London Borough of Bexley
Planning Application Requirements

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Introduction

The Town and Country (Development Management Procedure) Order 2015 as amended (DMPO) requires a mandatory standard application form and associated information requirements (national requirements).

A local planning authority can also ask for additional supporting information to accompany the application as specified on their Local List of Information Requirements. The extent of the information required depends on the type of application, the nature of the proposal and the location of the site. The list of requirements is based on the information needed to be able to determine the application.

This document details the requirements for the valid submission of the different types of planning applications to the London Borough of Bexley.

Failure to provide the information specified will make your application invalid and will delay the processing of your application until the information is supplied.

Submission of Applications

You are encouraged to submit your application electronically via the Planning Portal. Please refer to the link below:

https://www.planningportal.co.uk/

For drawings and other documents PDF is the preferred file type and each file should be no larger than 20MB. Photos should normally be submitted in JPEG format.

If, however, you prefer to submit the application in hard copy then **2 sets** of the documentation is required. You can download a copy of the relevant application form from the Planning Portal.

For Major applications which are often accompanied by a number of large sized plans and supporting documents, these should be submitted in hard copy as well as a CD. We can also accept applications on CDs (in addition to paper copies) or by email to developmentcontrol@bexley.gov.uk.

Please note that we cannot accept submissions by file transfer websites (e.g. dropbox) or USB pens.

National Requirements

The following is a list of what is required for all applications for planning permission including outline planning permission (for full details see below):

Application form including signed Ownership certificate and Agricultural holding certificate
CIL Additional Information form [not required for all applications – see more details below]
The correct Fee
Site Location Plan
Block Plan
Existing and proposed Floorplans
Existing and proposed Elevations (including flank elevations)

And, in certain circumstances:

Design and Access Statements (where required by the DMPO 2015 – see below)
Existing and proposed Sections and Finished Floor and Site Levels and Existing and proposed Roof Plans, where necessary.

All Plans and drawings should include:

- **A title and drawing number identifying the subject of the drawing (including any revisions);**
- **The scale of the drawing, the paper size and a scale bar indicating a minimum of 0-10 metres;**
- **Key dimensions.**

For householder and small minor application drawings are normally preferred at A3.

Drawings or plans which say 'Do not scale' are generally not acceptable. If they do contain this statement then all dimensions must be shown.

Ownership and Agricultural Holdings Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with DMPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than 7 years.

The agricultural holdings certificate is incorporated as part of the Ownership Certificate. It must be completed whether or not the site includes an agricultural holding.

All agricultural tenants must be notified prior to the submission of the application.

This certificate is not required if the applicant is making an application for reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, or express consent to display an advertisement.

Notice(s)

A notice to owners of the application site must be completed and served in accordance with Article 13 of the DMPO.

Community Infrastructure Levy (CIL) Additional Information form

Your proposed development may be liable for a Charge under the Community Infrastructure Levy if it involves new floor build area, including extensions or a new dwelling. If your scheme is liable, the Charge is payable after development begins.

To assist the Council in establishing whether or not your proposal is liable for a Charge you are required to complete a Planning Application Additional Information Requirement form: https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy/2

You must submit this form at the same time as your planning application.

The form will assist in determining whether CIL applies and, if so, to calculate it accurately from the floorspace figures you provide. The Council will also check the submitted plans when applications are assessed so misleading or inaccurate answers could delay the processing of your application.

The correct fee (where one is necessary)

Please see the link to the Fee Regulations below or you can check with the Council.

http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Payment can be made via the Planning Portal when submitting the application. The Bexley Council website also has a "Pay-It" facility where fees for planning applications can be paid:

https://mybexley.firmstep.com/service/Pay_for_a_planning_application

The sooner the fee is paid the sooner the application can be validated (if all the information is validly supplied). You do not need to wait for a planning reference to pay the fee, the site address or planning portal reference number will be sufficient.

Site Location Plan

All applications must include copies of a location plan which must be drawn to an **identified Scale** (1:1250 or 1:2500), must show the **direction of North**, show at least **two named roads**, show surrounding buildings with property numbers or names and be based on an up-to-date map.

The application site should be **edged clearly with a red line**. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A **blue line** should be drawn around **any other land owned by the applicant**, close to or adjoining the application site.

Block Plan

A Block Plan should be submitted at a scale of 1:500 or 1:200 and should accurately show:

(a) the direction of North;
(b) the proposed development in relation to the site boundaries and other existing buildings, both on the site and adjacent to it, with written dimensions including those to the boundaries;
(c) all the buildings, roads and footpaths on land adjoining the site including access arrangements;
(d) all public rights of way crossing or adjoining the site;
(e) the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
(f)) the extent and type of any hard surfacing; and
(g) the type and height of boundary treatment including existing and proposed walls or fencing.

Existing and Proposed Elevations

In addition to the above requirements for all drawings, these should be drawn to a scale of 1:50 or 1:100, should be clearly labelled as to which side of a building they relate and should show clearly the proposed works in relation to what is already there. **All sides of the proposal (including flank elevations) must be shown** and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this is in fact the case.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

Boundary lines should also be shown to demonstrate if encroachment onto neighbouring land will occur or not.

Existing and Proposed Floor Plans

In addition to the above requirements for all drawings, these should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail, including room uses and the positions of windows, doors etc. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).

Boundary lines should also be shown to demonstrate if encroachment onto neighbouring land will occur or not.

Existing and Proposed Site Sections and Finished Floor and Site Levels

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified. Levels should also be taken into account in the formulation of design and access statements, where required.

Existing and Proposed Roof Plans

A roof plan is used to show the shape of the roof and is typically drawn at a scale smaller than the scale used for the floor plans. Details such as the roofing material and the position of any roof-mounted windows or renewable energy equipment are typically specified on the roof plan.

Design and Access Statement (where one is necessary)

A Design and Access Statement must normally accompany applications for planning permission (in outline or in full) which are for Major Development or which fall within one of the following designated areas:

- National Park
- Site of special scientific interest
- Conservation Area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

In these instances a Design and Access Statement is only required for applications involving the provision of one of more dwellinghouses or of building(s) where the floorspace created by the development is 100sq m or more.

Listed Building Consent applications must also include a Design and Access Statement.

Design and Access Statements are not typically required for s73 (removal or variation of condition(s) applications).

A design and access statement should be about—

(a) the design principles and concepts that have been applied to the development; and,

(b) how issues relating to access to the development have been dealt with.

A design and access statement must—

(a) explain the design principles and concepts that have been applied to the development;

(b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;

(c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;

(d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and,

(e) explain how any specific issues which might affect access to the development have been addressed.

The level of detail required in a Design and Access Statement will depend on the scale and complexity of the application, and the length of the statement will vary accordingly.

A useful guide to preparing Design and Access Statements is available at: https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them.

Householder Application Checklist for works or extensions to a dwelling

The National Requirements are:

- Completed form
- The appropriate fee where necessary
- Location Plan with a red outline identifying the land to which the application relates, drawn to an identified scale and showing the direction of North and with at least 2 road names shown.
- Plans and drawings or information necessary to describe the subject of the application including:
    - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and adjacent development;
    - Existing and proposed elevations including flank elevations (e.g. at a scale of 1:50 or 1:100);
    - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);

      And, where necessary and requested by the validation officer:

    - Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
    - Existing and proposed roof plans (e.g. at a scale of 1:50 or 1:100)

  (Please remember that plans and drawings should indicate: paper size (usually A3)**;** drawing number; key dimensions; and a scale bar indicating a minimum of 0-10 metres)

- Design and Access Statement where the site is in a Conservation Area and the floorspace created by the development is 100sq m or more;
- The completed Ownership Certificate (A, B, C or D – as applicable) as required, including the Agricultural Holdings Certificate;
- Where Ownership Certificates B, C or D have been completed, Notice(s) as required by Part 3 of The Town and Country Planning (Development Management Procedure) (England) Order 2015, must be given and/or published in accordance with that Order.

Local Requirements

The following is a list of what is required for common types of applications (for full details see below):

- Accommodation Schedule
- Affordable Housing Statement
- Air Quality and Dust Risk Assessment
- Archaeological Assessment
- Biodiversity / Ecology Survey and Report
- BREEAM (pre-construction) Assessment
- CCTV details
- Construction Logistics Plan
- Daylight/Sunlight Assessment
- Delivery and Servicing Plan
- Economic Statement
- Energy Assessment
- Environmental Statement
- External lighting details
- Financial Viability Assessment
- Flood Risk Assessment
- Health Impact Assessment
- Heritage Statement
- Land Contamination
- Landfill Statement
- Landscaping Details
- Microclimate (wind) Assessment
- Noise and Vibration Assessment
- Open Space Assessment
- Parking Provision
- Parking Stress Surveys
- Planning Obligations - Draft Heads of Terms
- Planning Statement (Including Secure by Design principles)
- Refuse and Recycling Storage and collection strategy
- Site Waste Management Plan
- Statement of Community Involvement
- Sustainability Statement
- Structural Survey
- Sustainable Urban Drainage Systems (SuDS) Strategy
- Telecommunications Development – supplementary information
- Town Centre Uses/Retail Impact Assessment
- Townscape/Landscape and Views Impact Assessment
- Transport Assessments and Transport Statements
- Travel Plan
- Tree Survey/Arboricultural Survey and Assessment
- Ventilation/Extraction Equipment

Accommodation Schedule

This is required to demonstrate how the proposal will meet National Planning Legislation and Guidance and development plan policies in terms of housing provision, unit size and mix, affordable housing and standard of accommodation. It should include:

- proposed unit numbers (broken down into size and tenure)
- proposed habitable rooms
- confirmation of unit sizes/gross internal floor area for each new dwelling
- identified wheelchair units.

Application trigger: all development proposing new residential dwellings
Policy driver: London Plan 3.3, 3.4, 3.8, 3.10, 3.11, 3.12 and 3.13; Bexley Core Strategy CS01 and CS10, Bexley UDP H1, H11, H13 and H14
Further guidance: London Plan SPGs: *Accessible London: Achieving an Inclusive Environment* (2014) and *Housing* (2016); Bexley's *Affordable Housing* (2006) SPD

Affordable Housing Statement

Where the Development Plan requires the provision of affordable housing, information is required concerning both the affordable housing and any market housing for example, the numbers of residential units, the mix of units with numbers of habitable rooms and/or bedrooms, or the floor space of habitable areas of residential units, plans showing the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units. If different levels or types of affordability or tenure are proposed for different units this should be clearly and fully explained. The affordable housing statement should also include details of any Registered Providers acting as partners in the development.

Application trigger: All development liable for the provision of affordable housing
Policy driver: London Plan 3.10, 3.11, 3.12, 3.13; Bexley Core Strategy CS01 and CS10, Bexley UDP H14
Further Guidance: London Plan SPG: *Homes for Londoner's: Affordable Housing and Viability*; Bexley's *Affordable Housing* (2006) SPD

Air Quality and Dust Risk Assessment

Where the development is proposed inside, or adjacent to an air quality management area (AQMA), where the development could in itself result in the designation of an AQMA or where it would conflict with, or render unworkable, elements of a local authority's air quality action plan, applications should be supported by such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Air quality assessments and Dust Risk Assessments are also required for proposals which are likely to have an adverse effect on nearby sensitive receptors and/or are likely to bring new sensitive receptors into an area of poor air quality.

Environmental Protection UK (EPUK) and the Institute of Air Quality Management (IAQM) jointly published a guidance note 'Land-Use Planning & Development Control: Planning for Air Quality' (and updated in January 2017) to ensure that air quality is adequately considered in the land-use planning and developmental control process. It provides a decision making process which assists with the understanding of air quality impacts and implications as a result of development proposals. It provides a framework for air quality considerations within local development control processes, promoting a consistent approach to the treatment of air quality issues within development control decisions. The guidance includes a method for screening the requirement for an air quality assessment, the undertaking of an air quality assessment, the determination of the air quality impact associated with a development proposal and whether this impact is significant.

Policy within the London Plan requires major developments to be ‘air quality neutral’, the aim of which is to bring forward developments that are air quality neutral or better and that do not degrade air quality in areas where air quality objectives are not currently being achieved. The London Borough of Bexley is categorised as an ‘Outer’ London Borough, and as such the appropriate benchmark figures for Outer London should be used.

Guidance for undertaking AQNAs is given in the following two documents:
• The Air Quality Neutral Planning Support Update 2014;
• Mayor of London Sustainable Design and Construction Supplementary Planning Guidance 2014.

The air quality assessment should include a review of air quality around the development site using existing air quality monitoring and/or modelling data; air quality dispersion modelling data carried out in accordance with the London Councils Air Quality and Planning Guidance; an indication of the number of people (receptors) which will be exposed to poor air quality as a result of the development, and show their location on a map (in order to assess exposure); an assessment of the impact on air quality during the construction phase and detailed mitigation methods for controlling dust and pollution emissions in line with the emerging revised *The Control of dust and emissions during construction and demolition* SPG; an outline and justification of mitigation measures associated with the design, location and operation of the development in order to reduce air pollution and exposure to poor air quality ; and a maintenance regime for any combustion equipment or mitigation measures, where required.

Application trigger: Major developments where the development is located in or adjacent to an Air Quality Management Area (AQMA) and other potentially polluting development; all proposals which include biomass boilers and/or combined heat and power; all proposals involving waste management / treatment activities, mineral extraction or any other general industrial combustion process.
Policy driver: London Plan 7.14, Bexley UDP ENV39 and ENV41, Bexley Core Strategy CS01
Further guidance: Bexley’s Sustainable Design and Construction Guide (2007),
London Plan SPGs: Sustainable Design and Construction (2014); Control of Dust and Emissions during Construction and Demolition (2014)
Land-Use Planning & Development Control: Planning for Air Quality (EPUK/IAQM)

Archaeological Assessment

For all applications (other than those for extensions to existing residential properties) involving the disturbance of ground within an Area of High Archaeological Potential (previously referred to as an Area of Archaeological Search); where the application involves the disturbance of ground on sites of greater than 0.4ha AND/OR applications affecting nationally important archaeological remains, whether scheduled or not, a desktop Archaeological Assessment is required.

Application trigger: applications for all non-householder development located within an Area of High Archaeological Potential AND/OR where the application involves the disturbance of ground on sites of greater than 0.4ha. All applications affecting nationally important archaeological remains, whether scheduled or not.
Policy driver: London Plan 7.8, Bexley Core Strategy CS01 and CS19
Further guidance: Greater London Archaeological Advisory Service: *Guidelines for Archaeological Projects in Greater London* (April 2015)

Biodiversity / Ecology Survey and Report

Where a proposed development may have impacts on wildlife and biodiversity, information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for enhancement, mitigation, and/or compensation measures, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features, and the location of habitats of any protected and/or priority species.

Applications for development that may directly, indirectly or cumulatively affect areas designated for their nature conservation or biodiversity interests are likely to need to include habitat and species surveys, an impact assessment, mitigation and enhancement proposals, along with proposals for long term maintenance and management. This will include all development proposals on or adjacent to Sites of Importance of Nature Conservation (SINCs), Local Nature Reserves and Green Corridors.

Ecological surveys are also likely to be needed for certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses; proposals on derelict land or close to water bodies; the lighting of green spaces or buildings near to woodland, hedgerows or water bodies. These proposals may affect protected and/or priority species and will need to provide information on them, any potential impacts and any mitigation proposals for such impacts.

Application trigger: any development that may impact nature conservation areas; any development that may impact protected and/or priority species
Policy driver: London Plan 7.19 and Bexley Core Strategy CS01, CS17 and CS18
Further guidance: A list of Biodiversity information needed to assess planning applications in Bexley can be found on the Council website at https://www.bexley.gov.uk/sites/default/files/2020-05/Protected-species-and-planning-in-Bexley.pdf;
Also see London Plan *Sustainable Design and Construction* (2014) SPG

BREEAM (pre-construction) Assessment

The Assessment will demonstrate that the development will meet BREEAM “very good” other than in areas of very good public transport accessibility (PTAL 5 and above) where it should meet BREEAM “excellent”.

Application trigger: non-residential development with [gross] new floorspace to be created of 1,000 square metres or more.
Policy driver: London Plan 5.3, Bexley Core Strategy CS01 and CS08
Further Guidance: Bexley *Sustainable Design and Construction* (2007) SPD, London Plan *Sustainable Design and Construction* (2014) SPG

CCTV details

Where CCTV is proposed or is likely to be installed, details of the CCTV should be provided. This information could be a stand-alone document, identified on the plans or contained within the Design and Access Statement or Planning Statement.

Application trigger: any development proposing CCTV
Policy Driver: London Plan 7.3 and Bexley UDP ENV60

Construction Logistics Plan

A draft Construction Logistics Plan (CLP) may be required where the proposed demolition and construction requirements could significantly impact on the free flow and safety of the highway network or residential amenity. The Plan should include measures of how construction traffic can access the site safely and how potential traffic conflicts can be minimised; the route construction traffic shall follow for arriving at and leaving the site, measures to secure provisions of on-site delivery, off-loading, turning and parking of construction and operatives vehicles, identifying efficiency and sustainability measures to be undertaken during site construction and the hours of operation.

Application trigger: Major developments and others likely to have a significant impact on traffic congestion or pedestrian safety and where loading and delivery activities associated with the construction phase of development would cause congestion or obstruction on the highway.
Policy Driver: London Plan 6.11, 6.12 and 6.14, Bexley Core Strategy CS15 and Bexley UDP T6, T14, T15.
Further Guidance: TfL Construction Logistic Plan Guidance

Daylight/Sunlight Assessment

In circumstances where there is a potential significant adverse impact upon the current levels of sunlight or daylight enjoyed by neighbouring sensitive uses including gardens, parks or amenity space then applications may need to be accompanied by a daylight/sunlight assessment. An assessment may also be required in situations where the application site itself is subject to potential adverse impact from adjacent buildings or features or where one part of the development is affected by another part of the same development.

Application trigger: Major developments and any application where there is potential adverse impact upon the levels of daylight/sunlight currently enjoyed by adjacent sites or areas or where a proposed development would adversely be impacted.
Policy driver: London Plan 7.7, Bexley Core Strategy CS01 and Bexley UDP ENV39, H8 and H9,
Further guidance: BRE Group https://www.bre.co.uk/daylight-and-sunlight

Delivery and Servicing Plan

A draft Delivery and Servicing Plan may be required where the likely servicing requirements could significantly impact on the free flow and safety of the highway network or residential amenity.

Application trigger: Major development and others which are likely to significantly impact on the highway network, pedestrian safety or residential amenity.
Policy Driver: London Plan 6.3, 6.11, 6.12 and 6.14, Bexley Core Strategy CS15 and Bexley UDP T6, T14, T15 and T16
Further Guidance: TfL Delivery and Servicing Plans Guidance

Demolition Methodology and Structural Survey

A demolition methodology and structural survey may be required in support of an application if the proposal seeks to justify the demolition in whole or in part of a building, including where the structural performance of the building forms part of the justification for that demolition, such as for barn conversions, façade retention schemes, basement development or development affecting a listed building or a building within a Conservation Area.

Structural engineers' drawings and a method statement, indicating the proposed method of ensuring the safety and stability of the building fabric to be retained throughout the period of demolition and reconstruction, if applicable, should be provided.

Application Trigger: May be required where complete or partial demolition or significant structural alterations are proposed and/or where such works are likely to affect a listed building or a building within a Conservation Area.
Policy Driver: London Plan 7.8 Bexley Core Strategy CS19 and Bexley UDP ENV47 and ENV51.

Economic Statement

Applications may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. This information could be a stand-alone document, or contained within the Design and Access Statement or Planning Statement.

Proposals for redevelopment of employment sites should include details of existing employment that will be lost. The statement should include justification for the proposal in planning policy terms.

Application trigger: Major development and any others likely to impact on an employment site or where loss of employment may arise
Policy Driver: London Plan 2.7, 2.16, 2.17, 4.1, 4.2, 4.3, 4.4, 4.10, 4.11, 4.12, Bexley Core Strategy CS01, CS02-CS07, CS12, CS13, CS14 and Bexley UDP E1, E3, E4, E5-E12, E14, E15, TS1, TS2, TS3, TS5, TS6, TS7, TS8, TS9, TS11, TS12 and TS14
Further Guidance: London Plan SPG: *Land for Industry and Transport* (2012)

Energy Assessment

For major development proposals there are a number of London Plan requirements in respect of energy assessments, reduction of carbon emissions, sustainable design and construction, decentralised and renewable energy. The GLA guidance on preparing energy assessments should be followed when preparing energy assessments. Major developments are expected to prepare an energy strategy based upon the Mayors energy hierarchy adopting lean, clean, green principles.
The assessment should demonstrate how the need for energy is to be minimised, and how it will be supplied to the particular development proposed. In accordance with the energy hierarchy in policy 5.2 of the London Plan, updated following the implementation of the 2013 Building Regulations, developments should provide a reduction in expected carbon dioxide emissions through the use of on-site renewable energy generation, where feasible. This applies to both residential and non-domestic buildings.

As set out in the Mayor’s Housing SPG (2016), a zero carbon standard will be applied to all new major residential development. The energy strategy shall include measures to achieve zero regulated carbon emissions.

Where it is clearly demonstrated that the specific target cannot be fully achieved on-site, at least a 35% reduction in regulated carbon emissions beyond the baseline set out in the 2013 Building Regulations (Part L) must be demonstrated. The remaining regulated carbon emissions between this 35% and zero carbon (up to 100%) are to be off-set through a cash-in-lieu contribution of £60 per tonne of regulated CO2 over a 30 year period, as recommended by London Plan guidance. The cash in lieu contribution will be secured through a S106 for the delivery of carbon dioxide savings elsewhere.

From 2019 non-domestic buildings will also be required to achieve zero carbon in accordance with London Plan policy 5.2.

Options for producing renewable energy should also be assessed and should directly relate to the particular site and the feasibility of installing the various measures. The layout of the scheme should ensure that there is sufficient space on site for any equipment and fuel storage, if required, and should investigate implications of fuel delivery. The potential site and form of buildings and flues should be included in the information submitted with the application. In cases where the form of renewable energy cannot be fully determined at time of application, feasible options must still be presented. It is unlikely to be possible to submit details for the compliance of a condition regarding energy efficiency / renewable energy where additional permissions may be required (e.g. for flues or buildings not in the original application).

Energy Assessments also need to demonstrate that connection to existing or planned district heating networks, including a future connection to the Riverside Resource Recovery Facility district heating network has been prioritised and should demonstrate that the development is designed to connect to the existing or future district heating network. Relevant correspondence with local heat network operators should be provided to support this.

Application trigger: Major developments
Policy driver: London Plan 5.1, 5.2, 5.3, 5.4A, 5.6, 5.7, 5.9, 5.10 and 5.11, Bexley UDP ENV39 and Bexley Core Strategy CS01 and CS08
Further guidance: Bexley's *Sustainable Design and Construction Guide* (2007), Bexley's Energy Masterplan (2015); London Plan SPGs: *Sustainable Design and Construction* (2014); *Energy Planning (GLA guidance on preparing energy assessments)*

Environmental Statement

The Town and Country Planning (Environmental Impact Assessment) Regulations (2017), as amended, set out the circumstances in which an Environmental Impact Assessment (EIA) is required. EIA may obviate the need for other more specific assessments.
Where it is decided that an EIA is required, the applicant must prepare and submit an Environmental Statement. The Environmental Statement must include at least the information reasonably required to assess the likely significant environmental effects of the development listed in the Regulations.
To ensure the completeness and quality of the Environmental Statement, the developer must ensure that it is prepared by competent experts. The Environmental Statement must be accompanied by a statement from the developer outlining the relevant expertise or qualifications of such experts.

Application Trigger: Any application which requires an Environmental Impact Assessment (EIA)
Policy Driver: Town and Country Planning (Environmental Impact Assessment) Regulations (2017)
Further guidance: National Planning Practice Guidance

External Lighting Assessment

Details of external lighting may necessary in the interests of ecology, natural surveillance and secure by design principles, light pollution and general residential amenity. These could be shown on the plans or detailed with the landscaping details or Design and Access Statement as appropriate. The details should the proposed hours when the lighting would be switched on, beam orientation, luminance levels and a schedule of the equipment in the design.

Application Trigger: All proposals for floodlights and other external lighting which may impact on visual or residential amenity or nature conservation interests on or adjacent to an application site.
Policy Driver: London Plan 7.19, Bexley Core Strategy CS01, CS18, Bexley UDP ENV39.

Financial Viability Assessment

Where a proposal does not fully accord with the Development Plan (and associated guidance) in relation to Affordable Housing (including tenure split and unit sizes) a Financial Viability Assessment (FVA) should be submitted to demonstrate that the proposed amount of affordable housing provided is the maximum that is reasonably viable.

Please note that there is a presumption that the FVA (and all accompanying appendices) will be made available for public inspection both at the Council offices and on its website in accordance with the Mayor of London's Affordable Housing and Viability SPG (2017). Where an applicant considers that their FVA contains information that should not be made publicly available they should set out in an accompanying letter explaining why they consider that to be case. The Council will then weigh the public interest in making FVA's available (e.g. in the interests of transparency, maintaining the public's respect for the integrity of the planning system, that potential benefits of public interrogation of the FVA would have the amount of affordable housing achieved etc.) against any potential harm from the disclosure of the FVA (whether in whole or in part) e.g. harm to the commercial interests of the applicant through the release of commercially sensitive data). In the event, that the Council agrees that information should not be made commercially sensitive it will be expected that only the minimum necessary information will be redacted and, if necessary, a summary of the redacted information will be provided for public disclosure.

Application Trigger: Applications which do not fully accord with the Development Plan (and associated guidance) in relation to Affordable Housing (including tenure split and unit sizes)
Policy Driver: London Plan 3.10-3.12, Bexley Core Strategy CS10 and Mayor of London's Affordable Housing and Viability SPG (2017)
Further Guidance: London Plan SPG: *Homes for Londoner's: Affordable Housing and Viability*; Bexley's *Affordable Housing* (2006) SPD

Flood Risk Assessment

A site-specific flood risk assessment (FRA) is required for proposals of 1 hectare or greater in Flood Zone 1; all proposals for new development (including minor development***** and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 which has critical drainage problems (as notified to the local planning authority by the Environment Agency); and where proposed development or a change of use to a more vulnerable class may be subject to other sources of flooding.

*****for the purposes of an FRA "minor development" means –

(i) the extension of an existing dwellinghouse or development within the curtilage of a dwellinghouse;
(ii) the extension of an existing building for non-domestic purposes where the space created by the development does not exceed 250 square metres; and
(iii) the alteration of an existing building where the alteration does not increase the size of the existing building.

The FRA should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. The FRA should identify opportunities to reduce the probability and consequences of flooding. The FRA should include the design of surface water management systems including Sustainable Drainage Systems (SUDs) and address the requirement for safe access to and from the development in areas at risk of flooding.
For developments in Flood Zones 2 and 3 that are household extensions or non-domestic extensions of no more than 250 square metres refer to the Environment Agency' standing advice for minor extensions.
For developments in Flood Zones 2 and 3 that are classed as:

- water compatible including essential accommodation within a water compatible development;
- more vulnerable (includes Buildings used for dwelling houses) and not a landfill or waste facility site or a caravan site;
- less vulnerable and not any of the following: land or building used for agriculture or forestry; a waste treatment site; a mineral processing site; a water treatment plant; or a sewage treatment plant

you should refer to the Environment Agency's standing advice for vulnerable developments.
For Major development proposals in flood zones 2 and 3 and for all new dwellings in flood zones 2 and 3 a Sequential Assessment of sites in lower flood risk areas will also be required. This is to ensure that vulnerable development is located in areas of lowest flood risk unless there are overriding reasons to prefer a different location.

If the application site falls within one of the Borough's identified 'Sustainable Growth Areas' then a sequential test *may* not be required. You should check with the Council prior to making an application.

Application Trigger: Application for proposals of 1 hectare or greater in Flood Zone 1; all proposals for new development (including minor development***** and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 which has critical drainage problems; where proposed development or a change of use to a more vulnerable class may be subject to other sources of flooding.

Major development and proposals for all new dwellings in flood zones 2 and 3 will also require a Sequential Assessment.

Policy Driver: London Plan 5.12 and 5.13, Bexley Core Strategy CS01, CS08 and CS09.
Further Guidance: Bexley's *Strategic Flood Risk Assessment Level 1* (2010) and *Level 2* (2014); National Planning practise Guidance.

Health Impact Assessment

Planning applications that are likely to have a significant impact on the health and wellbeing of the local population or particular groups within it should be accompanied by a Health Impact Assessment (HIA).

As a minimum, applications which are expected to have significant impacts should be accompanied by a completed Healthy Urban Planning Checklist Desktop Assessment.

Subject to the scope of the application, a rapid or a full HIA may also be required. The scope of the HIA should be agreed with the Local Planning Authority during pre-application discussions.

Application Trigger: Major development which are likely to have a significant impact on the health and wellbeing of the local population.

Policy Driver: London Plan Policy 3.2; Bexley Core strategy CS01; NPPF

Additional Guidance:

The HUDU Healthy Urban Planning Framework (HUDF)20 should be used as a guide to screen health impacts as part of the HIA process.
Link: https://www.healthyurbandevelopment.nhs.uk/our-services/delivering-healthy-urban-development/health-impact-assessment/
https://www.healthyurbandevelopment.nhs.uk/wp-content/uploads/2017/05/Healthy-Urban-Planning-Checklist-3rd-edition-April-2017.pdf

Heritage Assessment

For all applications affecting Heritage Assets applicants are required to describe the significance of any heritage assets affected, including any contribution made by their setting.

For applications for Listed Building Consent, a written statement that includes a schedule of works to the listed building(s), an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required. A structural survey may be required in support of an application for listed building consent.

Planning applications which affect a listed building should include a written statement and drawings to describe:

- contextual and detailed photographs of the buildings/structure as existing;

- a schedule of works, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- an illustration of any features which are proposed to be altered or removed;
- where reinstatement of lost or damaged features is proposed, where possible, historic evidence to support the detail of reinstatement should be provided i.e. historic plans or photographs;
- for any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc may need to be at a scale of 1:5 or less; and
- a detailed specification for all proposed materials including, where appropriate samples.

Applications which affect other heritage assets should include a written statement and drawings to describe:

- plans showing historic features, listed buildings, historic parks & gardens, scheduled ancient monuments;
- an analysis of significance for archaeology, history & character of building/structure, justification for proposed works, and impact on the special character of the asset and its setting.

For assessing impact upon archaeology, applications that involve development which will lead to intrusive ground works in an area identified as being of known archaeological interest, potential archaeological importance, or affecting nationally important archaeological remains, whether scheduled or not, should provide an appropriate desk-based assessment and, where necessary, a field evaluation (see Archaeological Assessment).

Application Trigger: Applications affecting a heritage asset or its settings, including a listed building, a conservation area, a scheduled ancient monument, a registered park or garden, or a battlefield of designated shipwreck; applications affecting non-designated heritage assets including a locally listed building, a building or structure of historic or architectural importance, or heritage land; and applications in an area of known archaeological interest.
Policy Driver: NPPF, London Plan 7.8 - 7.12, Bexley Core Strategy CS19 and Bexley UDP ENV22, ENV46, ENV47, ENV51, and ENV52.

Further guidance:
http://www.english-heritage.org.uk/professional/advice/hpg/decisionmaking/NPPF/
and
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

Land Contamination Assessment

Applications may also need to be accompanied by a land contamination assessment in accordance with paragraphs 120-122 of the National Planning Policy Framework.

Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.

Application trigger: Any development in relevant locations, in particular where the proposed use is sensitive e.g. residential, schools, or where the previous use of land could give rise to contamination.
Policy driver: London Plan 5.21, Bexley UDP ENV39, ENV40 and Bexley Core Strategy CS01 and CS09
Further guidance: Bexley's Developers Guide: *Model Procedures for the Management of Land Contamination* (CLR11), *A Simplified Guide to Planning Applications and Land Contamination* (2015)

Landfill Statements

Required if proposal includes landfill proposals or likely to affect satiability or efficient functioning of existing or proposed landfills. Information may be provided as part of an Environmental Statement.

Application Trigger: All proposals for or which would affect landfill.
Policy Driver: London Plan 5.17, Bexley Core Strategy CS20, Bexley UDP MIN5 and WAS3

Landscaping Details

Landscaping schemes are integral to good design and should be incorporated into development proposals from the earliest stages of the design process.

The details provided should be proportionate to the scale of the development. At the outset of a proposal, areas for hard surfaces, soft landscaping, playspace, etc, should be identified even if detailed soft landscaping planting specification is not yet known.

The landscaping scheme should include plans showing details of hard and soft landscaping proposals for all external parts of the site and should identify:
- the relevant site features including those to be removed and/or retained;
- the presence of any species of nature conservation interest;
- plant species, their size and planting densities and any trees proposed stating their size;
- hard landscaping materials;
- site levels, gradients and any earthworks required, storage areas for bicycles and refuse storage areas, boundary treatments and SUDs, where relevant;
- a management plan for a period of 5 years identifying how and by whom any communal landscaping or public realm areas would be managed.

The details should be cross-referenced with the design concept in the Design and Access Statement, where one is required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development.

Application Trigger: All new build proposals where the site includes external areas and any proposals which include changes to existing external areas.
Policy Driver: London Plan 7.1, 7.4 and 7.5, Bexley Core Strategy CS01, CS17 CS18 and Bexley UDP ENV35, ENV39

Microclimate (wind) Assessment

Required for tall buildings (normally those 30 m or higher from existing natural ground level or over 10 storeys); those on exposed sites with large frontages; buildings near frequently used areas (e.g. train stations) and those that may be used by vulnerable pedestrians (e.g. hospitals and schools). At the early stage of developing a scheme, bulk, height and massing options for the site need to be thoroughly assessed to avoid the need for retrospective mitigation measures.

The assessment should 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.

Application Trigger: new buildings over 10 storeys or 30m or higher; existing buildings where, as a result of development, the height/no. of storeys would exceed the above; proposals for buildings on exposed sites with large frontages; proposals for buildings effecting areas of busy pedestrian activity and those which would be frequently used by vulnerable pedestrians.
Policy Driver: London Plan 7.6 and 7.7

Noise and Vibration Assessment

Applications for developments that raise issues of disturbance by noise and / or vibration to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and which are close to existing sources of noise should be supported by a noise and vibration assessment prepared by a suitably qualified acoustician.

Noise measurement surveys should be carried out in accordance with relevant British Standards. The report should include details of noise assessments, predictions and calculations, and give recommendations and specifications of any works necessary to control noise.

The IOA/CIEH’s professional practice guidance should be followed for all new residential developments (ProPG: Planning and Noise – New Residential Developments)

<u>Noise from Fixed Plant and Industry</u>:

The methodology of BS4142:2014 should be followed in full when assessing the impacts from the following noise sources:

- sound from industrial and manufacturing processes;

- sound from fixed installations which comprise mechanical and electrical plant and equipment;
- sound from the loading and unloading of goods and materials at industrial and/or commercial premises; and
- sound from mobile plant and vehicles that is an intrinsic part of the overall sound emanating from premises or processes, such as that from forklift trucks, or that from train or ship movements on or around an industrial and/or commercial site.

BS4142:2014 should not be used to assess noise sources outside of its intended scope and inappropriate use of the standard will not be accepted as valid acoustic assessment for the purposes of planning applications.

Any works necessary to control noise should be detailed in the planning application and shown on drawings, including any external noise attenuation equipment proposed.

Application Trigger: All proposals which include noise-generating activities, including places of worship and entertainment, plant and machinery and any noise-sensitive development (including residential) which is being proposed close to existing or proposed noise generating activities.
Policy Driver: London Plan 7.15, Bexley Core Strategy CS01 and CS09 and Bexley UDP ENV39

Open Space Assessment

For development within open spaces or causing a loss of open space.

Application Trigger: Proposals likely to impact on open space, including designated open spaces such as Urban Open Space, Metropolitan Open Land and Green Belt.
Policy Driver: NPPF, London Plan 7.16, 7.17, 7.18 and 7.19, Bexley Core Strategy CS01, CS17 and CS18 and Bexley UDP ENV19, ENV20 and ENV39

Parking Provision

A site layout showing existing and proposed car parking spaces (including disabled and electric vehicle spaces) and bicycle parking should be provided for all new developments or those proposing a change of use.

Application Trigger: Proposals for new development and those which may affect existing parking arrangements.
Policy Driver: London Plan 6.13, Bexley Core Strategy CS15 and Bexley UDP T17 – T22

Parking Stress Surveys

Residential developments may lead to additional on-street parking, which could cause or exacerbate vehicular parking stress on the surrounding highways. Where this is potentially the case, a Parking Stress Survey should be submitted as part of the application. The Survey should be undertaken to provide an accurate picture of existing parking stress. The methodology recommended by Lambeth Council should be used when undertaking a Survey; incorporating the following:

- Where no restrictions are present on a road 3 metres width should be assumed as the minimum clear vehicle path when establishing where vehicles can and cannot park (to ensure sufficient room for HGVs and emergency vehicles to be able to safely pass etc.);
- The results should be presented in both a graphic and tabular form;
- A plan, preferably at 1:1250, should be provided indicating the location of the available parking spaces (the plan should include details of waiting restrictions and crossovers etc.);
- The number of cars parked on each road within the survey area on each night must be counted and recorded, and the location of each car should be noted approximately on the plan (marked with an 'X');
- Photographs should be taken, if possible, of the parking conditions in the survey area to back-up the results; and,
- When calculating parking capacity it should be assumed that each vehicle measures 5.5m in length rather than 5m as set out in the methodology.

If a development occurs in an area in which a Controlled Parking Zone (CPZ) or Residential Parking Zone (RPZ) system operates, the LPA may require that future occupiers are not eligible to acquire permits to park in the Zone. Any alteration to Traffic Management Orders relating to on-street restrictions, including those controlling a CPZ or RPZ, will only be carried out at the applicants' expense.

Application trigger: Major developments and other developments likely to cause or exacerbate on-street vehicular parking stress in the surrounding highways.
Policy Driver: London Plan 6.13, Bexley Core Strategy CS15 and Bexley UDP G23 and T1-T22
Further Guidance: Lambeth Council Parking Survey Guidance Note (2012)

Planning Obligations – Draft Head(s) of Terms (outline only)

Planning obligations (or "section 106 agreements") are private agreements negotiated between local planning authorities and persons with an interest in a piece of land (or "developers"), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. For the purposes of validation the applicant should set out a draft list of the likely heads of terms that they consider is likely to be required to make the development acceptable and meet the Regulation 122 "test" with the Community Infrastructure Levy Regulations 2010 (as amended)

Application trigger: Major developments and non-major developments where applicable
Policy Driver: London Plan 8.2 and 8.3, Bexley Core Strategy CS13, CS17 and CS21
Further guidance: Bexley's SPDs: *Planning Obligations Guidance* (2008); Mayor of London's Affordable Housing and Viability SPG (2017).

Planning Statement

A planning statement is a key part of many planning applications, identifying the context for a proposed development and including an assessment of how the proposed development accords with relevant national, regional and local planning policies.

A Planning Statement should support all “major” developments, any developments contrary to policies(s) of the development plan, and *any other situation* where approach to certain policies, or rationale behind certain details or approaches, or links to other sites/previous permissions etc, need to be explained. Also where specified in pre-application advice, and any application requiring some written description and justification, including Certificates of Lawfulness, or any proposal necessitating balancing of policies or considerations that pull in different directions. Well-presented statements will be key to justifying loss of uses, such as offices or social and community uses that are the subject of ‘presumptions in favour of retention’ in development plan policies. If the application is, in some way(s), departing from pre-application advice, the Planning Statement is where an explanation should be presented as to why.

The Statement should explain how the proposal relates in policy terms to national and regional planning guidance, the development plan (meaning both London Plan, the Bexley Core Strategy and the Bexley Unitary Development Plan (UDP)), and adopted Supplementary Planning Documents. It should also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission, if not submitted as a separate document.

Application trigger: Major developments and any others requiring further details, explanation or justification in planning policy terms.
Policy Driver: Development Plan as a whole

Refuse and Recycling Storage and collection strategy

The layout for developments should show where storage space can be provided for refuse and recycling before it is collected. A strategy should be submitted detailing the proposed arrangements for storage and collection, including enclosed storage facilities. The location of storage facilities should be convenient for collection from an adopted highway or other suitably constructed access in terms of distance, route and gradient and should be considerately located in terms of its visual impact from the public realm and impact on the amenities of adjacent residential sites.

Application Trigger: proposals for new development, conversions or changes of use resulting in a total of three or more residential units; new HMOs; proposals for new development or the change of use to commercial, employment, leisure and educational uses and mixed use developments and the extension of such premises where the number of employees, customers and/or students would significantly increase as a result of the development.
Policy Driver: Bexley Core Strategy CS20

Site Waste Management Plan

Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform *Site Waste Management Plans: guidance for construction contractors and clients*.

While these do not require formal approval by planning authorities, they are a beneficial tool in identifying the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.

The plan should demonstrate how the proposed development complies with the relevant provisions of Core Strategy Policy CS20 and London Plan Policy 5.17 and details should be provided to show the source of the waste and where it will be transported to in terms of its onward treatment and / or disposal. In the interest of sustainability, waste should be disposed of and managed as close to the point at which it is generated as possible. If the waste source and onward treatment is not from the Bexley/SE London Area this may be considered a reason for refusal.

Application Trigger: Major developments and all proposals for the production, transfer, management or deposit of waste
Policy Driver: London Plan 5.16 – 5.19, Bexley Core Strategy CS01 and CS20 and Bexley UDP WAS3
Further Guidance: See https://www.gov.uk/site-waste-construction-plans and for a template of a SWMP go to: http://www.wrap.org.uk/content/site-waste-management-plans-1

Statement of Community Involvement

Encouraged for all major applications setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

Policy Driver: NPPF; Bexley's Statement of Community Involvement (2006)

Sustainability Statement

The NPPF requires Local Planning Authorities to adopt proactive strategies to mitigate and adapt to climate change. London Plan and Local Plan Policies advocate the need for sustainable development. All new development should address climate change and reduce carbon emissions in accordance with the hierarchy in Chapter 5 of the London Plan. At least 10% of energy should come from renewable resources (20% encouraged).

The Sustainability Statement should demonstrate that sustainable design standards have been considered at the beginning of the design process and are integral to the proposal, including during its construction and operation phases.

Application trigger: Non-major developments which do not trigger need for a full Energy Assessment
Policy driver: London Plan 5.1, 5.2, 5.3, Bexley Core Strategy CS01 and CS08 and Bexley UDP ENV39
Further guidance: Bexley's *Sustainable Design and Construction Guide* (2007), London Plan SPGs: *Sustainable Design and Construction* (2014)

Sustainable Urban Drainage Systems (SuDS) Strategy

Surface water run-off from development should be dealt with on-site and as close to where it falls as possible, using SuDS methodology, helping to:

- Reduce the causes and impacts of flooding;
- Remove pollutants from urban run-off at source; and
- Combine water management with green space with benefits for amenity, recreation and wildlife.

The strategy should demonstrate the SuDS hierarchy in Chapter 5 of the London Plan has been followed and should provide greenfield run-off rates. A variety of other SuDS methods should be investigated, such as permeable surfaces/permeable sub-bases, green roof technology, grey water re-cycling, attenuation etc. The use of soakaways is desirable where ground and site conditions allow. The proposals for on-site infrastructure should show service routes that avoid, as far as possible, the potential for damage to trees and archaeological remains. If SuDS schemes are not practical then attenuation and long term storage must be provided to ensure greenfield run off rates are met.

Your SuDS report should include the following:

1. Detailed site layout at an identified scale;
2. Topographical survey of the site;
3. Plans, drawings and specification of SuDS proposed: This should include detail of hard construction, soft landscaping and planting;
4. Calculations of discharge and run-off rates, water storage capacity of the proposals, and demonstration that they meet the requirements of the site;
5. Details of any offsite works required, together with necessary consents;
6. Management and maintenance plan for all SuDS.

Please note that Surface Water discharge into a Foul Sewer is strictly not allowed and Foul discharge into a Surface Water Sewer is strictly not allowed. The drainage designs should also have regard to Building Regulations Part H.

Application Trigger: All major applications. All non-householder applications where buildings or hard surfaces are proposed and are within a Vulnerable Drainage Area.
Policy Driver: London Plan 5.13 and Bexley Core Strategy CS01 and CS08
Further Guidance: London Plan SPG: *Sustainable Design and Construction (2014);* Bexley's *Sustainable Design and Construction Guide* (2007), Bexley's *Strategic Flood Risk Assessment Level 1* (2010) and *Level 2* (2014); and The Environment Agency: *Rainfall Runoff Management for Developments* (2013).

Telecommunications Development – supplementary information

Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by a range of supplementary information including the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).

Application Trigger: Telecommunications masts, base stations and related apparatus
Policy Driver: Bexley UDP ENV45

Town Centre Uses/Retail Impact Assessment

Proposals for development should be located in the best locations to support the vitality and vibrancy of town centres, and ensure that no likely significant adverse impacts on existing town centres arise. Any proposals for main town centre uses which are not in an existing town centre such as retail and leisure should be supported by the following information:

- Details of the sequential test which led to the site being selected, including the need for the main town centre use(s) and whether the identified need be accommodated on land in a town centre site. When identifying sites, the suitability, availability and viability of the site should be considered, with particular regard to the nature of the need that is to be addressed. If the additional main town centre use(s) required cannot be accommodated in town centre sites, the test should consider the next sequentially preferable sites that it can be accommodated on.

- 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;

- The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact must also be assessed up to ten years from the time the application is made;

- An assessment of the accessibility of the chosen location.

Please note: The scope, key impacts for assessment and level of detail required in relation to the above should be agreed with the Council prior to submission.

Application Trigger: The impact test only applies to proposals exceeding 2,500 square metres gross of floorspace which are on the edge or outside of the strategic,

major and district centres (including extensions to an existing out or edge of town shopping centre which would cumulatively exceed the threshold).
Policy Driver: NPPF, London Plan 4.7, Bexley Core Strategy CS14 and Bexley UDP SHO2 and SHO7
Further Guidance: https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres

Townscape/Landscape and Views Impact Assessment

These are required for most Major developments and any others which will have a visual impact on their immediate surroundings, the wider area or which could affect a protected/designated view.

The assessment should consider the likely significance, scale and magnitude of effect caused by the proposal's size, shape or design and should explain, evaluate and justify any visual impact of the development, including the impact on protected/designated views, designated open spaces and heritage assets.

The following are examples of different types of Assessments which may be used, dependant on the nature of the development being proposed:

Photographs and Photomontages –

These are useful tools to demonstrate the impact of a development and the relationship with the existing context.

Photographs provide useful background information and should always be provided if the proposal involves the demolition of an existing building or the development affects a conservation area or a listed building.

A photomontage is the superimposition of an image onto a photograph for the purpose of creating a representation of potential changes to any view. Their main advantage is that they can illustrate the development within the "real" landscape and from known viewpoints. Photomontages must be technically accurate and to a degree appropriate to the nature of the project and the relevant viewpoints to be assessed should be discussed and agreed with the Council prior to submission.

If images are also prepared simply to provide a general impression of a proposal the same degree of accuracy may not be required but attention to detail and fair representation of what is proposed remains important.

Wirelines

Photomontages are preceded by creation of wirelines or wireframes - computer generated line drawings, based on a digital terrain model combined with information about the location and scale of components of the development, to give a relatively simple indication of how the proposal will appear from different viewpoints. They are relatively quick to produce and so can be developed for a large number of viewpoints, only some of which may then need to be used for preparation of full photomontages.

3D Models

More advanced approaches to visualisation are based on 3D computer simulations, such as virtual reality models built up from map data, digital terrain models and aerial photographic data. These can cover a sufficiently large area to demonstrate the wider context and setting of a proposed development. Such approaches are most useful on occasions where there may be a need to portray complex developments in more detail than can be easily achieved using a single or several photomontages.

You should check with the Council before submitting graphic, especially 3D, material to ensure that it is in a compatible format.

Non-digital forms of visual representation

Other visualisation techniques may be appropriate under certain circumstances. The main alternatives are overlays and perspective sketches - either hand drawn or constructed over computer generated wire lines. Artist's impressions, should in general be avoided unless they are sufficiently accurate.

Physical (as opposed to digital) models can be particularly useful in public consultation and at public meetings. Using photographs of similar developments to illustrate what a proposal may be like can also be helpful, provided it is made clear that they are of another development and are indicative and for illustrative purposes only.

Application Trigger: Major developments, proposals for tall buildings and other proposals which are likely to affect a designated view or an important local view or landmark, those likely to impact the openness of protected open spaces such as Green Belt and Metropolitan Open Land (MOL); developments either within or affecting a conservation area or listed building.
Policy Driver: London Plan 7.10, 7.11, 7.12, Bexley Core Strategy CS01, CS19 and Bexley UDP ENV39

Further Guidance:
London Plan SPG: View Management Framework (2012); Landscape Institute: *Guidelines for Landscape and Visual Impact Assessment* (2013)

Transport Assessments and Transport Statements

A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. 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. For smaller schemes a Transport Statement (TS) should be submitted outlining the transport aspects of the application.

Application trigger: Major development and other development which would have an impact on the highway
Policy Driver: NPPF: Para 32, London Plan 6.3, 6.9, 6.10, 6.12, 6.13, 6.14, 6.15, Bexley Core Strategy CS15 and Bexley UDP T2, T4, T6, T14, T15, T16
Further Guidance: TfL's Transport Assessment Best Practise Guidance

Travel Plan

A Travel Plan is a package of measures to manage the transport and travel needs of an organisation. A successful Travel Plan will reduce the impacts of transport on the local environment and increase access to the site. It should include measures to increase travel choice and reduce dependency on the car (for example offering discounted bus tickets or implementing a car share scheme) and measures to discourage unnecessary car use (for example by restricting access to car parks). The Travel Plan should address journeys to and from work, but it can include business travel, fleet management, visitors to the site and deliveries. It can also apply to residential development.

Application trigger: Major developments
Policy Driver: NPPF, London Plan 6.3, Bexley Core Strategy CS15 and CS16 and Bexley UDP T1.
Further Guidance: TfL Travel Plan Guidance: https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans

Tree Survey/Arboricultural Survey and Assessment

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.

The tree survey/arboricultural survey/assessment should be carried out in accordance with the guidance and methodologies set out in the current British Standard 5837:2005 'Trees in relation to construction – Recommendations'.

Application trigger: all developments which have the potential to impact on trees either on or outside the development site.
Policy Driver: London Plan 7.21 and Bexley UDP G27, ENV34 – ENV37
Further Guidance: British Standard 5837: 2005 'Trees in relation to construction – Recommendations'.

Details of Ventilation/Extraction/Flues

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for uses within Classes A3, A4, and A5 and any other uses where cooking will take place on a commercial scale or where substantial ventilation or extraction is proposed to be installed.

Details also needed for significant retail, business, industrial or leisure or similar developments where substantial ventilation or extraction equipment is proposed to be installed.

In the case that a future occupier is not known, applicants are required to demonstrate that any necessary equipment and ducting can be provided without any harmful visual or amenity impact.

Application Trigger: restaurants, cafés and hot food take-aways and other commercial developments proposing ventilation or extraction equipment
Policy driver: London Plan 5.9 and 7.14, Bexley UDP ENV39 and ENV41, Bexley Core Strategy CS01
Further guidance: *Bexley's Sustainable Design and Construction Guide* (2007), London Plan SPGs: *Sustainable Design and Construction* (2014); *Control of Dust and Emissions during Construction and Demolition* (2014)
Land-Use Planning & Development Control: Planning for Air Quality (EPUK/IAQM)