

Royal Borough of Kingston upon Thames

Validation Local List:

In addition to the National requirements, the Local Validation List (Local List) clarifies the additional information required to accompany a planning application so that it can be validated i.e. be assessed by Officers. This will then enable the Local Planning Authority (Development Management) to begin its determination of the application. The scope and degree of the information required will vary for each application.

The following tables set out what information must be submitted with your application in order for it to be made valid and what information may be required depending on the constraints of the site. This document is divided into three sections - do read through all sections carefully before submitting your application.

The [first section](#) sets out the national requirements that are required for your application to be validated; these are defined by law.

The [second section](#) sets out the local requirements that may be necessary for your application to be validated , depending upon its precise nature.

The [third section](#) (standalone section) provides a checklist to be completed and submitted with each application

NB – The information requirements in the tables do not limit the Council’s ability to request additional information in the event that it is found to be necessary during the application’s determination period.

If the relevant information contained within the Local List is not provided with your submission, the processing of your application will be delayed and the application will be made invalid and shall remain invalid until such time that the required information is received. Please note that if your application is found to be invalid you will be given 10 working days in which to make it valid. After 10 days the application will attract an Administration Fee, the fee will be required to be paid in order for the application to be validated. After a further 10 days the application will be disposed of.

Administration Charge - Invalid Major Application	£150 per application
Administration Charge - Invalid all other applications	£35 per application

Developers and applicants are encouraged to engage in pre-application discussions with the Council before an application is made. Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.

The website address for the Council's pre-application service is:

<https://www.kingston.gov.uk/applications/pre-application-advice>

General Guidance on Plans / Supporting Documents

The Royal Borough of Kingston upon Thames asks that you submit applications electronically using the Planning Portal. This is by far the quickest way to send, and for Officers to assess submitted applications. Whilst you can submit a hard / paper copy application, please note this will introduce a significant delay into the process whilst the hard / paper copies of drawings / plans / documents are scanned onto the system.

The website address is: <https://www.planningportal.co.uk/applications>

When using the Planning Portal, please be aware that the Council will **NOT ACCEPT** any documents / plans / drawings that need to be printed on paper greater than size A3. Please **DO NOT** submit drawings / plans that are not formatted for printing at A3 or less, as your application will be deemed invalid, and you will be asked to resubmit in line with our requirements.

For applications submitted electronically via The Planning Portal you must adhere to the following guidelines:

1. Submit all necessary documents in one 'go'.
2. Maximum print size for any drawing of A3. **DO NOT** submit drawings / plans that have to be printed at A2, A1 or A0, as we will not accept these, and your application will be deemed invalid. If necessary please make it clear within your online application that hard copies are in the post, only when the hard copies are received will your application be assessed to confirm validation.
3. Maximum single attachment file size of 5MB Maximum application file size of 25MB.
4. All drawings must be attached as .pdf files (file types for non-drawings are .jpg, .doc and .xls which will also be accepted).
5. Ensure all drawings are categorised by type, as presented on the Portal

For all applications, please note the following:

- All plans and drawings **must** be accurately drawn, using a conventional metric scale such as 1:1250, 1:500, 1:200, 1:100 etc, and must be drawn true to the stated scale(s). Plans/drawings must include a scale bar that refers to the paper size, for example: 1:100 on A3, and must also include key dimensions and must not contain disclaimers such as 'not to scale' and 'do not scale' (with the exception of perspective drawings/ images). All plans should be drawn on the same paper size. Where plans and drawings show neighbouring properties and development they must be depicted accurately. If neighbouring properties and developments are not depicted accurately this could result in your application being made invalid or any subsequent planning permission being unimplementable.
- Plans and drawings **should not** be submitted as one combined PDF document. They should be presented on separate PDFs and titled accordingly i.e Existing and Proposed Front Elevation with the drawing number.
- The clearest way to present proposals is to group 'existing' and 'proposed' drawings side by side, using the same scale for both.

- Annotated dimensions **must** be included on the floor plans, site plans, elevation drawings, and section / level plans.
- Each plan / drawing should have a title box stating: the address and proposal; the title of the drawing (for example 'existing rear elevation, proposed first floor plan etc'); the date, scale of the drawing and the drawing number, with revisions clearly identified. Plans / drawings **must** be correctly labelled.
- Each plan / drawing **must** be fully annotated, for example a line between two properties should be annotated to say 'boundary fence', and distances from boundaries should be provided.
- All plans **must** include a North arrow.
- Please refrain from including any personal / sensitive data or information on drawings or documents e.g telephone numbers, email addresses, signatures, car registration numbers, and photographs that include people's faces etc.
- For the purposes of your planning application **existing** means the situation on the ground at the time of submitting an application. If planning permission or a certificate of lawful development has been obtained for a proposal, or part of, which the applicant intends to implement but has not yet commenced, these works must be included as part of the proposed plans / drawings and must form part of the application description. You should indicate on the plans / drawings the reference number of any element of the proposal that has previously been granted planning permission or benefits from a Lawful Development Certificate.

Detailed drawings are the most important part of a planning application, therefore it is essential that they are of a suitable standard and include all the relevant information necessary to illustrate the proposed development in detail. If the submitted drawings do not contain sufficient detail, the registration of a planning application will be delayed until revised or additional drawings / information is submitted.

The Council offers a pre-application advice service through which you can discuss your proposals, including validation requirements, with a planning officer. Details of the service can be found on our [Pre-application planning advice website page](#).

Through the Pre-application advice service:

- You will be able to meet virtually via Google Meet with a Planning Officer to discuss your plans (a face-to-face meeting can be arranged when necessary)
- You will understand how planning policies and other requirements affect your project
- We will identify potential problems early on and help you find solutions
- We will tell you at an early stage whether you'll need specialist advice or surveys
- We will work with you (on larger proposals) to identify and facilitate consultation with the community / community groups / stakeholders / Councillors
- We will work with you to reduce the risk of submitting an invalid application
- We will help save you time and money on plans and application fees by letting you know if your proposal is likely to be acceptable

Where a number of pre-application meetings are likely to be necessary it may be preferable for a Planning Performance Agreement (PPA) to be pursued.

For further information on entering into a Planning Performance Agreement please email development.management@kingston.gov.uk

Definitions

Major Development is defined as follows: applications that include the winning and working of minerals i.e sand, gravel etc; waste development i.e storage of waste / sorting of waste for recycling etc; the provision of 10 or more dwelling houses- or the site has an area of 0.5 ha or more and it is unknown whether 10 or more dwellings houses are proposed; the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or development carried out on a site having an area of 1 hectare or more.

If there are any doubt as to whether your proposal would amount to Major Development please email

development.management@kingston.gov.uk

Housholder Application is an application for planning permission for development for an existing dwelling house, or development within the curtilage (garden) of such a dwelling house.

If there are any doubt as to whether your proposal would amount to Householder Development please email

development.management@kingston.gov.uk

Section 1 - National Requirements

This Section contains the National List of Requirements. If any of the necessary information listed in **SECTION ONE** is absent, then it is likely that your application will **NOT BE VALIDATED**.

National List of Requirements			
Validation Requirement	When is it required?	What is required?	Guidance
Application Form including Ownership Certificate	All applications	<p>Choose the relevant application form from the Planning Portal and ensure all sections are completed in full including data required by the GLA planning data standard.</p> <p>Please pay particular attention to the description and ensure all proposed elements are included and the correct Ownership Certificate has been signed.</p>	<p>Planning Portal submission guidance Government guidance - Making an application</p> <p>Applicants must complete a certificate to confirm that an appropriate notice has been served on any other owners (and agricultural tenants) of the application site.</p> <p>The forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</p> <p>An application is not valid unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to</p>

			<p>£5,000.</p> <p>Which ownership certificate should be signed?</p> <p>Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p>Certificate B should be completed if the applicant is not the sole owner or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be served if the proposals encroach onto adjoining land or if you submit an application for works to a flat / apartment you will need to complete Certificate B and notify all other persons who have an interest in the whole block of flats / apartments).</p> <p>Certificate C should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.</p>
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			<p>Certificate D should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants</p> <p>An 'owner' is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years. In the case of development consisting of the winning or working of minerals, a person entitled to an interest in a mineral in the land is also an owner.</p> <p>An 'agricultural tenant' is a tenant of an agricultural holding, any part of which is comprised in the land to which the application relates.</p> <p>Any hard copy certificate submitted with the standard application form must be signed by hand. For any electronically submitted certificate, a typed signature of the applicant's name is acceptable. Ownership certificates must also be completed for applications for listed building consent, although no agricultural declaration is required.</p>
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Appropriate Fee	<p>All applications (except where a fee exemption applies in accordance with the regulations)</p>	<p>Applications will not be validated without the appropriate fee being received. You can use the Planning Portal Calculator to check the fee due.</p> <p>Payment should be made online at the time of submission through the Planning Portal.</p> <p>In specific circumstances a fee exemption may apply, and this will be assessed in accordance with the regulations.</p> <p>Please note that if you plan on applying an exemption you will need to submit accompanying evidence.</p>	<p>The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2023</p> <p>Government Guidance</p> <p>Please note: For certain types of application the Council offers a ‘Fast-track’ service, this service guarantees you a decision notice in writing within 6 working days of the statutory consultation period¹. Details of this service and the associated cost can be found on the Planning Pages of the Council's website.</p>
Community Infrastructure Levy (CIL) Additional Information Form 1	<p>All applications that include new build development over 100 sqm (internal), including residential extensions and annexes.</p>	<p>This must be completed to help assess whether the proposal is liable for the Community Infrastructure Levy.</p>	<p>The Community Infrastructure Levy (the ‘levy’) is a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.</p>
<p>Site Location Plan</p>	<p>All applications</p>	<p>This should be drawn at a recognised scale, for example 1:1250 or 1:2500 and include the following:</p> <ul style="list-style-type: none"> ● Direction of north, 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Government guidance - Plans and drawings</p>

¹ Subject to the Council’s scheme of delegation

		<ul style="list-style-type: none"> ● A Scale Bar, ● At least two named roads (where possible). ● All the surrounding buildings, roads and footpaths on land adjoining the site, ● Neighbouring properties including their numbers, ● A red line around all land required for the development (including access to the public highway where relevant), ● A blue line around all other land owned by the applicant close to or adjoining the site. <p>You must include a scale bar that refers to the paper size, for example: 1:1250 on A4.</p>	<p>Please note we do not accept land registry maps. Maps should be based on an up-to-date Ordnance survey.</p> <p>Please note, the red line should encompass all the land necessary to facilitate the development i.e. an application that includes a new vehicle crossover should include the pavement within the red edge with the correct notification served on the Council (see Ownership Certificate above)</p>
Proposed Block Plan	All applications	<p>This should be drawn at a scale of 1:500 and include the following:</p> <ul style="list-style-type: none"> ● The proposed development - this can be achieved by hatching / highlighting the proposed development ● Boundary locations ● Location of existing structures present on the site (including sheds, outbuildings and extensions) 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Government guidance - Plans and drawings</p>

		<ul style="list-style-type: none"> • Location of landscape features, trees, fences or walls on site and on any adjoining site. • Location of car parking, cycle parking and waste storage areas • Location of utility manholes • Direction of north • Annotations to show key dimensions including distance from boundaries, depth and width of extension etc. • Scale bar that refers to the paper size, for example: 1:500 on A3. <p>The plan should be annotated with key measurements, including:</p> <ul style="list-style-type: none"> • Distances to boundaries; • Measurements of the proposed development, length, width etc <p>The plan(s) must be given a unique drawing number and be clearly labelled as Block Plan</p>	
Existing Site Plan	All applications	<p>A plan at a scale of either 1:200 or 1:500 accurately showing:</p> <ul style="list-style-type: none"> • The direction of north; • Scale bar that refers to the paper size, for example: 1:100 on A3; 	Government guidance - Plans and drawings

		<ul style="list-style-type: none"> • The existing buildings / development on site in relation to the site boundaries and other existing buildings on site; • All neighbouring buildings, roads and footpaths on land adjoining; • The site including access arrangements; • All trees and hedges within the application site and on the boundary, including trees and hedges on neighbouring land; and • All public rights of way crossing or adjoining the site. <p>The plan should be annotated with key measurements, including:</p> <ul style="list-style-type: none"> • Distances to boundaries; <p>The plan(s) must be given a unique drawing number and be clearly labelled as Existing Site Plan</p>	
Proposed Site Plan	All applications	<p>A plan at a scale of either 1:200 or 1:500 accurately showing:</p> <ul style="list-style-type: none"> • The direction of north; • Scale bar that refers to the paper size, for example: 1:100 on A3; • The proposed buildings / extension on site in relation to the site boundaries and 	

		<p>other existing buildings on site;</p> <ul style="list-style-type: none"> • All neighbouring buildings, roads and footpaths on land adjoining; • The site including access arrangements; • All trees and hedges within the application site and on the boundary, including trees and hedges on neighbouring land; and • All public rights of way crossing or adjoining the site. <p>The plan should be annotated with key measurements, including:</p> <ul style="list-style-type: none"> • Distances to boundaries; <p>The plan(s) must be given a unique drawing number and be clearly labelled as Proposed Site Plan</p>	
Floor Plans (Existing and Proposed)	All applications	<p>These should be drawn at a scale of 1:50 or 1:100 and include the following:</p> <ul style="list-style-type: none"> • Annotations to show key dimensions including distance from boundaries, depth and width of extension etc. • All internal measurements and details of the Gross Internal Area (GIA) should be provided • Direction of north 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Government guidance - Plans and drawings</p> <p>Where possible please include all Floor Plans i.e Ground Floor, First Floor etc, existing and proposed, on the same plan.</p>

		<p>The plans should identify each relevant floor/ part floor, roof, and means of access. Where existing buildings or walls are to be demolished, these should be clearly shown.</p> <p>The proposed plans should be shown in context with the site boundary and any existing adjacent buildings.</p> <p>Applications for change of use need to be accompanied by floor plans to indicate the extent of the existing and proposed use within the land or building. You must include a scale bar which refers to the paper size, for example: 1:100 on A3.</p> <p>The plan(s) must be given a unique drawing number and be clearly labelled as Existing Ground Floor Plan / Proposed Ground Floor Plan etc</p>	<p>Please note - The Existing Floor Plan(s) should show the Floor Plan arrangement at the point the application is submitted.</p>
<p>Roof Plans (Existing and Proposed)</p>	<p>All applications that involve changes to the roof of a building or that propose a new building / extension.</p>	<p>A plan(s) at a scale of 1:50 or 1:100 or 1:200 showing the shape of the roof and details of the roofing materials and any features such as chimney positions, extensions or windows.</p> <p>You must include a scale bar which refers to the paper size, for example: 1:100 on A3.</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Government guidance - Plans and drawings</p> <p>Where possible, please show existing and proposed plans next to each other.</p>

		The plan(s) must be given a unique drawing number and be clearly labelled as Roof Plan - Proposed or Existing	
Elevations (Existing & Proposed)	All applications that involve changes to the external appearance of a building or that proposes a new building.	<p>These should be drawn at a scale of 1:50 or 1:100 and include the following:</p> <ul style="list-style-type: none"> • All windows/doors • Details of materials/finishes for all proposed elevations • Annotations to show key dimensions including external height, width, depth, distance from boundaries etc • Plans should be clearly annotated to show the extent of any demolition works including internal and external demolition • Direction of north <p>Where a proposed elevation adjoins another building, or is in close proximity, the drawing should clearly show the relationship between the buildings and detail the relative positions of openings, parapets and levels etc on each property.</p> <p>Blank elevations should also be included for clarity.</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Government guidance - Plans and drawings</p> <p>Where possible please include all Elevation Plans i.e North, South etc, existing and proposed, on the same plan.</p> <p>Please note - The Existing Elevation Plan(s) should show the Floor Plan arrangement at the point the application is submitted.</p>

		<p>The individual drawings should detail their aspect i.e north, south, east, west.</p> <p>You must include a scale bar which refers to the paper size, for example: 1:100 on A3.</p> <p>The plan(s) must be given a unique drawing number and be clearly labelled as Existing North Elevation / Proposed North Elevation</p>	
<p>Site Levels and Sections (Existing and Proposed)</p>	<p>All applications that involve a change in the ground levels or where development is proposed next to changing ground levels</p>	<p>These should be drawn at a scale of 1:50 or 1:100 and include the following:</p> <ul style="list-style-type: none"> • Details of floor levels, building height and relationship to site boundaries • Direction of north (Site Levels Plan) <p>Full information should also be submitted to demonstrate:</p> <ul style="list-style-type: none"> • How proposed buildings relate to existing site levels and neighbouring development; • Plans showing existing and proposed site levels and existing and proposed finished floor levels (with levels related to a fixed datum point off site) and also in relation to adjoining buildings. 	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Government guidance - Plans and drawings</p> <p>Where possible, please show existing and proposed plans next to each other.</p>

		<p>The sections through a building should include all floors, including the basement, loft space and roof, along with any terraces.</p> <p>You must include a scale bar which refers to the paper size, for example: 1:100 on A3.</p> <p>The plan(s) must be given a unique drawing number and be clearly labelled as Existing Section and Site Levels / Proposed Section and Site Levels</p>	
Window / door Section(Existing and Proposed)	All applications that involve changes to the windows / doors of a building or that propose a new building.	<p>These should be drawn at a scale of 1:10 or 1:20 and include the following:</p> <ul style="list-style-type: none"> • The depth of the existing and proposed window and any frame/sill recess / reveal • Details of materials/finishes <p>You must include a scale bar which refers to the paper size, for example: 1:10 on A3. The plan(s) must be given a unique drawing number and be clearly labelled as Existing Window Section / Proposed Window Section</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Government guidance - Plans and drawings</p> <p>Where possible, please show existing and proposed drawings next to each other.</p>
Design and Access Statement	<ul style="list-style-type: none"> • All applications for major development (see definition) 	<p><u>Application for Planning Permission</u></p> <p>A Design and Access Statement must:</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p>

	<p>above);</p> <ul style="list-style-type: none"> ● All applications in Conservation Areas or affecting World Heritage Sites, <ul style="list-style-type: none"> ○ Where the proposal is creating one or more dwellings/ho uses, or ○ Creating floorspace of 100 sqm or more. ● Applications for Listed Building Consent 	<ul style="list-style-type: none"> a. explain the design principles and concepts that have been applied to the proposed development; and b. demonstrate the steps taken to appraise the context of the proposed development, and how the design of the development takes that context into account. <p>A development's context refers to the particular characteristics of the application site and its wider setting. These will be specific to the circumstances of an individual application and a Design and Access Statement should be tailored accordingly.</p> <p>Design and Access Statements must also explain the applicant's approach to access and how relevant Local Plan policies have been taken into account. They must detail any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.</p> <p><u>Applications for Listed Building Consent:</u></p>	<p>Government guidance - Plans and drawings</p>
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		<p>Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:</p> <p>(a) the special architectural or historic importance of the building; (b) the particular physical features of the building that justify its designation as a listed building; and (c) the building's setting.</p> <p>Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant's approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant's approach to access takes account of matters (a)-(c) above.</p> <p>Design and Access Statements accompanying applications for listed building consent must provide information on any consultation</p>	
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		<p>undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.</p> <p>N.B. Where a planning application is submitted in parallel with an application for listed building consent, a single, combined Design and Access Statement should address the requirements of both. The combined Statement should address the elements required in relation to a planning application and the additional requirements in relation to listed building consent.</p>	
Fire Statement Gateway One	<p>Legislation requires that a Fire Statement is to be submitted with an application for planning permission</p> <p>Where:</p>	<p>Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) and contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):</p> <ul style="list-style-type: none"> • The principles, concepts and approach relating to fire safety that have been 	<p>Fire Statement Template for Gateway One Applications</p> <p>Fire Statement Guidance for Gateway One application</p>

	<p>“A building which satisfies the height condition in paragraph (3) and contains— (a) two or more dwellings; or (b) educational accommodation.</p> <p>(3) The height condition is that— (a) the building is 18 metres or more in height; or (b) the building contains 7 or more storeys.”</p>	<p>applied to each building in the development</p> <ul style="list-style-type: none"> • The site layout • Emergency vehicle access and water supplies for firefighting purposes • What, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this • How any policies relating to fire safety in relevant local development documents have been taken into account • The publication of a standard form is intended to ensure consistency in the way in which information is provided, as well as ensuring information contained within a fire statement is focused on fire safety matters as they relate to land use planning. 	
<p>Renewable Energy Sections (Existing and Proposed)</p>	<p>All applications that involve the installation of Renewable Energy technologies including Solar Panels, Air Source Heat Pumps etc</p>	<p>These should be drawn at a scale of 1:10 or 1:20 and include the following:</p> <ul style="list-style-type: none"> • The height of the proposed technology from the roof / ground. <p>You must include a scale bar which refers to the paper size, for example: 1:10 on A3. The plan(s) must be given a unique drawing number and be clearly labelled as Existing</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>Government guidance - Plans and drawings</p> <p>Where possible, please show existing and proposed drawings next to each other.</p>

		Renewable Energy Section / Proposed Renewable Energy Section	
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Section 2 - Local Requirements

This Section contains the Local List of Requirements and sets out the Information likely to be needed in order for your application to be **VALIDATED**. If the information listed in **SECTION TWO** is not submitted, or is submitted but in an inadequate form, and is found by the planning authority to be necessary to demonstrate relevant policies have been satisfied, then your application will usually be **INVALIDATED** i.e your application will remain invalid until such time that the required information has been submitted to the Local Planning Authority. Once the application is valid it is usually necessary to carry out neighbour re-consultation.

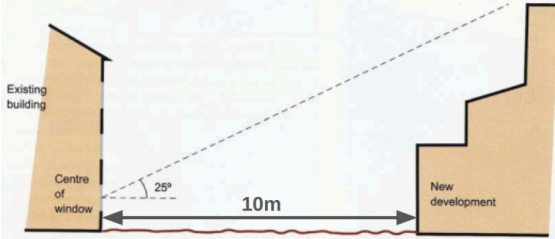
Applicants need to demonstrate that a key planning policy has been satisfied, or a certain key consideration properly addressed as part of their application. It is important to remember “Failure to demonstrate that...” is a common Reason for Refusal, and normally an avoidable outcome. It is an unnecessary cost and frustration to both applicants and neighbours for an application to be refused because drawings or other documents are either inadequate, or absent.

If you think certain documents are not required to accompany your application, please provide a brief explanation why in the Validation Checklist (See Section 3) .

Local List of Requirements			
Validation Requirement	When is it required?	What is required?	Guidance
Completed Checklist	All Applications	A completed Checklist must be provided, see Section 3 of this document. The Checklist shall identify the validation requirements that have been provided, and If you think certain documents / information are not required to accompany your application, you must	See Section 3 of this document

		provide a brief explanation why.	
<p>“45 Degree” Plans and Statement</p> <p>Can be included within any Daylight, Sunlight and Overshadowing Assessment</p>	<p>All applications that involve extensions or the erection of outbuildings.</p>	<p>These should be drawn at a scale of 1:50 or 1:100, they should accurately identify neighbouring building(s) and window(s) and when possible indicate the use of the room served by the window(s), and should be annotated to show the application of the 45 degree ‘rule’.</p> <p>Please note this test applies for both floor plan drawings and elevation drawings.</p> <p>If the proposal fails the 45 Degree rule in both the floor and elevation plans a Daylight and Sunlight Report should be submitted with the application.</p> <div data-bbox="958 879 1272 1251" data-label="Diagram"> </div>	<p>Royal Borough of Kingston upon Thames Residential Design SPD (Policy Guidance 17)</p> <p>The 45 degree rule of thumb / guidance is used to assess the impact a new building or extension can have on neighbouring properties in terms of safeguarding daylighting. This rule seeks to:</p> <ul style="list-style-type: none"> ● maintain a satisfactory relationship between existing buildings and proposed extensions, ● avoid new development having an overbearing impact on neighbouring properties, and ● prevent excessive loss of daylight or over shadowing of habitable rooms and amenity spaces of adjacent properties <p>The Council applies the ‘45 degree rule’ in assessing</p>

		<p>Figure 1 : Example of Plans</p>	<p>development proposals. New buildings or extensions to existing buildings should not encroach on a line drawn at an angle of 45 degrees from the midpoint of the closest window to a habitable room in a neighbouring property</p> <p>The 45 degree rule is only an indicator and the acceptability of a development proposal will also be dependent on ground levels on site and the orientation of the buildings.</p>
<p>“25 Degree” Elevation Plan and Statement</p> <p>Can be included within any Daylight, Sunlight and Overshadowing Assessment</p>	<p>All applications that involve extensions of 2 or more storeys, or where the resultant extension / development is above 2 storeys in height i.e roof extension, or involves the erection of an outbuilding of 2 or more storeys</p>	<p>These should be drawn at a scale of 1:50 or 1:100, they should accurately identify neighbouring building(s) and window(s) and when possible indicate the use of the room served by the window(s), and should be annotated to show the application of the ‘25 degree rule’</p> <p>If the proposal fails the “25 Degree” rule of thumb a Daylight and Sunlight Report should be submitted with the application.</p>	<p>Royal Borough of Kingston upon Thames Residential Design SPD (Policy Guidance 18)</p> <p>Loss of Light to Existing Windows New development should be designed so that new buildings or extensions to existing buildings stand a reasonable distance from the boundary of the property so as not to block an unreasonable amount of light from any existing windows of neighbouring properties.</p>

		 <p>Figure 2 : Example of Plans</p>	<p>As such:</p> <p>proposed new buildings or extensions to existing buildings taller or closer than three or more times their height (measure from the the centre of the existing window of a neighbouring property) should not encroach on the angle to the horizontal subtended by the new development to the centre of the lowest window should be more than 25 degrees.</p>
<p>Accessibility Statement</p> <p>(To be submitted as a standalone document or within the Design and Access Statement)</p>	<p>All applications that involve the creation of any new residential units, including applications for a change of use and conversions</p>	<p>London Plan (March 2021) Policy D7 Accessible Housing directs that residential development must ensure that:</p> <ol style="list-style-type: none"> 1. at least 10 percent of dwellings (which are created via works to which Part M volume 1 of the Building Regulations applies) meet Building Regulation requirement M4(3) 'wheelchair user dwellings' 2. all other dwellings (which are created via works to which Part M volume 1 of 	<p>London Plan (March 2021) Policy D5 Inclusive design</p> <p>London Plan (March 2021) Policy D7 Accessible Housing</p> <p>GLA Practice note on wheelchair accessible student accommodation</p> <p>Large scale purpose built shared living LPG (Draft)</p>

		<p>the Building Regulations applies) meet Building Regulation requirement M4(2) 'accessible and adaptable dwellings'.</p> <p>The Statement shall demonstrate compliance with Policy D7 and should explain how the needs of relevant user groups, including older and disabled people have been integrated into the proposed development, whether relevant best practice standards such as British Standard BS8300:2009 + A1:2010 have been complied with and how inclusion will be maintained and managed.</p> <p>For wheelchair accessible homes the statement should also include:</p> <ul style="list-style-type: none"> ● Plan showing the location of 'wheelchair user dwellings' and 'accessible and adaptable dwellings' within the proposed development and labelled/ colour coded according to tenure and compliance with Building Regulations 2010 (as amended) ● Detailed 1:50 scale plans showing the layout of each of the proposed units (including an indicative furniture layout). ● Details of lifts (location, whether two lifts operate independently, 	
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		<p>maintenance and management arrangements e.g. emergency breakdown response times. In all developments where lifts are installed, at a minimum at least one lift per core (or more subject to capacity assessments) should be a suitably sized fire evacuation lift suitable to be used to evacuate people who require level access from the building.</p> <ul style="list-style-type: none"> ● Step free access diagram (showing gradients/ levels) to entrances/ exits, including: <ul style="list-style-type: none"> ○ location of automated doors between entrances and front door or wheelchair accessible homes ○ wheelchair access to cycle parking, post boxes and bin stores, and disabled car parking provision 	
Acoustic and Vibration - Impact Assessment	All applications that involve noise generating development including development and changes of use that involve the installation of plant, motors or filters, and/or other machinery including air conditioning units and air source heat pumps on	<p>The Impact Assessment should be carried out by a qualified person and include:</p> <ul style="list-style-type: none"> ● Description of site and surrounding area ● Description of use and noise emissions 	<p>London Plan (March 2021) Policy D13 Agent of Change</p> <p>The Institute of Acoustics</p> <p>The Association of Noise Consultants</p>

	<p>residential or commercial properties.</p> <p>And / or</p> <p>All applications that would result in noise sensitive uses being located near to:</p> <ul style="list-style-type: none"> • Noise generating uses; or <p>Noise sensitive uses include - Residential development, Care Homes, Schools, etc</p> <p>Noise generating uses include - Pubs, Bar, Nightclubs, Industrial development etc</p>	<ul style="list-style-type: none"> • Noise and / or vibration Survey details and full results • Details of noise / vibration assessment criteria to relevant British Standard • Subjective description of noise / vibration sources • Assessment and calculations • Construction and demolition phase assessment • Conclusions and details of mitigation required <p>The purpose of a noise assessment is to determine whether the development will have a significant impact on existing noise levels or whether the existing noise environment is unacceptable for the proposed development when all appropriate forms of mitigation have been considered.</p> <p>The three main ways a development may have a significant impact are:</p> <ul style="list-style-type: none"> • If the development is likely to cause a deterioration in the local noise environment (ie once completed it will increase noise levels) • If the development is located in an area of high noise or vibration (ie it will expose future occupiers to 	<p>NPPG Noise</p>
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		<p>unacceptable noise levels or unacceptable vibration levels)</p> <ul style="list-style-type: none"> • If the demolition / construction phase will have a significant impact on the local environment through increased noise levels 	
<p>Affordable Housing Statement</p> <p>(This can be included within the Planning Statement)</p>	<p>All major applications for residential development</p> <p>And / or</p> <p>In other cases where the proposal includes affordable housing</p>	<p>The purpose of the Affordable Housing Statement is to assess the appropriateness of the amount, design, deliverability, and type of affordable housing (in conjunction with the Viability Assessment where relevant),</p> <p>The statement must include:</p> <ul style="list-style-type: none"> • A schedule of all units proposed including tenure and percentage split, bedroom and bedspaces (e.g. 2B4P), property size (m2), number of storeys, habitable rooms, Building Regulations accessibility standard (e.g. M4(2)), floor level and plot number. • Details of the types of affordable housing proposed, setting out rent levels and other costs (e.g. service charges) that help demonstrate 	<p>London Plan (March 2021) Chapter 4 Housing</p> <p>GLA Practice note on First Homes</p> <p>GLA Practice note on the threshold approach to affordable housing on public land</p> <p>London Plan Guidance Housing Design Standards</p>

		<p>affordability.</p> <ul style="list-style-type: none"> • Plans showing location, layout (including furniture and activity zones) and types of each affordable home proposed. • If reduced levels of affordable housing are being offered (tenure split and numbers), the statement should explain why. • The details of any discussions with Registered Providers and the Council’s Housing Enabling Team. • Any other pertinent information relating to the affordable housing proposal. 	
<p>Affordable Housing Financial Viability Assessment (FVA)</p>	<p>All major applications for residential development where less than 35% affordable housing is proposed (50% on public land) must be supported by a full Financial Viability Appraisal (FVA) for independent assessment.</p> <p>Please Note: An FVA will not be required if the application meets all the following criteria:</p> <ol style="list-style-type: none"> 1. meet or exceed the relevant 	<p>This should include the following:</p> <ol style="list-style-type: none"> 1. A fully working software model that can be tested (our preference is for Argus Developer) however, for larger and more complex schemes, bespoke financial models are often produced using alternative software. We will accept alternative appraisal models in these circumstances. 2. An Executive Summary Report - This 	<p>London Plan (March 2021) Chapter 4 Housing</p> <p>Affordable Housing LPG (Draft)</p> <p>GLA Development Viability LPG (Draft)</p> <p>Affordable Housing and Viability SPG</p>

	<p>threshold level of affordable housing on site without public subsidy</p> <ol style="list-style-type: none"> 2. be consistent with the relevant tenure split (see London Plan Policy H6 Affordable housing tenure) 3. meet other relevant policy requirements and obligations to the satisfaction of the borough and the Mayor where relevant 4. demonstrate that they have taken account of the strategic 50 per cent target in Policy H4 Delivering affordable housing and have sought grants to increase the level of affordable housing. 	<p>should provide a full supporting narrative to substantiate the inputs and assumptions made in the appraisal. This is to be a simplified version of the assessment that may aggregate costs provided the full FVA explicitly breaks down the costs. It should summarise the key inputs, findings and conclusions for the lay reader;</p> <ol style="list-style-type: none"> 3. A full Financial Viability Assessment- This document will need to contain sufficient details to enable the council to consider, interrogate and understand the financial viability of the scheme. This document should be formed in accordance with this SPD and the Council's Local Validation Requirements Checklist. More specifically, it should contain detailed information on the following: <ul style="list-style-type: none"> ○ Development value ○ Scheme details and development programme ○ Affordable housing values ○ Build and other costs ○ Developer profit ○ Benchmark land value 	
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		<ul style="list-style-type: none"> ○ Planning contributions ○ Development finance ○ Working Appraisal Model (such as Argus Developer). <p>4. An Appraisal Inputs Summary Sheet -This should set out the key inputs and conclusions of the FVA. This should be submitted in Excel format.</p> <p>5. A statement of objectivity, impartiality and reasonableness- This is to confirm parties have acted with objectivity, impartially and without interference</p> <p>6. A confirmation of instructions and confirmation of no conflicts of interest</p> <p>7. A no contingent fee statement- This is a statement confirming that in preparing a report, no performance related or contingent fees have been agreed.</p> <p>Please note that the Affordable Housing Viability Assessment will be published on the Council's planning register and will be made available to view on-line on the planning pages of the Council's website.</p>	
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		<p>Please note: All Affordable Housing Viability Assessment will be subject to assessment by an external consultant, the assessment fees shall be paid by the applicant.</p>	
<p>Air Quality Assessment (AQA) and Air Quality Neutral Assessment (AQNA)</p>	<p>All major applications</p>	<p>The AQA should provide an assessment of the current air quality in the area, set out whether the proposed development would increase the risk of exposure to poor air quality, and provide details of potential pollutant sources as a result of the proposed development during both construction and operational phases.</p> <p>The AQA should demonstrate that the proposed development would not unreasonably affect existing business within the immediate location.</p> <p>The AQA should be undertaken in line with up to date relevant guidance.</p> <p>In terms of the Air Quality Positive/Neutral Assessment, it should be noted that all new developments should be at least air quality neutral.</p> <p>A commitment to maintain an inventory of all</p>	<p>GLA Air Quality Neutral (AQN) guidance</p> <p>GLA Air Quality Positive (AQP) guidance</p> <p>Institute of Air Quality Management</p> <p>NPPG Air Quality</p>

		<p>Non Road Mobile Machinery (NRMM) during construction is also required.</p> <p>"Where applicable, a Damage Cost Assessment and suitable contribution would need to be included in any Draft Heads of Terms"</p>	
Archaeological Assessment	<p>All major applications in any Archaeological Priority Area (APA), and all sites that are greater than 0.5ha whether in an APA or not.*</p> <p>*And some minor applications in Tier 1 and Tier 2 Archaeological Priority Areas.</p> <p>Use the council's interactive heritage map of the borough to find out if your site sits within an Archaeological Priority Area.</p>	<p>A desk-based archaeological assessment is required at a minimum to understand the likelihood of the discovery or destruction of non-designated heritage assets of archeological interest. A field evaluation may also be required.</p> <p>If there is any uncertainty as to the level of information required it is recommended the applicant liaises with the Greater London Archaeological Advisory Service (GLAAS) prior to the submission of an application.</p> <p>GLAAS should be consulted on:</p> <ul style="list-style-type: none"> • All major planning applications over 0.5ha, whether in an APA or not • All Environmental Impact Assessment Scoping requests and Environmental Statements • Any application supported by an archaeological desk-based 	<p>London Plan (March 2021) Policy HC1 Heritage Conservation and Growth</p> <p>NPPF paragraphs relating to heritage assets.</p> <p>Relevant NPPG on the historic environment</p> <p>Greater London Archaeology Advisory Service -Archaeological Priority Areas</p> <p>Royal Borough of Kingston upon Thames Archaeological Priority Areas Appraisal</p> <p>Historic England Advice FINDER</p>

		<p>assessment</p> <ul style="list-style-type: none"> • Minor planning applications in any APA (tiers 1 to 3) • Domestic basement applications in APA tiers 1 and 2 only. • Householder and equivalent-scale very minor applications in APA tier 1 only. • Proposed substantial demolition or major alterations to historic buildings • Submission of details in relation to archaeological conditions; and • Appeals on applications for which an archaeological issue has previously been identified. <p>GLAAS are the Council's consultee on Archaeological Matters.</p>	
<p>Basement Impact Assessment or Construction Method Statement for Basements</p>	<p>All applications that involve basement development.</p>	<p>A Basement Impact Assessment must be carried out and signed by a Chartered Civil Engineer or Chartered Structural Engineer.</p> <p>The Basement Impact Assessment (BIA) should address the potential impacts of the proposed scheme on the four main issues:</p> <ul style="list-style-type: none"> • Land Stability, • Structural Stability, 	<p>London Plan (March 2021) Policy D10 Basement Development</p> <p>BRE Site layout planning for daylight and sunlight 2022</p>

		<ul style="list-style-type: none"> ● Heritage and Archaeology, and ● Groundwater and Surface water drainage and flooding from all sources. <p>The level of technical information required to address the above issues may vary according to the type of the development, however, it is likely to include the below.</p> <ul style="list-style-type: none"> ● Desk study: This should establish the site history, age of the property, topography, distance between the boundaries (adjoining properties and highway) and the proposed basement, geology and ground conditions, rivers and watercourses whether existing or old, surface water and groundwater regimes, flood risk from all sources, utilities and other basement developments in the area, so that cumulative effects can be considered. ● Site Specific Intrusive Investigation: This should include a recorded visual assessment of the existing buildings for any signs of movement, and a ground investigation undertaken by a chartered engineer/geologist assessing groundwater levels, surface 	
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		<p>and groundwater flow, subsidence and drainage through the use of site specific boreholes and/or trial pit, groundwater monitoring standpipe and recommendations for the foundation design, dewatering process including silt removal/management and discharge location and trial pit investigation to determine the nature of existing foundations.</p> <ul style="list-style-type: none"> ● Engineering Design Work: An outline of the engineering design which should be advanced to detailed proposals stage. Relevant drawings should be provided to show how the designers have addressed ground conditions and the presence of groundwater risk to and from the site, any surcharge from highway and neighbouring buildings, vertical and horizontal loading, drainage layout (including attenuation calculation requirement, sump/pump arrangement and non-return valves) and flooding. ● Outline Construction Method Statement: This document has to discuss and cumulatively analyse all the information obtained from the desk 	
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		<p>study, site investigation and the engineering design work to assess any potential impact of the proposed scheme works on land stability, structural stability of adjoining buildings and highway if any, groundwater flow in order to identify suitable construction management methods and mitigation measures. This document should consist of an outline of how the excavation and construction works will be undertaken in sequence, underpinning/piling sequencing with drawings, propping and de-propping sequence of any temporary works - It should show how the horizontal and vertical loads are supported and balanced at all stages of construction and consider the interaction between permanent works and temporary works, temporary work drawings, section drawings of the basement retaining wall, access details for the construction equipment etc.</p> <ul style="list-style-type: none"> • Proposed drainage scheme including SuDS (Sustainable Drainage Scheme) including drainage layout. 	
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		<ul style="list-style-type: none"> Monitoring regime of the ground movements during construction of the basement works if there is any concern of ground movement or subsidence due to the slope of the land or proximity to a neighbouring building or the highway. <p>The assessment should also include details of the expected lighting levels within the rooms contained within the proposed basement. This information should be drawn up in accordance with the guidance contained within the BRE Site layout planning for daylight and sunlight 2022</p>	
Biodiversity Checklist	<p>All applications</p> <p>The Checklist should be included in any Ecology (Biodiversity/ Geodiversity) Surveys and Reports</p>	A completed Biodiversity Checklist is required for all applications.	Kingston Biodiversity Action Plan
BREEAM[1] Pre-Assessment Report or BREEAM Interim (Design Stage)	All applications for non-residential development comprising over 500m ² including conversions, refurbishments, extensions and changes of use	A BREEAM Pre-Assessment Report or BREEAM Interim (Design Stage) Certificate is required for all major non-residential developments in order to demonstrate that an 'Outstanding' rating will be achieved in line. This must be issued by the Building Research Establishment (BRE) or equivalent	BREEAM guidance

Certificate		authorising body.	
CGI Visualisations	All major applications, however, the submission of CGIs is helpful for all applications that include new build elements.	<p>Computer generated visualisations should illustrate the likely visual impact of the development and show it in its context.</p> <p>The views required and the format/level of detail can be determined through pre-application discussions and would depend on the scale and likely prominence of the proposed development as well the sensitivity of its setting.</p>	
Circular Economy Statement	<p>All applications referable to the Mayor of London.</p> <p>Visit the GLA's website to find out if your application is referable to the Mayor of London.</p>	The statement should follow the requirements set out in London Plan (March 2021) Policy SI 7 Reducing waste and supporting the circular economy.	London Plan (March 2021) Policy SI 7 Reducing waste and supporting the circular economy
Construction Management Plan (including site waste management plan) (CEMP) (outline)	<p>All applications that include</p> <ol style="list-style-type: none"> 1. Substantial demolition / excavation works proposed 2. Any basement and subterranean developments 3. Sites in confined locations or near sensitive receptors. 	<p>The Construction Management Plan shall include the following information</p> <ul style="list-style-type: none"> ● The size, number, routing and manoeuvring tracking of construction vehicles to and from the site, and holding areas for these on/off site ● Site layout plan showing manoeuvring 	<p>London Plan (March 2021) Policy T7 Deliveries, servicing and construction</p> <p>London Plan (March 2021) Policy SI Improving air quality</p>

	<p>4. All major development that involves external works (in addition to that specified in bullet points 1-3 above)</p>	<p>tracks for vehicles accessing the site to allow these to turn and exit in forward gear;</p> <ul style="list-style-type: none"> ● Details and location of parking for site operatives and visitor vehicles (including measures taken to ensure satisfactory access and movement for existing occupiers of neighbouring properties during construction); ● Details and location where plant and materials will be loaded and unloaded; ● Details and location where plant and materials used in constructing the development will be stored, and the location of skips on the highway if required; ● Details of any necessary suspension of pavement, roadspace, bus stops and/or parking bays; ● Details where security hoardings (including decorative displays and facilities for public viewing) will be installed, and the maintenance of such; ● Details of any wheel washing facilities; ● Details of a scheme for recycling/disposing of waste resulting from demolition and construction works (including excavation, location and emptying of skips); 	<p>Control of Dust and Emissions (London Plan SPG)</p>
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		<ul style="list-style-type: none"> ● Details of measures that will be applied to control the emission of noise, vibration and dust including working hours. This should follow Best Practice detailed within BS5288:2009 Code of Practice for Noise and Vibration Control on Construction and Open Sites & Best Practice produced by the Greater London Authority (GLA). ● Details of any highway licences and traffic orders that may be required (such as for licences for any structures / materials on the highway or pavement; or suspensions to allow the routing of construction vehicles to the site); ● Details of the phasing programming and timing of works; ● Where applicable, the Construction Management Statement should be written in conjunction with the Arboricultural Method Statement, and in accordance with British Standard 5837:2012 'Trees in relation to design, demolition and construction – recommendations', in particular section 5.5, 6.1, 6.2, 6.3 and 7; ● A construction programme including a 24 hour emergency contact number. 	
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		<ul style="list-style-type: none"> • See also TfL guidance on Construction Logistics Plans 	
Daylight, Sunlight and Overshadowing Assessment	<p>All applications where the proposal is likely to have an effect upon levels of light to adjoining land uses.</p> <p>Also required for all residential major developments, to demonstrate that adequate daylight and sunlight would be provided to new units.</p> <p>For Householder Development it is likely that the following would be sufficient.</p> <ul style="list-style-type: none"> • “45 Degree” Plans and Statement and • “25 Degree” Elevation Plan and Statement <p>For further information on the “45 Degree” Plans and Statement and “25 Degree” Elevation Plan and Statement, see above.</p>	<p>Sunlight and daylight studies shall assess the impact of a proposed scheme on the sunlight and daylight received by adjoining/neighbouring residential properties and buildings.</p> <p>The Assessment must also assess the levels of internal daylight and sunlight received for the proposed development as well as sunlight for any amenity areas.</p> <p>The council expects the impact of the development to be assessed following the methodology set out in the most recent version of Building Research Establishment’s (BRE) “Site layout planning for daylight and sunlight: A guide to good practice 2022”.</p> <p>The applicant is also required to provide a summary table for sunlight, and for daylight, which includes the following:</p> <ul style="list-style-type: none"> • the receptor (i.e. each building and window) • the number of rooms in the receptor 	<p>Site layout planning for daylight and sunlight: a guide to good practice (BR 209 2022 edition)</p>

		<p>tested</p> <ul style="list-style-type: none"> • the number of rooms which meet the BRE criteria • the number of rooms which do not meet the BRE criteria, split by minor, moderate and major significance, as per the criteria outline above • the number of dwellings affected • commentary on minor, moderate and major sunlight and daylight losses. 	
Design Codes	All outline major applications	<p>The purpose of this document is to determine a design language for the scheme and to establish a robust framework for its development that encourages high quality design.</p> <p>If the outline application is approved, the Design Code submitted with the application will become an approved document and would be used to assess any future Reserved Matters Application, unless there is a good and justified reason to depart from it.</p>	National Model Design Code
Delivery and Servicing Plan	All major applications	Details should be included of how on-site impacts will be managed once the	London Plan (March 2021) Policy T7 Deliveries, servicing and

(outline)		<p>development is in the occupied phase including traffic management, pollution, for deliveries and servicing and general operation.</p> <p>In all circumstances a swept path analysis vehicle routing will be required to demonstrate that vehicles can safely access the site (from within or kerbside). In addition to details of the number of expected deliveries and servicing trips.</p>	<p>construction</p> <p>London Plan (March 2021) Policy SI Improving air quality</p> <p>TfL Kerbside Loading Guidance</p>
Designing Out Crime Statement	All major applications	<p>The statement must detail how secured by design principles have informed the design and how impacts on crime and anti-social behaviour have been considered. The statement must state the targeted Certificate (e.g. Bronze, Silver, Gold)..</p> <p>This can be set out within the design and access statement within its own section.</p>	<p>London Plan (March 2021) Policy D11 Safety, security and resilience to emergency</p> <p>Secured by Design Principles</p>
Development Specification	All outline major applications	This document should set out a written account of the parameter plans and details, the floorspace specifications for the proposed land uses, minimum and maximum vehicle parking and minimum cycle parking and open	

		space, the range of dwelling mix for each tenure and unit type and areas of new land.	
Digital 3D Modelling	All major applications	<p>The council uses VU.CITY software. Applicants should share their VU.CITY project and/or submit the massing model of their building – simplified - in the *.fbx format, geolocated by either OS Grid Coordinates (preferred) or Lat/Long. Material details on identified layers, structural info etc. should be omitted.</p> <p>We also need to know the original software which generated the model (SketchUp, AutoCAD, Rhino, Revit, 3DMax) and units of measures applied (m, cm, mm).</p>	<p>* The Planning Portal does not accept this file format. Please email your model to development.management@kingston.gov.uk and spatialplanning@kingston.gov.uk with your planning portal reference number (if available) or details of the address of the site.</p> <p>Royal Borough of Kingston - 3D Modelling and VU.CITY</p>
Drainage Strategy and Sustainable Urban Drainage Systems (SuDS) Report	All major applications and all sites within a critical drainage area	<p>Applications should demonstrate that surface water will be discharged ‘as close to greenfield run-off rates as possible’ in line with the sustainable drainage systems (SuDS) hierarchy and with a preference for green over grey features.</p> <p>Sustainable drainage systems are designed to control surface water run off close to where it falls and mimic natural drainage as closely as possible. They provide</p>	<p>London Plan (2021), Policy SI 13 Sustainable drainage</p> <p>The Royal Borough of Kingston SuDs Proforma must be completed.</p>

		<p>opportunities to:</p> <ul style="list-style-type: none">● reduce the causes and impacts of flooding● remove pollutants from urban run-off at source● combine water management with green space with benefits for amenity, recreation and wildlife. <p>Your SuDS report should clarify the following:</p> <ol style="list-style-type: none">1. Detailed site layout at an identified scale2. Topographical survey of the site3. Plans, drawings and specification of SuDS proposed. This should include detail of hard construction, soft landscaping and planting4. Calculations of discharge and greenfield run-off rates, water storage capacity of the proposals, and demonstration that they meet the requirements of the site5. Ground investigations if infiltration is proposed or to support proposals to not use infiltration due to ground constraints.6. Details of any off site works required, together with necessary consents	
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		7. Details of the maintenance regime and who is responsible.	
Ecology (Biodiversity/ Geodiversity) Surveys and Reports	All major applications	<p>Biodiversity is integral to the planning process and we will expect it to be fully assessed and considered in the design and construction stages. For this a suitable ecological appraisal (usually an Ecological Impact Assessment) is required unless in exceptional circumstances.</p> <p>Biodiversity is integral to the planning process and we will expect it to be fully assessed and considered in the design and construction stages. In principle, all development activity should protect designated sites. Proposals will be expected to identify and retain existing habitats and features of biodiversity and geological value.</p> <p>They should also seek positive gains for biodiversity wherever possible. Biodiversity should be fully integrated into the design-led approach with consideration given to the site setting within the wider landscape, as well as the layout, design, construction and management of buildings, spaces and their associated landscaping and provide net gains. For this a suitable ecological appraisal</p>	<p>London Plan (March 2021) Policies G1-9</p> <p>NPPG Biodiversity</p> <p>CIEEM Guidelines for ecological report writing</p> <p>Protected Species Development (Gov.uk)</p> <p>The relevant up to date BSI Code of Practice for Biodiversity</p> <p>Kingston Council's Biodiversity Action Plan</p>

		<p>(usually an Ecological Impact Assessment) is required unless in exceptional circumstances.</p> <p>Please note : Where additional species specific surveys are recommended such surveys must be submitted at the validation stage.</p>	
<p>Biodiversity Gain Plan</p>	<p>All major applications</p> <p>(Where applicants consider that the development would not be subject to the general biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out why they believe this is the case.</p> <p>An applicant would be expected in this statement to set out what exemption(s) or transitional provision(s) apply to the development. In some cases, the exemption or transitional provision</p>	<ul style="list-style-type: none"> • A statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; • The pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value; • Where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date; • A statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or 	<p>Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015</p> <p>NPPG - Biodiversity Net Gains</p>

	will be evident as they relate to the type of permission: the planning application form for household development already includes a pre-populated statement. In other cases, evidence may need to be provided)	<p>an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this;</p> <ul style="list-style-type: none"> • 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 • A plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat. 	
Energy assessment and Overheating Mitigation	All major applications	All major developments in London must continue to meet the London Plan net zero carbon target by following the energy hierarchy (Policy SI 2), the heating hierarchy (Policy SI 3) and by maximising on-site carbon reductions. Planning applicants will be expected to demonstrate that at each	<p>London Plan (March 2021) Policy SI 2 Minimising greenhouse emissions</p> <p>London Plan (March 2021) Policy SI 4 Managing heat risk</p>

		<p>stage of the energy hierarchy they have maximised opportunities for carbon reduction to achieve as close to zero as possible.</p> <p>An on-site carbon reduction of at least 35 per cent beyond Part L 2021 of building regulations should be achieved. Once it has been demonstrated that carbon reductions have been maximised, any remaining emissions to zero should be offset by a contribution to the relevant borough's carbon offset fund. Applicants should also continue to meet the energy efficiency targets (Policy SI 2) and undertake dynamic modelling as part of their energy strategy to reduce the risk of overheating (Policy SI 4).</p> <p>This Energy assessment and Overheating Mitigation statement should outline the environmental sustainability measures that have been incorporated into the proposal including managing heat risk. The outcomes of any energy rating assessment should accompany this information.</p> <p>Energy assessments must:</p> <ul style="list-style-type: none"> • Be submitted at the planning application stage, not submitted post planning in response to a condition 	<p>London Plan (March 2021) Policy SI 3 Energy infrastructure</p> <p>GLA Part L 2021 technical FAQs</p> <p>GLA 2022 Energy Assessment guidance</p> <p>GLA 2022 Carbon Emissions Reporting Spreadsheet (version 2)</p> <p>GLA Be Seen energy monitoring LPG</p>
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		<ul style="list-style-type: none"> ● Must follow the 2022 Energy Assessment guidance and use the 2022 Carbon Emissions Reporting Spreadsheet (version 2) ● Demonstrate how the zero carbon target for residential developments will be met, with at least a 35 per cent on-site reduction beyond Part L 2021 (comprising at least 10% through energy efficiency measures) and proposals for making up the shortfall to achieve zero carbon. The Statement shall clearly set out why a high on-site carbon reduction cannot be achieved. ● Demonstrate at least a 35 per cent on-site reduction beyond Part L 2021 (comprising at least 15% through energy efficiency measures) for non-residential development. Developments comprising both domestic and non-domestic uses must demonstrate this target has been achieved for domestic and non-domestic uses separately. The Statement shall clearly set out why a high on-site carbon reduction cannot be achieved. ● Include information demonstrating that the risk of overheating has been 	
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		<p>mitigated through the incorporation of passive design measures and include Dynamic overheating modelling using CIBSE guidance as part of the energy strategy, accounting for the limits that Part O 2021 places on the choices available when undertaking a CIBSE assessment.</p> <ul style="list-style-type: none"> ● Include details of the Energy Use Intensity (EUI) and space heating demand of the development ● Demonstrate that connection to existing or planned district heating networks has been prioritised and provide correspondence to support this ● Commit to a site-wide heat network to allow connection to existing or planned district heating networks identified in the area ● Commit to a single energy centre to supply the site-wide heat network ● Investigate suitable low carbon and/or renewable heating plant for installation within the energy centre if connection can't be made to an area wide network ● Investigate and commit to maximising the installation of renewable technologies (including the potential 	
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		<p>for storage) on site</p> <ul style="list-style-type: none"> • Include information on how the building's actual energy performance will be monitored post-construction in accordance with the 'be seen' element of the energy hierarchy. • Align with related documents and assessments that are submitted as part of the planning application, e.g. Air Quality Assessments, Environmental Impact Assessments. • Any Carbon offset contribution should be clearly set out along with the calculations. This should also be covered in the Planning Obligations - Draft Heads of Terms 	
Retrofit-first principle	All major applications that involve demolition	<p>In alignment with London Plan policies SI 2 Minimising greenhouse emissions and SI 7 Reducing waste and supporting the circular economy, priority will be given to retrofitting existing buildings over demolitions and new construction due to their associated embodied carbon emissions.</p> <p>A transparent decision-making process justifying any demolition must include the following details:</p>	<p>LETI Climate Emergency Design Guide</p> <p>UKGBC Net Zero Carbon Buildings Framework</p> <p>RIBA (Royal Institute of British Architects) Climate Challenge Declarations</p>

		<ul style="list-style-type: none"> • The technical feasibility of retaining parts or the entirety of an existing building. • The suitability for repurposing the existing building. • The potential for reusing materials on-site. 	<p>LETI Unpicker. Retrofit vs rebuild: Unpicking the carbon argument</p> <p>London Plan (March 2021) Policy SI 2 Minimising greenhouse emissions</p> <p>London Plan (March 2021) Policy SI 7 Reducing waste and supporting the circular economy</p>
<p>Environmental Impact Assessment</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) requires that an Environmental Impact Assessment (EIA) is undertaken, and an Environmental Statement (ES) produced for certain developments.</p> <p>This legislation can be found on legislation.gov.uk</p> <p>EIA is a procedure which serves to</p>	<p>Applicants are reminded that in line with best practice guidance, EIA Screening and Scoping Opinions should be requested well in advance of the planned submission of EIA Applications.</p> <p>As per Planning Officers Society (2020), Good Practice Guidance Note: Strategic Applications, EIA Screening Opinions should be sought during initiation of projects (stage 1), and EIA Scoping Opinions should be sought during urban design (stage 2).</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p> <p>NPPG - Environmental Impact Assessment</p> <p>Planning Officers Society (2020)</p>

	<p>provide information about the likely significant effects of a proposed project to inform the decision making process and whether the project should be allowed to proceed, and if so on what terms.</p> <p>An overview of the EIA process is provided as part of the government's Planning Practice Guidance. An EIA is normally only necessary for a small proportion of projects.</p> <p>An EIA Screening Opinion can be obtained from the council to determine whether your proposed development needs an EIA.</p> <p>Once it has been determined that an EIA is required, an EIA Scoping Opinion can be obtained from the council to provide advice on the scope and content of the Environmental Statement (ES).</p>		
<p>Fire Statement (London Plan)</p>	<p>All applications</p>	<p>Policy D12 of the London Plan 2021 requires all development proposals to achieve the highest standards of fire safety.</p>	<p>London Plan 2021</p> <p>London Plan Guidance - Fire Safety (consultation 2022)</p>

		<p>Where the applicant considers parts of or the whole policy are not relevant to a development, this should be justified in a Reasonable Exception Statement (RES).</p> <p>The RES route will generally only be appropriate for householder applications and planning applications where no additional dwellings or commercial units are created, no lifts are provided, the external materials are not altered and there are no alterations to the internal or external communal areas that support the evacuation strategy for the property. In these applications, the applicant should confirm that current fire safety measures are appropriate and will not be negatively affected by the development. Where existing fire safety measures will be altered, the applicant should identify any mitigation measures.</p> <p>Template Reasonable Exception Statement (Form 4)</p> <p>If a Fire Statement (FS) or RES is not submitted, or insufficient information is contained within the FS or RER a Planning Condition will be imposed on any grant of planning permission.</p>	
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		<p>For simplicity it is recommended that the Government's Fire Statement Form is utilised for all applications for major development.</p> <p>See Fire Statement Gateway One</p>	
Flood Risk Assessment	<p>All applications, other than Housholder applications, on sites of 1 hectare or greater in Flood Zone 1 and for all proposals located in Flood Zone 2 or 3 or subject to Surface Water Flood Risk as designated by the Environment Agency.</p> <p>Visit the Government's flood map for planning website to find out if you are in a Flood Zone 2 or 3 or in an area subject to Surface Water Flood Risk.</p>	<p>The Flood Risk Assessment should include the following; ·</p> <ul style="list-style-type: none"> • A site-specific Flood Risk Assessment (FRA) identifying the sources of flooding and assessing the risk to and from the development, demonstrating how they will be managed and mitigated. The assessment needs to take climate change into account. • Where a safe and dry means of escape cannot be provided a Flood Evacuation Management Plan will also be necessary to detail how a building would operate safely during a flood event and ensure the safety of all occupiers including those working in any commercial space. • Topographical survey of the existing and proposed sites, with contours demonstrating the flow of surface water across the site. • Details of areas of permeable and 	<p>London Plan (March 2021) Policy SI 12 Flood risk management</p> <p>NPPG Flood risk and coastal change</p> <p>NPPF Flood Risk</p> <p>Kingston Strategic Flood Risk Assessment</p>

		<p>impermeable land for both existing and proposed site.</p> <ul style="list-style-type: none"> Proposals should be informed by a suitable qualified specialist. Mitigation proposed in the FRA will need to be incorporated into the plans (i.e. finished floor levels, living roofs etc). <p>The Flood Risk assessment should clearly set out the conclusions of the Sequential and Exception Tests as per the requirements of the NPPF.</p> <p>For the avoidance of doubt, a site is considered to be in a particular flood zone if any part of the site (as identified by the red line area) is situated within that Zone.</p>	
Flood Risk Assessment Form	<p>All Householder applications located in Flood Zone 2 or 3 or subject to Surface Water Flood Risk as designated by the Environment Agency.</p> <p>Visit the Government's flood map for planning website to find out if you are in a Flood Zone 2 or 3 or in an area subject to Surface Water Flood Risk.</p>	<p>The Flood Risk Assessment should be provided on the standard environment agency form.</p> <p>Link to be provided</p>	<p>London Plan (March 2021) Policy SI 12 Flood risk management</p> <p>NPPF paragraphs relating to flood risk</p> <p>NPPG on Flood Risk</p>

Flues and Ventilation Extraction Details	<p>All applications relating to the sale or preparation of cooked food, laundrettes and other uses where air conditioning or extraction equipment is required.</p>	<p>Where a flue is necessary to support the use of a premises, its location of such flues need to be carefully considered at an early stage to ensure that it is capable of being provided in a manner that would not have an adverse impact visually, on occupiers of neighbouring properties.</p> <p>This should include:</p> <ul style="list-style-type: none"> ● plans to scale showing the position and design of ventilation and extraction equipment. ● full manufacturers details of the equipment proposed including odour abatement techniques ● a Noise and Vibration Impact Assessment (see Acoustic and Vibration - Impact Assessment requirements). 	
Foul sewage and utilities Assessment	<p>All applications that propose new units (residential or non residential) and where the proposal involves connection to or changes to the existing utility infrastructure systems.</p>	<p>All new buildings need separate connections to foul and storm water sewers. If an application proposes to connect a development to the existing drainage system then details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be</p>	

		<p>connected to the public foul sewers.</p> <p>An application should indicate how the development connects to existing utility infrastructure systems. Most new development requires connection to existing utility services, including electricity and gas supplies, telecommunications and water supply, and also needs connection to foul and surface water drainage and disposal.</p> <p>The applicant should demonstrate:</p> <ul style="list-style-type: none">● that following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community● that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures● that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains● where the development impinges on existing infrastructure the provisions	
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		for relocating or protecting that infrastructure have been agreed with the service provider.	
Health Impact Assessment (HIA)	<p>All major applications (Rapid Health Impact Assessment)</p> <p>Application's referable to the Mayor of London (Full Health Impact Assessment)</p> <p>Visit the GLA's website to find out if your application is referable to the Mayor of London.</p>	<p>A HIA should be undertaken as early as possible in the plan making or design process to identify opportunities for maximising potential health gains, minimising harm, and addressing health inequalities.</p> <p>The HIA should:</p> <ul style="list-style-type: none"> • identify the impacts of the development proposal on health; including mental health, physical wellbeing (including a healthy weight and physical activity) and social connectedness • identify opportunities to reduce health inequalities as a result of the development including in their design, construction and management. This should be informed by local Kingston data including in the Local Joint Health and Care Plan and the local Joint Health and Wellbeing Needs Assessment. 	<p>London Plan (March 2021) Policy GG3 Creating a healthy city</p> <p>London Healthy Urban Development Unit (HUDU)</p>

		<ul style="list-style-type: none"> ● Identify any opportunities to promote health and wellbeing/healthy behaviours, such as encouraging physical activity, stop smoking, alcohol reduction, social/community activity (supported by our social prescribing platform Connected Kingston) etc. ● detail necessary mitigation (inherent with the scheme as well as through the use of conditions and/or obligations) ● Where a scheme is accompanied by an Environmental Statement, the details may be provided within the document as part of a socioeconomic chapter. <p>London Healthy Urban Development Unit (HUDU) guidance on desktop HIA should be used.</p> <p>Where appropriate, and in the implementation of any programme of physical transport improvements and other supporting programmes and initiatives, there should be a primary goal of achieving healthy streets and healthy people, as set out by the GLA's Healthy Streets framework.</p>	
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		For development proposals of a scale referable to the GLA, a full HIA will be required.	
Heritage Statement	<p>All applications where the proposal:</p> <ul style="list-style-type: none"> ● affects the significance of designated and non-designated heritage assets; or ● involves disturbance of ground within an Archaeological Priority Area. <p>Designated Heritage Assets include:</p> <ul style="list-style-type: none"> ● Listed Buildings ● Conservation Areas ● World Heritage Sites ● Registered Park and Gardens ● Scheduled Monuments <p>Non-designated Heritage Assets include:</p> <ul style="list-style-type: none"> ● Locally listed buildings ● Local Areas of Special Character <p>Use the council's interactive Heritage map to find out where the designated and</p>	<p>The Heritage Statement should:</p> <ul style="list-style-type: none"> ● describe the significance of any heritage assets affected, including any contribution made by their setting; ● demonstrate how this has informed the development of the proposals; ● identify the impact of the proposal on the significance of the heritage asset, and the level of harm (if any); and ● Where relevant, include photographs of affected heritage assets and photomontages of the proposal within the affected view. <p>The information should explain:</p> <ul style="list-style-type: none"> ● the sources that you have considered; ● the expertise that you have consulted; and ● the steps that have been taken to avoid or minimise any adverse impacts on the significance of the heritage asset. <p>The level of detail should be proportionate to</p>	<p>London Plan (March 2021) Policy HC1 Heritage conservation and growth</p> <p>NPPF Historic Environment</p> <p>NPPG Historic Environment</p> <p>Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets</p> <p>Historic England Advice Finder</p>

	<p>non-designated heritage assets are in the borough.</p>	<p>the asset's importance and sufficient to understand the potential impact of the proposal on that significance.</p> <p>Where a proposal involves works to a listed building the following information should be also be submitted, as relevant to the proposal:</p> <ul style="list-style-type: none"> ● Schedule of external/internal works ● Demolition plans at a minimum scale of 1:50, with photographs of the areas to be demolished ● Building services strategies ● Material specification <p>Whether a proposal is considered to be within the setting of a Listed Building or Conservation Area, or is considered to be a non-designated heritage asset would be discussed as part of pre-application engagement with officers. Listed Building Consent would also be required for any works to a listed building.</p>	
<p>Land Contamination Assessment</p>	<p>All applications on contaminated land, sites previously used for industrial processes, major development and those on or adjoining public open space.</p>	<p>A Contaminated Land Assessment should be carried out by a competent and qualified person.</p> <p>The amount of information required should</p>	<p>Part IIA of the Environmental Protection Act 1990</p> <p>GLA Practice Note Dealing with contaminated and polluted sites</p>

	<p>Land is legally defined as 'contaminated land' where substances are causing or could cause:</p> <ul style="list-style-type: none"> • significant harm to people, property or protected species • significant pollution of surface waters (for example lakes and rivers) or groundwater • harm to people as a result of radioactivity <p>Contaminated land may previously have been used as a:</p> <ul style="list-style-type: none"> • factory • mine • steel mill • refinery • landfill <p>Please note, it is unlikely that a householder application would require a Land Contamination Assessment if the land on which the property is located has been previously subject to remediation. If this is the case please provide evidence of this.</p>	<p>be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose, and whether these can be satisfactorily reduced to an acceptable level.</p> <p>The Assessment should include:</p> <ul style="list-style-type: none"> • A description of the site and the scope of the site inspection • A full review of historical land use and the potential for contamination, • Contaminant type and characteristics • Details of consultation with the relevant regulatory authorities • An outline Conceptual Site Model (CSM) identifying potential risks 	<p>Gov.uk Contaminated Land Statutory Guidance</p> <p>Gov.uk Land Contamination: Technical Guidance</p>
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<p>Landscaping scheme (including 5 year management plan)</p>	<p>All major applications</p>	<p>Landscaping schemes are integral to good design and should be incorporated into schemes from the earliest stage of the design process.</p> <p>Plans should be provided for both hard and soft landscaping and set out:</p> <ul style="list-style-type: none"> ● Number, species, location and girth of trees proposed ● Number, species, and planting densities of plants. ● Bicycle and refuse areas ● Children’s playspace ● Benches/ seating areas ● The permeability of surfaces ● The location of Sustainable Drainage Systems (SUDs) <p>In formulating proposals the applicant should consider :</p> <ul style="list-style-type: none"> ● The provision of large canopy tree species ● The type and diversity of species to future proof against climate change and blight ● Ecological measures (including wildflower meadows) ● Formal, incidental and woodland play 	<p>London Plan (March 2021) Policy G1 Green infrastructure</p> <p>London Plan (March 2021) Policy G7 Trees and woodlands</p> <p>London Plan (March 2021) Policy S4 Play and informal recreation</p> <p>Guidance on designing landscapes so that they are ‘Dementia friendly’</p>
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		<ul style="list-style-type: none"> opportunities ● Food growing opportunities ● Be 'Dementia Friendly' <p>The rationale and precedents can be set out within the Design and Access statement within its own section, with landscape plans and management plan provided separately.</p> <p>See also Urban Green Factor below.</p>	
Lighting assessment	<p>All applications that include lighting likely to be visible off site (i.e. light spill), particularly proposals involving flood lighting.</p> <p>Householder applications that include lighting should demonstrate on the plans / drawings that any lighting would not be visible off-site</p>	<p>The Lighting Assessment should include details of:</p> <ul style="list-style-type: none"> ● The type, location and direction of external lighting including ● Height and power rating ● Measures to minimise light spill off site ● Proposed hours of use (including means of control such as automated, sensor) ● The extent of light spill (by lux drawing if appropriate). ● Any potential impact on the biodiversity interests of the area and any mitigation proposed to address those impacts. 	<p>NPPG Light Pollution</p> <p>BAT Conservation Trust - Lighting</p>
Loss of	All applications where there is a	Details of the existing jobs provided on site	London Plan, Chapter 6: Economy

<p>Employment Land / Floorspace (this could be included in the Planning Statement)</p>	<p>proposed loss / reduction of jobs, commercial floorspace and / or industrial capacity</p>	<p>and the potential jobs that the existing space could provide based on the existing floor area (to include any mezzanine floors and upper floors) in addition to:</p> <ul style="list-style-type: none"> ● Details of any new jobs that might be created or supported ● The relative commercial floorspace, and where relevant industrial capacity, totals for each proposed use (where known) ● Any community benefits ● Reference to any regeneration strategies that might lie behind or be supported by the proposal. ● Where a proposal would result in a net loss of employment capacity (floorspace and/or land) robust evidence and rigorous marketing over a number of years (up to two years) must be provided to demonstrate that there is no quantitative or qualitative need for a range of employment uses to be retained at the site ● Where an application proposes a mixed-use scheme details should be provided to demonstrate that this would not be incompatible with established employment uses, or prejudicial to the site's continued 	
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		<p>operation for employment purposes.</p> <p>The marketing information should include the following:</p> <ul style="list-style-type: none"> ● Details of the company/person who carried out the marketing exercise. ● The period of time the marketing process lasted for ● Information setting out who / which market(s) the site was targeted at ● The asking price with evidence of local benchmarking ● Details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards ● Details of the conditions of the building ● The terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants) ● Copies of all details of approaches and offers with full reasons as to why any offer has not been accepted. ● Details of community consultation exercises 	
Loss of Community	All applications proposing the loss of existing Community Facilities	The Community Facilities Assessment should include:	London Plan (March 2021) Policy S1 Developing London's social

<p>Facilities Assessment</p>	<p>The definition of Community Facilities includes (but not limited to)</p> <ul style="list-style-type: none"> ● Public services ● Community centre and public halls ● Arts and cultural facilities ● Policing and criminal justice facilities ● Fire and ambulance services ● Health and education facilities ● Public house ● Cafes ● Cinemas ● Nightclubs ● Public toilets ● Youth centres ● Nurseries ● Libraries ● Leisure centres ● Social care facilities including day centres ● Places of worship ● Scout / guide premises 	<ul style="list-style-type: none"> ● Evidence to suggest that the facility is no longer needed ● Where appropriate, it has been vacant and marketed for a community use without success, or ● It can be re-provided elsewhere or in a different way <p>The marketing information should include the following:</p> <ul style="list-style-type: none"> ● Details of the company/person who carried out the marketing exercise. ● The period of time the marketing process lasted for ● The asking price ● Details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards ● Details of the conditions of the building ● The terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants) ● Copies of all details of approaches and offers with full reasons as to why any offer has not been accepted. ● Details of community consultation exercise and responses 	<p>infrastructure</p> <p>London Plan (March 2021) Policy HC7 Protecting public houses</p> <p>London Plan (March 2021) Policy HC6 Supporting the Night-time Economy</p>
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<p>Materials and Architectural Details</p>	<p>All major applications that involve operational development</p>	<p>Good design is indivisible from good planning and the detailing of a scheme and how that is delivered is key to ensuring that a scheme is capable of being delivered as designed and is of the necessary high quality. Such details, if not considered fully as part of the early design stages, can cause difficulties at a condition stage and this detail is therefore needed upfront within an application.</p> <p>Details of materials set out on plans for approval (not illustrative plans).</p> <p>These plans shall be separate to the Design and Access Statement.</p> <p>The details shall include:</p> <ul style="list-style-type: none"> ● Elevations and sections at a scale of at least 1:20 showing typical bay studies of the building(s) which shall include, within the building facade: a door and window, with their lintels, reveals, cills, etc; balconies (if proposed); and any other architectural detailing, including shopfronts. ● Plans of at least 1:20 of the corner of the building(s) and detailed elements where different materials meet/join 	<p>London Plan (March 2021) Policy D3 Optimising site capacity through the design-led approach</p> <p>London Plan (March 2021) Policy D4 Delivering good design</p> <p>GLA Characterisation and Growth Strategy LPG</p> <p>GLA Optimising Site Capacity: A Design-led Approach LPG</p> <p>GLA Small Site Design Codes LPG</p> <p>GLA Housing Design Standards LPG</p> <p>GLA Public London Charter LPG</p>

		<ul style="list-style-type: none"> All pipework, drainage, vents etc. to the building must be shown <p>Clear, identified precedents with high resolution photographs (with the name and address/location of the development) for the proposed materials, in addition to a materials palette should be provided to support this within the design and access statement.</p>	
NMA - Schedule of proposed changes	All applications for a Non-material Amendment - Section 96a Application	<p>All such applications shall include a schedule of the changes proposed compared to the original application to be varied.</p> <p>Revised drawings should also be provided highlighting the changes proposed these can be achieved by 'clouding' or 'hatching' the changes i.e.</p>	
Open Space Assessment	<p>All applications that propose the loss of open space</p> <p>Open Space is defined as: All land in London that is predominantly undeveloped other than by buildings or structures that are ancillary to the open space use.</p> <p>The definition covers the broad</p>	<p>Access to high quality open space is crucial for the wellbeing of future and existing residents, and therefore the loss of open space will generally be resisted.</p> <p>Where the loss of open space is proposed, the following must be provided:</p> <ul style="list-style-type: none"> Details of existing open space in the vicinity of the site 	<p>London Plan (March 2021) Policy G3 Metropolitan Open Land</p> <p>London Plan (March 2021) Policy G4 Open Space</p>

	range of types of open space within London, whether in public or private ownership and whether public access is unrestricted, limited or restricted	<ul style="list-style-type: none"> • Details of any open space lost as a result of the development (in sqm) • Details of the area of any open space proposed by the development (in sqm) • Details of the type of open space provided by the development • Any necessary mitigation – this may include financial contributions to enhance routes to existing open space or to improve the space. 	
Parameter Plans	All outline Major Planning Applications	The plans should define where buildings, roads and open space may be located on the site, the distribution of uses across the site and maximum heights (Above Ordnance Datum) and maximum footprints (length and width) of each development plot.	
Parking and Access Details (Parking Provision and Management Plan)	<p>All applications where</p> <ul style="list-style-type: none"> • Parking/access forms part of the proposal or • The development would result in the loss of parking provision, or • The development proposes zero parking and the site is not located within an area of restricted parking e.g. 	<p>Plans should include details of</p> <ul style="list-style-type: none"> • Existing and proposed access and a parking layout. • Existing and proposed Electrical Charging Points provision (ECP) - both passive and active • Details of the Charging Speeds of the proposed active points • Details of how usage of the ECPs will be monitored and capacity increased 	

	<p>Controlled Parking Area</p> <p>Search for your property on our website to find out if you are in a Controlled Parking Zone.</p>	<p>to meet any additional demand</p> <ul style="list-style-type: none"> ● Details of Accessible Parking ● Details of Accessible buggy parking and charging arrangements ● Parking Beat / Stress Survey if the application proposes no parking and the site is not within an area of restricted parking e.g. Controlled Parking Area ● How and on what terms parking would be allocated and managed. 	
<p>Planning Obligations – Draft Head(s) of Terms</p>	<p>All major applications</p>	<p>The following is a list of common matters / areas we may seek contributions for.</p> <p>Please note that not all are applicable to every development.</p> <ul style="list-style-type: none"> ● Affordable Housing ● Education - particularly school places ● Employment ● Affordable Workspace ● Play Provision ● Leisure ● Biodiversity Enhancements ● Sustainable Transport ● Public Realm Improvements <p>In addition, it may be necessary to add other Heads of Terms to cover Planning</p>	<p>Royal Borough of Kingston upon Thames Planning Contributions SPD.</p>

		<p>Contributions unique to the proposed development. For more information see the Royal Borough of Kingston upon Thames Planning Contributions SPD.</p> <p>Planning obligations / Legal Agreements are private agreements negotiated between the local planning authority (LPA) and persons with an interest in a parcel of land (or “developers”), and are intended to make acceptable development which would otherwise be unacceptable in planning terms.</p> <p>Planning obligations should be in line with the council's 'Planning Obligations SPD'.</p> <p>Pre-application discussions on planning contributions can decrease the time spent on the legal agreement once the planning application has been submitted.</p>	
Planning Statement	All major applications	<p>A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies.</p> <p>Submissions which just list the policies without providing the required commentary</p>	

		<p>will not be considered as valid. Submissions which do not address the current development plan will also not be considered as Valid.</p> <p>The Planning Statement should provide an overview of the conclusions of the other documents / plans that have been submitted in support of the application and provide a robust conclusion.</p> <p>Where a Marketing Assessment is required, the Planning Statement should provide an overview of the exercise and demonstrate the acceptability of the approach and proposed loss.</p>	
Public Art Strategy	All major applications	<p>Successful public art can contribute to enhancing the Borough's unique heritage, culture and natural assets.</p> <p>New development will help shape the future character of the borough. Working with artists, especially local artists, offers an opportunity to design schemes which go beyond the purely functional and create places that reflect the life, identity and aspirations of a particular place or</p>	Kingston's Guide to Commissioning Public Art

		<p>community.</p> <p>The Public Art Strategy should be proportionate to the scale of the development and should set out the following information:</p> <ul style="list-style-type: none"> • Details of the public engagement in the design process and appointment of the artist • Details of the design and installation process • Details of the maintenance regime and projected associated costs • For larger developments a commitment to engage with a Public Art Panel, the members of which to be determined in consultation with the Council. <p>For major applications, applicants are expected to engage with the Council's Culture and Heritage team at the earliest opportunity through the Council's pre-application service.</p>	
Reserved Matters Confirmation Statement	All reserved matters applications	The purpose of this document is to assess the reserved matters proposals against the Development Specification, the Parameter Plans and the Design Codes.	

		For phased developments, the document should demonstrate compliance with the documents both as a stand-alone application and cumulatively with all other submitted and approved reserved matters applications as well as demonstrate that any future reserved applications or the fulfilment of the relevant parameters, guidelines and obligations of the outline planning permission would not be prejudiced by the proposed reserved matters development.	
Retail Impact Assessment	All applications that include retail and leisure developments over 2,500 sqm gross floor space outside town centres, which are not in accordance with an up-to-date plan.	<p>Retail Impact Assessments should include an assessment of:</p> <ul style="list-style-type: none"> a. the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and b. the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme). 	

<p>Schedule of Accommodation</p>	<p>All applications where new residential accommodation is proposed including student / shared accommodation</p>	<p>The Schedule of Accommodation should be presented in a table and supported by annotated floor plans detailing.</p> <p>Each residential dwelling / unit of accommodation, its total size and the size of; private external amenity space, bedrooms, living rooms, kitchens (or LKDs), and storage.</p> <p>Identify their tenure and whether the dwelling is M4(3) or M4(2) compliant</p> <p>The units must be numbered so that they can be cross referenced to the proposed floorplans.</p> <p>The table must include a comparison of the proposal against the 'minimum and best practice space standards' as set out in the GLA Housing Design Standards LPG</p> <p>Fully furnished internal floorplans should be submitted for every dwelling type proposed, at a scale of at least 1:100 to enable assessment of the layout and ensure it is functional and fit for purpose, as set out in the GLA Housing Design Standards LPG</p>	<p>GLA Housing Design Standards LPG</p>
<p>Streetscene Elevations</p>	<p>All applications (other than Householder applications) that</p>	<p>An existing elevation(s) at a scale of 1:50 or 1:100 or 1:200 showing relative height and</p>	<p>The Town and Country Planning (Development Management</p>

<p>(Existing & Proposed)</p>	<p>involve works that would be visible from the public highway</p> <p>Please note, whilst not required Streetscene elevations would assist in the assessment of Householder applications that involve works that would be visible from the public highway</p>	<p>land levels of the proposed development in comparison to neighbouring properties from the public highway.</p> <p>A proposed elevation(s) at a scale of 1:50 or 1:100 or 1:200 showing relative height and land levels of the proposed development in comparison to neighbouring properties from the public highway.</p> <p>The plan(s) must be given a unique drawing number and be clearly labelled as Streetscene Elevations - Proposed</p> <p>If neighbouring properties and developments are not depicted accurately this could result in your application being made invalid or any subsequent planning permission being unimplementable.</p>	<p>Procedure) (England) Order 2015</p> <p>Government guidance - Plans and drawings</p> <p>Where possible, please show existing and proposed Streetscene Elevations next to each other.</p>
<p>Sequential Test</p>	<p>All applications for town centre uses which are located on the edge or outside designated centres</p>	<p>This assessment is to ensure the vitality and viability of town centres is retained and not unduly impacted by the proposal.</p> <p>In terms of the sequential test:</p> <ul style="list-style-type: none"> ● It must be demonstrated that there are no suitable town centre sites where the proposal could instead be located 	<p>London Plan (March 2021) Policy SD7 Town centres: development principles and Development Plan Documents</p> <p>NPPF</p>

		<ul style="list-style-type: none"> • If no suitable town centre sites are available or expected to become available within a reasonable period, consideration should be given to sites on the edge-of-centres that are, or can be, well integrated with the existing centre, local walking and cycle networks, and public transport. • Out-of-centre sites should only be considered if it is demonstrated that no suitable sites are (or are expected to become) available within town centre or edge of centre 	
Statement of Community Involvement	All major applications and sensitive schemes where significant public interest is likely.	<p>The statement shall include:</p> <ul style="list-style-type: none"> • An engagement plan which sets out: <ul style="list-style-type: none"> i) details of the communities in that area to be engaged with, using demographic data to understand the locality; ii) how communities will be engaged with including digitally, through print and face to face; and iii) how any gaps in the engagement will be addressed by working with specialist voluntary and community groups such as engaging with residents with disabilities. • How the views of the local community 	Royal Borough of Kingston upon Thames - Statement of Community Involvement

		<p>have been sought and taken into account in the formulation of development proposals</p> <ul style="list-style-type: none"> ● Identification of the number and type of engagements and number of attendees at those engagements ● Pre-application engagement with the Council, whilst welcomed, should not be only the engagement that the applicant sets out within the statement and there is an expectation that engagement with the wider community is undertaken prior to an application for planning permission being submitted. <p>Applicants should engage with officers at the pre-application stage about the form of engagement.</p>	
Structural Survey	All applications that involve significant works to existing buildings (primarily of historic significance) including basements.	<p>The survey shall describe, explain and illustrate:</p> <ul style="list-style-type: none"> ● The current condition of the property, ● The structural problems, ● The options for and cost of repair of the building, ● A methodology for undertaking the proposed demolition works. 	London Plan (March 2021) Policy HC1 Heritage Conservation and Growth

		<ul style="list-style-type: none"> • A statement demonstrating how harm to the historic fabric of the building will be minimised as a result of the proposed works. <p>The survey shall be prepared by a suitably qualified professional, experienced in working</p>	
Tall Building Statement	All applications for Tall Buildings as defined in the London Plan	<p>All applications for new tall buildings (as defined by the London Plan) should include an assessment of the following:</p> <ul style="list-style-type: none"> • Visual impact assessment study to illustrate the impact on the context, especially on heritage assets and significant views, including computer-generated zones of visual influence and impact on local, medium and long distance views from relevant assessment points defined by the Council. Proposals should be shown in daylight, and night conditions, and in different seasons. (Please see also Heritage Impact Statement for information on how to handle the setting of designated heritage assets.) • Views provided should be verified 	<p>London Plan (March 2021) Policy D9 Tall Buildings</p> <p>London Plan (March 2021) Policy D3 Optimising site capacity through the design-led approach</p> <p>London Plan (March 2021) Policy HC1 Heritage Conservation and Growth</p>

		<p>Accurate Visual Representations (AVRs).</p> <ul style="list-style-type: none"> ● A VU.CITY model should be shared with officers. ● Physical impact assessment study to illustrate the impact on micro climatic conditions (wind tunnel studies, sun path studies, overshadowing, heat island and glare studies), privacy and overlooking, telecommunications, and subterranean service infrastructure. ● Movement statement that provides a traffic impact assessment, including car parking, pedestrian movement and public transport needs, and a servicing strategy. ● Building services strategy, including building systems and enclosure, energy consumption and efficiency, lighting (day and night-time), waste storage and disposal, and maintenance. ● Sustainability statement outlining how the building will apply best sustainable practices, including energy management and production, resource conservation, materials specification and waste management. A recognised method of sustainability assessment should be used (e.g., 	
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		<p>BREEAM, EcoHomes).</p> <p>The greater the scale, impact and complexity of the proposals, the more detailed and comprehensive the statements should be. An Environmental Impact Assessment (EIA) is likely to be required for tall building proposals. To avoid duplication, on submission the applicants may wish to include the above impact studies within the EIA. Applications submitted without the above supporting information may lead to a planning refusal on the grounds of insufficient information to allow the application to be fully and effectively assessed.</p> <p>Applicants are strongly encouraged to discuss their proposals for tall buildings with planning and design officers as pre-applications, with discussions beginning as early as the concept stage.</p> <p>Draft plans and initial design statements and impact studies are important to these discussions and should be made available to the officers at the earliest opportunity.</p> <p>Historic England Advice Note 4 provides guidance on applications for tall buildings which may affect heritage assets:</p>	
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		Applicants to consider the risks of suicide associated with buildings and public spaces and to consult the practice resource Preventing suicides in public places when creating local design policies.	
Time Stamped Photographs	All applications	<p>Photographs should show all sides of the application property, plus front and rear streetscene photos showing the application property and the neighbouring properties.</p> <p>Photographs should have been taken within 3 months of the date of the submission of the application.</p> <p>Photographs should be clearly labelled.</p>	<p>The submission of photographs assists Officers in the assessment of your application.</p> <p>When taking the photographs please consider the purpose for which they are intended.</p> <p>As such, photographs should show the application property from a variety of angles and they should show the relationship of the application property with neighbouring properties including the location of the windows that serve the neighbouring properties.</p>
Transport Assessment	A Transport Assessment (TA) should be submitted as part of any major development and any planning application where the proposed	The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should	London Plan (March 2021) Policy T4 Assessing and mitigating transport impacts

	<p>development has significant transport implications.</p>	<p>simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts.</p> <p>Transport Assessments should be based on TfL's current Transport Assessment Guidance.</p> <p>For further information and guidance on preparing and submitting a transport assessment, please also see:</p> <p>National Planning Policy Framework and Planning Practice Guidance on Travel Plans, Transport Assessments and Statements</p>	<p>London Plan (March 2021) Policy T6 Car parking</p> <p>London Plan (March 2021) Policy T5 Cycling</p> <p>London Plan (March 2021) Policy D8 Public realm</p> <p>National Planning Policy Framework and Planning Practice Guidance on Travel Plans, Transport Assessments and Statements</p> <p>TfL's current Transport Assessment Guidance</p> <p>Active Travel England and Transport for London Standing Advice Note: Planning applications in London</p>
<p>Transport statement</p>	<p>A transport statement should be submitted as part of applications for:</p> <p>Operational development or change of use to schools and nurseries,</p>	<p>Transport statements are intended to identify the likely impacts of those schemes which may not be of a scale to warrant a full Transport Assessment. These are intended to be used to understand the likely impacts</p>	<p>London Plan (March 2021) Policy T4 Assessing and mitigating transport impacts</p> <p>London Plan (March 2021) Policy</p>

	<p>hospitals or places of worship</p> <p>Any proposal for operational development or change of use of premises to provide 100 sqm or more floorspace in use classes E</p> <p>Any other minor development (including residential) which may give rise to transport impacts due to the site location, level of parking proposed, PTAL rating, existing parking stress and other factors.</p>	<p>from a development on an area and any increase in traffic, public transport use and local parking availability.</p> <p>As a minimum, a transport statement should include:</p> <ul style="list-style-type: none"> ● The PTAL of the site ● The expected trip generation ● Details of access to public transport and any other sustainable modes of transport in the area ● Expected impact on parking. <p>A parking survey may be required in support of transport statements, depending on the parking stress in the area.</p>	<p>T6 Car parking</p> <p>London Plan (March 2021) Policy T5 Cycling</p> <p>London Plan (March 2021) Policy D8 Public realm</p> <p>National Planning Policy Framework and Planning Practice Guidance on Travel Plans, Transport Assessments and Statements</p> <p>TfL's current Transport Assessment Guidance</p>
<p>Travel Plan (Framework)</p>	<p>All major applications</p>	<p>Travel Plans are an important tool to support moving away from car usage and towards more sustainable forms of transport, including walking and cycling.</p> <p>For all travel plans clear targets must be provided against which the success of the travel plan will be measured at identified intervals.</p>	<p>London Plan (March 2021) Policy T4 Assessing and mitigating transport impacts</p> <p>TfL guidance on travel plans</p> <p>GLA Sustainable Transport, Walking and Cycling</p>

Tree Survey, Arboricultural Method Statement and Arboricultural Impact Assessment (including Tree Protection Plan)	All applications where trees have the potential to be impacted.	<p>The tree survey is an appraisal of the pre-construction arboricultural situation that includes an assessment of tree quality.</p> <p>The arboricultural impact assessment (AIA) is required to quantify and suggest solutions to minimise the impacts to trees and must include a tree retention/removal plan.</p> <p>CAVAT values should be provided for any trees that are proposed to be lost as a result of the proposed development in accordance with up to date guidance.</p> <p>If the impacts identified require tree protection or identify special working methods within the root protection area of retained trees, an arboricultural method statement (AMS) and tree protection plan to BS 5837:2012 are also required.</p>	<p>London Plan (March 2021) Policy G1 Green infrastructure</p> <p>London Plan (March 2021) Policy G5 Urban greening</p> <p>London Plan (March 2021) Policy G7 Trees and woodlands</p> <p>The Arboricultural Association</p>
Urban Greening Factor	All major applications	The statement should follow the requirements set out in London Plan (March	London Plan (March 2021) Policy G5 Urban greening

<p>Statement</p>		<p>2021) Policy G5 Urban greening. Applications must achieve the minimum UGF set out within the policy.</p> <p>Where living roofs are proposed in order to achieve a compliant UGF, the Council favour specifically designed & locally appropriate biodiverse living roof systems and will resist the use of homogenous mat based living roof products.</p> <p>In order to demonstrate this the following should be provided at application stage:</p> <ul style="list-style-type: none"> ● Fully detailed plans (to scale) showing and stating the area of the living roof. This should include any contoured information depicting the extensive substrate build up and details of how the roof has been designed to accommodate any plant, management arrangements, and any proposed photovoltaic panels and fixings. ● A scaled section through the actual roof (i.e. not a generic section of a living roof) showing the details of the extensive substrate base and living roof components. ● Details of the proposed plug planting and seed composition and mplanting 	<p>GLA Urban greening factor LPG</p>
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		<p>methodology.</p> <ul style="list-style-type: none"> • A statement outlining a management strategy detailing how the living roof would be maintained and monitored for a period of at least 5 years post installation 	
Wind Impact Assessment	All applications that include a building of 7 storeys or more and any free standing buildings that significantly exceed the prevailing building heights in the immediate area.	<p>A Wind Impact Assessment should be prepared by a suitably qualified wind engineer, indicating the impact of the proposal on the comfort level of the public spaces within and surrounding the development.</p> <p>A wind tunnel test will be required with results reported in accordance with Lawson Criteria. Computational fluid dynamics modelling will not be accepted.</p>	
Waste Management, Storage and Collection Strategy	All major applications	<p>The following information shall be submitted:</p> <p>Details of the arrangements and/or space for the storage and collection of recycling and refuse on site.</p> <p>These details will need to be included on the plans with a collection and management strategy.</p>	

<p>Water Consumption Statement</p>	<p>All applications where new residential accommodation is proposed</p> <p>And / or</p> <p>All new commercial development</p>	<p>For residential development, provide details of how the development would achieve mains water consumption of 105 litres or less per head per day (excluding allowance of up to five litres for external water consumption)</p> <p>For Commercial development provide details of how the development would achieve at least the BREEAM excellent standard for the 'Wat 01' water category* or equivalent</p> <p>*Achieve at least a 12.5% improvement over defined baseline performance standard</p>	<p>London Plan 2102 Policy SI 5 Water infrastructure</p>
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Section 3 - Validation Checklist - Standalone Document

Please visit our [website](#) for a downloadable version of the Checklist