

Local Validation Requirements for planning applications

July 2026



MAYOR OF LONDON

This document sets out the national and local validation requirements for all planning applications within the OPDC area. National validation requirements are set out in national Planning Practice Guidance (PPG) and all applications must adhere to them. Local validation requirements are proportionate to the nature and scale of the development proposed and only relevant supporting documentation from the list is required to be submitted.

OPDC take a pragmatic approach to the interpretation of this document, however, failure to provide sufficient information will result in an application being made invalid.

Pre-application service

Applicants are encouraged to enter into [pre-application discussions](#) with OPDC for major applications to identify whether or not their proposal is likely to be acceptable, what can be done to make it acceptable, how we will apply our policies to the proposal and the level of information and range of documents required to support the application.

Delegation of applications to the local boroughs

OPDC delegates the determination of certain types of applications to Ealing and Brent Councils. Information on the types of application likely to be delegated to the local boroughs can be found on [OPDC's website](#).

Planning Policy

OPDC's [adopted Local Plan](#) forms part of the Development Plan for the OPDC area, along with the London Plan. The London Boroughs of Ealing and Brent are also required to assess any applications delegated to them by OPDC against OPDC's adopted Development Plan. Therefore, 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.

In addition to the OPDC Local Plan and the London Plan, regard should be had to the GLA's [London Plan Guidance](#) and OPDC's Supplementary Planning Documents (SPDs) which are listed below:

- [Energy, daylight and overheating in High Density Development SPD](#)
- [Industrial SPD](#)
- [Old Oak West SPD](#)
- [Public Realm and Green Infrastructure SPD](#)
- [Revised Planning Obligations SPD](#)
- [Waste Management in High Density Development SPD](#)

This document makes reference to relevant national decision-making policies listed in Annex 3 of the draft NPPF (December 2025). These may be subject to change when the revised NPPF is published, at which point any relevant policy references will be updated.

Submitting applications

You can use the [Planning Portal](#) to submit most planning applications online, which we strongly encourage. When an application is submitted and the relevant fee is paid via the Planning Portal, it will be transferred to OPDC for the application process to begin.

Part 1: National Validation Requirements

Validation Requirement	Which Applications	What is required
1. Application Form	All applications	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. Where Ownership Certificate B, C or D has been completed, the correct Notice (under The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)) must be given and served on the owner(s) and/or published in a local newspaper.
2. Application fee	All applications liable for a fee	Refer to Planning Portal Planning Fee Calculator .
3. Location Plan	All applications	Submit a plan of the site showing the application site and its surrounding area. Make sure you: • scale plans at 1:1,250 or 1:2,500 and include a scale bar on each plan, on A4 or A3 paper size; • use an up-to-date base map; • show roads or buildings on land adjoining the application site (labelling at least 2 roads); • outline the application site clearly in red: this must include all land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings; • outline any additional land under the ownership of the applicant in blue if it immediately adjoins the proposed area.
4. Site Plan	All applications	Submit a site plan showing the development site, its boundaries and on-site buildings. Make sure you: • scale at 1:100 or 1:50 on A4 or A3 paper size (unless a different scale is required); • include a scale bar and north arrow;

Validation Requirement	Which Applications	What is required
		- clearly label and number all immediately adjoining buildings and all main roads surrounding the site; - outline in red the property and all land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings; - outline in blue any other land within your control that is close to or adjoining the application site.
5. Design and Access Statement	Major development Listed Building Consent All applications for one or more dwellings or a building or buildings where the floorspace created is 100 sqm or more within a conservation area	A Design and Access Statement must be proportionate to the scale of the development. The document must be visual, using diagrams, sketches, plans and photographs to explain the evolution of the proposal and descriptions wherever possible and appropriate. You must explain: - The design principles, concepts and policies applied; - The appraisal of the context and how the design of the development takes that context into account; - The accessibility principles and policies applied. Refer to guidance on the Planning Portal - Design and Access Statements.
6. Fire Statements	Development involving new or existing buildings 18 metres or more in height; or 7 or more storeys, or development within the curtilage of such buildings containing two or more dwellings or education accommodation	A Fire Statement must be submitted on the form published by the Secretary of State (or a form to similar effect): https://www.gov.uk/government/publications/planning-application-forms-templates-for-local-planning-authorities
7. Biodiversity Net Gain	All Minor and Major Applications (not Householders) Other exclusions apply (refer to Government Website)	Where an applicant believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015: confirmation that the applicant believes that if planning permission is granted, the development would be subject to the biodiversity gain

Validation Requirement	Which Applications	What is required
		condition, and a statement/evidence to support the applicant's understanding that BNG is not required (if applicable); • the pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate); • where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date; • the completed metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value; • a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have: ○ a statement to the effect that these activities have been carried out; ○ the date immediately before these activities were carried out; ○ the pre-development biodiversity value of the onsite habitat on this date; ○ the completed metric calculation tool showing the calculations, and ○ any available 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 • plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable).

Part 2: Local Validation Requirements

Validation Requirement	Which Applications	What is required
PLANS		
1. Existing and Proposed Elevations	All applications that involve building work or alterations to buildings	Make sure you: - submit an individual elevation drawing (existing and proposed) for the front, back, and both sides of the building, except for householder or minor applications where a statement confirming that elevations remain unchanged is sufficient, if this is the case; - show any proposed buildings (including extensions and outbuildings) in context with neighbouring buildings.
2. Existing and Proposed Floor Plans including Roof Plan	All applications that involve building work or changes of use	Make sure you: - submit an individual floor plan for each floor of the building and the roof (existing and proposed); - scale plans at 1:100 or 1:50 on A4 and A3 paper size; - include a scale bar on each plan; - include a unique reference number on each drawing; - show the site boundary and any proposed buildings in context with neighbouring buildings; - include written dimensions; - include details of materials used; - show cycle parking arrangements; - show internal storage and refuse storage.
3. Existing and Proposed Sections	All applications for new and/or altered buildings	Make sure you: - show cross sections through the site and buildings including details of existing site levels and finished floor levels; - scale plans at 1:100 or 1:50 on A4 and A3 paper size; - include a scale bar on each plan; - include a unique reference number on each drawing; - include written dimensions; - include measurements of ceiling heights on the drawings; - show the proposals in relation to neighbouring buildings.

Validation Requirement	Which Applications	What is required
DOCUMENTS / INFORMATION		
4. Accommodation Schedule	Major developments	Show each residential unit (with a unique reference number) containing: - the total floorspace of the unit; - the number of habitable rooms and floorspace of each room; - amenity space; - tenure; - confirmation of whether the relevant London Plan space standards are met. You must also: - show dimensions in GIA and GEA for any commercial or other uses; and - show which units are 'wheelchair user dwellings' (M4(3)) and 'accessible and adaptable dwellings' (M4(2)).
5. Advertisement consent	All applications for Express Consent	Make sure you include: - existing elevations (no less than a scale of 1:100) or a clear photograph of existing building; - elevations or CGIs of all proposed adverts on building, pole or hoarding; - drawing of each advert at a scale of 1:20 noting all colours and materials; - sections of all proposed adverts at a scale of 1:20 showing the building and how they would the signage would be affixed; - details of any illumination, including internal illumination, whether it would be static or moving / revolving display; - height of lettering.
6. Affordable Housing Statement (Standalone document or integrated into a Planning Statement)	Proposals which provide 10 or more new residential homes	Make sure you include: - the number of residential homes and affordable homes; - the housing mix and tenure; - the location of the affordable homes; - explanation of the affordability of the different housing types with reference to local incomes; - details of any discussions with affordable housing providers (you are advised to secure the involvement of Registered Providers early on in the process). Policy: OPDC Local Plan Policy H2; London Plan Policies H4, H5

Validation Requirement	Which Applications	What is required
7. Affordable Workspace Management Strategy or details relating to off-site affordable workspace provision (Standalone document or integrated into a Planning Statement)	Proposals which generate new employment floorspace	A management strategy for onsite affordable workspace including details outlining the size of the affordable workspace provision, whether it would be managed, the operator details (if known) and/or target end users, a high-level business plan including how it will be affordable, and details on design and fit out. <u>Off-site provision</u> In cases where off-site provision is justified, a financial contribution will be sought. The value of the affordable workspace contribution would initially be calculated based on the table in OB7E of OPDC's Revised Planning Obligations SPD. Evidence will be required setting out the market rent that would have been achieved for the discounted space. This should include a list of scheme comparables including the rationale for their selection, their location, use, condition and size. You should engage with more than one agent and explain who has been engaged. You must also provide existing and proposed NIA (sqft) for the commercial floorspace. Policy: OPDC Local Plan Policy E3; London Plan Policy E3
8. Air Quality Assessment	Major development Any development that has the potential to generate air pollution and/or where a sensitive use is proposed in close proximity to an existing source of air pollution	Where relevant, make sure you include: • an assessment of current air quality in the area; • details of potential pollutant sources as a result of the proposal during construction and operational phases; • an assessment of the impact of these, including likely emissions and the effect on the existing air quality. The concentrations of the various pollutants must be predicted at suitable receptor locations; • an identification of measures to mitigate and minimise any impacts with reference to the Mayor's Air Quality Strategy objective that all new developments must be air quality neutral. Further guidance is set out within the Old Oak and Park Royal Air Quality Study (AQS) (summarised in table 6.1 in the Local Plan). Policy: OPDC Local Plan Policy EU4; London Plan Policy SI1.
9. Archaeological Desk-based Assessment	Any development that has the potential to affect	The assessment should be prepared by a qualified individual or organisation and should use existing information to establish the archaeological significance of the site

Validation Requirement	Which Applications	What is required
	archaeological heritage assets	and the impact of the proposals on surviving remains. Small-scale archaeological fieldwork may be required to determine the actual extent and degree of survival on site. Policy: OPDC Local Plan Policy D7; London Plan Policy HC1
10. Biodiversity / Ecology Assessment	Major development Any development within or adjacent to a Site of Importance for Nature Conservation or Local Nature Reserve, or which may have impacts on biodiversity or protected species	A Preliminary Ecological Appraisal (PEA) should be carried out in accordance with CIEEM technical guidance. Where the PEA recommends additional surveys or reports to fully determine the impacts, these must be carried out before an application is submitted. This will typically be an Ecological Impact Assessment (EclA) report. Reports must use up to date surveys and conform with the latest legislation. Surveys should always be carried out by a suitably qualified ecologist. Where proposals are being made for enhancements, mitigation and/or compensation measures, information to support those proposals will be needed and should be cross referenced to the plans for approval and where relevant, Biodiversity Net Gain and Urban Greening Factor plans. You can check the location of our designated sites on our Local Plan Policies Map. Policy: OPDC Local Plan Policy EU2; London Plan Policy G6
11. BREEAM Pre Assessment	All non-residential applications that create new commercial units and/or extensions that are 100 sqm or more	Submit a pre-assessment which illustrates how your 'Excellent' or 'Outstanding' rating will be achieved. A BREEAM Wat 01 calculator should be included to demonstrate that the maximum number of Wat 01 credits are targeted. Policy: OPDC Local Plan Policies D3, EU3, EU2; London Plan Policies SI2, SI5 G6 Further guidance set out within OPDC's Energy, daylight & overheating in high density developments SPD.
12. Circular Economy Statement including	Proposals referable to the Mayor of London.	Make sure you include:

Validation Requirement	Which Applications	What is required
Whole Life-Cycle Carbon Assessment		• a pre-redevelopment audit showing how existing buildings and structures have been assessed to determine the feasibility of retaining them in whole or part; • a pre-demolition audit for any demolition works, showing how materials arising from demolition and remediation works will be re-used and/or recycled either on-site or elsewhere; • opportunities for managing as much waste as possible on site; • details of how construction will be managed to reduce the impacts of construction and demolition logistics as far as possible; • the targeted proportion of waste by volume that will be diverted from landfill; • how the proposal's design and construction will reduce material demands and enable building materials, components and products to be disassembled and re-used at the end of their useful life; • an operational waste management plan setting out how operational waste will be accessibly stored and collected; • how much waste the proposal is expected to generate, and how and where the waste will be managed in accordance with the waste hierarchy; • how performance will be monitored and reported against circular economy targets, using the GLA CE statement template spreadsheet. For full details of what to include, follow the GLA's circular economy statement guidance including the statement template. The Circular Economy Strategy should also inform a Sustainability Statement which is a comprehensive report setting out the commitments and strategies that address all Local Plan and London Plan sustainability policies. <u>Whole Life-Cycle Carbon Assessment</u> Major referable applications must also include a whole life-cycle carbon assessment. Follow the GLA's whole life-cycle carbon assessment guidance including the statement template and ensure that you use the latest version of the RICS WLC methodology.

Validation Requirement	Which Applications	What is required
		Policy: OPDC Local Plan Policies EU6, EU7 and EU8; London Plan Policy SI7 CIL is a charge on new development to pay for infrastructure in OPDC.
13. Community Infrastructure Levy Information	Proposals comprising 100 sqm or more new floor space, or comprising one or more new dwellings (even where this is below 100 sqm)	You must include a completed Planning Application Additional Information Requirement Form to assist OPDC in determining whether a development is CIL liable and to calculate the CIL charge amount. This form requires a breakdown of the proposed residential and non-residential GIA floorspace and the GIA of existing uses to be demolished or retained on the site. Refer to the Planning Portal guidance on what CIL forms to submit. In line with CIL regulations, this is required to calculate CIL for the Mayor of London and the OPDC CIL.
14. Construction Management Plan (CMP)	All major development proposals proposing construction and any application obstructing a public highway	CMP's include details of how on-site impacts will be managed during the demolition/construction phase, including traffic management, dust, noise, vibration and stability. Where relevant, make sure you include: • Details of the number and type of vehicles accessing the site and a construction travel plan for staff and visitors; • A Traffic Management Plan showing the layout of the site during construction, vehicle tracking and any changes to the surrounding highway (hoarding, closures, parking suspension, etc); • Hours of operation and working hours; • Means to control dust, vehicle emissions, noise and vibration; • Measures to deal with protection of trees, biodiversity and contaminated land; • Measures to ensure safety of pedestrians and cyclists on site and on the public highway; and • Work programme. The CMP must include:

Validation Requirement	Which Applications	What is required
		- an Outline Construction Logistics Plan (CLP), which assesses and manages the impact of construction-related traffic on the highway network and surrounding communities. This should accord with TfL's CLP guidance; and - OPDC's Construction Code of Practice (CoCP). The CMP should also accord with: - the GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction'; and - the Construction Logistics and Community Safety (CLOCS) Standards (as set out in the CoCP). Other CMP guidance is set out within OPDC's Revised Planning Obligations SPD. Policy: OPDC Local Plan Policy T8; London Plan Policy T7
15. Contamination Preliminary Risk Assessment (PRA)	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	The amount of information required to assess potential site contaminants should be sufficient to determine the existence, nature and risks of contaminants, and whether they can be reduced to an acceptable level. Submissions should follow guidance outlined in OPDC Local Plan Table 6.2 (Land Contamination Assessment Process). The assessment should be prepared by a suitably qualified individual or organisation. Policy: OPDC Local Plan Policy EU13; Draft NPPF (2025) Policy P2
16. Daylight and Sunlight Assessment	Major development Where the scale of proposed buildings has the potential to affect the amenity of sensitive neighbouring uses	The assessment must conform to the methodology identified in the most recently published Building Research Establishment guidance 'Site layout planning for daylight and sunlight: A guide to good practice'. You must include: - Impacts upon existing properties and sites with extant planning permissions; - Internal daylight values achieved within the proposed scheme; - An assessment on overshadowing.

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		You should follow guidance outlined in OPDC Local Plan Table 5.1 (OPDC Environmental Modelling Framework) and OPDC's Energy, Daylight & Overheating in high density developments SPD. Policy: OPDC Local Plan Policy D5
17. Delivery and Servicing Plan (DSP)	Any development which requires either commercial or residential servicing	DSPs are used to assess and manage the operational freight and servicing needs of a development, including waste and recycling collections, deliveries, courier activity, and other servicing trips. They are a key tool to reduce the number, timing, and impact of vehicle movements on the local transport network. A plan should be submitted with the DSP showing the locations of any loading bays and tracking of movements associated with all loading and servicing vehicles. DSPs must accord with the most recent version of TfL's Delivery and Servicing Plan Guidance. Policy: OPDC Local Plan Policy T7; London Plan T7
18. Design Code	All outline or hybrid applications	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. Policy: OPDC Local Plan Principles for securing high quality design; London Plan Policy D4
19. Digital 3D Model	Proposals referable to the Mayor of London	We use VU.CITY as our interactive digital city platform to assess the impact of the proposed development. Models should be geo-located and in fbx file format. You must complete the 3D model submission form and submit this with your application. Policy: OPDC Local Plan Policy D4, D6; London Plan Policy D9
20. Energy Statement including Overheating Assessment	Major development	Energy Statements should demonstrate how the development will minimise CO2 emissions in line with the Mayor's energy hierarchy - Be Lean, Be Clean, Be Green and Be Seen. It should include:

Validation Requirement	Which Applications	What is required
		• details of how energy demand has been minimised at Be Lean stage, through design measures and building fabric performance; • evidence to show that the heating hierarchy has been followed in selecting a heating strategy at Be Clean stage. This should include engagement with OPDC's heat network operator to secure a connection either at first occupation or later; • Assessment of options for on-site renewable energy generation and details of the capacity of the proposed strategy alongside Be Green carbon savings; • Modelled emissions from unregulated energy use as required at Be Seen stage; • Details of how performance will be monitored against predicted outcomes and targets as required at Be Seen stage; • A calculation using the GLA's carbon emissions reporting spreadsheet, showing any predicted residual emissions from the development and the resulting contribution amount to be paid into OPDC's carbon offset fund. Energy Statements must follow the GLA Energy Assessment Guidance. The Energy Strategy should also inform a Sustainability Statement which is a comprehensive report setting out the commitments and strategies that address all Local Plan and London Plan sustainability policies. <u>Overheating</u> A dynamic overheating assessment should be provided in line with Chartered Institute of Building Services Engineers Technical Memorandum 52 or 59 (CIBSE TM52 or CIBSE TM59) as relevant, alongside the CIBSE TM 49 guidance on weather files for London. Policy: OPDC Local Plan Policies EU9, EU10; London Plan Policies SI2, SI3 Draft NPPF (2025) Policy W3: For renewable and low-carbon energy generation and electricity network infrastructure schemes, proposals for decommissioning and

Validation Requirement	Which Applications	What is required
		site restoration must include details of how these measures are expected to be implemented.
21. Environmental Statement / Environmental Impact Assessment (EIA)	The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 2017/571), as amended, set out the circumstances in which an EIA is required. The need for an Environmental Statement shall be determined through a formal Screening Opinion.	Make sure you: • follow the environmental impact assessment process; • include information specified in regulation 18(3) and meets the requirements of regulation 18(4) of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017; • produce an Environmental Statement as defined in parts 1 and 2 of Schedule 4 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017; • ask competent experts to complete the assessment and include a statement listing their expertise and qualifications.
22. Financial Viability Appraisal	Where there is a planning policy requirement to provide viability information in respect of affordable housing provision	Viability appraisals are primarily used to establish the maximum amount of affordable housing that can be delivered on-site. Appraisals should include: • Gross Development Value; • Build Costs; • Land Value (existing use value plus); • Residual values (including comparables); • Commercial yields/rents (including comparables); • Competitive return to developers; • Professional Fees/Marketing costs; • Evidence and benchmarks to support all values and costs included in the assessment; • Justification for all assumptions used in the FVA; • A viability assessment model which is capable of full interrogation by OPDC and its advisor; • Itemised S106 Heads of Terms and Community Infrastructure Levy (CIL);

Validation Requirement	Which Applications	What is required
		- Any capital/grant contributions; - Build/sale programme; - Details of any Registered Housing Provider; - Scenario testing of the deliverability of the development if the FVA shows a deficit. Policy: OPDC Local Plan Policy H2, London Plan Policy H5; Draft NPPF (2025) Policy DM5
23. Fire Statement	Major development	All major development proposals must be submitted with a Fire Statement, which is an independent fire strategy, produced by a third party suitably qualified assessor. Refer to the GLA's guidance on Fire Safety. Policy: London Plan Policy D12
24. Flood Risk Assessment	All applications in Flood Zones 2 and 3, including minor development and changes of use All developments of sites more than 1 hectare in Flood Zone All basement extensions All major applications in Critical Drainage Areas for surface water flooding All applications within Flood Zone 1 where there is a critical drainage	Make sure you: - identify the risks of all forms of flooding to and from the site; - show how you will manage flood risks, taking climate change into account; - identify opportunities to reduce the probability and consequences of flooding; and - include the design of surface water management systems including sustainable drainage systems (SuDS). You will usually need a flood risk specialist to carry out the flood risk assessment for you. You can check OPDC's flood constraints on our Local Plan Policies Map. Policy: OPDC Local Plan Policy EU3; London Plan Policy SI12; Draft NPPF (2025) Policy F4

Validation Requirement	Which Applications	What is required
	problem as notified by the Environment Agency	
25. Health Impact Assessment (Standalone document or integrated into a Planning Statement)	Major development	The GLA's Social Infrastructure SPG (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. Policy: OPDC Local Plan Policy SP3; London Plan Policy GG3
26. Heritage Statement (Standalone document or integrated into a Design and Access Statement)	Proposals that have the potential to affect a heritage asset or its setting	Make sure you: • Identify relevant heritage asset(s) that are affected (positively and negatively) or unaffected; • Assess the significance of affected heritage assets and the contribution of setting to significance; • Describe the works proposed including a material schedule and methodologies; • Specify how the proposal avoids and/or minimises harmful impacts; • Determine the impact of the proposal upon the significance of the identified heritage assets, including positive impacts, no impact or harmful impacts (including the level of harm); • Justify any harmful impacts. Where a Townscape and Visual Impact Assessment (TVIA) is also provided, this should be cross-referenced within the Heritage Statement. You can check OPDC's heritage constraints on our Local Plan Policies Map. Policy: OPDC Local Plan Policy D7; London Plan Policy HC1; Draft NPPF (2025) Policy HE5
27. Landscape Strategy (Standalone document or integrated into a Design and Access Statement)	Major development Minor development which contains a significant element of landscaping	Where relevant, make sure you: • include plans showing details of all hard and soft landscaping proposals; • specify plant species, their size and planting densities; and any trees proposed stating their size and/or extent of mature tree canopy;

Validation Requirement	Which Applications	What is required
		- show site levels, gradients, cycle parking, refuse storage, boundary treatments and SuDS; - include a management plan identifying how and by whom any landscaping/public realm areas would be managed. For further guidance, refer to OPDC's Public Realm and Green Infrastructure SPD. Policy: OPDC Local Plan Policy D1; London Plan Policy D8
28. Marketing Strategy (Standalone document or integrated into a Planning Statement)	Change of use of employment floorspace outside SIL to other land uses Loss of town centre uses Loss of social infrastructure facilities Loss of cultural space Loss of public houses	An assessment to demonstrate that there is no viable potential for the continuation of commensurate floorspace of the existing use(s). The use must be continuously and competitively marketed for at least 12 months (24 months for a public house), including the land or property being offered at a market rate with an appropriate fit out, rent free period and lease terms for relevant use(s). Accounts data will need to be provided where relevant. Policy: OPDC Local Plan Policies E2, TCC2, TCC3, TCC4, TCC6; London Plan Policies E7, HC7; Draft NPPF (2025) Policy HC6 Refer to the Local Plan Glossary for details on Competitive Marketing Strategies.
29. Microclimate Impact Assessment	Applications for new buildings or extensions over 30m in height	A wind tunnel test would normally be expected and must be prepared by a suitably qualified wind engineer, culminating in a report demonstrating the degree of change in conditions including indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development. Policy: OPDC Local Plan Policy D5
30. Noise and Vibration Impact Assessment	Proposals for residential and other noise sensitive development close to existing sources of noise; noise generating uses that raise disturbance	The assessment must be prepared by a suitably qualified acoustician, detailing: - an assessment of the existing background noise/vibration level; - predicted noise and/or vibration levels; and - identification of any mitigation required to meet the required levels or provide the necessary protection.

Validation Requirement	Which Applications	What is required
	issues to existing buildings; applications involving installation of flues, air conditioning, plant, extraction etc.	Refer to government guidance on what you should include in a noise assessment . Policy: OPDC Local Plan Policy EU5; London Plan Policy D14
31. Open Space Assessment (Standalone document or integrated into a Planning Statement or Design and Access Statement)	Major development Creation of public open space	Where relevant, make sure you include: • details of existing open space in the vicinity of the site; • details of any open space lost as a result of the development (ha); • details of the area of any open space proposed by the development (ha); • details of the type of open space provided by the development; • any necessary mitigation which may include financial contributions. For further guidance, refer to OPDC's Public Realm and Green Infrastructure SPD . Policy: OPDC Local Plan Policy EU1 Draft NPPF (2025) Policy HC7 - Sports, Open Space and Recreation Facilities Assessment required for development affecting existing recreation facilities.
32. Parking Design and Management Plan	Major development Any scheme proposing on-site car parking provision including Blue Badge or car club spaces	Required to demonstrate how on-site vehicle parking will be controlled, allocated and managed over the life of a development. Where relevant, make sure you: • Set out and show on a plan the number, location and type of parking bays (including accessible bays, car club spaces and EV charging points); • Explain how parking spaces will be allocated to residents and how these allocations will be monitored and reviewed over time; • Describe any controls on parking ownership/leasing and how parking availability will be made clear to future occupants at the point of letting/sale; • Provide details of visitor or shared parking provision (where relevant); • Include a strategy for monitoring, management, enforcement, and long-term compliance.

Validation Requirement	Which Applications	What is required
		PDMPs should correspond with the Travel Plan and Delivery and Servicing Plan where relevant. Policy: OPDC Local Plan Policy T4; London Plan Policy T6
33. Photomontage and CGIs (Can be integrated into the Design and Access Statement)	Major development	Photomontage or CGI images showing the proposed development within the existing street scene or from the public realm as relevant. Policy: London Plan Policy D4
34. Planning Obligations – draft heads of terms (Can be integrated into the Planning Statement)	Applications which require OPDC and applicant to enter into a legal agreement	OPDC's Revised Planning Obligations Supplementary Planning Document (SPD) provides guidance on the identification and calculation of planning obligations in OPDC. Applicants should use this SPD to consider the impacts of the proposed scheme and identify any planning obligations likely to be required in order to mitigate the impacts of development. These should be submitted as draft Heads of Terms.
35. Planning Statement	Minor development	A short, written description and explanation of the proposal, including a justification of the scheme against key planning policies and why any other submission documents are not appropriate in the particular circumstances.
	Major development	Make sure you include: • the site location; • the planning history of the site; • the proposed development; • the outcome of any pre-application engagement and the extent to which the proposal changed; • details of consultation (if not described separately in a Statement of Community Involvement); • an assessment of the development against all relevant national and local planning policy; • any other material considerations. Where relevant to your application, you should also include the following: • Business Relocation Strategy (see Local Plan Policy E2); • Catalyst Uses Statement (see Local Plan Policy TCC7);

Validation Requirement	Which Applications	What is required
		• Cultural Action Plan (see to Local Plan Policy TCC4); • Meanwhile Feasibility Study (see Local Plan Policy TCC8); • Social-economic Statement (see Local Plan Policy E5); and • Visitor Accommodation Management Plan (see Local Plan Policy TCC9 and London Plan Policy E10).
36. Purpose Built Student Accommodation (PBSA) Need and Overconcentration Study	Any application for PBSA	Make sure you include: • PBSA demand side drivers at the local and strategic levels; • a PBSA overconcentration analysis for a defined area to which the site relates, taking into account the existing supply of student accommodation and the development pipeline. The assessment should provide any nomination agreements and/or 'letters of comfort' with Higher Education Providers (HEPs). Policy: OPDC Local Plan Policy H10; London Plan Policy H15
37. Residential Management Plan	Proposals for: • Supported and specialist accommodation • Purpose-built student accommodation • Large-scale purpose-built shared living • Build-to-Rent accommodation	You must include: • day-to-day operations of the site including on-site management and security; • health and safety standards and procedures; • facilities and services on-site for use by the residents like laundry services; • managing maintenance and repairs; • accessibility and accommodating residents with a disability; • how you will maintain areas inside and outside the development; • cycle and car parking; • how vehicles will move in and out of the site including drop-offs, moving in and out arrangements and the scheduled arrival of delivery vehicles. Policy: OPDC Local Plan Policies H6, H7, H9, H10; London Plan Policy H12, H13, H15, H16
38. Sections 73 and 96a Applications	Any s73 or s96a application	Make sure you include: • proposed plans, elevations and sections; • a marked-up version of the approved plans (at A3 or A4 size) to show where the proposed changes are for information purposes; • photographs of the site.

Validation Requirement	Which Applications	What is required
		The proposed plans must be a full update or revision of the originally approved plans.
39. Site Waste Management Plan	Major development	For construction phase: • identify the volume and type of material to be demolished and/or excavated; • identify opportunities for reuse and recovery of materials; • demonstrate how off-site disposal of waste will be minimised and managed; • set out frequency and timing of collections, and drag distances; • show a tracked drawing showing waste vehicle movements. The construction stage SWMP should correspond within the submitted Construction Management Plan and Circular Economy Statement. For operational stage: • include a calculation to confirm that the residential/commercial refuse and recycling requirements would be met on site, including size/capacity of bins and store dimensions; • explain how refuse/recycling collections would be managed, including details of accessibility for waste vehicles and drag distances etc. The SWMP should also inform a Sustainability Statement which is a comprehensive report setting out the commitments and strategies that address all Local Plan and London Plan sustainability policies. Policy: OPDC Local Plan Policy EU6; London Plan Policy SI7 Further guidance is set out within OPDC's Waste Management in high density developments SPD.
40. Statement of Community Involvement (SCI)	Major development	Demonstrate how you have complied with OPDC's SCI, found here on OPDC's website, and show how the views of the local community have been sought and considered in the development proposals. Policy: OPDC Local Plan Policy DI3

Validation Requirement	Which Applications	What is required
(Standalone document or integrated into a Planning Statement)		
41. SuDS, Drainage and Water Efficiency Strategy	A SuDS and Drainage Strategy is needed for any development that creates new buildings or increases the area of impermeable surface Water efficiency information required for all major development	The SuDS and Drainage Strategy must align with the London Plan Drainage Hierarchy and use Sustainable Drainage Systems (SuDS) to manage runoff on site. Runoff must be limited to greenfield rates and the required attenuation volume clearly demonstrated. All relevant proposals require a completed SuDS pro-forma. <u>Water Efficiency</u> All developments should achieve high levels of water efficiency by incorporating features such as leak detection systems, waterless urinals, low-flow fittings and the use of greywater or rainwater, for example, in toilets. For residential developments, developers are encouraged to use a fittings approach to design water systems to enable residents to meet or exceed the Mayor of London's target for domestic water use of 105 L per person per day excluding the 5L per day allowance for external use. For non-residential schemes, the BREEAM Wat 01 water calculator should be submitted to demonstrate compliance. The maximum number of credits available under the Wat 01 issue should be targeted. Water efficiency information should form part of a Sustainability Statement which is a comprehensive report setting out the commitments and strategies that address all Local Plan and London Plan sustainability policies. Baseline and improved water efficiency calculations should be provided to demonstrate compliance. Policy: OPDC Local Plan Policy EU3; London Plan Policy SI5, SI13; Draft NPPF (2025) Policy F8
42. Tall Building Statement	All applications for tall buildings, those over 15	The assessment must demonstrate that:

Validation Requirement	Which Applications	What is required
(Standalone document or integrated into a Planning Statement)	storeys or 48m above ground level	- A tall building(s) on the site would be able to fully satisfy all policy requirements, delivering a positive response to context and architectural design of the highest quality, having regard visual, environmental, functional and cumulative Impacts. - Delivery of significant benefits for the surrounding area and communities. Policy: OPDC Local Plan Policy D4; London Plan Policy D9
43. Telecommunications	All telecommunications proposals	Evidence of pre-submission consultation with the relevant body. Evidence that the applicant has sought to keep the number of radio and electronic communications masts and the sites for such installations to a minimum in accordance with policy CO1. ICNIRP statement – statement that the cumulative exposure, when operational, will not exceed International Commission guidelines on non-ionising radiation protection (ICNIRP). Policy: Draft NPPF (2025) Policy CO2
44. Town Centre Uses Statement (Standalone document or integrated into a Planning Statement)	Proposals for town centre uses outside of a designated town centre	Demonstrate a sequential approach to site selection (see Local Plan policy TCC1) and where relevant, submit an impact assessment. Refer to Government guidance on the sequential test, impact assessment and planning for town centre uses. Policy: OPDC Local Plan Policy TCC1; London Plan Policy SD7; Draft NPPF (2025) Policy TC3 and TC4 You can check the location of our town centres on our Local Plan Policies Map.
45. Townscape and Visual Impact Assessment (TVIA)	Where proposals impact on key views; where a tall building is proposed; or where proposals involve demolition or development affecting a	Assess the visual impact your development, particularly if it affects the established townscape and its protected views. Qualified individuals must do the assessment. They must be members of the relevant professional body. The assessment must be completed in accordance with:

Validation Requirement	Which Applications	What is required
	conservation area or listed building. Medium to large scale developments normally include a TVIA within an EIA (if an EIA is required).	The Landscape Institute or the Institute of Environmental Management and Assessment Guidelines for Landscape and Visual Impact Assessment Policy: OPDC Local Plan Policy D4, D6; London Plan Policy D9
46. Transport Statement/ Assessment	Major development Any application where the proposed development has significant transport implications. TfL guidance also sets out when a Transport Assessment is required or whether a Transport Statement is sufficient.	You should identify the impact of the proposal on the transport infrastructure including road capacity, public transport and walking and cycling infrastructure. The coverage and scale of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal. Where relevant, you should include: - Trip generation, travel demand analysis and TRICS data; - Review of existing collision data and assessment and mitigation of any road safety impacts resulting from the proposals. A Stage 1 Road Safety Audit should be carried out for any changes to the public highway; - Details and results of traffic modelling (when required); - Existing and proposed vehicle and cycle parking including justification for car parking amount (when proposed), and provision for accessible parking; - Details of the existing and proposed servicing; - Plans showing swept paths for all vehicles; - Identification of nearby OPDC-led transport projects; - Any mitigation / planning obligations required. For major developments, the report should also include: - a Healthy Streets Assessment; - a Vision Zero action plan; - An Active Travel Zone (ATZ) Assessment (including night-time assessment). Reference also needed to TfL guidance on Transport Assessments.

Validation Requirement	Which Applications	What is required
		Policy: OPDC Local Plan Policy T9; London Plan Policy T4; Draft NPPF (2025) Policy TR6
47. Travel Plan	Major development Any application where the proposed development has significant transport implications	Travel Plans are an important tool to support shifts away from car usage and towards more sustainable forms of transport, including walking and cycling. Please refer to TfL Guidance on Travel Plans . Policy: OPDC Local Plan Policy T9; London Plan Policy T4
48. Tree Assessment	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	Make sure you include: • a full tree survey; • an Arboricultural Impact Assessment (AIA); • trees proposed for retention / removal, with Root Protection Areas shown on proposed layout plans; • a Arboricultural Method Statement (AMS) to demonstrate how retained trees would be protected; and • A Tree Protection Plan including location(s) of proposed new utility / drainage services. All reports must be prepared by a suitably qualified arboriculturist. Policy: London Plan Policy G7
49. Urban Greening Factor	Major development	Read and follow the GLA's urban greening factor guidance . Submit information to include: • a scaled UGF landscape masterplan that is in addition to a landscape masterplan; • colour-codings according to UGF surface cover types that support the UGF calculation; • a completed UGF table, based on calculations from the GLA's UGF calculator. Policy: Local Plan Policy EU2; London Plan Policy G5

DEVELOPMENT THRESHOLDS

A Major development is any application that involves:

- Development where the floorspace to be created by the development is 1,000sqm or more
- Development (including changes of use) on sites of 1 ha or more
- Residential development of 10 or more dwellings
- Residential development where the site area is 0.5 hectare or more and the number of dwellings is unknown
- Mineral extraction
- Waste development

A Minor development is any application that involves:

- Residential development of between one and nine dwellings
- Development where the floorspace is less than 1,000m²
- Development on sites less than one hectare