LONDON BOROUGH OF HARROW

National and Local Validation Checklist of

Planning Applications and Prior Approval (Upwards Extension) Requirements

February 1st, 2024

Web: https://www.harrow.gov.uk/planning-developments

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Harrow Council, Planning and Building Control, PO Box 1358, Harrow, HA3 3QN

Introduction

This document is the local validation list for the London Borough of Harrow in relation to all planning applications. It should be used to determine what plans, documents and information should be submitted with an application to ensure it will be processed correctly and to avoid the application being invalid.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO 2015) sets out that for a planning application to be valid:

- It should be submitted using the appropriate planning application form (1APP available from the Planning Portal website).
- The form should be completed online, the correct fee paid, and information provided to meet national information requirements, and
- It should include additional information as required by the local planning authority and specified by the local planning authority on their local list of information requirements.

The DMPO 2015 requires local planning authorities to review their local lists, if they have them, at least every 2 years to ensure that the requirements remain robust and justified.

In addition, the Growth and Infrastructure Act 2013 makes clear that local planning authority information requirements must be reasonable by having regard to the nature and scale of the proposed development and the information required must be a material consideration in the determination of the application.

Process for validating applications

Planning applications should be submitted online on the Planning Portal website. This will speed up the registration and validation process for your application. Where an application is deemed invalid, the applicant (or their agents) will be notified by email or letter and given 21 days to provide the required information. If the information, or a notice challenging the need for the information, is not provided by the applicant within 21 days the applicant (or their agents) the application will be disposed of. Fees paid may be refunded. The start date will commence when all required information is received, and the application is deemed invalid.

Using the Guidance & Checklist

The checklist alerts you to information that may be required with your application. In more complicated cases you may need to provide justification if you do not provide all information you may need as part of your planning submission. The information required to be submitted will depend on the nature of the development and its location within the Borough.

What can you do if your application is deemed to be not valid?

You may challenge a request for information from the local list by submitting a notice, under article 12 (DMPO 2015), stating why you consider that the information is not necessary for a planning decision to be made. We (the local planning authority) must then either confirm that (i) we no longer require the information by issuing a "validation notice" or (ii) that we maintain there is a need for the information by issuing a "non-validation notice". These notices must be served before the end of the relevant determination period for the type of application. In practice it is more likely that a "validation notice" will be issued but in these cases, especially if pre-planning application advice has not been sought, the applicant risks having the application refused for failing to provide the information. Notwithstanding the published information requirements for validating planning applications, there will be occasions when further information is requested during the determination process, for example where requested by consultees or to overcome planning objections. In any event, to avoid the risk of an application being refused planning permission for failure to provide sufficient relevant information, agents and applicants are advised to seek guidance at pre-application stage regarding information requirements.

Using this Document

Each application type is shown and set out with useful information and the national and local validation requirements. Many of the local requirements are dependent on the scale of the development or planning constraints relevant to the site.

Submitting an application

There are several ways in which to submit an application to the authority, How can I apply for planning permission? – Apply for planning permission – London Borough of Harrow, these are detailed below:

Planning Portal – www.planningportal.co.uk please note the following when submitting this way:

- Service charge £53.33+ VAT, (applications with a planning fee below £60 will not incur the service charge). You can also use the Planning Portal's fee calculator to work out fees for different kinds of proposal.
- No individual file size greater than 5mb;
- No .zip or.exe files are submitted;
- All documents are in single layer PDF format with correct orientation;
- A scale bar and key dimensions are included on plans;

The service charge is

Email – planning.applications@harrow.gov.uk

- No Service charge, you can also use the Planning Portal's fee calculator to work out fees for different kinds of proposal. Information about pre-application advice fees can be found using the Councils "Pre-Application Advice – Notes and Charges 2022/2023".
- No individual file size greater than 10mb;
- Will accept .zip file, dropbox or WeTransfer;
- All documents in PDF format;

Paper applications are still accepted at the London Borough of Harrow Council, only 1 copy is required to be submitted. For all large-scale major developments, or discharge of conditions relating to large major schemes we will require a paper copy of all the documents as well as an electronic version.

In order to comply with GDPR, please do not include or put your or your client's name on the plan.

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The statutory requirements for a valid planning application comprise:

- The mandatory national information requirements;
- The standard application form;
- Information specified by the Local Planning Authority on their local list of information requirements;
- Additionally, for applications for Listed Building Consent need to comprise the mandatory requirements specified in sections 10 and 11 of the Planning (Listed Building and Conservation Areas) Act 1990;

This document specifies the full lists of information which the London Borough of Harrow as the Local Planning Authority requires to accompany applications, and is divided into two sections:

Contents

- SECTION 1: National List of Planning Application Requirements;
- SECTION 2: Local List of Planning Application Requirements;
- SECTION 3: Application Types and Requirements
- Appendix 1: Potential request for further information Local Requirements:

SECTION 1: National Requirements

Information Item	Legislation Driver	Applications that require this information	Further information	Where to look for further assistance
Completed Application Form (1APP) and correct fee (where applicable)	Article 7 Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All applications for planning permission and associated consents, except for applications for hazardous substance consent or prior approval applications.	Completed application form with all relevant certificates (included within form), signed and dated. This can be done electronically or 1 paper copy. Applications can be submitted via: London Borough of Harrow Planning website or Planning Portal website Payments can be made via the Planning Portal online or via phone through the Councils Planning Services on 02089012650 or by emailing planning.applications@harrow.gov.uk	Town and Country Planning (Development Management Procedure) (England) Order 2015 Application forms Planning Portal Application Fee
Notice(s) Ownership Certificates	Article 13, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Section 65(5) of the Town and Country Planning Act 1990.	All applications where there are "owners" of the application site other than the applicant. "Owners" are freeholders or leaseholders with at least 7 years of the leasehold left unexpired.	Must be served in accordance with Article 13, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). Article 13 relates to certificates A, B, C & D and relevant boxes can be found at the bottom of the application form.	Town and Country Planning (Development Management Procedure) (England) Order 2015
Design and Access Statement (DAS)	Section 9 of The Town and Country Planning (Development	(a) development which is major development;	Statement to accompany and justify the proposal in a structured way. The level of detail required will depend on the scale and complexity of the application. The design and access statement should explain the design	Town and Country Planning (Development Management

	Management Procedure) (England) Order 2015 (as amended) Regulation 3 of The Planning (Listed Buildings and Conservation Areas) Regulations 1990 National Planning Practice Guidance (NPPG), Paras 010 (Reference ID: 26-010-20191001) and 012 (Reference ID: 26-012-20191001)	(b) where any part of the development is in a designated area, development consisting of— (i) the provision of one or more dwellinghouses; or (ii) the provision of a building or buildings where the floor space created by the development is 100 square metres or more.	principles and justification/reason for particular designs that have been applied to particular aspects of the proposal and cover: It should include the evolution of the design prior to submission, the rationale behind the scheme and how it meets the criteria of the Development Plan. The proposed use and amount of development proposed, its scale, layout, landscaping, lighting and overall appearance; and how issues relating to access to the development have been dealt with including wheelchair accessible development. Include information on how the design of the development contributes to achieving sustainable development, particularly in terms of climate change mitigation and adaptation measures such as green roofs and walls, sustainable drainage systems, multi-functional greenspace, protection and enhancement of biodiversity, waste reduction and recycling, water efficiency, flood risk management, and the use of recycled materials. The statement should also demonstrate how the development has complied with the energy hierarchy in terms of working towards zero carbon development, by focusing on energy efficiency first, followed by the provision of on-site renewable energy generation and other off-site large-scale solutions as necessary.	Procedure) (England) Order 2015 Planning (Listed Buildings and Conservation Areas) Regulations 1990 National Planning Practice Guidance
Site Location Plan Scale 1:1250 or 1:2500 which is up to date and includes direction of north and a scale bar	Part 3, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All applications.	Site location plans should include: One named road and sufficient information to make clear where the site is; All the surrounding buildings, roads and footpaths on land adjoining the site; A red line defining the boundaries of the application site and extending to the highway; A blue line around all other land owned by the applicant close to or adjoining the application site.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Planning Portal Accredited suppliers
Block Plan	Part 3, Article 7 of The Town and Country	All applications including Change of Use.	Two plans are required, one existing and one proposed, and should include the following:	Town and Country Planning (Development

Scale 1:200 or 1:500 which includes the direction of north, a scale bar and shows the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries	Planning (Development Management Procedure) (England) Order 2015 (as amended)d)		All buildings, roads and footpaths on the site and on land adjoining the site; Precise positions of the vehicular access points, both existing and, where appropriate, proposed, including dimensions; All public rights of way crossing or adjoining the site; The position of all trees and hedgerows on the site and adjacent land; The extent of any hard surfacing; The type of boundary treatment (e.g. walls, fences etc.). Landscape features	Management Procedure) (England) Order 2015 Planning Portal Accredited suppliers
Elevations existing and proposed Scale 1:50 or 1:100 with written dimensions to show overall size of any new buildings or extensions and a scale bar	Part 3, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All applications proposing new buildings or alterations to the exterior of existing buildings.	Two floor plans are required, one existing and one proposed. This should explain the proposal in detail, showing: Where existing buildings or walls are to be demolished (if applicable); Details of the existing building(s) as well as those for the proposed development.	Town and Country Planning (Development Management Procedure) (England) Order 2015
Floor plans, existing and proposed Scale 1:50 or 1:100 with written dimensions to show overall size of any new buildings or extensions and a scale bar	Part 3, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	All applications proposing new or amended floorspace and/or proposals to alter existing buildings.	Two floor plans are required, one existing and one proposed. This should explain the proposal in detail, showing: Where existing buildings or walls are to be demolished (if applicable); Details of the existing building(s) as well as those for the proposed development.	Town and Country Planning (Development Management Procedure) (England) Order 2015
Existing and proposed site	Part 3, Article 7 of The Town and Country Planning (Development	Required for all applications which involve a change in ground levels or where	Plan drawn to show a cross section through the proposed building(s) and/or site.	Town and Country Planning (Development Management

sections and finished floor and site levels Scale 1:50 or 1:100 with a scale bar	Management Procedure) (England) Order 2015 (as amended)	development is proposed next to changing ground levels. On sloping sites, it will be necessary to show how proposals relate to existing ground levels where ground levels may be modified.	Where a proposal involves a change in ground levels, drawings must show both existing and proposed finished ground levels. Drawings must include details of floor levels, building height and relationship to site boundaries. Full information should also be submitted to demonstrate: How proposed buildings relate to existing site levels and neighbouring development; Plans showing existing site levels and finished	Procedure) (England) Order 2015
Roof Plans Scale 1:100 or 1:200 with a scale bar	Part 3, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	Required where a roof would be created or altered by the proposed development.	Showing the shape of the roof and details of the roofing materials and any features such as chimney positions or windows. It may be possible to combine the roof plan with the proposed block plan, where the roof plan is simple and clearly conveyed	
Fire Safety Statement and/or Fire Safety Strategy	Article 9A of The Town and Country Planning (Development Management Procedure) (England) Order 2015 and Section 62A Applications) (England) (Amendment) Order 2021).	Fire statements must be submitted on a form published by the Secretary of State (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):	The Planning Fire Safety Strategy should include: ▪ A clear statement that sets out who has written and approved the fire safety information for submission with the planning application and their competence (relevant qualifications and experience), commensurate with the size, scope and complexity of the development. ▪ Information under each criterion of London Plan Policy D12(A); ▪ The relevant fire safety design code/s and standards, and how these ensure the proposed development achieve the highest standards of fire safety, proportionate to the size and nature of the development;	Further Information 1 Further Information 2 Further Information 3 Further Information 4
Environmental Impact Assessment	Schedule 4 The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended).	Required where developments are likely to have a significant effect on the environment by virtue of their nature, size or location and/or over 0.5ha in size and/or listed under	An applicant may request a "screening opinion" from the planning authority to determine whether an EIA is required before submitting the application. If an EIA is required many of the other supporting statements required, such as the biodiversity report, shall be included within the Environmental Impact Assessment and will therefore not have to be provided separately. Where an EIA is not required, the local planning authority may still require the submission of environmental information.	Further Information

		Schedule 1 and Schedule 2 of the Regulations.	Where an EIA is submitted with the application extra hard copies of all the document and discs must be made available at validation stage, the number of hard copies will be agreed with Local Planning Authority.	
Biodiversity Net Gain Assessment	Article 7 Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	Mandatory requirement under Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021).	A biodiversity net gain assessment should cover the type of habitat on a site and may involve other ecology surveys such as a Preliminary Ecological Appraisal, or an Ecological Impact Assessment.	Further Information 1 Further Information 2 Further Information 3

SECTION 2: Local Requirements

Information Item	Local Policy Driver	Further information
Accommodation Management Plan	Policy DM29: Sheltered Housing, Care Homes and Extra Care Housing of the Harrow Development Management Policies Local Plan (2013)	Proposals for specialist housing including care homes, nursing homes, supported accommodation, student housing (C2, sui generis) require an Accommodation Management Plan (AMP) identifying the type of service users catered for, number proposed tenants, number of staff, detailing service user proposed needs and how the proposed accommodation meets the needs of their residents. The AMP must include any staff living in the accommodation. The AMP must state where service users will be geographically catered for and where they are currently located and catered for the expected number of visitors and staff and impacts on surround amenity. Any details over the regulatory body should be included of the proposed accommodation.
Affordable Housing Statement	Policy CS1:J: Housing of the Harrow Core Strategy (2012) Policy DM24: Housing Mix of the Harrow Development Management Policies Local Plan (2013) Policy AAP13: Housing within the Heart of the Harrow of the Harrow Area Action Plan (2013)	This is required for proposals of 10 or more dwellings.
Air Quality Assessment	Policy DM:1: Achieving a High Standard of Development of the Harrow Development Management Policies Local Plan (2013)	Schemes that may impact on air quality by virtue of the nature of the uses proposed, the associated transportgeneration or their location in or near to an Air Quality Management Area (AQMA) should provide an air quality assessment. This is for Major Planning Applications only.
Airport Safeguarding Zone Details	Policy DM:1: Achieving a High Standard of Development of the Harrow Development Management Policies Local Plan (2013)	There may be restrictions on development within the vicinity of RAF Northolt for safety and/or operational reasons. **Safeguarding Area** Safeguarding measures are designed to: ▪ protect the critical airspace surrounding the aerodrome through which aircraft fly by preventingpenetration of the protected Obstacle Limitation Surfaces (physical safeguarding); ▪ protect the integrity of air traffic navigational aids and associated communications installations by preventing obstructions and/or interference (technical safeguarding);

		▪ protect visual aids such as approach and runway lighting to prevent them from being obscured, and regulate the installation of any other lights which may confuse pilots or air traffic controllers;and ▪ avoid any increase in the bird strike hazard risk to air traffic operations. ▪ Any development that during construction involves the erection of cranes within the RAF Northolt safeguarding zone due to their height and metallic content they can infringe the protected airspace and affect technical safeguarding. For pre-application advise please email: - DIO-Safeguarding-Statutory@mod.uk To check if your proposed development falls within a safe guarding area please use the link:- Safeguarding Zone To use the map, type in the address on the right-hand menu under "Find Restrictions Near Me".
Biodiversity	**Policy DM20:Protection of Biodiversity and Access to Nature of the Harrow Development Management Policies Local Plan (2013)** **Policy DM21:enhancement of Biodiversity and Access to Nature of the Harrow Development Management Policies Local Plan (2013)** **Policy DM22:Trees and Landscaping of the Harrow Development Management Policies Local Plan (2013)** **Policy AAP12: Improving Access to Nature of Harrow Area Action Plan (2013)**	Where a proposed development may have possible 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. Sites in or adjacent to Sites of Importance for Nature Conservation (SINCs) will require a biodiversity statement. Where proposals are being made for 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 species protected under the Wildlife and Countryside Act 1981 Wildlife and Countryside Act 1981, The Conservation of Habitats and species Regulations 2010 The Conservation of Habitats and Species Regulations 2010 or the Protection of Badgers Act 1992 Protection of Badgers Act 1992. This information might form part of an EIA (Environmental Impact Statement) where one is required (refer below). You are advised that any biodiversity information/ecological assessments provided as part of this application will be made available to Greenspace Information for Greater London (GiGL) – the capital's Environmental Records Centre. Specifics: If there are to be alterations to a roof or loft space of a building as part of an application then a preliminary protected species survey will need to be undertaken before determination, if there is a substantial amount of pre-existing external lighting or no vegetation surrounding the construction zone then a preliminary protected species survey may not be required but this will be judged on a case by case basis. This survey may lead to further surveys and/or mitigation needing to be undertaken depending on the results of the preliminary protected species survey. If there is to be any alterations to the external lighting or landscaping on site, then a plan will need to be submitted before determination for consideration. If anything is to happen outside of the current built environment footprint, then

		an Extended phase one habitat survey could well be required. This survey may lead to further surveys and/or mitigation needing to be undertaken depending on the results of the preliminary protected species survey. All surveys mentioned in this passage should be undertaken by a suitably qualified ecologist and can be found via this professional directory.
Community Infrastructure Levy	**Policy DM50: Planning Obligations of the Harrow Development Management Policies Local Plan (2013)**	Applications for new buildings or extensions which involve the creation of 100 square metres or more of gross internal floor space or involve the creation of a dwelling (even where below 100 square metres by building or change of use) will require the submission of certain information. Proposals must include a completed Planning Application Additional Information Requirement Form to assist the collecting authority in determining CIL liability. The form is available on the Planning Portal website. CIL liability will only accrue if planning permission is granted; rates will be in accordance with the relevant charging schedules in force at the time.
Contaminated Land Survey & Report	**Policy DM15: Prevention and Remediation of Contaminated Land of the Harrow Development Management Policies Local Plan (2013)**	Where contamination is known or suspected or the development site is in the vicinity of such land, and ground- works are proposed; or, where there is a vulnerable or sensitive end user i.e. Residential, Schools, Nurseries, Hospitals and Allotments**.** This information is required to determine the existence of contaminated land, its nature and the risks it may pose to the proposed development and whether remedial measures are feasible to satisfactorily reduce the contamination to an acceptable level. A desk study listing current and historic uses of the site and adjoining land, together with a site reconnaissance shall be provided, to determine the likelihood of contamination. In addition, where contamination is known or suspected or the site is in the vicinity of such land, a preliminary conceptual site model (showing all potential pathways between contaminants and receptors – known as pollutant linkages) shall be provided, together with a preliminary risk assessment of these pollutant linkages. Land Contamination Assessment Land contamination assessment is required if the proposal involves land which is known to be contaminated or where contamination is suspected for all or part of the site or is for a proposed use that would be partially vulnerable to the presence of contamination. Desk Top Study If the proposed site is previously contaminated and located in a source protection zone, then a desk top study should be submitted with your planning application when over 250 square metres in floor area. The "NPPF" takes a precautionary approach to land contamination. Before the principle of development can be determined, land contamination should be investigated to see whether it could preclude certain development due to environmental risk or cost of remediation. Where contamination is known or suspected, a desk study, investigation, remediation and other works may be required to enable safe development (Para's 43 and 189) of the National Planning

		Policy Framework 2023 (as amended 19th December 2023)("NPPF"). The Environment Agency's minimum requirements for submission with a planning application are a preliminary risk assessment (PRA), such as a site walkover or conceptual model. If an application is submitted without an appropriate Desk Study, it is likely that they will object to the application. Site Investigation and Remediation Strategy reports may be required for submission with a planning application for sensitive land use types or where significant contamination or uncertainty is found. If during site works, contaminated material is suspected, you are advised to stop works and seek further guidance. Remediation of contaminated land may also require an authorisation under environmental permitting legislation. Developers should follow the risk management framework provided in CLR11 Model Procedures for the Management of Land Contamination, when dealing with land affected by contamination.
Data required by the Greater London Authority Data Standard		The GLA Planning Data Standard sets out the additional information that is required to be submitted as part of any planning application in the GLA area. This combined standard includes the information required by the London Data Standard, together with the information sought for the work being carried out by MHCLG for the development of a single planning register together with additional information required for the monitoring of the Housing Delivery Test. This information is required to enable the monitoring of development taking place in London and enable efficient spatial planning to take place. In completing a planning application for any developments in the GLA area, all fields will be mandatory for the relevant application type. The Data Standard can be viewed using the following link: https://www.london.gov.uk/sites/default/files/combined_planning_data_standard_0.pdf
Daylight and Sunlight Assessment	**Policy DM:1: Achieving a High Standard of Development of the Harrow Development Management Policies Local Plan (2013)** **Policy AAP4: Achieving a High Standard of Development throughout the Heart of Harrow of Harrow Area Action Plan (2013)**	Statements will be required in support of all applications involving: ▪ buildings exceeding four storeys in height where adjoining other developed land or public open spaces, ▪ where proposed buildings or extensions could lead to overshadowing of other proposed buildings or spaces within the same development site, ▪ where the application site is itself subject to significant shading from adjoining buildings or trees. To assess the impact of proposals on adjoining properties, including associated gardens or amenity space in respect of loss of daylight and sunlight a "daylight, vertical sky component, sunlight availability and shadow study" should be undertaken and assessed against the criteria set out in the BRE document. The information included should be sufficient to determine: the existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties the measures that will be taken to mitigate the expected impact of the proposed development. For those sites where daylighting is going to be an issue you are advised to seek pre-planning application advice.

Economic Statement	Policy DM31: Supporting Economic Activity and Development of the Harrow Development Management Policies Local Plan (2013) Policy DM32: Office Development of the Harrow Development Management Policies Local Plan (2013) Policy AAP14: The Consolidation of the Wealdstone Strategic Industrial Location of Harrow Area Action Plan (2013) Policy AAP15: Supporting the Business Sector in Wealdstone of Harrow Area Action Plan (2013) Policy AAP16: Supporting the Service Sector in Harrow Town Centre of Harrow Area Action Plan (2013)	An Economic Statement is required for all major applications where new employment floor space is proposed, and all applications where it is proposed to develop existing employment land/buildings, for an alternative use. Applications proposing new employment floor space should be accompanied by a report setting out the regeneration benefits of the proposed development, including: ▪ details of any new jobs that might be created or supported; and where relevant the sector for those jobs ▪ the relative floor space totals for each proposed use (where known);reference to any community benefits, in the Harrow Ambition Plan, Regeneration Strategy, Core Strategy, Area Action Plan or any relevant Plans or Studies that might support the proposal. ▪ Applications involving the loss of land or buildings last used for employment purposes should be accompanied by a report setting out the following: ▪ evidence that the site has been marketed for the period of time stated in the relevant policy; ▪ evidence of why the site is no longer capable of offering accommodation for employment uses; ▪ evidence of why the use of the site for employment purposes raises unacceptable environmental or traffic problems; A statement explaining why an alternative mix of uses offers greater potential benefits to the community, and explaining why the site is not required to meet economic development or local employment needs
Energy Assessment	Policy DM12: Sustainable Design and Layout of the Harrow Development Management Policies Local Plan (2013) Policy AAP10: Harrow and Wealdstone District Energy Network of Harrow Area Action Plan (2013)	Policy 5.2 of the London Plan requires each major development proposal to submit a detailed energy assessment. The purposes of an energy assessment are to demonstrate that climate change mitigation measures are integral to the schemes design and evolution, and that they are appropriate to the context of the development. The statement will be expected to address current local plan policy and requirements of the Para's 160-164 of "NPPF" and must demonstrate, how the energy hierarchy has been taken into account in the design and layout of the scheme and how the proposal will meet the applicable carbon reduction targets in the London Plan. The statement should set out the predicted energy demand of the proposed development and the degree to which the development meets current energy efficiency standards. Development proposals should make the fullest contribution to minimising carbon dioxide emissions on-site and the statement should describe measures proposed to maximisethe development's energy efficiency and reduce carbon dioxide emissions - including design, orientation, passive solar gain, and choice of energy supply, use of renewable energy, choice of heating and ventilation systems, control systems and

		choice of materials. The carbon dioxide reduction targets should be met on-site. Where it is clearly demonstrated that the specific targets cannot be fully achieved on-site, any shortfall may be provided off-site or through a cash in lieu contribution to the relevant borough to be ring fenced to secure delivery of carbon dioxide savings elsewhere. Since the 1st October 2016 all Major residential developments are now required to comply with the London Plan requirements of Zero Carbon emissions. Please refer to the Mayor's Housing SPG for further guidance: Mayor's Housing SPG and the GLA on preparing energy statements: GLA - Preparing Energy Assessments
Financial Viability Appraisal	**Policy CS1:J: Housing of the Harrow Core Strategy (2012)**	A Financial Viability Appraisal is required for any application where the provision of on-site affordable housing is not proposed to be met by the planning application. Where the deliverability of the development may be compromised by the scale of planning obligations and other costs, a viability assessment is necessary. This should be informed by the particular circumstances of the site and proposed development in question. Assessing the viability of a particular site requires more detailed analysis than at plan level. A site is viable if the value generated by its development exceeds the costs of developing it and also provides sufficient incentive for the land to come forward and the development to be undertaken. The Financial Viability Appraisal must be an open book assessment and for publication on the Council's Planning Register. An undertaking to fund the Council's independent scrutiny of this submission must also be forthcoming. Benchmark data must be locally relevant i.e. new builds, within the relevant part of the borough as the proposed development site. If your proposal relies on a viability appraisal to demonstrate why a policy compliant scheme cannot be provided, you must submit: i) the viability appraisal which includes the information outlined above; ii) a written assurance confirming that you will cover all reasonable costs associated with the assessment of such an appraisal; and iii) he names of the applicants, any agents, consultants, parent or holding companies, development managers or other interested parties involved/likely to be involved in the development must be clarified on submission of the viability appraisal in order for any potential conflicts of interest to be identified.

		Freedom of Information and Publicity As the viability assessment will be submitted in support of your application, the Council are required to make it available as a publicised public document along with other supporting documents. Furthermore, in the event of a Freedom of Information request being received by the Council, all the information submitted as part of your viability appraisal will be released. If, however, the document contains any commercially sensitive information, a second version of the document should also be submitted. The second version of your appraisal should address the following: ▪ any commercially sensitive information redacted; and ▪ a clear explanation of why the redaction is appropriate having regard to the tests in the Information of Freedom Act. If the above requirements have been met, it will be the second redacted version that will be publicised along with the rest of the application rather than the original version.
Flood Risk Assessment (FRA)	Policy DM9:Managing Flood Risk of the Harrow Development Management Policies Local Plan (2013) Policy AAP9: Flood Risk and Sustainable Drainage of Harrow Area Action Plan (2013)	There are four different flood zones mapped on Harrow's online Policies Map that will be used to determine the need for a Site-Specific Flood Risk Assessment. These are: ▪ Environment Agency Fluvial Flood Zone 2 ▪ Environment Agency Fluvial Flood Zone 3 ▪ Environment Agency Flood Map for Surface Water 1 in 30 years (equivalent to zone 3b) ▪ Environment Agency Flood Map for Surface Water 1 in 100 years (equivalent 3a) All of these flood maps are available on Council's website. Harrow uses the EA Flood Map for Surface Water in place of Harrow Level 1&2 SFRA modelled extents. Planning applications for development in any of these mapped flood zones will be required to submit a Site-Specific Flood Risk Assessment with the planning application. This includes: ▪ minor developments i.e. extensions, outbuildings, hard surfacing, etc. ▪ permitted developments and change of use in flood zone 2 and 3, ▪ proposals on sites of 1 hectare (ha) or greater in flood zone 1, ▪ any development in a designated critical drainage area identified in Harrow SFRA.

		Surface water drainage strategy must be set out within the FRA for all new development applications including a single dwelling. The applicants plan for the management of surface water need to meet the requirements set out by:- ▪ Harrow Strategic Flood Risk Assessment (2009) ▪ Part H: drainage and water disposal ▪ Harrow Land Drainage Bylaws ▪ The requirements of the approved building regulations Part H: drainage and water disposal. ▪ London Plan ▪ NPPF Technical Guidance ▪ Suds Design Guidance 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, address the requirement for safe access to/from the development in areas at risk and the provision of flood compensation storage for displaced flood water in zone 3 and 3b. The FRA should include the design of sustainable drainage systems with reduction of surface water discharge to greenfield run-off rate of 5 l/s/ha from all impermeable areas. The FRA should be prepared by an applicant in consultation with the local planning authority, statutory Consultee (where necessary) and LLFA and refer to the Local Plan Policies, Surface Water Management Plan, Local Flood Risk Management Strategy, Strategic Flood Risk Assessments and Local/National Land Drainage Bylaws. Watercourses in Harrow form part of the catchment of the Rivers Brent, Colne and Crane, which ultimately flow into the Thames. The Brent, Colne and Crane catchments are all identified in the London Rivers Action Plan (Environment Agency, 2009). Large sections of many of the Borough's watercourses were culverted during the 20th Century to facilitate residential development. These piped sections have finite capacity to carry water at times of peak flow and impact upon the functioning of natural flood plains, with consequences for flooding both within the Borough and elsewhere downstream. Harrow's Strategic Flood Risk Assessment (2009) identified the risk from fluvial flooding in Harrow; all sources of information will be used to keep the Borough's flood risk maps up to date. The redevelopment of previously developed sites, and especially the planned regeneration of Wealdstone district centre, offers the opportunity to reduce future flood risk in Harrow through the consideration of location, layout and design. This approach accords with the policy for the London catchments sub-area, set out in the Thames Catchment Flood

		Management Plan (Environment Agency 2009). Site allocations and development will be managed in accordance with the sequential and (as appropriate) exception tests set out in National Planning Policy Framework 2023. For the purposes of the Area Action Plan, the area of search will be confined to the Harrow & Wealdstone Intensification Area where the allocation contributes to the objectives of the Intensification Area and Harrow's Core Strategy. Throughout the rest of the Borough, the area of search for sites will be determined by the functional requirements and likely catchment of the development.
Sequential Test (Flooding)	**Policy DM9: Managing Flood Risk of the Harrow Development Management Policies Local Plan (2013)**	Sequential test is needed for any major new development, if the site is located within Flood Zone 2&3 which is classified as having a medium/high risk of flooding. In order for the development to be considered appropriate in this location a Sequential Test should be undertaken as detailed within the Planning Practice Guidance: Flood Risk and Costal Change. For the site to pass the Sequential Test it must be satisfactorily demonstrated that there are no alternative sites available for this development at a lower risk of flooding.
Heritage Statement	**Policy DM7: Heritage Assets of the Harrow Development Management Policies Local Plan (2013)**	A heritage statement is needed for any application for listed building consent, planning permission or advertisement consent that affects one or more of these heritage assets: ▪ a registered park and garden or its setting ▪ a conservation area or its setting ▪ a listed building or its setting ▪ a non-designated heritage asset or it's setting e.g. a locally listed building, park or garden, or its setting ▪ a scheduled ancient monument or its setting ▪ an archaeological priority area In accordance with guidance under Para's 200, 205-214 of the "NPPF", the Heritage Statement needs to: 'describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation'.

		A heritage statement should: 1) provide a schedule of works 2) describe and analyse the significance of site and its setting, with details of the heritage assets affected, and emphasis on the parts that are directly affected by the proposed Works. As defined by the "NPPF", 'significance' for these purposes means: 'The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting'. Information on significance can be found in national or local archives e.g. the National Heritage List, the National Archive; the Heritage Gateway; the Historic England Archive; the Harrow Council conservation webpages via www.harrow.gov.uk/conservation and historic maps, historic photos and present day photos. 3) Then, assess the impact of the proposal on that significance in relation to national and local heritage legislation, policy and guidance. More complex cases may also include: 4) Sequential historic plans or cross-sections illustrating the development of the site and dating of respective phases (often using colour coding to show phasing). 5) A series of historic maps (referred to as map regression) with a commentary describing the evolution of the site as illustrated by the maps. 6) Mitigation proposals illustrating how any potential harm is minimised or balanced against public benefits. Mitigation may occasionally include proposals for recording in advance the loss of historic fabric. 7) A structural engineer's report describing any structural consequences from proposed alterations. 8) A structural survey by a suitably qualified conservation accredited surveyor in support of an application that involves substantial demolition The level of information should be proportionate to the heritage significance and the scale of the proposed alteration. The services of an appropriately qualified and experienced historic environment professional may be needed. The Institute of Historic Building Conservation (IHBC) is one source of information for this. In accordance with the Planning Practice Guidance 2019, Heritage statements can be incorporated within a Design and Access statement, however, they will need to include the heading 'Heritage Statement'.

Landscaping	Policy DM22: Trees and Landscaping of the Harrow Development Management Policies Local Plan (2013)	Landscaping should be an integral part of the design concept for the site. Applications should be accompanied by landscaping details and include proposals for long term maintenance and landscape management. There should be reference to the landscaping details which follow from the design and access concepts in the design and access statements. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development. Landscaping details should include: ▪ Site Survey ▪ Site Analysis ▪ A Plan(s) showing the location of existing and proposed shrubs and trees, indicating those to be retained removed ▪ Landscape design proposals ▪ A Planting Plan ▪ Hard landscaping details such as structures and surfaces and ancillary objects ▪ Details of how retained vegetation will be protected during construction ▪ A Maintenance and Management Plan
Lighting	Policy DM1: Achieving a High Standard of Development of the Harrow Development Management Policies Local Plan (2013) Policy AAP4:Achieving a High Standard of Development throughout the Heart of Harrow of the Harrow Area Action Plan 2013	Proposals involving the provision of publicly accessible developments in the vicinity of residential property, a listed building or conservation area or open countryside where external lighting would be provided or made necessary by the development will need a lighting assessment. The assessment should include details of the location, type, number, and intensity of any lighting and the proposed hours when the lighting would be switched on. As a bare minimum a layout plan showing beam orientation and a schedule of the equipment should be submitted. A more detailed lighting study may be needed for some proposals such as sports grounds or development which is located close to housing, area of identified nature conservation / biodiversity value or within a rural area.
Material Details	Policy DM1: Achieving a High Standard of Development of the Harrow Development Management Policies Local Plan (2013) Policy AAP4: Achieving a High Standard of Development throughout the Heart of Harrow of the Harrow Area Action Plan (2013)	All major, minor and householder planning applications involving new development visible may need to provide material details. This maybe requested during application stage or by way of Condition (approval of details application). In many cases completing the question on the standard planning application form with “to match existing” or a list of proposed materials will be sufficient. However, for sites involving or adjacent to Listed Buildings or in conservations areas a more detailed schedule will be required. You will be advised by the case officer if samples are needed before a decision is made.

Noise Impact Assessment	Policy DM1: Achieving a High Standard of Development of the Harrow Development Management Policies Local Plan (2013) Policy AAP4: Achieving a High Standard of Development throughout the Heart of Harrow of the Harrow Area Action Plan (2013)	A Noise Impact Assessment should be submitted where the development proposal would generate noise disturbance issues for adjoining occupants and for developments where noise pollution is already poor and could have an adverse impact on the proposed development. The noise impact assessment should confirm whether noise is an issue and demonstrate what mitigation measures will be implemented to ensure the inhabitants of the proposed development are not negatively affected by the existing noise pollution. For further information please visit : Government Noise Policy
Open Space Assessment	Policy DM18: Protection of Open Space of the Harrow Development Management Policies Local Plan (2013)	Where a change of use/development is proposed on designated open space and results in a net loss of open space a sequential test to demonstrate there are no suitable and available alternative sites will be required. The site selection criteria and area of search should be agreed with the Council prior to undertaking the sequential test.
Parking and Access Arrangements	Policy DM22: Parking Standards of the Harrow Development Management Policies Local Plan (2013) Policy DM44: Servicing of the Harrow Development Management Policies Local Plan (2013) Policy AAP19: Transport Parking and Access within the Heart of Harrow of Harrow Area Action Plan (2013)	Planning applications are required to provide details of existing and proposed parking provision and access arrangements. These details can also be shown on a site layout plan and included in the Design and Access Statement. Cycle facilities should be of a high quality and located in a safe, secure and prominent location in order to promote sustainable modes of transport with each proposal. All applications requiring the provision of off-street parking and servicing will be required to demonstrate adequate on-site parking and servicing provision, including mobility spaces and provision for cycling and motorcycles as appropriate. These details should be shown on the existing and proposed site layout plan. The proposed parking provision should be adequately justified and linked to the type of development. The level of information supporting the application should be commensurate with the scale of the development proposed. Consideration will also be given to the following factors: ▪ the nature and scale of the development; ▪ the character of existing development; ▪ the contribution of the proposal to the creation of a quality environment, including the potential for urban/ village regeneration and environmental improvement; ▪ the location and number of existing accesses; and ▪ the standard of the existing road network together with the speed and volume of traffic using the adjacent public road and any expected increase. For further information Please refer to: London Cycle Design Standards - MOL Cylce Design Standards

Photographs and Photomontages		These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.
Planning Statement	**Policy DM1:Achieving a High Standard of Development of the Harrow Development Management Policies Local Plan (2013)**	A planning statement identifies the context and need for a proposed development and sets out the overall case for the proposal. It should include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It may also include details of consultation undertaken. For small scale and minor developments, these issues may be covered in the Design and Access statement. Larger schemes should include a phasing plan in their planning statement. Major applications should provide a non-technical summary of the planning statement suitable for a wider audience.
Protected View Assessment	**Policy DM33:Protected Views and Vistas of the Harrow Development Management Policies Local Plan (2013)** **Policy AAP8: Enhancing the setting of Harrow Hill of Harrow Area Action Plan (2013)**	Protected View Assessments are required for all new development that affects a protected view. New development should make a positive contribution to the characteristics and composition of the Designated Views. The St. Ann's Road viewing location occupies the pedestrianised civic space in front of St. George's Shopping Centre and the Royal Oak Public House in the heart of Harrow town centre. The Gayton Road viewing location occupies a small area of public realm to the west of the junction of Gayton Road with Lyon Road. The Harrow Recreation Ground viewing location occupies the area to the north of the open space at its entrance/exit point with Cunningham Park. The West Harrow Recreation Ground viewing location occupies an area alongside the main footpath which traverses the open space between Wilson Gardens and The Ridgeway. Football Lane, Harrow on the Hill. The Old Redding viewing location occupies a public car park and associated picnic area on high ground at Harrow Weald Ridge Stanmore Country Park on land at Wood Farm.
Refuse and Recycling Disposal Details	**Policy DM45: Waste Management of the Harrow Development Management Policies Local Plan (2013)**	On small developments, the plans should show clearly the means by which refuse, and recycling will be stored and include details of how waste will be disposed of. Further information on refuse and recycling on domestic properties please refer to: Storage and Collection of Waste and Recycling

		On larger developments, this should take the form of a waste management strategy (WMS) that assesses waste arising and uses the waste hierarchy outlined in the UK Waste Strategy 2000 to minimise the amount of waste produced. WMS should analyse the emission of any pollutants due to the production of waste on or off site and set out the methods to be employed to deal with waste including its reduction, recycling, sorting, separate storage and sustainable disposal. A separate site waste management plan may be needed for the construction phase of the development (see below). Joint West London Waste Plan National Planning Policy for Waste
Reasonable Exception Statement	Article 9A of The Town and Country Planning (Development Management Procedure) (England) Order 2015 and Section 62A Applications) (England) (Amendment) Order 2021).	Refer to Criteria Checklist within below document: Criteria 1.- Information on space provisions for fire appliances and assembly points. Criteria 2 - Information on passive and active safety measures. Criteria 3 - Information and data on construction products and materials. Criteria 4 - Information on means of escape and evacuation strategy. Criteria 5 - Information on access and equipment for firefighting. LPG document template (green) (london.gov.uk)
Site Waste Management Plan	**Policy DM45: Waste Management of the Harrow Development Management Policies Local Plan (2013)**	Proposed new developments should be supported by a site waste management plan as covered by the Site Waste Management Plans Regulations 2008: The Site Waste Management Plans Regulations 2008 These do not require formal approval by planning authorities but are intended to encourage the identification of the volume and type of materials to be demolished and/or excavated, opportunities for reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.
Statement of Community Involvement		Some applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation, The statement should demonstrate how the views of the local community have been sought and taken into account.
Statement of Need	**Policy DM47:Retention of Existing Community Sports and Education Facilities of the Harrow Development Management Policies Local Plan (2013)**	A needs-based justification is required for applications for community facilities (D1 and D2), for both: ▪ new, intensified or replacement facilities; or ▪ release of an existing facility

		The locational justification should demonstrate that there are no sites available or affordable in town/local centre locations or an exceptions justification. Proposals should also demonstrate design and management practices that will ensure the space is multi-functional, suitable for a range of users.
Sustainable Drainage (SUDS) Strategy	Policy DM10: On Site Water Management and Surface Water Attenuation of the Harrow Development Management Policies Local Plan (2013)v Policy AAP9: Flood Risk and Sustainable Drainage of Harrow Area Action Plan (2013)	All development should aim to reduce surface water run-off to greenfield rate, all major and minor developments and any development falling within a Critical Drainage Area (CDA) should be accompanied by a Surface Water Drainage Strategy (SWDS).
Sustainability Statement	Policy DM12: Sustainable Design and Layout of the Harrow Development Management Policies Local Plan (2013) Policy AAP4: Achieving a High Standard of Development throughout the Heart of Harrow of Harrow Area Action Plan (2013)	Major and minor schemes should provide a sustainability statement outlining the elements of the scheme that address sustainable development issues, including the environmental, social and economic implications. These may include: ▪ Building design: choice and sources of materials, energy and water consumption, carbon emissions, waste management and minimisation, and recycling, (including best practice standards for new development) and features to ameliorate anticipated future global temperature rises. The applicant shall have due regard to guidance from the Building Research Establishment: www.bre.co.uk ▪ Resource use: use of sustainable natural and semi-natural resources should be considered (including water, especially where there is a known water scarcity problem), along with a Materials Use and Purchasing Strategy (green procurement) to cover sustainable construction management activities. ▪ Greenspace incorporating wildlife corridors.
Town Centre Uses	Policy DM35: New Town Centre Development of the Harrow Development Management Policies Local Plan (2013) Policy AAP17: Primary Shopping Areas and the Primary Shopping Frontages of Harrow Area Action Plan (2013)	Town centre uses are defined in the "NPPF" as: *"Retail development (including warehouses clubs and factory outlet centres); leisure, entertainment facilities the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, and bingo halls) ; offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities".* Retail impact assessments are required for all retail and leisure developments over 2,500 square metres of gross floor space and may be required for smaller developments such as those likely to have a significant impact on smaller centres. Retail impact assessments should also be provided for applications to locate retail outside a designated retail centre and not in accordance with Harrow's local Plan.

	Policy APP18: Secondary Frontages, Neighbourhood Parades and Non-Designated Retail Parades of Harrow Area Action Plan (2013)	Para's 90-95 of the "NPPF" requires a sequential approach to site selection and no minim threshold applies. Guidance under the "NPPF" requests an Impact Assessment. **Sequential Test is required for:-** ▪ Class A1 retail, the site is outside the Primary Shopping Area and the District and Local Town Centres shown on the Harrow Policies Map; and ▪ For main town centre uses other than A1 retail and B1 offices, the site is outside Town Centre uses as on the Proposals Map; and ▪ The proposal is not in line with an allocation within an up-to-date development plan / proposals map. As set out in paragraph 24 of the National Planning Policy Framework, the purpose of the sequential approach is that "Local planning authorities should apply a sequential test to planning applications for main town centre uses that are not in an existing centre and are not in accordance with an up-to-date Local Plan. They should require applications for main town centre uses to be located in town centres, then in edge of centre locations and only if suitable sites are not available should out of centre sites be considered. When considering edge of centre and out of centre proposals, preference should be given to accessible sites that are well connected to the town centre. Applicants and local planning authorities should demonstrate flexibility on issues such as format and scale". **Impact assessment is required when:** ▪ The proposal would exceed 2,500 sq m (gross) of new or additional floors pace for main town centre uses (as defined in the Glossary of the "NPPF"). ▪ For A1 retail, the site is outside the Primary Shopping Area and Local Centres as shown on the Proposals Map; ▪ For main town centre uses other than A1 retail and B1 offices, the site is outside the Town Centre uses or as shown on the Proposals Map; and ▪ The proposal is not in line with an allocation within an up-to-date development plan. The purpose of the impact assessment is set out in paragraph 26 of the National Planning Policy Framework. The assessment should consider: "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 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 should also be assessed up to ten years from the time the application is made." Assessments should justify the scale of the development, explain why the site has been chosen and confirm the accessibility of the site by a choice of transport modes. More tailored advice can be provided as part of a pre-application response.
Transport Assessment	**Policy DM43: Transport Assessments and Travel Plans of the Harrow Development Management Policies Local Plan (2013)**	Any proposed development that will have implications for transportation in terms of car parking or traffic movements should be accompanied by a Transport Statement (TS) or Transport Assessment (TA). The coverage and detail of the TS or TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, a transport statement should outline the existing site conditions and the proposed transport aspects of the development (parking, site access points, servicing arrangements, access to public transport, cycle parking provision), while for major proposals, a Transport Assessment should give a more detailed appraisal of existing site conditions. This may include surveys and data analysis for parking, public transport, road safety, pedestrian and cycling facilities and assessments and forecasts of the road network, and trip generation. 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. Further guidance can be found at: Guidance on Travel Plans, Transport Assessments-and Statements Transport Assessment Guidance
Travel Plan (Draft)	**Policy DM43: Transport Assessments Travel Plans of the Harrow Development Management Policies Local Plan (2013)**	A draft travel plan should be submitted alongside planning applications that are likely to have significant transport implications. A travel plan should outline the way in which the transport implications of the development are going to be managed and in particular, car use reduced. When considering sustainable modes of transport for waterside schemes, use of waterborne transport and the canal towpath should be considered. The plan should have a strategy for its implementation that is appropriate for the development proposal under consideration. It should identify the travel plan coordinator, the management arrangements for the plan (e.g. a steering group) and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site. Further guidance can be found at: Urban Planning and Construction

Tree Survey/Arboriculture Assessment	Policy DM22: Trees and Landscaping of the Harrow Development Management Policies Local Plan (2013)	Proposals where trees may be affected on the application site, on the street, or on adjoining sites should identify which trees are to be retained and the means of protecting these trees during construction. A suitably qualified and experienced arboriculture's should prepare this information. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.
Ventilation/Extraction Statement	Policy DM1:Achieving a High Standard of Development of the Harrow Development Management Policies Local Plan (2013) Policy AAP4: Achieving a High Standard of Development throughout the Heart of Harrow of Harrow Area Action Plan (2013)	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 the use of premises for purposes within Use Classes A3 (Restaurants and cafes - use for the sale of food and drink for consumption on the premises), A4 (Drinking establishments - use as a public house, wine-bar or other drinking establishment) and A5 (Hot food takeaways - use for the sale of hot food for consumption off the premises). This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. The statement must prove that nuisance or pollution from cooking odours will not be caused by the proposed use. Details of proposed fume extraction systems. This must include details of the size, design, siting, finish, acoustic treatment and odour abatement techniques of the flue extraction system. Elevation drawings showing the size, location and external appearance of plant and equipment will be required. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed. Details of active odour control systems where proposed. Odour control methods to limit the odour from waste, location of waste storage.
Wind Study	Policy DM1:Achieving a High Standard of Development of the Harrow Development Management Policies Local Plan (2013) Policy AAP4: Achieving a High Standard of Development throughout the Heart of Harrow of Harrow Area Action Plan (2013)	Where tall buildings are proposed (defined in the Harrow Core Strategy as 'any building at or over 30 metres high), a wind study of the impact the building will have on surrounding wind conditions may be required. If a tall building is proposed on the waterside, the wind study should consider the impact on navigation.

SECTION 3: Application Types and Requirements

The information and reports referred to below are shown in alphabetical order; please refer to column 4 for the threshold criteria applicable to each specific application type.

Application Type	Legislation Driver	CIL Liability	Further information	Where to look for further assistance
Advertisement Consent	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007	Yes (If new floor space is Proposed).	▪ Application Form and Fee ▪ Location Plan ▪ Existing and Proposed Elevations ▪ Advertisement Drawings ▪ Fee Potential request for further information: ▪ Lighting Assessment (for illuminated advertisements) ▪ Photographs/Photomontages ▪ Planning Statement (Recognising, amongst other things, any Listed Building or Conservation Area implications and their consideration); Potential request for further information: ▪ See Appendix 1:	Advertisement Control Application
Certificate of Lawfulness (Existing)	Section 191 of The Town and Country Planning Act 1990	Yes	▪ Application Form ▪ Location Plan ▪ Evidence verifying information provided ▪ Any other information considered relevant ▪ Fee Potential request for further information:	Certificate of Lawfulness Application Part 8, Article 39 of The Town and Country Planning (Development

			▪ Existing Floorplans and Elevations ▪ Existing Site Survey Plan ▪ LDC supporting information (e.g. sworn affidavits) ▪ Photographs/Photomontages ▪ Planning Statement Potential request for further information: ▪ See Appendix 1: See Appendix 1:	Management Procedure) (England) Order 2015
Certificate of Lawfulness (Proposed)	Section 192 of The Town and Country Planning Act 1990	Yes (if development is clearly greater than 100m2 in area).	▪ Application Form ▪ Location Plan ▪ Evidence verifying information provided ▪ Any other information considered relevant ▪ Fee (50% of application fee) Potential request for further information: ▪ Existing and Proposed Floorplans and Elevations ▪ Existing and Proposed Site Sections (for Proposed building) ▪ Site Survey Plan ▪ Planning Statement	Certificate of Lawfulness Application Part 8, Article 39 of The Town and Country Planning (Development Management Procedure) (England) Order 2015
Full Application (including Change of Use)	Section 62 of the Town and Country Planning Act 1990 The Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 And/or Section 196D of The Town and Country Planning Act 1990 Section 69 of The Planning (Listed Buildings and Conservation Areas) Act 1990	Yes, (if development is clearly greater than 100m2 in area).	▪ Application Form (plus CIL PAAIR form) ▪ Ownership Certificate A,B,C or D ▪ Location and Block Plan ▪ Existing and Proposed Floorplans and Elevations, Site Sections and finished Floor, Site Levels and Roof Plans ▪ Fee Potential request for further information: ▪ See Appendix 1:	Full Application Further Information

Full Application with Advertisement Consent	The Town and Country Planning (Control of Advertisements) (England) Regulations 2007	Yes	▪ Application Form (plus CIL PAAIR form) ▪ Ownership Certificate A,B,C or D ▪ Location and Block Plan ▪ Existing and Proposed Floorplans and Elevations, Site Sections and finished Floor, Site Levels and Roof Plans ▪ Advertisement Drawings ▪ Fee Potential request for further information: ▪ See Appendix 1:	Full Application with Advertisement Consent
Full Application Including Listed Building Consent	Part 1, Ch 2, Planning (Listed Buildings and Conservation Areas) Act 1990	Yes	▪ Application Form (plus CIL PAAIR form) ▪ Ownership Certificate A,B,C or D ▪ Location Plan ▪ Block Plan ▪ Existing and Proposed Floorplans and Elevations, Site Sections and finished Floor, Site Levels and Roof Plans ▪ Plans showing all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding, etc ▪ Advertisement Drawings ▪ Design and Access Statement ▪ Fee Potential request for further information: ▪ See Appendix 1:	Full Application Including Listed Building Consent Further Information 1 Further Information 2
Householder Application	Section 62 of The Town and Country Planning Act 1990	Yes	▪ Application Form (plus CIL PAAIR form) ▪ Ownership Certificates A,B,C or D ▪ Location and Block Plan ▪ Existing and Proposed Floorplans and Elevations, Site Sections and finished Floor, Site Levels and Roof Plans ▪ Design and Access Statement (if floor space created >=100sq.m and the site is within a Conservation Area) ▪ Fee	Householder Application Further Information 1 Further Information 2

			Potential request for further information: ▪ See Appendix 1:	
Householder Application and Listed Building Consent	Section 10 of The Planning (Listed Buildings and Conservation Areas) Act 1990	Yes	▪ Application Form (plus CIL PAAIR form) ▪ Ownership Certificates A,B,C or D ▪ Location and Block Plan ▪ Existing and Proposed Floorplans and Elevations, Site Sections and finished Floor, Site Levels and Roof Plans (as appropriate) ▪ Plans showing all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding, etc ▪ Design and Access Statement (if floor space created >=100sq.m and the site is within a Conservation Area) ▪ Fee Potential request for further information: ▪ See Appendix 1:	Householder Application and Listed Building Consent Further Information 1 Further Information 2 Further Information 3
Listed Building Consent	Section 10 of The Planning (Listed Buildings and Conservation Areas) Act 1990	No	▪ Application Form ▪ Ownership Certificates A,B,C or D ▪ Location and Block Plan ▪ Existing and Proposed Floorplans and Elevations, Site Sections and finished Floor, Site Levels and Roof Plans ▪ Plans showing all new doors, windows, shopfronts, panelling, fireplaces, plaster moulding, etc ▪ Design and Access Statement (if floor space created >=100sq.m and the site is within a Conservation Area) Potential request for further information: ▪ See Appendix 1:	Listed Building Consent
Minerals Full Application	Section 4 of The Town and Country Planning (Minerals) Act 1981		▪ Application Form ▪ Ownership Certificates A,B,C or D ▪ Location and Block Plan	Minerals Full Application

			▪ Site Surveys of Existing and Proposed Levels ▪ Fee Potential request for further information: ▪ See Appendix 1:	
Outline Planning Permission	Section 92 of Town and Country Planning Act 1990	Yes	▪ Application Form ▪ Ownership Certificates A,B,C or D ▪ Location and Block Plan ▪ Design and Access Statement ▪ Fee Potential request for further information: ▪ See Appendix 1:	Outline Planning Permission
Reserved Matters Application	Article 6 of The Town and Country Planning (Development Management Procedure) (England) Order 2015	Yes	▪ Application Form (plus CIL PAAIR form) ▪ Such particulars as are necessary to deal with the matters reserved ▪ Block Plan ▪ Existing and Proposed Floorplans and Elevations, Site Sections and finished Floor, Site Levels and Roof Plans ▪ Fee Potential request for further information: ▪ See Appendix 1:	Reserved Matters Application
Prior Notification for Agricultural Development	Schedule 2, Parts 6 & 7 of The Town and Country Planning General Permitted Development Order 1995		▪ Application Form or Letter ▪ Location Plan ▪ Fee Potential request for further information: ▪ Landscaping Details (Not required for Fish Tanks) ▪ Existing and Proposed Elevations (Buildings Only) ▪ Existing and Proposed Site Sections (Buildings Only)	Prior Notification for Agricultural Development

			▪ Existing and Proposed Floor Plans (Buildings Only) ▪ Photographs/Photomontages (Buildings Only) ▪ Planning Statement	
Prior Notification for Demolition	Schedule 2, Part 31 of The Town and Country Planning (General Permitted Development) Order 1995		▪ Application Form or Letter ▪ A Statement that the Applicant has displayed a Site Notice ▪ Fee Potential request for further information: ▪ See Appendix 1:	Prior Notification for Demolition
Prior Notification for Telecommunications	Schedule 2, Part 24 of The Town and Country Planning General Permitted Development Order 1995		▪ Application Form or Letter ▪ Location Plan ▪ Fee ▪ Evidence that the Developer has given notice of the Proposed Development as required by GDPO (If within 3km of an aerodrome) Evidence that the developer has notified the CAA, SoS for Defence or the Aerodrome operator as required by GDPO Potential request for further information: ▪ Acoustic Report where relevant ▪ Any other relevant Additional Information ▪ Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)	Prior Notification for Telecommunications
Approval of Conditions Application	Section 74A Town and Country Planning Act 1990 Planning (Listed Buildings and Conservation Areas) Act 1990		▪ Letter or Application Form (which must clearly indicate the permission and to which condition(s) this Application relates to) ▪ Fee ▪ Sample and/or Reports Potential request for further information:	Discharge/Variation or Approval of Conditions Application Further Information

			▪ See Appendix 1:	
Removal/Variation of Condition	Section 73 of The Town and Country Planning Act 1990 Section 19 of The Planning (Listed Buildings and Conservation Areas) Act 1990	Yes (If new floor space is Proposed).	▪ Application Form (plus CIL PAAIR form) ▪ Ownership Certificate A,B,C or D ▪ Fee (not Listed Building) Potential request for further information: ▪ Block Plan ▪ Existing and Proposed Floorplans and Elevations, Site Sections, finished floor and site levels ▪ See Appendix 1:	Removal/Variation of Condition Further Information
Non-Material Amendment	Section 96A of The Town and Country Planning Act 1990 (as amended)	No	▪ Application Form ▪ Fee ▪ Any drawings necessary to describe the Proposed Amendment	Non-Material Amendment Further Information
Trees in a Conservation Area	Part VII, Ch 1 of The Town and Country Planning Act 1990	No	▪ Application Form or Letter ▪ Identification of the Tree(s) ▪ Specification of the Works	Trees in a Conservation Area Further Information Harrow TPO Map
Trees subject of a Tree Preservation Order	Part VII, Ch 1 of The Town and Country Planning Act 1990	No	▪ Application Form ▪ Sketch Plan identifying Location of the Tree(s) ▪ Identification of the Tree(s) ▪ Specification of the Works ▪ Evidence re. condition of the Trees	Trees subject of a Tree Preservation Order Further Information

LONDON BOROUGH OF HARROW

Appendix 1: Potential request for further information Local Requirements:

- Affordable Housing Statement
- Air Quality Assessment
- Biodiversity Survey and Report
- Biodiversity Net Gain Assessment
- Daylight/Sunlight Assessment
- Economic Statement
- Environmental Statement
- Town Centre Uses – Evidence to accompany applications
- Flood Risk Assessment
- Foul Sewage and Utilities Assessment
- Heritage Statement (including historical, archaeological features, and scheduled ancient monuments)
- Land Contamination Assessment
- Landfill Statement
- Landscaping details
- Lighting Assessment
- Noise Impact Assessment
- Open Space Assessment
- Parking Provision
- Photographs/Photomontages
- Planning Obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development, supplementary information
- Transport Assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction Statement