when policy compliant schemes are not implemented within two years of planning permission having been granted (in accordance with London Plan SPG Requirements)
- Flood Risk Assessment (including Sequential Test and Exception Test where necessary)  
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
- Foul Sewage and Surface Water Drainage Assessment  
Developments that will increase surface water runoff and/or result in increased demand for sewerage and sewage treatment; Sites traversed by public sewers
- Heritage Statement  
Planning applications affecting the setting of a Listed Building Conservation Area Consent; Listed Building Consent; Scheduled Ancient Monument Consent; Hedgerow Removal
- Land Contamination Assessment  
Any redevelopment in relevant locations, in particular where the proposed use is sensitive eg residential, schools or where the previous use of land could give rise to contamination
- Landscaping Scheme  
All new build residential development, developments that include external amenity space and any proposals including alterations to a front garden
- Living Roof and Wall Details  
All proposals that are seeking to include living roofs and walls as a way to address climate change policies
- Landfill and Waste Transfer Statement  
All proposals for transfer, treatment and deposit of waste
- Landscape/Townscape and Views Impact Assessment  
Development that may affect the openness of protected open spaces, important local views, or views of landmarks or major skyline ridges. Proposals for tall buildings
- Lighting Assessment  
Floodlights and other lights that may impact on visual or residential amenity or nature conservation interests on or adjacent to an application site

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- Marketing Evidence  
Development / reuse of business premises for non-business purposes; Loss of community facilities; Change of use of retail shops to non-retail purposes
- Materials Samples  
Major development proposals and other complex or sensitive proposals as advised by Planning Officers as part of the pre-application process.
- Noise and Vibration Impact Assessment  
All mixed use developments and Noise-sensitive development (including residential) close to noise generating activities; Proposals that include noise generating activities & equipment / machinery
- Parking Provision for Cars and Bicycles  
Residential development, places of employment, education & entertainment / leisure
- Planning Obligations (s106 and Unilateral Undertaking Legal Agreements) – Draft Heads of Terms  
Commercial and residential major proposals and residential developments comprising floorspace of more than 1000 sqm or 11+ residential dwellings. Certain Non-Major developments e.g in town centres
- Planning Statement  
Major developments which raise a wide range of planning issues, including justification of “very special circumstances” regarding Green Belt / MOL
- Refuse and Recycling Storage  
Residential development, places of employment, education & entertainment / leisure
- Statement of Community Involvement (SCI)  
Major developments sites
- Structural Survey and Rebuilding Method Statement  
Listed Building Consent; Demolition of Statutory & Locally Listed Buildings; Conversion / reuse of buildings in Green Belt /MOL
- Telecommunication Development Information  
Telecommunications masts, base stations & related apparatus
- Town Centre Uses and Retail Impact Assessment (including sequential test)  
Major developments; Non-Major developments including changes of use of retail premises
- Transport Assessment

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Major developments and other developments which would have an impact on the highway

- Travel Plan  
Major developments
- Tree Survey and Arboricultural Implications Report  
Development on sites where there are existing trees
- Ventilation/Extraction Details and Specification  
Restaurants, cafes & hot food takeaways (Classes A3, A4 & A5) and other commercial extraction flues