



Old Oak and Park Royal Development Corporation (OPDC)

Local Validation Checklist – March 2023

This document indicates the national and local validation requirements for full, outline, reserved matters, hybrid and variation of condition applications within the OPDC area.

At present, OPDC delegates the determination of certain types of applications to Ealing and Brent Councils. Information on the types of applications likely to be delegated to the local boroughs can be found in the following documents which are available on OPDC's website:

- LB Brent – [Scheme of Delegation](#)
- LB Ealing – [Scheme of Delegation](#)

If you need help to identify whether your application is likely to be determined by OPDC or delegated to a borough, please contact OPDC for assistance.

OPDC's adopted Local Plan forms part of the Development Plan for the OPDC area; and the London Boroughs of Ealing and Brent will be required to assess the proposals against the adopted Development Plan, including the London Plan. This means that all applicants must have regard to OPDC's local validation requirements even if the application is likely to be determined by the host local authority.

The validation requirements are divided between national and local validation requirements in the tables below. National validation requirements are set out in National Planning Practice Guidance (NPPG) and all applications must adhere to them. Local validation requirements depend on the nature and scale of the development proposed so only the relevant supporting documentation from the list is required to be submitted. Applicants are encouraged to enter into pre-application discussions with OPDC for major applications during which the level of information and range of documents required for an application can be agreed. Failure to provide sufficient information will result in an application being made invalid.

The validation requirements have been prepared in accordance with the government's NPPG. The list of documents is justified by current planning policy objectives set out in the National Planning Policy Framework (NPPF), the London Plan (March 2021) and the OPDC Local Plan (June 2022).

In regard to **outline, hybrid and reserved matters applications**, the level of detail provided for each application will vary depending on the nature of the reserved matters. In addition to the relevant documents set out in the tables below, the following information should be provided with outline applications as a minimum:

- use – the use or uses proposed for the development and any distinct development zones within the site identified;
- amount – the amount of development proposed for each use;
- layout – an indicative layout with the approximate location of buildings, routes and open spaces and, where appropriate, separate development zones proposed within the site boundary;
- scale – an indication of the upper and lower limits for height, width and length of each building within the site boundary;
- access – an area or areas in which the access point or points to the site will be situated.

Information relating to application types, including major, outline, hybrid and reserved matters are outlined in Appendix 1.

OPDC strongly encourages the submission of planning applications electronically through the Planning Portal at www.planningportal.gov.uk. If an application is submitted in hard copy, only one copy is required to be provided but an electronic set of all the documents should also be submitted on USB or provided via a file-sharing service.

NATIONAL VALIDATION REQUIREMENTS	
Document	When required
<p>Completed application form</p> <p>The application form should include the information required for the Planning London Datahub. Further advice can be obtained from the GLA Planning Data Team at planningdata@london.gov.uk.</p>	In all cases
<p>Completed ownership certificate (one of A, B, C or D on the application form, as applicable). Where Certificate B, C or D has been completed, notice(s) must be served as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015</p>	For all FULL, OUTLINE and VARIATION OR REMOVAL OF CONDITION applications. Only the relevant certificate (A, B, C or D) should be completed
<p>Location plan showing the direction of north.</p> <p>Ordnance Survey plan of the site at 1:1250 scale or a scale sufficient to identify the surrounding roads and buildings (with the site area accurately outlined in red and any other land in the applicant's ownership outlined accurately in blue).</p> <p>The site area should include all land necessary to carry out the development.</p>	In all cases
<p>Existing and proposed floor plans (including roof plan); elevations; and cross-sections necessary to describe the development which is the subject of the application (at a recognised metric scale with a scale bar and one significant dimension on each drawing).</p> <p>All drawings must be labelled with a drawing number and a note of any revisions.</p> <p>All drawings should demonstrate how proposed buildings relate to existing site levels and neighbouring existing and planned development.</p> <p>Elevations should indicate, where possible, the proposed building materials and the style, including materials of finish of windows and doors. Blank elevations should also be included.</p>	In all cases. VARIATION OR REMOVAL OF CONDITION applications involving physical changes to an approved scheme should include a list of the alterations proposed, a set of 'as approved' plans and a set of 'as proposed' plans showing the alterations clearly annotated
Planning fee	In all cases
Design and Access Statement	For all major applications or where the site is within a Conservation Area and comprises:

	a) the construction of one or more dwellinghouses; or b) the construction of a building or buildings with a floorspace greater than 100m ²
Community Infrastructure Levy (CIL) additional information form	In all cases

Note: Applications that are subject to Environmental Impact Assessment may have specific requirements. <https://www.gov.uk/guidance/making-an-application#Applications-subject-to-EIA>

LOCAL VALIDATION REQUIREMENTS		
Drawing	When required	
Site plan at 1:500 scale showing the direction of north.	In all cases Site plan to include: <ul style="list-style-type: none"> - The development in relation to the site boundaries and other existing buildings on the site; - All buildings, roads and footpaths on land adjoining the site, including access arrangements; - The position of all trees on the site, and those on adjacent land (where affected by the proposal); - The extent and type of hard surfacing (where affected by the proposal); and - Boundary treatment including walls / fencing where proposed. 	
Demolition plans at 1:500 showing the direction of north.	Where demolition is proposed to part, the whole or a number of buildings on a site. Where demolition is proposed, the extent of the proposed demolition should be clearly hatched.	
Gross Internal Area (using RICS definition)	On the submitted floor plans, floorspaces should be illustrated for each land use over each floor level.	
Document	Threshold	Policy / Guidance Driver
Access Statement (can form part of the Design and Access Statement)	All major planning applications and those that involve the creation of any new residential units, including changes of use and conversions	London Plan Policy D5 (Inclusive Design) and D7 (Accessible Housing) OPDC Local Plan Policy D2 (Accessible and Inclusive Design) and Policy H3 (Housing Mix)

Air Quality Assessment	All major planning applications and/or where the proposed development includes new uses or buildings that have the potential to generate air pollution; and/or where a sensitive use is proposed in close proximity to an existing source of air pollution.	<p>London Plan Policy SI1 (Improving Air Quality)</p> <p>OPDC Local Plan Policy EU4 (Air Quality)</p> <p>Submission to include:</p> <ul style="list-style-type: none"> - Air Quality Positive Statement (refer to the Air Quality Positive London Plan Guidance for further information).
Archaeology Impact Statement	<p>Any proposals that have the potential to affect archaeological heritage assets will require a desk-based assessment.</p> <p>Sites within known Archaeological Priority Areas or Sites of Archaeological Importance will require an Archaeology Impact Statement based on a field evaluation.</p>	<p>NPPF</p> <p>London Plan Policy HC1 (Heritage conservation and growth)</p> <p>OPDC Local Plan Policy D7 (Heritage)</p>
CGI visualisations (can form part of the Design and Access Statement)	All major development proposals	London Plan Policy D4 (Delivering good design)
Construction Management Plan (CMP)	All major development proposals proposing construction and any application obstructing a public highway.	<p>London Plan Policy T7 (Deliveries, servicing and construction)</p> <p>OPDC Local Plan Policy T8 (Construction)</p> <p>Submission to include:</p> <ul style="list-style-type: none"> - Construction Logistics Plan; and - Construction Code of Practice <p>CMP's shall be consistent with TfL guidance: https://content.tfl.gov.uk/construction-logistics-plan-guidance.pdf</p>

		CMP's are also expected to be meet the requirements as set out in the GLA SPG on the Control of Dust and Emissions During Construction.
Contamination Preliminary Risk Assessment and Site Investigation Scheme	When development is proposed on or near a site that is known to be, or there is good reason to believe may be, contaminated, or where a sensitive use is proposed.	<p>NPPF</p> <p>OPDC Local Plan Policy EU13 (Land Contamination)</p> <p>Submissions should follow guidance outlined in OPDC Local Plan Table 6.2 (Land Contamination Assessment Process).</p>
Daylight, Sunlight and Microclimate Assessment	Where the scale of proposed buildings has the potential to affect the amenity of sensitive neighbouring uses.	<p>OPDC Local Plan Policy D5 (Amenity)</p> <p>Submissions should follow guidance outlined in OPDC Local Plan Table 5.1 (OPDC Environmental Modelling Framework).</p> <p>Further guidance is set out within OPDC's Passive Energy, Daylight & Overheating in high density developments SPD.</p>
Delivery and Servicing Plan	Where the completed proposal requires either commercial or residential servicing.	<p>London Plan Policy T7 (Deliveries, servicing and construction)</p> <p>OPDC Local Plan Policy T7 (Freight, Servicing and Deliveries)</p>
Design Code	All outline or hybrid applications.	<p>NPPF</p> <p>London Plan Policy D4 (Delivering good design)</p> <p>OPDC Local Plan Principles for securing high quality design</p>

		Design Codes in this context are planning documents that set out a range of principles that guide a particular development. They are provided as part of outline or hybrid applications and should be supported by a Development Specification and Parameter Plans.
Digital Model (Geo-located 3D massing model in fbx file format)	Applications that are referable to the Mayor under the Mayor of London Order 2008.	OPDC Local Plan 'Principles for Securing High Quality Design', Policy D4 (Tall Buildings) and D6 (Key Views) London Plan Policy D9 (Tall buildings)
Financial Viability Appraisal	Where there is a planning policy requirement to provide viability information in respect of affordable housing provision or where the proposed development departs from other planning policy requirements due to viability. See Appendix 2 for further information.	NPPF London Plan Policy H5 (Threshold approach to applications) OPDC Local Plan Policy H2 (Affordable Housing) and as required in the most up-to-date Mayoral policy and/or guidance.
Fire Statement	All major development proposals.	London Plan Policy D12 (Fire safety) The statement shall be an independent fire strategy produced by a third party suitably qualified assessor. It should include the name of the person who has produced the statement and their relevant qualifications and experience.
Flood Risk Assessment	For all schemes that meet the thresholds set out in DEFRA and EA guidance. https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications	NPPF London Plan Policy SI12 (Flood Risk Management) OPDC Local Plan Policy EU3 (Water)

Green Infrastructure and Open Space Strategy and Management Plan	All major development proposals.	<p>London Plan Policies D5 (Inclusive design); D8 (Public realm); D3 (Optimising site capacity through the design-led approach); G1 (Green infrastructure); G4 (Open Space); G5 (Urban greening); G6 (Biodiversity and access to nature); and G7 (Trees and woodland)</p> <p>Draft London Plan Guidance: Urban Greening Factor guidance</p> <p>OPDC Local Plan Policies SP8 (Green Infrastructure and Open Space); EU1 (Open space); and EU2 (Urban greening and biodiversity)</p> <p>Where appropriate, the Green Infrastructure and Open Space Strategy and Management Plan should comprise:</p> <ul style="list-style-type: none"> - Public Realm Management Plan; - Lighting Strategy (including details and specifications of external lighting and proposed hours of use). - Full Landscape Plan detailing the layout of hard and soft landscaping, structure planting and materials; - Urban Greening Factor Assessment; - Biodiversity, Ecology and Protected Species Survey / Assessment (for major development and sites within or adjacent to sites of importance for nature conservation (SINC), and other applications where the proposal is likely to have

		<p>an impact on wildlife and biodiversity); and</p> <ul style="list-style-type: none"> - Tree Survey or Arboricultural Method Statement (where works affect trees on or off the site that are protected by Tree Preservation Order (TPO) or Conservation Area legislation, also where the application would affect other sizeable trees that are not covered by a TPO or in a Conservation Area)
Health Impact Assessment (HIA)	All major development proposals.	<p>NPPF</p> <p>London Plan Policy GG3 (Creating a healthy city)</p> <p>OPDC Local Plan Policy SP3 (Improving Health and Reducing Health Inequalities)</p> <p>The Mayor of London Social Infrastructure Supplementary Planning Guidance (2015) provides guidance on the stages of an HIA, which type of HIA to use and suggested HIA tools, including the HUDU Rapid HIA Tool.</p>
Heritage Impact Assessment	Any proposal which has the potential to impact heritage assets and their settings.	<p>NPPF</p> <p>London Plan Policy HC1 (Heritage conservation and growth)</p> <p>OPDC Local Plan Policy D7 (Heritage)</p>
Marketing Statement	For any proposal that requires competitive marketing of the premises prior to an alternative use being considered acceptable in principle.	<p>OPDC Local Plan Policies E2 (Employment Sites Outside of SIL); TCC3 (Social Infrastructure); TCC4 (Culture and Art); and TCC6 (Public Houses)</p> <p>See also: Local Plan Glossary - Competitive Marketing Strategy</p>

Noise and Vibration Impact Assessment	All major development proposals or development proposals that are particularly sensitive to noise and/or vibration.	NPPF OPDC Local Plan Policy EU5 (Noise and Vibration)
Parking Design and Management Plan	Any proposals that include car parking provision	London Plan Policy T6 (Car parking) OPDC Local Plan Policy T4 (Parking) Submission to include details of existing or proposed access and a proposed parking layout.
Planning obligations – draft heads of terms	Applications which require the council and applicant to enter into a legal agreement (a planning obligation); for example, to secure affordable housing on site.	NPPF London Plan Policy DF1 (Delivery of the Plan and Planning Obligations) OPDC's Draft Planning Obligations Supplementary Planning Document
Planning Statement	<p>All major development proposals.</p> <p>Minor applications for full planning permission where a short-written description and explanation of the proposal is required, including a justification against key planning policies.</p>	<p>Where appropriate, the Planning Statement should include:</p> <ul style="list-style-type: none"> - Meanwhile Feasibility Study <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy TCC8 (Meanwhile Uses) - Tall Building Benefits Statement <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy D4 (Tall Buildings) and London Plan Policy D9 (Tall Buildings) - Business Relocation Strategy <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy E2

		<p>(Employment Sites Outside of SIL)</p> <ul style="list-style-type: none"> - Socio-economic Statement <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy E5 (Local Access to Training, Employment and Economic Opportunities) - Cultural Action Plan <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy TCC4 (Culture and Art) and London Plan Policy H5 (Supporting London's culture and creative industries) - Visitor Accommodation Management Plan <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy TCC9 (Visitor Accommodation) and London Plan Policy E10 (Visitor Infrastructure) - Catalyst Uses Statement <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy TCC7 (Catalyst Uses) - Affordable Housing Statement <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy H2 (Affordable Housing) and London Plan Policies H4 (Delivering Affordable Housing) and H5 (Threshold approach to applications) - Town Centre Uses Statement
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		<ul style="list-style-type: none"> Where required in the NPPF and OPDC Local Plan Policy TCC1 (Locations for and Impacts of Town Centre Uses), i.e. where over 5,000sqm of town centre uses are proposed in the Old Oak Major Town Centre; or over 2,500sqm of town centre uses elsewhere.
Residential Management Plan	Where non-conventional residential accommodation is proposed.	<p>London Plan Policies H12 (Supported and specialised accommodation); H13 (Specialised older persons housing); H15 (Purpose-built student accommodation); and H16 (Large-scale purpose-built shared living)</p> <p>OPDC Local Plan Policies H6 (Build to Rent); H7 (Purpose-Built Shared Housing and Existing HMOs); H9 (Specialist Housing); and H10 (Student Accommodation)</p>
Social Impact Assessment	All major development proposals (optional submission).	OPDC is committed to delivering inclusive and equitable development and therefore the submission of a Social Impact Assessment informed by best practice approaches is encouraged. This will contribute to enabling OPDC to demonstrate how they have fulfilled the Public Sector Equality Duty in the determination of an application; and will help to deliver OPDC's Equity, Diversity and Inclusion Strategy.
Statement of Community Involvement	All major development proposals.	OPDC's Statement of Community Involvement

Sustainability Statement	All major development proposals.	<p>Where appropriate, the Sustainability Statement should include:</p> <ul style="list-style-type: none"> - Energy Statement <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy EU9 (Minimising Carbon Emissions and Overheating) and London Plan Policy SI2 (Minimising greenhouse gas emissions) • Further guidance set out within OPDC's Energy, daylight & overheating in high density developments SPD - Circular and Sharing Economy Statement including Whole Life-Cycle Carbon Assessment <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy EU7 (Circular and Sharing Economy) and London Plan Policy SI7 (Reducing waste and supporting the circular economy) - Site Waste Management Plan addressing both waste during construction; and waste during operation through a Refuse and Recycling Operational Waste Plan) <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy EU6 (Waste) and London Plan Policy SI7 (Reducing waste and supporting the circular economy)
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		<ul style="list-style-type: none"> • Further guidance set out within OPDC's Waste Management in high density developments SPD <ul style="list-style-type: none"> - BREEAM Assessment <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policies D3 (Well-Designed Buildings) and EU3 (Water); and London Plan Policy SI2 (Minimising greenhouse gas emissions) • Further guidance set out within OPDC's Energy, daylight & overheating in high density developments SPD - Water Efficiency, SuDS and Drainage Statement and completed GLA Sustainable Drainage Proforma <ul style="list-style-type: none"> • Where required in OPDC Local Plan Policy EU3 (Water) and London Plan Policies SI5 (Water infrastructure) and SI13 (Sustainable Drainage)
Townscape/Visual Impact Assessment (TVIA)	<p>Where proposals impact on key views; where a tall building is proposed; or where proposals involve demolition or development affecting a conservation area or listed building.</p> <p>Medium to large scale projects would normally include a TVIA within an EIA (if an EIA is required).</p>	<p>OPDC Local Plan Policy D4 (Tall Buildings) and D6 (Key Views)</p> <p>London Plan Policy D9 (Tall buildings)</p>
Transport Statement/ Assessments	For all major developments; and any planning application where the proposed development has significant transport implications.	<p>NPPF</p> <p>London Plan Policy T4 (Assessing and mitigating transport impacts)</p>

		<p>OPDC Local Plan Policy T9 (Transport Assessments and Travel Plans)</p> <p>Transport Statement/ Assessments should include assessment of the compatibility with the Healthy Streets Approach</p> <p>See below TfL's guidance for Transport Statement/ Assessments:</p> <p>https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessments?intcmp=10094</p>
Travel Plan	<p>For all major developments and as outlined in TfL's planning requirements for Travel Plans:</p> <p>https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/travel-plans</p>	<p>London Plan Policy T4 (Assessing and mitigating transport impacts)</p> <p>OPDC Local Plan Policy T9 (Transport Assessments and Travel Plans)</p>

Appendix 1 – Types of application

Scale	Definition
Major development proposals	<p>Dwellings - where the number of residential units to be constructed is 10 or more units, or the development is to be carried out on a site having an area of 0.5 hectares or more</p> <p>Other - where the floorspace to be built is 1,000 square metres or more or where the site area is 1 hectare or more.</p>
Outline development proposals	An application for outline planning permission, which is subject to the future approval of the local planning authority with respect to one or more reserved matters.
Hybrid development proposals	An application for outline planning permission for one part and full planning permission for another part of the same site.

Reserved matters	Where appropriate, validation requirements for reserved matters applications shall be considered as 'major development proposals'.
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Appendix 2 – Financial Viability Appraisal (FVA) Transparency

Transparency – Financial Viability Information

Any submitted FVA will be published on the OPDC Planning Register along with all other documents submitted as part of the planning application. If you consider that your financial viability information should not be disclosed, then you must submit an additional statement titled 'Financial Viability Appraisal – Exceptional Circumstances' detailing why you consider the FVA should not be made publicly available.

OPDC will allow for exceptions to full disclosure in very limited circumstances and only when the disclosure of any part of a viability assessment would cause demonstrable harm to the public interest to an extent that is not outweighed by the benefits of disclosure. Please note that a statement just saying that the viability information is confidential and commercially sensitive, and should therefore be exempted from disclosure under the Freedom of Information Act 2000 and Environmental Information Regulations 2004, will not be considered adequate justification.

If you have any questions regarding this, please speak with a member of the OPDC Planning Team.