

INFORMATION SCHEME
Pursuant to the Greater London Authority Act 1999

WHEREAS

- (1) Under the provisions of section 397 of the Greater London Authority Act 1999 (“the Act”) the Mayor of London (“the Mayor”) may make schemes for the collection of information relating to any matters concerning Greater London or any part of it
- (2) The Mayor has consulted with each London Local Authority (“LLA”) listed in Annex 1 on the proposal to collect from all LLAs data needed to monitor the Spatial Development Strategy, also known as the London Plan. At least two thirds of those LLAs have given their agreement to the Information Scheme (“the Scheme”) which, pursuant to section 397(4) of the Act is now binding on all LLAs. (Details of the agreed proposal are set out in the Annexes hereto.)

NOW THIS SCHEME WITNESSES as follows:

- 1) That the Mayor will set up and maintain the London Development Database to receive data from the LLAs about planning permissions, related permissions, approvals, certificates and consents and their implementation (“the Information”). The Mayor may use the Information to monitor the effectiveness of policy outlined in the London Plan and other Mayoral strategies, and may provide the Information for research, analysis and educational purposes.
- 2) The Scheme will operate as follows:
 - 2.1 The Scheme shall continue until revoked by the Mayor.
 - 2.2 The Mayor will use the Information for the purpose set out in Clause 1 herein only.
 - 2.3 The Information provided by each LLA remains the copyright of the LLA, with the LLA granting the Mayor a perpetual, non-exclusive, irrevocable, royalty free licence to use, or permit the use of, the Information for research, analysis and educational purposes. The Mayor may make any part of the Information available, at the Mayor’s discretion, to any individual, company, body corporate, unincorporated association, partnership, government, state or agency of a state or joint venture following a request for the Information, and may charge a fee when the re-use of the Information is for commercial purposes to cover the administrative costs of providing the Information and to make a reasonable return on investment.
 - 2.4 Each LLA shall comply with the provisions of the Data Protection Act 1998 and shall indemnify the Mayor against all actions, costs, expenses, claims, demands and proceedings which may be brought against the Mayor for breach of the LLA’s statutory duty under that Act.
 - 2.5 Each LLA shall further indemnify the Mayor against all actions, costs, expenses, claims, demands and proceedings in respect of any infringement or breach of any intellectual property rights by the LLA.

- 2.6 The Mayor shall comply with the provisions of the Data Protection Act 1998 and shall indemnify each LLA against all actions, costs, expenses, claims, demands and proceedings which may be brought against the LLA for breach of the Mayor's statutory duty under that Act.
- 2.7 The Mayor shall further indemnify each LLA against all actions, costs, expenses, claims, demands and proceedings in respect of any infringement or breach of any intellectual property rights by the Mayor.
- 2.8 For every planning permission, related permission, approval, certificate and consent that meets the Scheme Criteria in Annex 2, each LLA shall submit such Information as is necessary to accurately complete the Data Requirement in Annex 3.
- 2.9 Each LLA will be responsible for ensuring the accuracy and completeness of the Information and agrees to use a data transfer tool provided by the Mayor that is compatible with existing software in the LLA. It shall be the responsibility of the Mayor to ensure that the data transfer tool provided by the Mayor is compatible with each LLA's current system. Once the Mayor receives the Information from the LLA it shall be the Mayor's responsibility for ensuring the Information is not manipulated or otherwise interfered with such as to adversely affect the accuracy or completeness of the Information. Accordingly, the Mayor may undertake a process of data cleansing to correct inaccuracies in Information provided by the LLAs.
- 2.10 During the Term of the Scheme each LLA will submit Information for each month within 3 months of the end of each month and planning start and completion data within 5 months of the end of each financial year.
- 2.11 If the LLA has not submitted the Information within the time scales set out in Clause 2.10 the Mayor may, subject to Clause 2.12 below, within 14 days of the expiry of those time scales serve a notice ("the Notice") on the LLA addressed to the Chief Planning Officer of the LLA setting out what Information has not been submitted as required by the Scheme and requiring the Information to be submitted within 14 days of the date of the Notice.
- 2.12 If the Information is still outstanding after a further 14 days from the date of the Notice the Mayor may, subject to Clause 2.13 below serve a final notice ("the Final Notice") on the LLA addressed to the Chief Planning Officer of the LLA requiring the Information to be submitted within 7 days of the date of the Final Notice. If the LLA fails to submit the Information within 7 days of the date of the Final Notice, the Mayor will notify in writing the Chief Planning Officer of the LLA that the Mayor will make such arrangements as are necessary to obtain and submit the Information on the LLA's behalf and will claim and receive from the LLA his reasonable costs and expenses in doing so.
- 2.13 For the Term of the Scheme the Mayor will attempt to resolve by negotiation any disputes directly with the LLA regarding the LLA's submission of or failure to submit the Information before utilising the procedure set out in Clauses 2.11 and 2.12 herein.
- 2.14 Any disputes arising between the Mayor and the LLA in relation to any aspect of the Scheme, including disputes about what constitutes the Mayor's reasonable costs and such arrangements as are necessary referred to in Clause 2.12, which can not be resolved by negotiation between the parties shall be referred for mediation to a panel comprising representatives from London Councils, the Mayor and the LLA ("the Mediation Panel"). The Mediation Panel may appoint, at its absolute discretion, any other person as a Mediation Panel member.
- 2.15 Variations to the Scheme may only be made after the Mayor has consulted with each LLA and at least two thirds of those LLAs have agreed to the variations.

- 2.16 The Mayor will maintain the London Development Database over the Internet and make it available free of charge to the LLAs and other public bodies as defined in Section 270(1) of the Local Government Act 1972 and the functional bodies as defined in Section 424(1) of the Greater London Authority Act 1999. The Mayor may, from time to time and at the Mayor's absolute discretion, make the London Development Database available free of charge to any public body as defined by Section 6(3) of the Human Rights Act 1998 or any person providing services to the Mayor. The Mayor may, at The Mayor's expense, make the Information available on the internet on the Mayor of London's website, the Greater London Authority's Datastore or any other site as agreed by the Mayor and two thirds of the LLAs from time to time.
- 2.17 The Mayor will be responsible for the design and development of the data transfer tool.
- 2.18 The costs of collecting and providing the Information shall be met by the LLAs. All other costs shall be met by the Mayor.
- 2.19 The Mayor will, at the Mayor's cost, provide training and support for the use of the London Development Database and throughout the Term of the Scheme in accordance with a training plan to be developed in consultation with the LLAs.
- 2.20 The Mayor and the LLAs shall, within 12 months of the Commencement Date review the operation of the Scheme and thereafter carry out a review every two years. The Mayor and the LLAs shall be assisted in this review by the **London Development Database - Management Team** which may comprise representatives of the Mayor, London Councils, and the LLAs.

Annex 1

The LLAs are comprised of:

London Borough of Barking & Dagenham
London Borough of Barnet
London Borough of Bexley
London Borough of Brent
London Borough of Bromley
London Borough of Camden
City of London
London Borough of Croydon
London Borough of Ealing
London Borough of Enfield
Royal Borough of Greenwich
London Borough of Hackney
London Borough of Hammersmith & Fulham
London Borough of Haringey
London Borough of Harrow
London Borough of Havering
London Borough of Hillingdon
London Borough of Hounslow
London Borough of Islington
Royal Borough of Kensington and Chelsea
Royal Borough of upon Thames
London Borough of Lambeth
London Borough of Lewisham
London Borough of Merton
London Borough of Newham
London Borough of Redbridge
London Borough of Richmond upon Thames
London Borough of Southwark
London Borough of Sutton
London Borough of Tower Hamlets
London Borough of Waltham Forest
London Borough of Wandsworth
City of Westminster

Annex 2

The LLAs shall provide Information for planning permissions, related permissions, approvals, certificates and consents that meet the following criteria (“Scheme Criteria”):

Residential

Any permission, approval, certificate or consent that permits the loss or gain of one or more self-contained residential units, or proposes the construction of one or more new self-contained residential units (including small Houses in Multiple Occupation within C4 of the Use Classes Order).

Non-Residential (bedrooms)

Any permission, approval, certificate or consent that permits the creation of more than 6 bedrooms in Use Class C1, C2 or Sui Generis.

Non-Residential (floorspace)

Any permission, approval, certificate or consent not covered above where the permitted gross floorspace (GIA) for any of the Use Classes A1, A2, A3, A4, A5, B1, B2, B8, C2, D1, D2 or Sui Generis exceeds 999m².

Open Space

Any permission, certificate or consent permitting a loss, gain, change of use or change of conservation or protection status of open space.

Traveller pitches

Any permission, approval, certificate or consent permitting a loss or gain of traveller pitches.

Annex 3

The data requirement is comprised of the following data fields (“Data Requirement”):

| London Development Database Data Fields | | |
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| Borough reference | Proposed A3 floorspace | Total residential units meeting the Wheelchair Accessible Homes standard |
| GLA/PDU case number | Proposed A4 floorspace | Total new build residential units meeting each level of the code for sustainable homes (0-6) |
| Type of consent | Proposed A5 floorspace | Type of existing open space |
| Decision agency | Proposed B1 floorspace subdivided into a,b and c groups | Area of existing open space by type |
| Date consent granted | Proposed B2 floorspace | UDP designation for protection of existing open space |
| Date consent lapses | Proposed B8 floorspace | Public access to existing open space |
| Description of proposed development | Proposed C1 hotel bedrooms | Designation for nature conservation of existing open space |
| Additional comments | Proposed Serviced Apartments | Site area of proposed open space by type |
| Scheme name | Proposed C1/SG student accommodation bedrooms | Type of proposed open space |
| Subdivision of building | Proposed C2 floorspace (not residential homes) | Public access to proposed open space |
| Site Name/Number | Proposed C2 bedrooms for residential homes | Optional date demolition started |
| Street name | Proposed C2a Secure Residential Institution bedrooms | Date work started on the development |
| Secondary Street(s) | Proposed C4 Houses in Multiple Occupation | Date A1 floorspace completed |
| Full postcode | Proposed D1 floorspace | Date A2 floorspace completed |
| Locality | Proposed D2 floorspace | Date A3 floorspace completed |
| Unique property reference number | Proposed SG floorspace (not hostels) | Date A4 floorspace completed |
| The easting part of grid reference | Proposed SG bedrooms for hostels | Date A5 floorspace completed |
| The northing part of grid reference | Proposed SG Travellers Pitches | Date B1 floorspace completed subdivided into a,b and c |
| Digitised site boundary/plan - new build C3 only | Existing number of C3 s/c units | Date B2 floorspace completed |
| | Type of existing residential s/c unit | Date B8 floorspace completed |
| Existing A1 floorspace | Number of existing units by type | Date C1 hotel bedroom completed |
| Existing A2 floorspace | Tenure of existing residential s/c unit being lost | Date C1 Serviced Apartments completed |
| Existing A3 floorspace | Ownership of lost existing housing unit | Date C1/SG student accommodation bedrooms completed |
| Existing A4 floorspace | Existing house in Multiple | Date C2 floorspace completed |

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| | Occupation? | |
| Existing A5 floorspace | Existing residential s/c sheltered unit? | Date C2 bedrooms for residential homes completed |
| Existing B1 floorspace subdivided into a,b and c | Number of proposed C3 s/c units | Date C2a Secure Residential Institution bedrooms completed |
| Existing B2 floorspace | Net site area of proposed housing site | Date C4 Houses in Multiple Occupation completed |
| Existing B8 floorspace | Number of units with the same characteristics | Date D1 floorspace completed |
| Existing C1 hotel bedrooms | <u>Optional proposed plot description</u> | Date D2 floorspace completed |
| Existing C1 Serviced Apartments | Number of proposed bedrooms | Date SG floorspace (excluding hostels) completed |
| Existing C1/ SG student accommodation bedrooms | Type of proposed residential development | Date SG hostel bedrooms completed |
| Existing C2 floorspace (not residential homes) | Type of proposed residential s/c unit | Date SG Travellers Pitches completed |
| Existing C2 bedrooms for residential homes | Tenure of s/c units proposed on site | Date each C3 unit completed |
| Existing C2a Secure Residential Institution bedrooms | Provider of proposed housing on site | Date of completion of open space by type |
| Existing C4 HMO bedrooms | Proposed House in Multiple Occupation? | Confirmation consent lapsed |
| Existing D1 floorspace | Proposed C3 s/c sheltered unit? | <i>Date borough reviewed implementation progress</i> |
| Existing D2 floorspace | Residential unit on garden land | Comments on implementation progress |
| Existing SG floorspace (not hostels) | Residential unit on Greenfield land | Confirmation related consent is superseded |
| Existing SG bedrooms for hostels | No. of off street C3 parking spaces proposed | Superseding relationship between consents |
| Existing SG Travellers Pitches | No. of affordable C3 units to be built off site | Use classes superseded for partial supersedings |
| Type of non residential development proposed | No. of affordable C3 units to be acquired off site | Spatially derived data |
| Site Area of proposed non housing | Amount of cash in lieu of affordable housing | <i>Optional 12 fields for Boroughs' own data</i> |
| Proposed A1 floorspace | Date cash in lieu of affordable housing paid | Optional Maximum building height in storeys |
| Proposed A2 floorspace | Total residential units meeting all 16 criteria of the Lifetime Homes standard | |

Additional fields for prior notifications under Schedule 2 Part 3 Class J of the Town and Country Planning (General Permitted Development) Order 1995

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| Status | Building type | Photograph of site (voluntary) |
| Decision | Planning requirements | Building age |
| Occupancy status | Location type | |