Old Oak and Park Royal Development Corporation (OPDC)

Local validation checklist – January 2019

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. The OPDC local 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 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.

When OPDC's Local Plan is adopted it will form 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. This means that 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 planning practice guidance. The list of documents is justified by current planning policy objectives set out in the National Planning Policy Framework (NPPF) and the London Plan (March 2016).

Outline, hybrid and reserved matters applications
The level of detail provided as part of 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.

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

OPDC encourages the submission of planning applications electronically through the Planning Portal at www.planningportal.gov.uk. When applications are 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 CD or USB.

January 2019

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

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	Where necessary to clarify the extent of the site in addition to the location plan.
Demolition plans at 1:500	Where demolition is proposed to part, the whole or a number of buildings on a site.

Document	**Threshold**	**OPDC Local Plan policy reference and content**
Archaeology Impact Statement	Any proposals that have the potential to affect archaeological heritage assets will require a desk-based assessment. Sites within known Archaeological Priority Areas or Sites of Archaeological Importance will require an Archaeology Impact Statement based on a field evaluation.	Policy D8 (Heritage).
Air Quality Assessment	All major planning applications and/or where new uses 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.	Policy EU4 (Air Quality). Submission to include: - Air Quality Positive Statement
Construction Management Plan (CMP)	All major development proposals proposing construction. https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/guidance-by-transport-type/freight	Policy T8 (Construction). Submission to include: - Construction Logistics Plan; and - Construction Code of Practice
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.	Policy EU13 (Land Contamination) Submissions should follow guidance outlined in table 6.2 (Land Contamination Assessment Process).
Daylight, Sunlight and Microclimate Assessment	Where the scale of proposed buildings has the potential to affect the amenity of sensitive neighbouring uses.	Policy D6 (Amenity). Submissions should follow guidance outlined in Table 5.1 (OPDC

		Environmental Modelling Framework).
Delivery and Servicing Plan	Where the completed proposal requires either commercial or residential servicing.	Policy T7 (Freight, Servicing and Deliveries).
Design Codes	All outline or hybrid applications.	Policy D1 (Securing High Quality Design).
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.	Policy H2 (Affordable Housing) and as required in the most up-to-date Mayoral policy and/ or guidance.
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	Policy EU3 (Water).
Green Infrastructure and Open Space Strategy and Management Plan	All major development proposals.	Policies SP8 (Green Infrastructure and Open Space) and EU1 (Open Space). Where appropriate, the Green Infrastructure and Open Space Strategy and Management Plan should comprise: - Public Realm Management Plan; - Lighting Strategy; - Full Landscape Plan; - Biodiversity, Ecology and Protected Species Survey; - Tree Survey or Arboricultural Method Statement;
Health Impact Assessment	All major development proposals.	Policy SP3 (Improving Health and Reducing Health Inequalities).

Heritage Impact Assessment	Any proposal which has the potential to impact heritage assets and their settings.	Policy D8 (Heritage).
Marketing statement	For proposals that require competitive marketing of the premises prior to an alternative use being considered acceptable in principle.	Policies E2 (Employment Sites Outside of SIL), TCC3 (A-Class Uses), TCC4 (Social Infrastructure), TCC5 (Culture and Art) and TCC7 (Public Houses). See also: Glossary - Competitive Marketing Strategy
Noise and Vibration Impact Assessment	All major development proposals or development proposals that are particularly sensitive to noise and/or vibration.	Policy EU5 (Noise and Vibration)

Planning Statement	All major development proposals.	Where appropriate, the Planning Statement should include:
		
		- Meanwhile Feasibility Study
		  • Where required in policy TCC9 (Meanwhile Uses)
		
		- Tall Building Benefits Statement
		  • Where required in Policy D5 (Tall Buildings)
		
		- Business Relocation Strategy
		  • Where required in policy E2 (Employment Sites Outside of SIL)
		
		- Cultural Action Plan
		  • Where required in policy TCC5 (Culture and Art)
		
		- Visitor Accommodation Management Plan
		  • Where required in policy TCC10 (Visitor Accommodation)
		
		- Catalyst Uses Statement
		  • Where required in policy TCC8 (Catalyst Uses)
		
		- Affordable Housing Statement

		• Where required in policy H2 (Affordable Housing)
Residential Management Plan	Where any non-conventional residential accommodation is proposed.	Policies H6 (Build to Rent), H7 (Purpose-Built Shared Housing and Existing HMOs), H9 (Specialist Housing) and H10 (Student Accommodation).
Statement of Community Involvement	All major development proposals.	OPDC's Statement of Community Involvement

Sustainability Statement	All major development proposals.	Where appropriate, the Sustainability Statement should include:
		
		- Energy Statement
		  • Where required in policy EU9 (Minimising Carbon Emissions and Overheating)
		
		- Circular and Sharing Economy Statement
		  • Where required in policy EU7 (Circular and Sharing Economy)
		
		- Site Waste Management Plan
		  • Addressing both waste during construction and waste during operation (through a Refuse and Recycling Operational Waste Plan).
		  • Where required in policy EU6 (Waste)
		
		- BREEAM Assessment
		  • Where required in policy D4 (Well-Designed Buildings) and EU3 (Water)
		
		- Water Efficiency, SUDs and Drainage Statement
		  • Where required in policy EU3 (Water)

Townscape/Visual Impact Assessment	Where proposals impact on key views or where a tall building is proposed.	Policy D7 (Key Views) and D5 (Tall Buildings).

Town Centre Uses Statement	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.	Policy TCC1 (Locations for and Impacts of Town Centre Uses).
Transport Assessment	For all major developments and as outlined in TfL's planning requirements for Transport Statement/Assessments: https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessment-inputs	Policy T9 (Transport Assessments and Travel Plans).
Travel Plan	For all major developments and as outlined in TfL's planning requirements for Travel Plans: https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans/planning-requirements	Policy T9 (Transport Assessments and Travel Plans).

Appendix 1 – Types of application

Scale	Definition
Major development proposals	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 Other - where the floorspace to be built is 1,000 square metres or more or where the site area is 1 hectare or more.
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'.

Appendix 2 – FVA Transparency

Transparency – Financial Viability Information
Any submitted Financial Viability Appraisal 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.