

A large, abstract geometric pattern composed of various colored polygons (triangles, quadrilaterals, hexagons) in shades of blue, green, and teal, arranged in a complex, overlapping structure on the left side of the page.

PLANNING APPLICATION REQUIREMENTS

What to submit with
your planning application

February 2024

Overview

Applications should be submitted via the Planning Portal - <https://www.planningportal.co.uk/> (paid service). Note the Planning Portal does not cater for pre-application enquiries ([PREAPPS](#) or PPPAs). For guidance on those please refer to [our website](#).

The maximum file size of any single attachment is 10mb. In the case of larger schemes where it proves impossible to create some documents in less than 10mb, the document should be broken down into parts and labelled appropriately.

CDs/paper copies of submission documents may be required for the largest of schemes, for example where they are referable to the GLA or are publicised in local libraries.

It is the Applicant's responsibility to complete the **Submission Checklist** that outlines what documents from the Newham PAR have been submitted and where each of the relevant documents can be located within the application submission. It is important you label your documents appropriately in accordance with the Newham PAR.

National Requirements (forms, fees, plans)

Application Form

Choose the relevant application form from the Planning Portal and ensure all sections are completed, specifically the [Ownership Certificate and Agricultural Holding Certificate](#); your application cannot be processed if these are not provided. There is guidance on the Planning Portal on how to complete the forms.

In line with the GLA's London Development Database Automation Project, additional information is required by the GLA as part of the GLA Planning Data Standard. Information for each type of application can be found [here](#). This is incorporated within application forms on the planning portal for London application submissions.

Further details on the project itself can be found at: <https://www.london.gov.uk/what-we-do/planning/london-plan/london-development-database/london-development-database-automation-project>

Fee

See national fee schedule - http://www.planningportal.gov.uk/uploads/english_application_fees.pdf

Preferred method of payment

If you have submitted an application via the Planning Portal then you should pay via the Planning Portal.

Alternatively if that is not possible you can use one of the following methods:

- **Pay It Webpage**
 - You can pay via our Planning ['Pay it webpage'](#)
 - You must use your Council planning application reference number. The Council reference number has 7 digits beginning with the year and ending in letters relevant to the type of application (For example 24/00000/...) and can be found on the documents issued to you by the Council.
 - If you pay via the 'Pay it' website you must then email planning.application@newham.gov.uk with the site address, application number, date you paid and the amount.
- **Bacs / Electronic Transfer**
 - Please ensure your remittance advice is e-mailed to: Cash.Control@newham.gov.uk and planning.application@newham.gov.uk
Our bank details are:
Bank: Lloyds TSB Bank Plc
Sort Code: 30-00-02
Account Number: 00879113
 - Please quote your planning portal or Council planning application ref number and site address.

Plans

All drawings should be PDF not jpeg, TIF, doc, xls, or CAD files.

Drawings must be scalable/measureable therefore if the drawings have annotations on them indicating they are not to be scaled (for example: 'Do not scale') they will not be accepted.

Location Plan (1:1250 or 1:2500 unless otherwise agreed)

All applications must include copies of a location plan based on an up-to-date map.

Plans should wherever possible show at least two named roads and existing surrounding buildings. Properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The full extent of the application site should be outlined in red. This should include all land necessary to carry out the proposed development, for example; land required for access to the site, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site / Block Plan (1:100/200/500 unless otherwise agreed)

Existing and proposed, showing direction of North. Must show the proposed development in relation to existing buildings on and adjoining the site, areas and boundaries of site, including detail of access points, trees and hard-surfacing (e.g. parking spaces, driveways, footpaths).

For applications for retrospective permission a pre-existing block plan will be required.

Floor Plans (1:50/100 unless otherwise agreed)

Existing and proposed floor plans, labelled clearly. Indicate where existing buildings or walls are to be demolished. Drawings submitted should show the use and layout of all existing floors as well as those within the proposed development. A3/A5 proposals must show routing of extraction ducting.

For applications for retrospective permission pre-existing floor plans will be required.

Elevations (1:50/100 unless otherwise agreed)

All existing and proposed elevations, showing all windows/doors. Details of materials/finishes for all proposed elevations must be included unless the application is for major development (in which case materials detail are often approved later)

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the position of openings on each property.

For applications for retrospective permission pre-existing elevations will be required.

Roof Plans (1:100 unless otherwise agreed)

Required only where new roofs and or roof alterations are proposed. Should show the profile, layout and material of all roofs, detailing the location and purpose of any rooftop plant/machinery.

For applications for retrospective permission pre-existing roof plans will be required.

Sections & Site Levels (1:50/100 unless otherwise agreed)

Section drawings should be provided to confirm finished floor levels (in both proposed and existing schemes) and aid understanding of a proposal where helpful. Drawings should also confirm levels of surrounding/adjoining land and buildings. In small Householder schemes where there are no changes to floor levels, sections may not be necessary.

For applications for retrospective permission pre-existing sections and site levels will be required.

Mandatory Biodiversity Net Gain

Applies to all Major Development applications from 12th February 2024.

Will apply to Minor development from April 2024.

Refer to Local Requirements list – Landscaping/Biodiversity section for relevant requirements.

Other Submission Documents (Local List)

See below tables for information requirements, these may be standalone documents or sections within one of the above main statements. Depending on the scale of the proposal a single Design & Access Statement (DAS) may suffice, though for many schemes there will be a range of Development Plan requirements that necessitate separate issue-specific submissions or additional information grouped within a Planning Statement (PS).

In the interests of clarity and accessibility to interested parties, applicants are encouraged to be as succinct as possible (and use non-technical language as far as possible) in all submission documents whilst demonstrating how relevant Development Plan requirements are met.

It is the Applicant's responsibility to complete the **Submission Checklist** that outlines what documents from the Newham PAR have been submitted and where each of the relevant documents can be located within the application submission. It is important you label your documents appropriately in accordance with the Newham PAR.

Submission Document	Applies to	Page
Planning Statement	<ul style="list-style-type: none"> All FUL, OUT, REM and COU applications 	8
Design & Access Statement	<ul style="list-style-type: none"> All major development (except a material change of use, waste development, engineering or mining operations) Applications in a designated area that create one or more dwellings or 100 sq. m+ of non-residential floor-space 	8
Master planning Statement	<ul style="list-style-type: none"> Any major developments on Strategic Sites Any major development on unallocated sites proposing multiple blocks/development platforms and/ or a mix of uses 	10
Tall Buildings Study	<ul style="list-style-type: none"> All proposals for tall buildings, defined as those in excess of 6 storeys or 17.05 metres above ground level 	11
Heritage/Character/Place-making Asset Statement	<ul style="list-style-type: none"> Listed Building Consent applications Applications affecting any nationally listed, locally listed or other non-designated character/place-making asset identified at pre-application stage All applications involving a disturbance of ground in an Archaeological Priority Area, or otherwise involving significant disturbance of ground (major developments/infrastructure works) Planning applications in Conservation Areas or adjacent to them 	13
Biodiversity and Landscaping	<ul style="list-style-type: none"> Landscaping Statement: All schemes that involve outside space within the red line boundary and felling/works to/construction in the vicinity of mature trees & those subject to a Tree Protection Order. Biodiversity Statement: All new residential housing proposals; non-residential above 500sq. m GIA (mostly FUL or OUT); All Major developments Biodiversity Net Gain Mandatory requirements: All Major developments 	14
Statement of Community Involvement /Consultation Statement	<ul style="list-style-type: none"> All FUL , OUT, REM and COU applications 	16

Submission Document	Applies to	Page
Housing Quality Statement	<ul style="list-style-type: none"> All new housing proposals. Note also play space information required for new residential that will house 10 or more children 	16
Family Housing Statement	<ul style="list-style-type: none"> Applications for housing on sites with the capacity for 10 or more residential units (includes FUL/OUT/COU/REM applications) 	16
Affordable Housing Statement	<ul style="list-style-type: none"> Applications for housing on sites with the capacity for 10 or more residential units (includes FUL/OUT/COU/REM applications); and All student housing proposals 	17
Specialist Housing Statement	<ul style="list-style-type: none"> All proposals for new non-conventional housing, including nightly-stay hostels, student accommodation and C2 care-based facilities. 	17
Viability Appraisal	<ul style="list-style-type: none"> Any application where below policy-compliant levels of on-site affordable and/or family housing are proposed. Any 500 sq. m plus of non-residential development proposing BREEAM levels that are not policy compliant (see policy SC1). 	18
CIL Assessment	<ul style="list-style-type: none"> Applications for new buildings or extensions which involve the creation of 100 sq. m or more of gross internal floor-space (GIA) Applications that create a dwelling (even where below 100 sq.m GIA) via new build or change of use 	18
Infrastructure Sufficiency Statement	<ul style="list-style-type: none"> All major development 	19
Economic Development Statement	<ul style="list-style-type: none"> All applications proposing employment-generating floorspace 	19
Employment Strategy	<ul style="list-style-type: none"> All major development 	20
Managed Release/Transition Statement	<ul style="list-style-type: none"> All applications on SIL / industrial land identified for release in Policy J2 (Strategic Sites S01, S08, S09, S10, S11, S16, S17, S18, S20, S22, S23) All applications involving redevelopment of, or loss of, employment-generating floor space within: <ol style="list-style-type: none"> Local Mixed Use Areas (LMUAs); Local Industrial Locations (LILs) or Strategic Industrial Locations (SILs) not identified for release; or Non-designated employment sites above 0.1ha or where employment-generating floor space is 1000 sq. m or more. 	20
Community Facilities Statement	<ul style="list-style-type: none"> Applications involving the creation, intensification, or loss of Community Facilities as described below: The Local Plan defines Community facilities as spaces for education (from pre-school to further and higher education) and training, healthcare, older people’s housing and specialist provision for other vulnerable people (falling into Use Class C2), social, leisure, children’s play space, playing pitches and fields (including MUGAs) and associated facilities, places of worship, burial spaces, pubs, cultural and civic uses (including criminal justice and court facilities), emergency services, and community spaces in lawful F1, F2 and certain Sui Generis uses, public toilets. 	21
Town Centre Sequential Test	<ul style="list-style-type: none"> Proposals for main town centre uses (as defined by the NPPF) that are not in an existing centre or provided for by a Strategic Site allocation 	22

Submission Document	Applies to	Page
Retail/Leisure Impact Assessment	<ul style="list-style-type: none"> • Retail development of more than 300 square metres outside designated town and local centres not in accordance with the Development Plan (i.e. not provided in site allocations or Policy INF5). • Retail development above capacities ('need') calculated in the latest Town Centre and Retail Study. • Leisure development of more than 2500 sq. m outside town centres not in accordance with the Development Plan (i.e. not provided in site allocations or Policy INF5). 	22
Transport Assessment/Statement	<ul style="list-style-type: none"> • All developments that will have implications for transport – refer to guidance 	23
Travel Plans	<ul style="list-style-type: none"> • All major applications • Development in or adjacent to an Sustainable Transport Opportunity Area, or a Congestion Zone (refer to figure 6.1 pg 191 of the Local Plan) • All F1, E(e)&(f) uses, including extensions. • Minor applications likely to have significant transport implications 	24
Parking & Service Details	<ul style="list-style-type: none"> • All COU, FUL applications unless extensions/alterations proposed do not affect parking and servicing arrangements. 	24
Airport Safeguarding Information	<ul style="list-style-type: none"> • All applications and prior approvals 	24
Sustainability Statement	<ul style="list-style-type: none"> • Major residential schemes and non-residential schemes of 500 sq.m and above 	25
Environmental Impact Assessment / Environmental Statement	<ul style="list-style-type: none"> • The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an EIA is required (Schedule 1: always required, Schedule 2: may be required). Usually applies to FUL and OUT, but may also apply to reserved matters (REM) and discharge of conditions. 	26
Cumulative Impact Statement	<ul style="list-style-type: none"> • Any development falling within one or more of the identified cumulative impact zones 	26
Health Impact Assessment	<ul style="list-style-type: none"> • All major residential developments and mixed use proposals 	27
Energy Assessment	<ul style="list-style-type: none"> • All development (as per thresholds in Policies SC1 and SC2) 	27
Flood Risk Assessment	<ul style="list-style-type: none"> • All development in Flood Zone 2 or 3 (including minor development and changes of use) unless the development is a householder; or does not increase the size of buildings (eg. Altering just external appearance); or non-residential extension of less than 250 sq. m (see Environment Agency's standing advice) • Development of more than 1 hectare (ha) in Flood Zone 1 • Development of less than 1 hectare in Flood Zone 1 where a change to a more vulnerable use is proposed • Development in Flood Zone 1 which is also within a Critical Drainage Area. 	27

Submission Document	Applies to	Page
Surface Water Drainage Strategy	<ul style="list-style-type: none"> All majors Applications requiring an Flood Risk Assessment Any development within a local Critical Drainage Area (see Policy SC3) 	28
Waste Management Strategy/Checklist	<ul style="list-style-type: none"> All new-build All Major developments Any COU that either (i) creates a new residential use, or (ii) gives rise to more commercial waste or a change in the way waste is managed <p>NB proposals for new waste management facilities are subject to other requirements and should seek tailored advice through the PREAPP.</p>	29
Daylight / Sunlight Assessment	<ul style="list-style-type: none"> All new residential development of one unit or more Any proposal for building works / operations that may impact on the current levels of sunlight / daylight enjoyed by adjoining properties, including within gardens, amenity spaces, waterways. 	29
Lighting Assessment	<ul style="list-style-type: none"> All proposals (including changes to open space) that include or make necessary external lighting. 	29
Pollution Management Statement	<ul style="list-style-type: none"> Air Quality: All development. Noise: where (i) a commercial or industrial development is proposed with associated plant that could cause disturbance to local noise sensitive developments; (ii) new plant is proposed on an existing industrial or commercial development close to a noise sensitive development; (iii) new noise sensitive development is proposed close to existing noise sources, such as London City Airport, railways and main roads. Ventilation & Extraction: All development including café/restaurant/hotfood takeaway uses, and those proposing substantial ventilation or extraction equipment. Contamination: where historical land use suggests contamination is likely to or known to exist. Radiation: Where radiation is likely to be emitted by a development, e.g. telecoms equipment. Interference: Tall buildings, large scale electrical equipment such as wind turbines, and photovoltaic panels. 	30
Demolition Method Statement	<ul style="list-style-type: none"> Prior Notification of Proposed Demolition applications Most major developments that involve significant levels of demolition 	31
Fire Statement	<ul style="list-style-type: none"> All Majors All proposals that are subject to Planning Gateway One – applications containing 2 or more dwellings or educational accommodation and meet the height condition of 18m or more in height, or 7 or more storeys. 	32
Strategic Access Management and Monitoring Strategy (SAMMS)	<p>All proposals (applications for planning permission and prior approval applications) within the identified 6.2k Zone of Influence (click here) Epping Forest Special Area of Conservation (SAC) for:</p> <ul style="list-style-type: none"> New dwellings of 1+ units (excluding replacement dwellings but including homes granted through the prior approvals process); Houses in Multiple Occupation (HMOs) (Class C4 and Sui Generis) Student accommodation Residential care homes and residential institutions (excluding nursing homes) Residential caravan sites (excluding holiday caravan and campsites) Gypsy, traveller and travelling show-person plots Other non-self contained communal accommodation (for example co-living) 	32

Planning Statement (PS)		Standalone, or incorporated into Design and Access Statement for minor developments				
Policy Requirements	Local	Local Plan (2018): All policies, as appropriate	Regional	London Plan (2021): All policies, as appropriate	National	NPPF (2023): paragraphs 43, 44, 47
Guidance & Standards		n/a (see topic-specific guidance within sections)				
<p>A statement setting out how your proposal positively addresses the policy context.</p> <p>In doing so, attention should be paid to the Policies Map and all designations and allocations affecting the site, together with the Spatial Policy for the area, alongside other relevant thematic policies, excluding (but cross-referencing) those dealt with via the Design & Access Statement (DAS). Such thematic responses should refer to National and London Plan policies where relevant. It may also include details of consultation undertaken if a separate Statement of Community Involvement is not submitted. Larger schemes should detail expected phasing of the development.</p> <p>For minor developments, matters normally covered within a planning statement may be covered in the Design and Access Statement. Major developments should ensure a non-technical summary suitable for a wider (non-professional) audience is included.</p> <p>Other parts of the PAR set out explicit and distinct elements of a Planning Statement applicable to particular types of development. It should be noted that in some cases, some of these component parts will be scoped into an Environmental Statement and can be cross referenced rather than repeated.</p>						

Design & Access Statement (DAS)		Own document with topic specific annexes as necessary and cross-referencing other submissions (e.g. parking / transport) as appropriate				
Policy Requirements	Local	Local Plan (2018): SP1, SP2, SP3, SP4, SP5, SP6, SP7, SP8, SP9	Regional	London Plan (2021): D1, D2, D3, D4, D5, D6, D7, D8, D9, D10, D11, D12, D13, D14	National	NPPF (2023): Chapters 9, 11, 12, 16
Guidance & Standards		LBN: Newham's Character Study (2017) GLA London Plan SPGs Secured by Design: Industry Advice and Guides .				

While this requirement applies to more schemes than that prescribed nationally, it is considered necessary in relation to Development Plan requirements irrespective of scheme size; the length and detail of a DAS can be tailored accordingly.

The DAS must:

- (a)** explain the design principles and concepts that have been applied to the proposed development.
- (b)** Demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account (including agent of change considerations set out in Policies SP8 and J2).

Policies SP1, SP3, SP5:1 and SP8 give a detailed set of design considerations which should be addressed in order that a proper assessment can be made of the application; it is useful if the DAS is structured according to policy criteria. Policies SP2, SP4, SP5, SP6, SP7 and SP9 also give further criteria which are relevant in particular contexts.

The Council's Character Study provides a useful summary of SWOTS (strengths, weaknesses, opportunities, threats) we expect to be addressed in each Community Neighbourhood area.

Photographs and montages are an expected part of a DAS for a major development or where the development will have a significant effect on the appearance of an area.

Where design features are to have multiple roles (e.g. Sustainable urban drainage systems (SUDS), public open space, biodiversity & landscaping elements) appropriate details and drawings should be provided demonstrating their contribution to these different roles.

- (c) Explain the applicant's approach to access and how relevant policies (SP2, SP3, INF2, SP8), access constraints, and consultation on access have been taken into account.**

The 'access' component should deal with both interior design and management issues, demonstrating that the proposal meets the requirements of the Equality Act 2010 (incorporating the Disability Discrimination Act 1995). Where relevant, this should be reflected in the design and provision of:

- Approaches to and around the site including public transport and active travel connections, wider accessibility.
- Car-parking, setting down points, location of any dropped kerbs, servicing details.
- All entrances, including visibility.
- Horizontal/vertical circulation and layout arrangements, including circulation within units and site permeability.
- Appropriate use of surface materials.
- Facilities within the building including toilets, and an explanation of accessibility standards applicable to all public parts of the building.
- Legibility (wayfinding) and signage.
- Details of means of escape for all and if applicable, management of congregations of people.

Below PAR rows detail submissions that *may* form part of the DAS, or associated annexes. Major developments are more likely to have separate submissions covering these subjects, but they should all be cross-referenced by the main DAS.

Masterplanning Statement		Part of Design and Access Statement, cross-referencing other submissions (e.g. Engagement Statement, Infrastructure Sufficiency Statement, Economic Development Statement) as appropriate				
Policy Requirements	Local	Local Plan (2018): S1, S2, S3, S4, S5, S6, SP4, SP8, J2, H1, INF2, INF9	Regional	London Plan (2021): Chapter 3, E7, S11, T7	National	NPPF (2023): paragraphs 74, 129
Guidance & Standards	LBN: Statement of Community Involvement ; Infrastructure Delivery Plan GLA: London Plan SPGs					
<p>Whilst some of the masterplanning criteria may be sufficiently addressed through written statements, the expectation is that the appropriateness of the masterplan in terms of comprehensive design and development will also be demonstrated by plans and drawings proportionate to its scale, the complexity of the matters addressed, and the level of agreement reached between key stakeholders involved in the process.</p> <p>The Masterplanning Statement must:</p> <p>(a) Justify the choice of masterplanning boundaries, including through early engagement with the Council and other key stakeholders. On Strategic Sites, the boundary will generally be: <ul style="list-style-type: none"> the Strategic Site boundary itself; part of the Strategic Site, where justified by significant prior build-out of the site or by other site-specific characteristics subject to there being no impacts on achieving the objectives of the site (including infrastructure sufficiency); or a larger area, where further extension of the masterplanning boundary beyond the Strategic Site may be necessary/logical (e.g. in areas like the Royal Docks and Canning Town and Custom House where there are several Strategic Sites in close proximity to one another); On unallocated sites bringing forward large scale development, the expectation is that the masterplan boundary will be decided based on an assessment of the scale and potential impact of the development.</p> <p>(b) Demonstrate meaningful, early and recurring engagement with relevant stakeholders in line with the Council’s Statement of Community Involvement; See the Statement of Community Involvement section of the PAR.</p> <p>(c) Demonstrate effective joint working with other relevant landowners/developers; A Statement of Common Ground or Memorandum of Understanding may form part of the submission and address issues of: <ul style="list-style-type: none"> Land ownership (including identifying any parts of the site where cooperation with the landowner has not been achieved). Type and scale of development. Infrastructure sufficiency. Land swapping or ‘pooling’ of affordable housing contributions. Phasing and delivery timescales; Continued joint working and future co-governance of the site as necessary. </p>						

- (d) Demonstrate how the scheme for the masterplan area will integrate with the wider public area (including the transport network) and compatibility with existing uses.
- (e) Address the transition between and neighbourliness of, different uses both within the masterplanning boundary and in relation to adjacent area, as per Policies SP8 and J2 (Agent of Change).
- (f) The proposed mix and arrangement of housing types, sizes and tenures across the whole masterplan area, as per policy H1, demonstrating how the principal of ‘sustainable mixed and balanced communities’ has been addressed.
- (g) Address delivery of:
- key strategic links and connections set out in Policies S2-6 and INF2 ;
 - new local/town centres (Policies S2-6 and INF5) and multi-functional community facilities (notably schools); and
 - public open space and other green infrastructure.
- (h) The accommodation of tall buildings as per the strategic approach set out in Policy SP4.
Should provide justification for the positioning and scale of tall buildings and, where relevant, hierarchy (cluster composition) criteria. Can cross-reference a Tall Buildings Study or relevant section(s) of a Design and Access Statement.
- (i) Demonstrate how infrastructure sufficiency is achieved across the masterplan area through appropriate and proportionate delivery or contributions made by individual developments; also considering where infrastructure provision is outside of the masterplanning area.
See the Infrastructure Sufficiency Statement section of the PAR

Tall Buildings Study	Part of Design and Access Statement/ Masterplanning Statement/Environmental Statement/Planning Statement					
Policy Requirements	Local	Local Plan (2018): SP4, S1, SP3, SP5, SP8, SC1	Regional	London Plan (2021): D9	National	NPPF (2023): Chapters 11 and 12
Guidance & Standards	LBN: Character Study (2017) Historic England: Tall Buildings Historic England Advice Note 4 (2015)					
The study will provide:						
(a) A thorough assessment of where, and in what form, tall buildings should be located, taking into account local, wider and cumulative impacts.						
It should consider:						
<ul style="list-style-type: none"> • The spatial strategy as set out in policy SP4 (including clustering considerations). • The historic context and character of the wider and immediate area. • The immediate context and character of the site including degree of public transport accessibility, topography, urban grain, significant views of skylines, scale and height, heritage assets, streetscape, landmarks and their settings and important local and strategic views, prospects and panoramas, airport safeguarding 						

considerations.

- Existing tall building impacts.

Taking these factors into account, it should identify opportunities where the arrangement (including reconfiguration as appropriate) of building heights will:

- Minimise negative impacts (including on ecology and amenity of a watercourse).
- Enhance the overall townscape, local and historic character.
- Contribute to an area's legibility and identity.
- Help to define and enclose space.
- Where relevant, co-ordinate together as a cluster.

(b) An Options Appraisal should consider alternative build forms of similar density (e.g. mid-rise as opposed to high-rise) and justify the appropriateness, and added value and positive contributions (e.g. contributions to 'good growth' and 'sustainable, mixed and balanced communities', additional sustainability benefits etc.) of the preferred scheme in relation to the alternatives.

(c) Detail as to how the building contributes to, and does not negatively impact upon a successful community through:

- Creation of meaningful and useful public and communal spaces.
- Addressing issues of overshadowing, overlooking and microclimate (e.g. wind eddying, heat island effects).
- Management of lettings and communal space.
- Safety, including fire prevention and safe evacuation.
- Maintenance and management of sustainability features (e.g. air tightness, ventilation systems, operational energy use).

(d) Provide confidence as regards design credibility, including technical feasibility and financial viability, ensuring that design excellence is sustained and not disrupted by the standard of execution or supply chain issues. This requirement must also be satisfied in the case of outline applications.

Heritage/Character/Place-making Asset Statement		Part of Design and Access Statement/Environmental Statement				
Policy Requirements	Local	Local Plan (2018): SP5	Regional	London Plan (2021): D3, D8, Chapter 7	National	NPPF (2023): Chapter 16
Guidance & Standards	LBN: Character Study (2017) GLA London Plan SPGs					
<p>The scope and degree of detail necessary in a heritage/character asset statement will vary according to particular circumstances of each application, and should preferably be agreed by way of pre-application advice. However the following gives some broad parameters, bearing in mind objectives to protect, conserve and enhance assets and their settings.</p> <p>Listed Building Consent:</p> <ul style="list-style-type: none"> • 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. • A structural survey may be required in support of an application that involves substantial demolition. • Photographs and photomontages <p>Applications either related to or impacting on the setting of heritage/character assets:</p> <ul style="list-style-type: none"> • plans showing historic features that may exist on or adjacent to the application site • 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 [heritage] asset, its setting and the setting of adjacent [heritage] assets. • Photographs and photomontages <p>Applications within or adjacent to a conservation area:</p> <ul style="list-style-type: none"> • An assessment of the impact of the development on the character and appearance of the area may be required. <p>Demolition in a Conservation area:</p> <ul style="list-style-type: none"> • relevant structural information, • an analysis of the character and appearance of the building/structure, • the principles of, and justification for, the proposed demolition, • Photographs and photomontages <p>Applications involving the disturbance of ground within an Area of Archaeological Priority or significant disturbance elsewhere (Major applications and infrastructure works):</p> <ul style="list-style-type: none"> • existing archaeological information • method statement re how archaeological investigation will occur and be recorded 						

Biodiversity / Landscaping		Part of Design and Access Statement/Environmental Statement or where BNG applies a standalone set of documents				
Policy Requirements	Local	Local Plan (2018): SP2, SP3, SP5, SC4, INF6, INF7	Regional	London Plan (2021): Chapter 8	National	NPPF (2023): Chapter 15
Guidance & Standards	GLA: All London Green Grid SPG (2012), Urban Greening Factor Guidance (2023) Natural England and DEFRA: Protected species and development: advice for local planning authorities (2023); Wild birds: advice for making planning decisions (2022) DLUHC: Biodiversity Net Gain Planning Practice Guidance DEFRA: Statutory biodiversity metric tools and guides					
<p>Landscaping Statement: required for all schemes that involve outside space within the red line boundary and felling/works to/construction in the vicinity of mature trees & those subject to a Tree Protection Order.</p> <p>Landscaping statements should be an integral part of the design concept for most sites involving physical development and in most cases this detail should be integrated within the DAS.</p> <p>It should:</p> <ul style="list-style-type: none"> • Include site survey and analysis, location of existing and proposed vegetation, location and detail concerning hard landscaping elements, justifying it in terms of suitability, interest and sustainability. • Make provision for the protection of existing vegetation during construction. • Account for the long-term maintenance and management of landscape– this will include demonstrating that drainage and other subterranean services do not conflict with planting/protections <p>Biodiversity Statement: required for all new residential housing proposals; non-residential above 500sq. m GIA (mostly FUL or OUT); All Major developments.</p> <p>Biodiversity statements should be cross referenced with landscaping information as landscaping is often a key route to securing required biodiversity enhancements.</p> <p>As per Local Plan Policy SC4, such statements should:</p> <ul style="list-style-type: none"> • Include plans to indicate existing biodiversity habitats or features, including buildings-based, and an evaluation of their significance. • Demonstrate how the proposal protects connectivity between habitats and avoids or mitigates impacts on existing trees (see below), hedging, soft landscaping and other biodiversity features. • Demonstrates that the opportunity to enhance biodiversity has been maximised through the provision of soft landscaping, artificial nesting and roosting habitats, and management of non-native species on site, enhancing SINCs and access to them as appropriate. • Address London Plan Policy G5 Urban Greening Factor calculation for the proposed development. • Set out technical detail in relation to the efficacy of green roofs, specifically depth and variation of substrate. • Address the potential need for a WFD compliance assessment and relevant management of direct/indirect waterbody impacts. • Demonstrate an approach to biodiversity that recognises its multi-functionality in terms of landscaping, flood reduction/surface water attenuation, pollution management, and food growing potential. 						

Biodiversity Net Gain (BNG) will be mandatory for all Major Development applications submitted from 12th February 2024. Refer to the Biodiversity Net Gain PPG for understanding of BNG requirements and how these are addressed through the planning process. You must demonstrate you have met the minimum mandatory requirement of 10% BNG over the pre-development value of the site.

The National mandatory requirements for information to be submitted at application stage are:

- A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition. There are exemptions to mandatory BNG. If you think your site/proposal is exempt you must provide a statement explaining why and you may be required to submit evidence in support. The PPG indicates there will be a section within the updated planning application form to cover off this requirement, if not you will need to make a separate statement.
- Completed [Statutory Biodiversity Metric](#) (this should be completed by a competent person with specialist knowledge of habitat types and conditions such as an Ecologist).
- the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value;
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date;
- a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;
- a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and
- a Biodiversity Plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat.

Mandatory BNG will apply to minor development from April 2024.

Meeting London Plan Policy G5's Urban Greening Factor requirements can contribute towards the achievement of BNG.

For developments involving significant alterations to or demolition of buildings:

- Applicants should conduct a Bat and Nesting Birds Survey to ascertain potential impacts and necessary impact avoidance/mitigation measures.

Applications affecting mature trees/TPO applications should provide:

- A tree survey with details of the potential impact the construction project may have on affected trees and the issues that need to be addressed by an Arboricultural Method Statement.
- A suitably qualified and experienced arboriculturist should prepare this information in accordance with BS5837: The British Standard for Trees in relation to design, demolition and construction – Recommendations

Statement of Community Involvement / Consultation Statement			Within Design and Access Statement (demonstrating how consultation has informed outcomes)			
Policy Requirements	Local	n/a	Regional	n/a	National	NPPF (2023): Paragraphs 39, 40, 131, 132, 137
Guidance & Standards	LBN: Statement of Community Involvement					
Statement setting out how the applicant has followed advice regarding early engagement in relation to the proposed scheme, and masterplanning where relevant.						
The submission should demonstrate how the views of the local community have been sought and taken into account.						
Applicants and others who carry out consultation exercises on planning matters should follow the principles of the Council's Statement of Community Involvement and the Equality & Cohesion Plan .						
Note that where a major development scheme is proposed, the Council offers various opportunities to use its engagement resource as part of pre-application processes, notably through presenting to Development Control Members Forum.						

Housing Quality Statement		Standalone or within Planning Statement / Design and Access Statement				
Policy Requirements	Local	Local Plan (2018): H1, SP2, SP3	Regional	London Plan (2021): D3, D6, D7	National	NPPF (2023): Chapter 5
Guidance & Standards	GLA: Housing SPG (2016), Play and Informal Recreation SPG (2012), Accessible London SPG (2014)					
A statement setting out how the development will incorporate high levels of quality design including that new housing:						
<ul style="list-style-type: none"> Densities reflect local character and context and are appropriate in relation to available infrastructure (in accordance with H1). Meets accessibility requirements as set out in Policy H1 and the London Plan, including demonstrating where wheelchair user dwellings (Part M4[3]) have been directed towards local need through engagement with relevant LBN service areas. Meets minimum internal space, amenity and child play space standards in accordance with the London Plan. 						

Family Housing Statement		Within Planning Statement or Design and Access Statement. Could be combined with the Affordable Housing Statement where threshold is met.				
Policy Requirements	Local	Local Plan (2018): H1	Regional	London Plan (2021): H10	National	NPPF (2023): Chapter 5
Guidance & Standards	n/a					
A statement that confirms whether and how the application will provide a policy-compliant level of family housing, ensuring that densities do not inhibit that provision of suitable family accommodation, in accordance with Policy H1.						
Include or cross-reference to detail concerning the number of habitable rooms and/or bedrooms, and their size (single/double) for each unit.						

Affordable Housing Statement		Within Planning Statement; could be combined with Family Housing Statement				
Policy Requirements	Local	Local Plan (2018): H1, H2	Regional	London Plan (2021): H4, H5, H6, H7	National	NPPF (2023): Paragraphs 63-66
Guidance & Standards	GLA: Housing SPG (2016) and Affordable Housing and Viability SPG (2017)					
<p>A statement detailing how the application will provide a policy-compliant level of affordable housing in accordance with the requirements of Local Plan Policies H1 and H2, including:</p> <ul style="list-style-type: none"> • The proportion of market (including private rented and market sale) and affordable housing proposed. • The mix of unit sizes (including the number of habitable rooms and/or bedrooms for each unit). • The tenure mix of affordable housing proposed (e.g. number of shared ownership units, social and affordable rented units etc.) • Details of any Registered Social Landlords acting as partners. • Availability of any subsidy to support the delivery of affordable housing. • Where off site provision is proposed, the site constraints, local context, infrastructure or amenity deficiencies that render on site provision inappropriate (as per Local Plan Policy H2. 1d). • Confirmation that the provision of Private Rented Sector (PRS) units does not supersede the need to provide family and affordable accommodation on site in accordance with the above policies. <p>Note that assessments should be on a unit basis as per Local Plan Policy H2 (not per habitable room as in the GLA's SPG)</p> <p>In relation to student housing applications that do not relate to specified educational institutions, an element of affordable* student accommodation is expected (subject to viability).</p> <p>*Affordable for students in the context of average student incomes and rents for broadly comparable accommodation provided by London universities.</p>						

Specialist Housing Statement		Standalone or within Planning Statement				
Policy Requirements	Local	Local Plan (2018): H3	Regional	London Plan (2021): H10, H11, H12, H13, H14, H15, H16	National	NPPF (2023): Paragraphs 61, 63
Guidance & Standards	GLA: Housing SPG (2016)					
<p>For all non-conventional housing excluding student accommodation, a statement detailing:</p> <ul style="list-style-type: none"> • The residential population mix (including confirmation that occupancy from non-Newham residents will not exceed 33%). <p>For all non-conventional housing a statement detailing:</p> <ul style="list-style-type: none"> • How relevant quality standards will be met (as per Local Plan Policy H3) • An appropriately detailed and resourced management plan demonstrating management of residential population mix and other practices, including the minimisation of safeguarding risks and maximisation of opportunities to create and sustain social networks and access to appropriate support. 						

Viability Appraisal		Standalone				
Policy Requirements	Local	H1, H2, SC1	Regional	London Plan (2021): H4, H5, H6, H7	National	NPPF (2023): Paragraphs 57, 63-66
Guidance & Standards	London Borough Viability Group: London Borough Viability Protocol GLA: Affordable Housing and Viability SPG (2017) DLUHC: Planning Practice Guidance: Viability					
<p>An independent assessment detailing the financial viability of the proposal, which conforms to the principles set out in the London Borough Viability Protocol.</p> <ul style="list-style-type: none"> • The appraisal should be in the ‘Argus Developer’ format or a certified bespoke model and be submitted in both PDF and editable electronic format at pre-application and application stage. An undertaking to fund the Council’s independent scrutiny of the appraisal must also be forthcoming. • Assessments should be on a unit basis as per Local Plan Policy H2 (not per habitable room as in the GLA’s SPG) • Benchmark data used must be locally relevant. • For PRS/Build-to-Rent applications, two viability appraisals (setting out ‘Build for Rent’ and ‘Build for Sale’ approaches) should be provided. <p>Note that:</p> <ul style="list-style-type: none"> • The ‘fast tracked’ viability route prescribed in the GLA’s SPG does not apply in Newham (as per Policy H2). • For applications for major development, the Local Plan Policy SC1 requirement for ‘Very Good’ BREEAM levels is not subject to viability (i.e. is a given). • The Viability Appraisals will be published without redaction on the planning register alongside all other planning documents. 						

CIL Assessment		Planning Application Additional Information Requirement Form				
Policy Requirements	Local	Local Plan (2018): SP9	Regional	London Plan (2021): DF1	National	NPPF (2023): Paragraphs 56, 57
Guidance & Standards	DLUHC: Planning Practice Guidance: Community Infrastructure Levy LBN: Charging Schedule					
<p>Proposals must include a completed Planning Application Additional Information Requirement Form to assist the collecting authority in determining CIL liability. The form is available via the Planning Portal. CIL liability will only take effect if planning permission is granted and implemented; rates will be in accordance with the relevant charging schedules in force at the time.</p> <p>Note that the London-wide CIL may also be applicable, further information is available on the GLA website</p>						

Infrastructure Sufficiency Statement		Within Design and Access Statement and/or Planning Statement				
Policy Requirements	Local	Local Plan (2018): S1, INF9	Regional	London Plan (2021): D1, D2, T9, DF1	National	NPPF (2023): Paragraph 34, 124
Guidance & Standards	LBN: Infrastructure Delivery Plan					
<p>A statement that confirms whether and how the scheme or masterplan (where appropriate) will provide a policy-compliant level of infrastructure through on-site delivery, off-site provision and/or financial contributions towards remedying existing deficits as well as new needs arising, in accordance with Local Plan Policies S1 and INF9.</p> <p>Strategic Site allocations include requirements for additional infrastructure, such as physical connectivity enhancements, schools or health care facilities, as well as safeguarding of existing infrastructure (e.g. the water and sewer networks). Elsewhere and additionally, the Infrastructure Delivery Plan provides an indication of known infrastructure needs and projects based on current assumptions about population growth; where schemes propose to exceed these benchmarks, the infrastructure requirements will need to be revisited through early engagement with the Council and other key infrastructure providers (e.g. Thames Water).</p> <p>For sites subject to masterplanning requirements, the Infrastructure Sufficiency Statement should be supported by an Infrastructure Delivery Statement in relation to the masterplan area, detailing:</p> <ul style="list-style-type: none"> • How each component scheme in the masterplan area will contribute towards the overall infrastructure needs of the site, supported by a Statement of Common Ground or Memorandum of Understanding affirming the apportionment of responsibility for delivering infrastructure across the masterplan area; and • Any intermediary/transition arrangements (e.g. making use of temporary structures or meanwhile uses; contribution towards bulge classes while a school is under construction). <p>The statement should clarify the methodology used in the assessment of infrastructure needs arising from the proposed scheme(s).</p>						

Economic Development Statement		Standalone or within Planning Statement				
Policy Requirements	Local	Local Plan (2018): J1, J2, (plus other cross-referenced policies)	Regional	London Plan (2021): Chapter 6	National	NPPF (2023): Chapter 6
Guidance & Standards	LBN: Employment Land Review Part 1 – Employment Sites Audit (2017) and Part 2 – Demand Assessment (2017)					
<p>A statement setting out how the proposal responds to the contributors to inward investment and economic competitiveness identified in Local Plan Policy J1. In brief (though it is vital to consult the exact wording of Policy J1) these are:</p> <ul style="list-style-type: none"> • A supply of land, premises and successful places • Development and promotion of the Arc of Opportunity and employment hubs • Development of more, better quality affordable and flexible local workspaces reflecting growth sector needs • Promoting employment as a component of mixed use neighbourhoods • Strengthening economic connections • The identified spatial strategy in relation to visitor economy, offices, industry (also refer to Policy J2), town centre uses and community facilities 						

Employment Strategy		Standalone or within Planning Statement				
Policy Requirements	Local	Local Plan (2018): J1, J3, S1 (plus other cross-referenced policies)	Regional	London Plan (2021): GG5, Chapter 6	National	NPPF (2023): Chapter 6
Guidance & Standards		LBN: Employment Land Review Part 1 – Employment Sites Audit (2017) and Part 2 – Demand Assessment (2017) GLA: Planning for Equality and Diversity in London SPG (2007)				
<p>A statement setting out how the proposal addresses the objectives of improving access to work and regeneration/economic growth benefits for Newham residents as per the criteria in Local Plan Policy J3 concerning:</p> <ul style="list-style-type: none"> Targeted education , skills and training provision, Removal of barriers to work, including convenient childcare and through support for successful employability projects. <p>As per Local Plan Policy J1:3e, proposals on Strategic Sites (set out in Policies S2-6) and Major developments incorporating employment floorspace in employment hubs and/or on SIL, LIL and LMUAs (set out in Policy J2) should also detail:</p> <ul style="list-style-type: none"> Phasing of new permanent employment-generating floor space that maximises the likelihood of beneficial use; Marketing/demand testing and occupier commitments, considering temporary uses where appropriate; and Commitments to work with the Council’s employment mechanism, currently Workplace, to maximise local employment opportunities, including appropriate lead in time in relation to training provision. 						

Managed Release/Transition Statement		Within the Planning Statement, cross-referencing Employment Strategy as necessary				
Policy Requirements	Local	Local Plan (2018): S1, J2, (plus other cross-referenced policies)	Regional	London Plan (2021): Chapter 6	National	NPPF (2023): Chapter 6
Guidance & Standards		LBN: Employment Land Review Part 1 – Employment Sites Audit (2017) and Part 2 – Demand Assessment (2017)				
<p>A Strategy that:</p> <ul style="list-style-type: none"> Sets out how the relocation requirements of existing businesses that cannot be incorporated within a scheme are to be dealt with (irrespective of length of lease). Where release to residential is proposed, demonstrates marketing through local agents for a period of at least 12 months for the full range of permitted uses, including the option of sub-division. Demonstrates that the proposal responds to evidenced market demand and occupier requirements (Employment Land Review). <p>A statement further setting out consistency with the relevant Spatial Policy, and demonstrates, that the proposals do not prejudice the functioning of any remaining employment uses on the site or in the [local] area.</p>						

Community Facilities Statement		Within Planning Statement (need) and Design and Access Statement (multi-use, street presence, accessibility)				
Policy Requirements	Local	Local Plan (2018): INF8, INF9, H3	Regional	London Plan (2021): Chapter 5	National	NPPF (2023): Paragraph 95, Chapter 8
Guidance & Standards	LBN: Infrastructure Delivery Plan GLA: Accessible London SPG (2014), Play and Informal Recreation SPG (2012), Social Infrastructure SPG (2015)					
<p>This is relevant to all Community facilities as defined in the Local Plan - Spaces for education (from pre-school to further and higher education) and training, healthcare, older people's housing and specialist provision for other vulnerable people (falling into Use Class C2), social, leisure, children's play space, playing pitches and fields (including MUGAs) and associated facilities, places of worship, burial spaces, pubs, cultural and civic uses (including criminal justice and court facilities), emergency services, and community spaces in lawful F1, F2 and certain Sui Generis uses, public toilets.</p> <p>Please ensure you thoroughly scrutinize Local Plan Policy INF8 and ensure your application addresses the requirements of this policy as part of your submission.</p> <p>The required Community Facilities Statement is a two-fold submission that demonstrates (a) need (or lack of need) for, and (b) multi-function use of, Community Facilities.</p> <p>(a) Statement of Need</p> <p>Planning applications are required to demonstrate local need for new, intensified (including extension) or replacement community facilities via submission of the following evidence:</p> <ul style="list-style-type: none"> • That at least 67% of users will be ordinarily Newham residents AND That existing facilities cannot meet the identified need, this must take into account the need to consider innovative approaches to provision, including alternative models in relation to scale and scope in Urban Newham; or • published sufficiency assessments, strategic infrastructure plans/capital programmes where relevant including the latest IDP as reflected in community infrastructure and strategic site allocations; or • where the facility is commercial F1, F2, pub or Sui Generis, compliance with Town Centre policies, including reference to the latest capacity studies; and <p>In relation to the proposed loss of community facility space to other uses, the following evidence is required:</p> <ul style="list-style-type: none"> • A demonstration that the facility has been assessed and identified as surplus as part of a broader strategic approach (refer to Policy INF8); OR • that it has been offered to the market for the range of existing lawful uses for a period of 6 months at a rent or sale price benchmarked against at least 3 other equivalent properties in the area, this will include drawing it to the attention of public providers and allowing for a mixed-use 'compromise position' where it can be marketed for a replacement facility plus other uses such as residential; or • Or shown to be unsuitable in size and scale for its location in relation to the spatial strategy prioritising Town and Local Centres as locations for community facilities, where the local area has good access to a local/town centre and facilities which meet similar local needs where these arise. <p>(b) Multi-function</p> <p>Statement setting out the design and management measures that enable (outside of its principle use and any sacred areas), the facility to operate as a multifunctional space with fair and affordable access to all members of the community.</p>						

Please also note that facilities must be outward looking, and address the street and neighbourhood in their design so that they are obvious and welcoming within the urban grain, subject to design and character considerations. Your application submission should demonstrate how it will meet these expectations within the design proposals.

Town Centre Sequential Test		Within Planning Statement				
Policy Requirements	Local	Local Plan (2018): SP6, INF5	Regional	London Plan (2021): SD6, SD7	National	NPPF (2023): Chapter 7
Guidance & Standards	DLUHC: Planning Practice Guidance: Town centres and retail					

Demonstrate that the proposed uses cannot be located in town centres, relevant Strategic Sites, or edge of centre locations before an out of centre location is considered.

When considering edge of centre and out of centre proposals, preference shall be given to accessible sites that are well connected to the town centre.

Applicants should demonstrate appropriate consideration of alternative scale and format as options as part of this process.

Retail/Leisure Impact Assessment		Within Planning Statement				
Policy Requirements	Local	Local Plan (2018): INF5	Regional	London Plan (2021): SD6, SD7, SD8	National	NPPF (2023): Chapters 6 and 7
Guidance & Standards	DLUHC: Planning Practice Guidance: Ensuring the vitality of town centres GLA: Culture and Night time Economy SPG (2016)					

This should include assessment of: the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made.

For Major developments where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made. (NPPF).

In doing so, regard should be had for the Council's latest Town Centre and Retail Study and monitoring of commitment, borough-wide capacity projections, and potential trade and spatial impacts within the centre and on other proximate centres, taking into account the strategy for the retail hierarchy set out in Policy INF5.

Transport Assessment/Statement (TA/TS)		Standalone document. For Major developments the Construction Logistics Plan will also be a standalone document, for smaller schemes (where required) it may form part of an appendix to the TA/TS				
Policy Requirements	Local	Local Plan (2018): SP1, SP2, SP3, SP6, SP7, SP8, INF1, INF2	Regional	London Plan (2021): Chapter 10	National	NPPF (2023): Chapter 9
Guidance & Standards	Department for Transport: Guidance on Transport Assessment (also relevant for transport statements); TfL: Guidance for Planning Applicants: Transport Assessments ; Construction Logistics Plans guidance ; DLUHC: Planning Practice Guidance - Travel Plans, Transport Assessments and Statements					
<p>A Transport Statement (TS) is required for smaller schemes where the proposal generates relatively lower levels of transport implications. The TS should outline the transport aspects of the proposal, giving details on the proposed measures to improve access by public transport, walking and cycling to reduce the need for vehicular parking with the scheme and to mitigate the transport impacts. Refer to guidance above.</p> <p>A Transport Assessment (TA), TA is required for all applications other than Householders (HH) that meet the below thresholds. Note that for mixed-use proposals the threshold for TA requirement will likely be lower than any of the below individual use thresholds; seek clarification via a PREAPP if necessary.</p> <ul style="list-style-type: none"> • E(a) display of retail sale of goods other than hotfood: 1000 sq. m or greater. • E(b) restaurants/cafes, sui generis takeaways and drinking establishments: 750 sq. m of greater. • E(g)/B2/B8: 2500 sq. m o greater. • C1 Hotels/boarding and guest houses: 50 beds or greater. • C3 dwellinghouses: 30 units and above. • E(e) healthcare: 50 staff or greater. • F1(a) higher/further education: 2500 sq. m. • F1(b-c) museum/gallery: 100,000 or greater visitors annually. • F1(f) Places of Worship: 200 or greater members/attendees. • Formerly D2 (E(d),cinemas, music and concert halls, bingo halls, dance halls) : 1000 sq. m or greater. • Other sui generis use: case by case basis <p>Building on the Healthy Streets Approach, a TA should outline the transport aspects of the application (parking, site access points, servicing arrangements, access to public transport, cycle parking provision in both the operational and construction phase), and should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys (including freight/waste movements) to and from the site. 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. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. Refer to guidance above.</p> <p>A Construction Logistics Plan (CLP) is required for all schemes where significant levels of construction form part of the proposal – predominately major developments, but also smaller schemes on a case-by-case basis where construction impacts are sufficiently significant. A CLP will provide the framework for proving the TA has fully considered the freight implications of the construction phase of the development; refer to TfL guidance above for recommended contents.</p>						

Travel Plans	Standalone Document cross referencing the Planning Statement, Design and Access Statement, Environmental Statement and Transport Assessment/Transport Statement as appropriate.					
Policy Requirements	Local	Local Plan (2018): INF2, SP1, SP2, SP3, SP6, SP7, SP8, SP9	Regional	London Plan (2021): T4	National	NPPF (2023): Chapter 9
Guidance & Standards	LBN: Travel Plan Guidance					
<p>Refer to Newham’s Travel Plan Guidance (link above) for understanding as to the nature and type of Travel Plan or Travel Plan statement required for you development and what must be included.</p> <p>A Travel Plan should explain how travel to the development will be managed. It must contain detail as to how the proposal will manage sustainable levels of movement with the aim of reducing the environmental impacts of vehicles, promoting public transport, and walking and cycling opportunities for all users. When considering sustainable modes of transport for waterside schemes, use of waterborne transport and the canal towpath should be considered.</p> <p>The plan should have a strategy for its implementation that is appropriate to the development proposed. It should identify the travel plan co-ordinator, the management arrangements for the plan (e.g. a steering group) and the development timetable. It should also include targets and arrangements for monitoring implementation. The plan should detail a strategy for marketing and promoting its provisions to occupiers, visitors and users of the site.</p>						

Parking & Service Details	Within the Design and Access Statement for very small schemes, within the Transport Statement/Transport Assessment where required.					
Policy Requirements	Local	Local Plan (2018): SP1, SP2, SP3, SP6, SP7, SP8, SP9, INF1, INF2	Regional	London Plan (2021): Chapter 10	National	NPPF (2023): Chapter 9
Guidance & Standards	Design Council: Building for Life 12 ; TfL: Streets Toolkit : London Cycling Design Standards Chapter 8 (2016); Delivery and Servicing Plans guidance (2020)					
<p>Applications are required to provide details of:</p> <ul style="list-style-type: none"> Existing and proposed vehicle parking including provision for accessible parking. Existing and proposed cycle parking. Cycle parking should be of a high quality and located in a safe, secure, and prominent location and demonstrate compliance with London Plan and TfL Cycling Design Standards. The proposed servicing, including the location, access/circulation and an indication of vehicle types and expected numbers of deliveries and times per day. Refuse and recycling (waste) storage locations and arrangements for collection (cross-reference the Waste Management Strategy). 						

Airport Safeguarding Information	In the Design and Access Statement / Planning Statement, cross-referenced as necessary or Aviation Safeguarding Assessment					
Policy Requirements	Local	Local Plan (2018): INF1, SP9	Regional	London Plan (2021): T8, D13	National	DfT/ODPM circular 1/2003, NPPF Chapter 9 and DFT Policy Paper ‘Control of development in airport public safety zones (2021)’
Guidance & Standards	London City Airport (LCY): Aerodrome Safeguarding , Guidance on Biodiversity and Safeguarding , Biodiversity Strategy					

Developments across the borough are screened by London City Airport to assess compatibility with the airport’s physical and technical safeguarding. The [London City Airport Main Constraints Map](#) hosted on the Council’s website indicates the different thresholds relevant to different parts of the borough. Applicants are strongly advised to make use of the airport’s pre-application advice service by contacting safeguarding@londoncityairport.com

Necessary details might include:

- The exact location with an Ordnance Survey grid reference (to at least six figures but preferably eight figures).
- Detailed elevation plans showing maximum building heights in metres above ordnance datum (AOD).
- Details of hard and soft landscaping.
- Details of roof design including photovoltaics.
- Details of external lighting.
- Details of any potential bird attractors such as outdoor eateries and habitat.
- Details of proposed cranes or other elevated construction equipment.
- In the PSZ, details of likely numbers of people on site at any one time relative to the current position.

All **proposals for a wind turbine** must submit:

- The exact location with an Ordnance Survey grid reference (to at least six figures but preferably eight figures).
- Detailed elevation plans showing maximum turbine hub height and maximum height to rotor tip in metres above ordnance datum (AOD) to an accuracy of 0.25 metres.
- Rotation speed.
- Rotor diameter.

Sustainability Statement		Design and Access Statement / Environmental Statement				
Policy Requirements	Local	Local Plan (2018): SC1, SC2, SC3, SC4, SC5, INF2, INF3, INF4, INF6, INF9	Regional	London Plan (2021): Chapter 9	National	NPPF (2023): Chapter 2
Guidance & Standards	n/a					
Relevant to	Major residential schemes, and non-residential schemes of 500 sq.m and above					
<p>Proposals should demonstrate how they meet sustainable design related requirements of the Development Plan, (most notably in SC1 to SC5 and INF2) including relevant BREEAM requirements if the proposal is non-residential (Policy SC1).</p> <p>A sustainability statement will draw together sustainable design features and considerations within the scheme; where material is covered by other documents (e.g. the Energy Statement, Biodiversity Statement, Flood Risk Assessment, Environmental Statement, Travel Plan) these should be cross-referenced rather than duplicated.</p>						

Environmental Impact Assessment (EIA) / Environmental Statement (ES)			Standalone submission, Environmental Statement			
Policy Requirements	Local	n/a	Regional	n/a	National	Required by TCP (EIA) Regulations 2017
Guidance & Standards	DLUHC: Planning Practice Guidance: Environmental Impact Assessment					
Relevant to	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 set out the circumstances in which an EIA is required (Schedule 1: always required, Schedule 2: may be required).</p> <p>Applicants should request a 'screening opinion' from the LPA if unsure whether their Schedule 2 development requires an EIA.</p> <p>Applicants can also request a 'scoping opinion' to confirm the contents of an EIA, though this is more easily done as part of the PREAPP process.</p> <p><i>NB the requirement usually applies to FUL and OUT, but may also apply to reserved matters (REM) and discharge of conditions.</i></p>					
<p>For projects requiring an Environmental Impact Assessment, an Environmental Statement (including non-technical summary) must be provided.</p> <p>Information for inclusion in Environmental Statements is specified by Schedule 4 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. Refer to DLUHC Planning Practice guidance. Many of the other supporting statements required (such as the biodiversity report) can be included within the ES and will not therefore have to be provided separately, provided adequate signposting is submitted.</p> <p>At validation stage, hard copies of the documents (number to be agreed with the LPA) and discs should be made available. Further, details should be submitted detailing where members of the public can purchase hard copies/CDs and how to do this, so the information can be distributed as part of the consultation.</p> <p>Where an EIA is not required, the LPA may still require the submission of environmental information; see other sections of this PAR guidance.</p>						

Cumulative Impact Statement		Planning Statement, but can cross-reference material found elsewhere				
Policy Requirements	Local	Local Plan (2018): SP9	Regional	London Plan (2021): GG3, Chapters 3, 8, 9, 10	National	NPPF (2023): Chapters 8 and 15
Guidance & Standards	Specified within Local Plan Policy SP9 where applicable					
<p>A response to the requirements set out in Local Plan Policy SP9 concerning developments that fall within the following zones:</p> <ul style="list-style-type: none"> • Air Quality Management Areas • Water Quality Stress Zones • Critical Drainage Areas • Flood Zones 2 & 3 • Areas of Parks Deficiency • Deficiency in Access to Nature Area • Sustainable Travel Opportunity Area • Congestion Zones • Licensing Saturation Policy Zones • Health and Safety Executive Consultation Zones – risk • City Airport’s Public Safety Zone 						

Health Impact Assessment	Planning Statement/Environmental Statement/should cross reference appropriate parts of the Design and Access Statement					
Policy Requirements	Local	Local Plan (2018): SP2	Regional	London Plan (2021): GG3, E9	National	NPPF (2023): Chapter 8
Guidance & Standards	DLUHC: Planning Practice Guidance: Healthy and safe communities NHS, London Healthy Urban Development Unit: Health Impact Assessment					
The HIA should examine the direct positive and negative health impacts of a development as well as assessing the <i>indirect</i> implications for the wider community.						
The aim is to identify the main impacts and prompt discussion about the best ways of addressing them to maximise the benefits of development and avoid any potential adverse impacts. Criteria set out in Local Plan Policy SP2 identify the key considerations for an HIA.						

Energy Assessment	Within Sustainability Statement, Planning Statement, Environmental Statement, or standalone					
Policy Requirements	Local	Local Plan (2018): SC1, SC2, INF4	Regional	London Plan (2021): Chapter 9	National	NPPF (2023): paragraphs 20, 157, 159-164
Guidance & Standards	GLA: Energy Planning Guidance					
The Energy Assessment should demonstrate that the proposal meets the requirements of the Development Plan, specifically those set out in Local Plan Policies SC1 and SC2, the CO2 emissions targets for residential and non-residential development set out in Policy 5.2 of the London Plan, and any requirements for connection to heat networks (Local Plan Policies SC2 and INF4). Carbon reductions should be made on site as far as possible; alternatively, carbon off-setting contributions will be required where targets are not met.						

Flood Risk Assessment	Standalone submission (including Surface Water Drainage Strategy where appropriate)					
Policy Requirements	Local	Local Plan (2018): SC3, SP9	Regional	London Plan (2021): SI12, SI13	National	NPPF (2023): Chapter 14
Guidance & Standards	Environment Agency: Flood map for planning ; Flood risk assessment for planning applications ; Preparing a flood risk assessment: standing advice ; DLUHC: Planning Practice Guidance: Flood risk and coastal change LBN: Newham Lead Local Flood Authority Guidance/Information					
Refer to the government's flood map for planning to check flood zones. Click here for link to map showing Newham's Critical Drainage Areas						
A Flood Risk Assessment is required for: <ul style="list-style-type: none"> • All development in Flood Zone 2 or 3 (including minor development and changes of use) unless the development is a householder; or does not increase the size of buildings (eg. Altering just external appearance); or non-residential extension of less than 250 sq. m (see Environment Agency's standing advice) • Development of more than 1 hectare (ha) in Flood Zone 1 • Development of less than 1 hectare in Flood Zone 1 where a change to a more vulnerable use is proposed • Development in Flood Zone 1 which is also within a Critical Drainage Area. 						
Flood Risk Assessment requirements: The applicant's plans for the management of flood risk and surface water need to meet the requirements set out by Newham's Surface Water Management Plan and						

Strategic Flood Risk Assessment. These are available to view via the Newham lead Local Authority guidance link above.

In TE2100 areas (16m safeguarding zones) applicants will need to demonstrate that development incorporates or does not inhibit sufficient land and access to be available for the renewal and maintenance of flood defences. Proposals adjacent to flood defences will need a condition assessment/strategy that demonstrates how they will provide protection for the lifetime of the development.

NB The Environment Agency will highlight any issues and additional information required for a FRA in a free written [preliminary opinion](#). Any [additional technical advice](#) requested will be chargeable.

Sequential Test

In order for **major development** to be considered appropriate in locations **in flood zones 2 and 3 a Sequential Test should be undertaken** as detailed within the Planning Practice Guidance. For the site to pass the Sequential Test it must be satisfactorily demonstrated that there are no alternative sites available for this development at a lower risk of flooding.

Surface Water Drainage Strategy (SWDS)		Standalone, combined with FRA, or part of Design and Access Statement if a small scheme				
Policy Requirements	Local	Local Plan (2018): SC3, SP9	Regional	London Plan (2021): S112, S113	National	NPPF (2023): Chapter 14
Guidance & Standards	GLA: London Sustainable Drainage Action Plan TFL: SUDS in London – A Guide (Nov 2016) LBN: Newham Lead Local Flood Authority Guidance/Information					

Details of how the proposal responds to Development Plan requirements relating to the management of surface runoff (quantity and quality) and mitigation through use of SUDS. **The Lead Local Flood Authority’s Drainage Pro-forma** (available from the Council’s web link above **should be completed and cross-referenced as appropriate**).

The submission should clarify before and after development run off rates and address water quality impacts including the potential need for a Water Framework Directive compliance assessment). The strategy should follow the drainage hierarchy of the London Plan and maximise the use of SUDS, with submission documents confirming arrangements for their ownership, management and maintenance.

As per Local Plan Policy SC3, all major development and any development within a Critical Drainage Area should achieve greenfield run-off, this should be demonstrated via the SWDS. Refer to part 3 of Local Plan Policy SC5 for further information, including reference to DEFRA/Environment Agency calculation guidance.

Proposals should show regard to the published Local Flood Risk Management Strategy ([LFRMS](#)) and Surface Water management Plan ([SWMP](#)), with references where relevant. These are available to view via the Council’s weblink above.

Waste Management Strategy / Checklist (WMS)		Design and Access Statement or standalone and cross-referenced within it				
Policy Requirements	Local	Local Plan (2018): SC1, SC2, INF3, SP8	Regional	London Plan (2021): SI7, SI8	National	National planning policy for waste (paragraph 8)
Guidance & Standards	LBN: Waste Management Guidelines for Architects & Property Developers					
<p>All proposals must confirm how waste (refuse and recycling) will be managed on site in a manner that meets Development Plan requirements and local guidance.</p> <p>All Major schemes are expected to submit a detailed Waste Management Strategy that:</p> <ul style="list-style-type: none"> Assesses the amount of operational waste arising from the development; Manages waste in line with the 'waste hierarchy'; Responds to all requirements of relevant London Plan and Local Plan policies; Includes completion of the checklist; Specifically address reduction, recycling, sorting, separate storage and sustainable disposal; Identifies how CD&E waste will be managed in line with the waste hierarchy and London Plan requirements; Includes details of related movements of vehicles onto and off the site, making use of water/rail where possible. 						

Daylight / Sunlight Assessment		Standalone or In the Design and Access Statement or Environmental Statement				
Policy Requirements	Local	Local Plan (2018): SP3, SP8, H1	Regional	London Plan (2021): D3, D6	National	NPPF (2023): paragraph 123
Guidance & Standards	Building Research Establishment (BRE): Site layout planning for daylight and sunlight: A guide to good practice (BR209 2022)					
<p>The assessment should conform to the methodology set out in the above guidance; it should identify and examine impacts on existing properties and sites with live <u>planning permissions</u> as well examine the likely success of lighting within the proposed development.</p> <p>Daylight and sunlight assessments must include diagrams and calculations of 'Vertical Sky Component' & 'Average Daylight Factor' where relevant. Please note that planning consent does not grant immunity with regard to the Rights of Light Act, 1959.</p>						

Lighting Assessment		Design and Access Statement/Environmental Statement				
Policy Requirements	Local	Local Plan (2018): SP8, SP5, SP3	Regional	London Plan (2021): D3, D6, D8, D9, S5	National	NPPF (2023): Paragraph 180
Guidance & Standards	N/A					
<p>Particularly relevant to schemes involving publically accessible space and those close to residential uses or affecting heritage assets and waterways.</p> <p>The assessment should detail the purpose, location, type, number, and intensity of any lighting and the proposed hours when the lighting would be switched on, identifying the direction and spread of illumination (including spillage) and relevant outcomes (security, way finding, efficiency, neighbour and biodiversity impact etc.)</p>						

Pollution Management Statement		Standalone or in Planning Statement/Environmental Statement, should cross-reference parts of the Design and Access Statement				
Policy Requirements	Local	Local Plan (2018): SP2, SP3, SP8, SP9, SC1, SC2 and SC5	Regional	London Plan (2021): GG3, D13, D14, SI1	National	NPPF (2023): paragraphs 121, 189-194
Guidance & Standards	DLUHC: Planning Practice Guidance: Land affected by contamination Environment Agency: Guidance: Land contamination: risk management GLA: The control of dust and emissions during construction and demolition SPG East London Contaminated Land Group: Guidance for land affected by contamination Land Quality Management: Suitable 4 Use Levels					
<p>Submission demonstrating how unacceptable exposure to light, odour, dust, noise, vibration, contamination, radiation and other amenity or health impacting pollutants is avoided by the scheme and complies with requirements. Preferred standards are provided by Local Plan Policy SP8, Table 4. Summary of guidance on specific issues as below.</p> <p>Air Quality (including dust) All development should aim to be at least air quality neutral, for major developments this should be confirmed via submission documents that follow London Plan definitions and guidance. Information provided should reference Newham’s Air Quality Action Plan, the (London) Mayor’s Air Quality Strategy, and The Air Quality Standards Regulations 2010 (as amended) where relevant. As per the requirements of Local Plan Policies SP9/SP2, smaller schemes within an AQMA should confirm they will not lead to an increase in specified pollutants (‘particulate matter’ (PM) and (NO2) nitrogen dioxide).</p> <p>Proposals should also demonstrate how the requirements of Local Plan Policies SC2 and SC5 and relevant London Plan standards in terms of energy choices have been met.</p> <p>All demolition and construction works should follow GLA guidance regarding the control of dust and emissions. Development proposals must demonstrate how they plan to comply with the Non-Road Mobile Machinery Low Emission Zone and reduce emissions from the demolition and construction of buildings following best practice guidance (Control of Dust and Emissions SPG or subsequent updates).</p> <p>Noise A noise and vibration impact assessment, prepared by a suitably qualified acoustic consultant is required. Proposals should reference relevant British Standards. The Council’s Environmental Health team can provide further site-specific guidance as part of the PREAPP process where necessary.</p> <p>Odour and Fumes (Ventilation / Extraction statement) Detail the position and design of ventilation and extraction equipment, demonstrating that extracted air will be discharged above roof height. If this cannot be demonstrated, details of odour and noise abatement in line with DEFRA guidance must be provided.</p> <p>Contaminated Land A ‘Phase 1’ risk assessment is required where the historical land use of a site suggests contamination is likely to or is known to exist. The risk assessment will consist of:</p> <ul style="list-style-type: none"> • Desk-top study identifying the historical land use of a site; 						

- Site walk-over reconnaissance;
- Conceptual model identifying any potential pollution linkages and the assessment of risk associated to these linkages.

Where a potential risk from contamination is identified a ‘Phase 2’ investigation will be undertaken to provide a Generic Risk Assessment and options appraisal for the management and remediation of any identified contamination risk to reduce the level of risk to an acceptable level.

Regard should be had to Newham’s [Contaminated Land Strategy](#) and guidance set out above.

Radiation (from telecoms)

A certificate / declaration confirming that levels are within International Commission on Non-Ionizing Radiation Protection ([ICNIRP](#)) guidelines. See the DDCMS’s [Code of Best Practice on wireless network development in England](#) for further information.

Interference

London City Airport screens certain applications and may make additional information requests where necessary in relation to interference with air traffic control technology. Such information may also form part of a Tall Buildings Study and can be cross-referenced accordingly.

Demolition Method Statement		Standalone (cross-referencing Waste Management Strategy where relevant)			
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Policy Requirements	Local	Local Plan (2018):SC1, SC5	Regional	London Plan (2021): SI1, SI7	National	The Construction (Design and Management) Regulations 2015
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Guidance & Standards	GLA: The control of dust and emissions during construction and demolition SPG British Standards: BS6187 Code of Practice for Demolition (2011)
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A risk assessment and method statement prepared by a suitably qualified person that outline plans for demolition and - where further development is not immediate – the making-good of a site.

Proposals should reference and conform to relevant guidance (above) and legislation including: The Construction (Design and Management) Regulations 2015, Site Waste Management Regulations 2008, Health & Safety at Work Act, Control of Asbestos Regulations 2006, Control of Substances Hazardous to Health Regulations 2002, and other relevant Health & Safety Executive (HSE) guidance (or subsequent updates).

Note that notice of demolition is required under The Building Act 1984 (Section 80) – this is dealt with by [Building Control](#).

Fire Statement		Standalone				
Policy Requirements	Local	Local Plan (2018): SP1, SP4	Regional	London Plan (2021): D5. D12	National	-
Guidance & Standards	GLA: London Plan Guidance Sheet Policy D12(B) Fire Safety LPG (consultation version only to date) DLUHC: Fire Safety and High Rise Residential Buildings Home Office: Fire safety: guidance for those with legal duties					
<p>Fire Statements must be produced by a third party suitably qualified assessor and must include information on the entire development as set out on the plan which identifies the land to which the application relates, not merely just the building.</p> <p>A Fire Statement must be submitted for all Major development proposals in line with the requirements of Policy D12 of the London Plan 2021.</p> <p>A Fire Statement (within prescribed format) must also be provided for all proposals that require Planning Gateway One approval by the Building Safety Regulator.</p> <p>A Planning Gateway One Fire Statement applies to:</p> <ul style="list-style-type: none"> the provision of one or more relevant buildings, or development of an existing relevant building or development within the curtilage of a relevant building <p>unless an exemption applies. Exemptions are outlined in the DLUHC guidance (Refer to link above).</p> <p>A relevant building is one that contains 2 or more dwellings or educational accommodation and meet the height condition of 18m or more in height, or 7 or more storeys. “Dwellings” includes flats, and “Educational accommodation” means residential accommodation for the use of students boarding at a boarding school or in later stages of education (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order. Refer to the DLUHC guidance (refer to link above) for details on how building height is measured for the purposes of Planning Gateway One.</p>						

Strategic Access Management and Monitoring Strategy (SAMMS)			Standalone			
Policy Requirements	Local	Local Plan (2018): SC4, INF6	Regional	London Plan (2021): G6	National	NPPF(2023) Chapter 15
Guidance & Standards	LBN: Newham Website – Epping Forest Mitigation Zones					
<p>All proposals (applications for planning permission and prior approval applications) for</p> <ul style="list-style-type: none"> New dwellings of 1+ units (excluding replacement dwellings but including homes granted through the prior approvals process); Houses in Multiple Occupation (HMOs) (Class C4 and Sui Generis) Student accommodation Residential care homes and residential institutions (excluding nursing homes) 						

- Residential caravan sites (excluding holiday caravan and campsites)
- Gypsy, traveller and travelling show-person plots
- Other non-self contained communal accommodation (for example co-living)

within the identified 0-6.2k Zone of Influence ([click here](#)) of the Epping Forest Special Area of Conservation (SAC) are subject to:

- A project-level HRA screening and appropriate assessment; and
- A payment towards Strategic Access Management and Monitoring Measures (SAMMS contribution), and may also be required to provide Suitable Alternative Natural Greenspaces (SANGS)

Please refer to Newham's [Epping Forest Mitigation Zones webpage](#) for detailed information on how to meet the requirements.

You will be required to complete the '[Newham Epping Forest Strategic Access Management and Monitoring Strategy Form](#)' and submit this with your application. Within this form you will be required to stipulate what option you are relying on for payment of the SAMMS contribution. If you choose option 2, then you must follow the steps within the online guidance when you submit your application along with completion of the agreement within the required form. Failure to adhere to these requirements will make your application invalid.