



**London Borough of Harrow**  
Planning Applications Validation

**PLANNING APPLICATION VALIDATION INFORMATION REQUIREMENTS**  
**APRIL - 2017**

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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 on line, 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 on line on the Planning Portal website [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) will be given a further 14 days to respond. If no response is received after 14 days your 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. The checklist includes references to the relevant Harrow Local Plan policies which the information/proposal will be assessed against.

### **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.

### **Planning Application Requirements (PAR)**

**Submitting an Application via the portal:** It is recommended that Planning Applications are submitted using the planning portal. In this instance the following file format and sizes should be met.

**File Type:** All drawings should be attached pdf (adobe acrobat) rather than tif files, jpeg, doc or xls files. We are unable to accept CAD files.

**File Size:** The maximum size of any single attachment should be no more than 10MB. In case of much larger documents like Design and Access Statements, Transport Statements, Flood Risk Assessments, etc. where it proves difficult to create the entire document in less than 10mb, the document should be broken into sections, labelled accordingly and sized at no more than 10mb.

**Scaled Plans:** All plans must be to scale, with site address clearly stated on the plan. A scale bar must be present with the paper size the drawing can be scaled to. If you submit your drawing electronically only copy of the plans and documents is required. However in the instance where you submit your application via the post additional three sets are required. Where your application is a major planning application hard copies may be required at validation stage for consultation purposes.

**Payment:** It is preferred you pay at point of submitting your application. Non-payment will mean your application will remain invalid.

**Uploading Documents:** It is advisable to title all drawings with description and drawing number, e.g. "Proposed First Floor Plan Drawing 123".

**Check for Planning Constraints:** London Borough of Harrow has an interactive map that should be considered in conjunction with this document as it provides details of potential planning constraints that may affect your site and therefore affect the type of supporting documents and information that may be required to be submitted with your planning application: [London Borough of Harrow Planning Maps](#)

## **National Requirements**

<b>Application Form</b>	<p>Completed Application (All sections must be completed on the correct application form which includes:</p> <ul style="list-style-type: none"> <li>○ The completed ownership certificate (A, B, C or D - as applicable).</li> <li>○ Declaration that notices required as per Article 6 when certificates B, C or D have been given or published.</li> <li>○ Agricultural holdings certificate (as required by Article 7 of the GD Procedure Order 1995).</li> </ul>
<b>Correct Fee</b>	See Fee schedule: <a href="#">Planning Application Fee's</a>
<b>Design &amp; Access Statement</b>	<p>A Design and Access Statement must accompany:</p> <ul style="list-style-type: none"> <li>○ Applications for major development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;</li> <li>○ Applications for development in a designated area, where the proposed development consists of: <ul style="list-style-type: none"> <li>- one or more dwellings; or</li> <li>- a building or buildings with a floor space of 100 square metres or more;</li> </ul> </li> </ul> <p>The level of detail required in a Design and Access statement will depend on the scale, proportionality and complexity of the application, and the length of the statement will vary accordingly.</p>
<b>Location Plan</b>	<p>All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1 250 or 1:500. Three copies plus the original are required (unless submitted electronically).</p> <p>Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.</p> <p>The application site should be outlined in red. 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, landscaping, car parking and open areas around buildings.</p>

	A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
<b>Site /Block Plan</b>	Scale 1:100/200/500, showing direction of North. Existing & proposed. Showing the proposed development in relation to existing buildings on and adjoining site, areas and boundaries of site, including details of access points, trees and hard surfacing (e.g. parking spaces, driveways, footpaths).
<b>Floor Plans</b>	Existing and proposed floor plans (scale 1:50/100). All floor plans must be clearly labelled. 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).
<b>Elevations</b>	Existing & proposed elevations (scale 1:50/100). All sides. Showing details of windows/doors/materials/finishes.  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.
<b>Roof Plans</b>	To show the shape and materials of the roof(s) (scale 1:100). Required only where roof alterations are proposed.
<b>Sections/Site Levels</b>	Where development involves a change in ground levels (scale 1:50/100) or if any of the elevations are obscured from view by existing structures. Sections are always required for any works that go into roof space and ground floor extensions.  Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and finished floor levels, and show the proposals in relation to adjoining buildings.
<b>Environmental Impact Assessment</b>	The Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 of the Regulations must be provided.  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.  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.

## Local Requirements

<p><b>Accommodation Management Plan</b></p> <p><b>DM29: Sheltered Housing, Care Homes and Extra Care Housing</b></p>	<p>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.</p>
<p><b>Affordable Housing Statement</b></p> <p><b>CS1:J (Housing)</b>  <b>DM24: Housing Mix</b>  <b>AAP13: Housing within the Heart of Harrow</b></p>	<p>This section is currently under review.</p>
<p><b>Air Quality Assessment</b></p> <p><b>DM:1: Achieving a High Standard of Development</b></p>	<p>Schemes that may impact on air quality by virtue of the nature of the uses proposed, the associated transport generation 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.</p>
<p><b>Airport Safeguarding Zone Details</b></p> <p><b>DM:1: Achieving a High Standard of Development</b></p>	<p>There may be restrictions on development within the vicinity of RAF Northolt for safety and/or operational reasons.</p> <p><b>Safeguarding Area</b></p> <p>Safeguarding measures are designed to:</p>



	<ul style="list-style-type: none"> <li>○ protect the critical airspace surrounding the aerodrome through which aircraft fly by preventing penetration of the protected Obstacle Limitation Surfaces (physical safeguarding);</li> <li>○ protect the integrity of air traffic navigational aids and associated communications installations by preventing obstructions and/or interference (technical safeguarding);</li> <li>○ 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</li> <li>○ avoid any increase in the bird strike hazard risk to air traffic operations.</li> <li>○ 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.</li> </ul> <p>For pre-application advise please email:- <a href="mailto:DIO-Safeguarding-Statutory@mod.uk">DIO-Safeguarding-Statutory@mod.uk</a></p> <p>To check if your proposed development falls within a safe guarding area please use the link:- <a href="#">Safeguarding Zone</a></p> <p>To use the map, type in the address on the right hand menu under “Find Restrictions Near Me”.</p>
<p><b>Biodiversity</b></p> <p><b>DM20:Protection of Biodiversity and Access to Nature</b></p> <p><b>DM21:enhancement of Biodiversity and Access to Nature</b></p> <p><b>DM22:Trees and Landscaping</b></p> <p><b>AAP12:improving Access to Nature</b></p>	<p>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. 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 <a href="#">Wildlife and Countryside Act 1981</a>, The Conservation of Habitats and species Regulations 2010 <a href="#">The Conservation of Habitats and Species Regulations 2010</a> or the Protection of Badgers Act 1992 <a href="#">Protection of Badgers Act 1992</a>. This information might form part of an EIA (Environmental Impact Statement) where one is required (refer below).</p> <p><a href="#">Biodiversity and Geological Conservation Circular.</a></p> <p>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.</p> <p>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 be 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</p>

	<p>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.</p> <p>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 <a href="#">professional directory</a>.</p>
<p><b>Community Infrastructure Levy</b></p> <p><b>DM50: Planning Obligations</b></p>	<p>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.</p> <p>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 <a href="#">Planning Portal website</a>.</p> <p>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.</p>
<p><b>Contaminated Land Survey &amp; Report</b></p> <p><b>DM15: Prevention and Remediation of Contaminated Land</b></p>	<p>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.</p> <p>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.</p>
<p><b>Daylight and Sunlight Assessment</b></p> <p><b>DM:1: Achieving a High Standard of Development</b></p> <p><b>AAP4: Achieving a High Standard of Development throughout the Heart of Harrow</b></p>	<p>Statements will be required in support of all applications involving:</p> <ul style="list-style-type: none"> <li>• buildings exceeding four storeys in height where adjoining other developed land or public open spaces,</li> <li>• where proposed buildings or extensions could lead to overshadowing of other proposed buildings or spaces within the same development site,</li> <li>• where the application site is itself subject to significant shading from adjoining buildings or trees.</li> </ul> <p>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</p>

	<p>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.</p> <p>For those sites where daylighting is going to be an issue you are advised to seek pre-planning application advice,</p>
<p><b>Economic Statement</b></p> <p><b>DM31: Supporting Economic Activity and Development</b>  <b>DM32: Office Development</b></p> <p><b>AAP14: The Consolidation of the Wealdstone Strategic Industrial Location</b>  <b>AAP15: Supporting the Business Sector in Wealdstone</b>  <b>AAP16: Supporting the Service Sector in Harrow Town Centre</b></p>	<p>An Economic Statement is required for all major applications where new employment floor space is proposed, and <b>all</b> applications where it is proposed to develop existing employment land/buildings, for an alternative use.</p> <p>Applications proposing new employment floor space should be accompanied by a report setting out the regeneration benefits of the proposed development, including:</p> <ul style="list-style-type: none"> <li>○ details of any new jobs that might be created or supported; and where relevant the sector for those jobs</li> <li>○ 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.</li> </ul> <p>Applications involving the loss of land or buildings last used for employment purposes should be accompanied by a report setting out the following:</p> <ul style="list-style-type: none"> <li>○ evidence that the site has been marketed for the period of time stated in the relevant policy;</li> <li>○ evidence of why the site is no longer capable of offering accommodation for employment uses;</li> <li>○ evidence of why the use of the site for employment purposes raises unacceptable environmental or traffic problems;</li> <li>○ 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.</li> </ul>
<p><b>Energy Assessment</b></p> <p><b>Policy DM12: Sustainable Design and Layout</b></p> <p><b>AAP10: Harrow and Wealdstone District Energy Network</b></p>	<p>Policy <u>5.2</u> of the London Plan requires each major development proposal to submit a detailed energy assessment. The purposes of an energy assessment is 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.</p> <p>The statement will be expected to address current local plan policy and requirements of the National Planning Policy Framework (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.</p>

	<p>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 maximise the 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.</p> <p>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.</p> <p>Since the 1st October 2016 all Major residential developments are now required to comply with the London Plan requirements of Zero Carbon emissions.</p> <p>Please refer to the Mayor's Housing SPG for further guidance:  <a href="#">Mayor's Housing SPG</a>  and the GLA on preparing energy statements:  <a href="#">GLA - Preparing Energy Assessments</a></p>
<p><b>Financial Viability Appraisal</b></p> <p><b>CS1:J (Housing)</b></p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Benchmark data must be locally relevant i.e. new builds, within the relevant part of the borough as the proposed development site.</p> <p>If your proposal relies on a viability appraisal to demonstrate why a policy compliant scheme cannot be provided, you must submit:</p> <ul style="list-style-type: none"> <li>i) the viability appraisal which includes the information outlined above;</li> </ul>

	<p>ii) a written assurance confirming that you will cover all reasonable costs associated with the assessment of such an appraisal; and</p> <p>iii) the 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.</p> <p><b>Freedom of Information and Publicity</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>- any commercially sensitive information redacted</li> <li>- and a clear explanation of why the redaction is appropriate having regard to the tests in the Information of Freedom Act.</li> </ul> <p>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.</p>
<p><b>Flood Risk Assessment (FRA)</b></p> <p><b>DM9:Managing Flood Risk</b></p> <p><b>AAP9:Flood Risk and Sustainable Drainage</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Environment Agency Fluvial Flood Zone 2</li> <li>• Environment Agency Fluvial Flood Zone 3</li> <li>• Environment Agency Flood Map for Surface Water 1 in 30 years (equivalent to zone 3b)</li> <li>• Environment Agency Flood Map for Surface Water 1 in 100 years (equivalent 3a)</li> </ul> <p>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&amp;2 SFRA modeled extents.</p> <p>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.</p>

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 plans 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

	<p>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.</p> <p>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.</p> <p>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 2016.</p> <p>For the purposes of the Area Action Plan, the area of search will be confined to the Harrow &amp; 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.</p>
<b>Sequential Test (Flooding)</b>  <b>DM9: Managing Flood Risk</b>	<p>Sequential test is needed for any major new development, if the site is located within Flood Zone 2&amp;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: <u>Flood Risk and Coastal Change</u>. 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.</p>
<b>Heritage Statement</b>  <b>DM7: Heritage Assets</b>	<p>All applications for Listed Building Consent should be accompanied by a written heritage statement.</p> <p>The National Planning Policy Framework (NPPF) states at paragraph 128 that:</p> <p>'In determining applications, local planning authorities should require an applicant 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'.</p>

	<p>In order to meet this requirement, a Heritage Statement must accompany proposals affecting heritage assets and for any Planning Permission within designated conservation areas, registered historic parks or gardens, or affecting known archaeological sites, and also with applications for Listed Building Consent. Applications for demolition within conservation areas should also include the supporting evidence and justification required by paragraph 133 of the National Planning Policy Framework.</p> <p>This statement should include 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. A structural survey may be required in support of an application that involves substantial demolition.</p> <p>Heritage Statement should set out details of the history <b>and</b> development of the asset, using photographic, map, archival and fabric evidence. It should be accompanied by a photographic record, showing the site context and spaces and features which might be affected by the proposal, preferably cross-referenced to survey drawings. It should include an assessment of the archaeological, architectural, historical or other <b>significance</b> of the asset. It will also normally be necessary to include an assessment of the impact of the proposed works on the significance of the asset, and a statement of justification for those works, together with details of any mitigation measures proposed.</p> <p>A statement may also be requested if the Council identifies the building or site as a non-designated heritage asset of archaeological, architectural, artistic or historic interest during the pre-application or application process.</p> <p>Applications for consent will not be validated or processed unless the heritage statement has been submitted.</p> <p>The scope and degree of detail necessary in a heritage statement will vary according to particular circumstances of each application.</p> <p>The services of an appropriately qualified and experienced historic environment professional maybe needed. The Institute of Historic Building Conservation (IHBC) should be able to advise.</p>
<p><b>Land Contamination Assessment</b></p>	<p>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.</p>



<p><b>Desk Top Study</b></p> <p><b>Merge with above and Contaminated Land Survey on Page 8</b></p> <p><b>DM15: Prevention and Remediation of Contaminated Land</b></p>	<p>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.</p> <p>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.</p> <p>Where contamination is known or suspected, a desk study, investigation, remediation and other works may be required to enable safe development (<a href="#">Para. 121</a> of the 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.</p> <p>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.</p> <p>Developers should follow the risk management framework provided in <a href="#">CLR11</a> Model Procedures for the Management of Land Contamination, when dealing with land affected by contamination.</p>
<p><b>Landscaping</b></p> <p><b>DM22: Trees and Landscaping</b></p>	<p>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.</p> <p>Landscaping details should include:</p> <ul style="list-style-type: none"> <li>• Site Survey</li> <li>• Site Analysis</li> <li>• A Plan(s) showing the location of existing and proposed shrubs and trees, indicating which are to be retained and which will be removed</li> <li>• Landscape design proposals</li> <li>• A Planting Plan</li> </ul>

	<ul style="list-style-type: none"> <li>• Hard landscaping details such as structures and surfaces and ancillary objects</li> <li>• Details of how retained vegetation will be protected during construction</li> <li>• A Maintenance and Management Plan</li> </ul>
<b>Lighting</b>  <b>DM1: Achieving a High Standard of Development</b>  <b>AAP4: Achieving a High Standard of Development throughout the Heart of Harrow</b>	<p>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.</p> <p>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.</p>
<b>Material Details</b>  <b>DM1: Achieving a High Standard of Development</b>  <b>AAP4: Achieving a High Standard of Development throughout the Heart of Harrow</b>	<p>All major, minor and householder planning applications involving new development visible may need to provide material details. This may be requested during application stage or by way of Condition (approval of details application).</p> <p>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.</p>
<b>Noise Impact Assessment</b>  <b>DM1: Achieving a High Standard of Development</b>  <b>AAP4: Achieving a High Standard of Development throughout the Heart of Harrow</b>	<p>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.</p> <p>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.</p> <p>For further information please visit : <a href="#">Government Noise Policy</a></p>

<p><b>Open Space Assessment (Sequential Test)</b></p> <p><b>DM18: Protection of Open Space</b></p>	<p>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.</p>
<p><b>Parking and Access Arrangements</b></p> <p><b>DM22: Parking Standards</b> <b>DM44: Servicing</b></p> <p><b>AAP19:Transport Parking and Access within the Heart of Harrow</b></p>	<p>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.</p> <p>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.</p> <p>Consideration will also be given to the following factors:</p> <ul style="list-style-type: none"> <li>• the nature and scale of the development;</li> <li>• the character of existing development;</li> <li>• the contribution of the proposal to the creation of a quality environment, including the potential for urban/village regeneration and environmental improvement;</li> <li>• the location and number of existing accesses; and</li> <li>• the standard of the existing road network together with the speed and volume of traffic using the adjacent public road and any expected increase.</li> </ul> <p>For further information Please refer to: London Cycle Design Standards - <a href="#">MOL Cycle Design Standards</a></p>
<p><b>Photographs and Photomontages</b></p>	<p>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.</p>

<p><b>Planning Statement</b></p> <p><b>DM1: Achieving a High Standard of Development</b></p>	<p>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.</p>
<p><b>Protected View Assessment</b></p> <p><b>DM33: Protected Views and Vistas</b></p> <p><b>AAP8: Enhancing the setting of Harrow Hill</b></p>	<p>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.</p> <p>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.</p> <p>The Gayton Road viewing location occupies a small area of public realm to the west of the junction of Gayton Road with Lyon Road.</p> <p>The Harrow Recreation Ground viewing location occupies the area to the north of the open space at its entrance/exit point with Cunningham Park.</p> <p>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.</p> <p>Football Lane, Harrow on the Hill.</p> <p>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.</p>
<p><b>Refuse and Recycling Disposal Details</b></p> <p><b>DM45: Waste Management</b></p>	<p>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.</p> <p>Further information on refuse and recycling on domestic properties please refer to:</p> <p><a href="#">Storage and Collection of Waste and Recycling</a></p> <p>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.</p> <p>A separate site waste management plan may be needed for the construction phase of the development (see below).</p> <p><a href="#">Joint West London Waste Plan</a></p> <p><a href="#">National Planning Policy for Waste</a></p>

<p><b>Site Waste Management Plan</b></p> <p><b>DM45: Waste Management</b></p>	<p>Proposed new developments should be supported by a site waste management plan as covered by the Site Waste Management Plans Regulations 2008: <a href="#">The Site Waste Management Plans Regulations 2008</a></p> <p>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.</p>
<p><b>Statement of Community Involvement</b></p>	<p>Some applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation,</p> <p>The statement should demonstrate how the views of the local community have been sought and taken into account.</p>
<p><b>Statement of Need</b></p> <p><b>DM47:Retention of Existing Community Sports and Education Facilities</b></p>	<p>A needs based justification is required for applications for community facilities (D1 and D2), for both:</p> <ul style="list-style-type: none"> <li>• new, intensified or replacement facilities; or</li> <li>• release of an existing facility</li> </ul> <p>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.</p>
<p><b>Sustainable Drainage (SUDS) Strategy</b></p> <p><b>DM10: On Site Water Management and Surface Water Attenuation</b></p>	<p>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).</p>

<p><b>AAP9:Flood Risk and Sustainable Drainage</b></p>	
<p><b>Sustainability Statement</b></p> <p><b>DM12: Sustainable Design and Layout</b></p> <p><b>AAP4: Achieving a High Standard of Development throughout the Heart of Harrow</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• 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: <a href="http://www.bre.co.uk">www.bre.co.uk</a></li> <li>• 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.</li> <li>• Greenspace incorporating wildlife corridors.</li> </ul>
<p><b>Town Centre Uses</b></p> <p><b>DM35: New Town Centre Development</b></p> <p><b>AAP17: Primary Shopping Areas and the Primary Shopping Frontages</b></p> <p><b>APP18: Secondary Frontages, Neighbourhood Parades and Non Designated Retail Parades</b></p>	<p>Town centre uses are defined in the NPPF as:  <i>“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”.</i></p> <p>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.</p> <p>Paragraph 24 of the NPPF requires a sequential approach to site selection and no minim threshold applies.</p>

Paragraph 26 of 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 floorspace 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

	<p>will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.”</p> <p>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.</p>
<p><b>Transport Assessment</b></p> <p><b>DM43: Transport Assessments and Travel Plans</b></p>	<p>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.</p> <p>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.</p> <p>Further guidance can be found at:</p> <p><a href="#">Guidance on Travel Plans, Transport Assessments-and Statements</a></p> <p><a href="#">Transport Assessment Guidance</a></p>
<p><b>Travel Plan (Draft)</b></p> <p><b>DM43: Transport Assessments Travel Plans</b></p>	<p>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.</p> <p>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.</p> <p>Further guidance can be found at:</p> <p><a href="#">Urban Planning and Construction</a></p>



<p><b>Tree Survey/Arboriculture Assessment</b></p> <p><b>DM22: Trees and Landscaping</b></p>	<p>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.</p> <p>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.</p>
<p><b>Ventilation/Extraction Statement</b></p> <p><b>DM1: Achieving a High Standard of Development</b></p> <p><b>AAP4: Achieving a High Standard of Development throughout the Heart of Harrow</b></p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p><b>Wind Study</b></p> <p><b>DM1: Achieving a High Standard of Development</b></p> <p><b>AAP4: Achieving a High Standard of Development throughout the Heart of Harrow</b></p>	<p>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.</p>