



DRAFT VALIDATION CHECKLIST FOR PLANNING APPLICATIONS

Public consultation document

16 September 2015

What is a validation checklist for planning applications?

The validation checklist sets out the level of information required by the Old Oak and Park Royal Development Corporation (OPDC) to support a planning application. The checklist comprises a list of documents and guidance that explains when each document is required.

The checklist is divided into two sections which are the national validation requirements and the local validation requirements. The national requirements are set by government and are consistent across all local planning authorities in England. The local requirements (or 'local list') must be prepared by each local planning authority and should be tailored to reflect the material planning considerations that are relevant for that area.

Why does the OPDC require a separate local list?

The OPDC came into force on 1 April 2015 and has taken on planning powers including the determination of planning applications. The OPDC must therefore create its own local list.

Setting out the information requirements in a local list helps to ensure that planning applications are supported by sufficiently detailed information. As the level of information required varies depending on the nature and scale of a development proposal, the local list provides greater clarity for applicants and minimises the risk of requests for further information which can cause delays in the determination of applications.

The consultation process

The government provides local planning authorities with guidance on validation requirements. The guidance states that the local list must be:

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

The planning authority must consult on a draft local list and then formally publish the document having taken any representations into consideration. A copy must be made available on the authority's website and the list must then be reviewed every two years.

This consultation process adheres to the guidance on validation requirements set out by government. The OPDC is inviting comments on the draft validation checklist over a period of six weeks from 16th September to 28th October 2015. Any comments received will be considered in the preparation of the final checklist before it is published by OPDC.

If you require further information please email planningapplications@opdc.london.gov.uk or phone 020 7983 5732.

How to make a representation

Representations can be made via email or post to:

Email: planningapplications@opdc.london.gov.uk

Post: Validation Checklist Consultation
Old Oak and Park Royal Development Corporation
PP5A, City Hall
The Queen's Walk
London
SE1 2AA



Old Oak and Park Royal Development Corporation (OPDC)

Draft validation checklist

This document indicates the national and local validation requirements for full, outline, reserved matters and variation of condition applications. For all other types of applications within the OPDC area, please refer to the guidance published by the relevant Borough Council for the application site ([Brent](#), [Ealing](#) or [Hammersmith & Fulham](#)).

OPDC delegates the determination of certain types of applications to Ealing and Brent Councils. The validation checklist applies only to applications for which OPDC will be the determining authority. 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 your application is of a type that is likely to be delegated to one of the local boroughs, you should refer to the local validation requirements published by the relevant borough. 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.

The validation requirements are divided between national and local validation requirements in the tables below. All applications must adhere to the national validation requirements. The 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 planning practice guidance. The list of documents is justified by current planning policy objectives set out in the National Planning Policy Framework and the Further Alterations to the London Plan (2015).

Outline and reserved matters applications

The level of detail provided with an outline or reserved matters planning 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.

Applications to the OPDC should be submitted electronically through the Planning Portal at www.planningportal.gov.uk. When applications are submitted in hard copy, only 1 copy should be provided but an electronic set of all the documents should also be submitted on CD or USB.

NATIONAL VALIDATION REQUIREMENTS	
Document	When required
Completed application form	In all cases
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	For all FULL, OUTLINE and VARIATION OR REMOVAL OF CONDITION applications. Only the relevant certificate (A, B, C or D) should be completed
Location plan showing the direction of north (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). The site area should include all land necessary to carry out the development	In all cases
Existing and proposed plans and drawings necessary to describe the development which is the subject of the application (at a recognised metric scale with a scale bar on each drawing)	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

LOCAL VALIDATION REQUIREMENTS	
Document	When required
Site plan at 1:500	Where necessary to clarify the extent of the site in addition to the Location plan
Demolition plans (at a recognised metric scale with a scale bar on each drawing)	Where significant demolition is proposed to part of a building or to a number of buildings on a site. The areas for demolition should be marked in red
Planning statement	For all major* ¹ developments
Statement of Community Involvement	For all major* ¹ developments
Planning obligations summary	Draft heads of terms required in all cases where a development will generate planning obligations
Affordable housing statement	For all major residential* ¹ developments
Retail Impact Assessment	For major* ¹ developments that include retail provision
Heritage Impact Assessment	Where the application includes works to a listed building or affects its setting
Archaeology impact statement	Where the development would affect an Archaeological Priority Area or a Site of Archaeological Importance
Townscape/visual impact assessment	Where structures, such as tall buildings, are proposed that have the potential to impact on sensitive views or the townscape
Daylight/sunlight study	Where the scale of buildings proposed has the potential to affect light to sensitive neighbouring uses or the design of development has the potential to restrict internal levels of natural light for proposed residential units
Health Impact Assessment	For all major* ¹ developments
Lighting assessment	Where proposals include significant external lighting
Ventilation/extraction statement	Where development includes new uses within Class A3, A4 or A5 or where industrial or commercial uses require ventilation or extraction
Air quality assessment	Where the proposed development includes new uses or buildings that have the potential to generate air pollution or where a sensitive use is proposed in close proximity to an existing source of air pollution
Noise impact assessment	Where the proposed development includes new plant or machinery and has the

	potential to impact upon sensitive uses or where a sensitive use is proposed in close proximity to a noise source
Transport Assessment	For all major developments* ¹ Further guidance is available at: http://www.tfl.gov.uk/info-for/urban-planning-and-construction/
Travel Plan	For all major developments* ¹
Delivery and servicing plan / operational management plan	Where proposals include new commercial uses. Further guidance is available at: https://tfl.gov.uk/info-for/freight/planning/delivery-and-servicing-plans
Construction management plan	For all major* ¹ developments
Construction logistics plan	For all major* ¹ developments. Further guidance is available at: https://tfl.gov.uk/info-for/freight/planning/construction-logistics-plans
Construction travel plan	For largescale major* ³ developments
Refuse / recycling management plan	For all major* ¹ developments
Structural survey	Where proposals include significant excavation
Flood Risk Assessment	In flood zone 1: <ul style="list-style-type: none"> • Development less than 1ha including a change of use in development type to a more vulnerable class where they could be affected by sources of flooding other than rivers and the sea; • An area within flood zone 1 which has critical drainage problems as notified by the Environment Agency; • Site area greater than 1ha. In flood zone 2 or 3: <ul style="list-style-type: none"> • For minor*² and major development or change of use
Statement on Sustainable Urban Drainage Systems (SUDS)	For all major* ¹ developments
Foul sewage and utilities assessment	For largescale major* ³ developments
Contaminated land survey	Where the site has been identified as being risk from contamination or a development is proposed in close proximity to a contaminated site
Site waste management plan	Where significant development works are proposed comprising demolition, excavation or construction

Sustainability statement including BREEAM assessment	For all major* ¹ developments
Energy statement	For all major* ¹ developments
Biodiversity / ecology / protected species survey	Where development has the potential to affect designated environmentally important sites
Tree survey / arboricultural method statement	Where development (including construction works) is within 5 metres of a mature tree

*¹Major development - For dwellings, a smallscale major development is one where the number of residential units to be constructed is between 10 and 199 inclusive. Where the number of dwellings to be constructed is not given in the application a site area of between 0.5 hectares and less than 4 hectare should be used as the definition of a smallscale major development. For all other uses a smallscale major development is one where the floorspace to be built is between 1,000 square metres and 9,999 square metres or where the site area is between 0.5 hectare and less than 2 hectares.

*² Minor development - For dwellings, minor development is one where the number of dwellings to be constructed is between 1 and 9 inclusive. Where the number of dwellings to be constructed is not given in the application, a site area of less than 0.5 hectares should be used as the definition of a minor development. For all other uses, a minor development is one where the floor space to be built is less than 1,000 square metres or where the site area is less than 1 hectare.

*³ Largescale major development - For dwellings, a largescale major development is one where the number of residential units to be constructed is 200 or more or 1,000 square metres of industrial, commercial or retail floor space. Where the number of residential units or floor space to be to be constructed is not given in the application a site area of 4 hectares or more should be used as the definition of a major development. For all other uses a largescale major development is one where the floorspace to be built is more than 10,000 square metres, or where the site area is more than 2 hectares.