

## LEWISHAM CHECKLIST FOR PLANNING PERMISSION - MAJOR DEVELOPMENTS

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid. We encourage you to submit your application online using the Planning Portal. If you choose to post it, please provide 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development. If an application is submitted without meeting these requirements, it will not be validated and will be returned to you. The guidance below provides more details on the kind of information that needs to be submitted for the matters referred to in the list.

**NB** - This local list does not limit the council's ability to request additional information in the event that further issues arise during the determination period, and are considered to be a material consideration in the determination of the application.

### Pre-application Service

The Council offers a Pre-application Service through which you can discuss your proposals with a planning officer and receive advice on the validation requirements for your application. Further details can be found on our website: <https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/get-planning-advice/pre-application-advice-and-PPA/Pages/default.aspx>

### **National List of Requirements**

<i>Completed application form</i>	The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect <b>all</b> aspects of the proposal requiring planning permission.
<i>Certificates and Agricultural Land Declaration</i>	<p>If Ownership Certificate B is completed, Notice 1 is required If Ownership Certificate C is completed, Notices 1 and 2 are required If Ownership Certificate D is completed, Notice 2 is required</p> <p>You must complete and submit only one certificate (A, B, C or D) with your application. Please note, that if the pavement in front of the site is included in the red line, you should complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.</p> <p>Please note that if the declaration on the application form is dated more than 21 days after the date on which notice was served on other owners, the application will be invalid.</p>

	<p>Guidance on how to fill out these forms can be found at the Planning Portal web site <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a></p>
<p><i>Site location plan</i></p>	<p>The site location plan must:</p> <ul style="list-style-type: none"> <li>• be at a scale of 1:1250 or 1:2500 (or larger if appropriate)</li> <li>• show sufficient roads and buildings adjacent to the application site to identify it exactly</li> <li>• show the direction of North</li> <li>• show the boundaries of the application site edged in red (including sufficient land to carry out the development i.e. access, landscaping, visibility splays and parking)</li> <li>• show any other land within the applicant's control edged in blue</li> </ul>
<p><i>Plans and drawings necessary to describe the proposed scheme</i></p>	<p><u>Minimum requirements</u></p> <p>Block Plans: existing and proposed at 1:500 scale  Floor Plans: existing and proposed, including roof plans, at 1:50 or 1:100 scale  Elevations: existing and proposed at 1:50 or 1:100 scale  Sections: showing finished floor and site levels at 1:50 or 1:100 scale  Street elevations: showing proposal in relation to streetscene at 1:50 or 1:100  Site sections: showing the proposal in relation to adjoining buildings and spaces  Landscape plan: showing the treatment of all spaces within the site not covered by buildings</p> <p><u>General plan requirements</u></p> <p>All submitted plans and drawings must:</p> <ul style="list-style-type: none"> <li>- include a title and drawing number (with the relevant revision number as necessary)</li> <li>- show the direction of north</li> <li>- be drawn to an identified metric scale (e.g. 1:50, 1:100, 1:200)</li> <li>- include key written dimensions and a scale bar showing a length of 1metre and 10 metres</li> <li>- state at which paper size the scale applies e.g. scale 1:200 at A3</li> <li>- show the proposed development in relation to the site boundaries and other existing buildings on the site</li> <li>- show the proposed and existing situation on separate drawings.</li> </ul> <p>The scale bar, written dimensions and paper size are required to provide clear information on the scale to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.</p>

	<p>Block Plans must show at least the properties on either side and to the rear as well as existing and proposed features e.g. roads, parking areas (including wheelchair parking), footpaths, any existing rivers, landscaping (including the extent and type of hard surfacing), boundary treatments including walls and fences where proposed, trees, buildings and other structures (e.g. cycle and refuse stores).</p> <p>Floorplans must indicate the position and size of wheelchair units proposed.</p> <p>Elevations must include any pipework, drainage, vents etc proposed.</p> <p>Levels shown on section drawings must relate to a fixed datum point off site.</p> <p>Applications for change of use will need to be accompanied by floor plans where it is necessary to indicate the extent of the use and its relationship to adjacent development, for example, where it is proposed to change the use of part of a floor or building.</p> <p>Applications proposing new residential accommodation, including conversions, must state room sizes and overall unit sizes on the plans.</p> <p>We recommend grouping together plans by type within multi page pdf documents (eg existing plans together, or proposed plans and elevations together).</p> <p>Applicants are encouraged to provide a list of submitted drawings and documents to assist in the validation process.</p>
<p><i>Design and Access Statement</i></p>	<p><u>When required</u></p> <p>All applications.</p> <p><u>Minimum Requirements</u></p> <p>A Design and Access Statement should be proportionate to the scale of the development. The document should be very visual, using diagrams, sketches, plans and photographs to provide the necessary explanations and descriptions wherever possible and appropriate.</p> <p>All design and access statements must:</p> <ul style="list-style-type: none"> <li>• explain the design principles and concepts that have been applied to the development;</li> </ul>

- demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- explain the provisions for access, and how policies relating to access have been taken into account;
- state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- explain how any specific issues which might affect access to the development have been addressed.

In addition:

For Outline Planning Applications where scale and/or layout are reserved, a design and access statement must include details of the design approach and design intent for future reserved matters applications

Where a site includes tall buildings (as defined by the Tall Buildings Study), a tall building assessment shall be provided.

Where a site is located within a conservation area, reference to this must be included within the Statement as must any Statutory listing designation. For listed buildings, an explanation of how the historical and architectural importance of the listed building – in particular its physical features and setting – has been considered when designing the proposed development should also be provided.

Where a heritage statement is included, this must be a clearly titled standalone section within the document (see guidance on Heritage Statements)

Guidance

Design and Access Statements are about the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. This should help to explain the design process behind a scheme. A successful design process is key for all applications and the Council encourages early pre-application engagement based around an emerging design and access statement.

The Design and Access Statement is a useful tool to show how a site has been analysed and understood, the opportunities and constraints and how these have informed the design development.

The former Commission for Architecture and the Built Environment (CABE), produced guidance on how to write,

	<p>read and use design and access statements (2006). This includes helpful information about the D&amp;AS preparation – in particular the need to consider Design and Access issues at an early stage when preparing your development proposal <a href="http://webarchive.nationalarchives.gov.uk/20110118111019/http://www.cabe.org.uk/files/design-and-access-statements.pdf">http://webarchive.nationalarchives.gov.uk/20110118111019/http://www.cabe.org.uk/files/design-and-access-statements.pdf</a></p> <p>Guidance on design and access statements with best practice guidance on the form and content of such documents, beyond the minimum requirements for validation purposes, can be found on the Council's website at <a href="https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/Documents/DesignandAccessStatementsGuide.pdf">https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/Documents/DesignandAccessStatementsGuide.pdf</a>.</p> <p>Advice on inclusive design is available in CABE's Principles of Inclusive Design, the LDA's Inclusive Design Toolkit and the GLA's Supplementary Planning Guidance Accessible London: achieving an inclusive environment: <a href="http://webarchive.nationalarchives.gov.uk/20110118095356/http://www.cabe.org.uk/files/the-principles-of-inclusive-design.pdf">http://webarchive.nationalarchives.gov.uk/20110118095356/http://www.cabe.org.uk/files/the-principles-of-inclusive-design.pdf</a></p> <p><a href="http://www.accessgroupresources.co.uk/index.php/component/content/article/1-latest/439-may-london-development-agencys-inclusive-design-toolkit">http://www.accessgroupresources.co.uk/index.php/component/content/article/1-latest/439-may-london-development-agencys-inclusive-design-toolkit</a></p> <p><a href="http://www.london.gov.uk/priorities/planning/publications/accessible-london-achieving-an-inclusive-environment">http://www.london.gov.uk/priorities/planning/publications/accessible-london-achieving-an-inclusive-environment</a></p>
<i>The appropriate fee</i>	<p>Please follow this link which sets out the fee structure and guidance on exempt applications: <a href="https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/Download-forms/Pages/default.aspx">https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/Download-forms/Pages/default.aspx</a></p> <p>Each application must have a separate fee, we do not accept one fee for several applications at different addresses. If you are submitting your application through the Planning Portal or another on-line application submission service, you can pay online at the same time. However, if you submitting an application directly to us, via email or post, you can make a payment by debit or credit card over the telephone by calling us on 020 8314 7400 between 9:00 and 17:00, Monday to Friday. Alternatively, we can contact you for payment if you endorse either panel 1 or 2 of the application form (depending on who we should contact for payment) with "Card Payment required". Please also ensure the correct contact telephone number has been entered on the form. We will then</p>

	<p>telephone you to collect payment.</p> <p>You can pay with most debit or credit cards, except Diners Club and American Express. We no longer accept cheques, unless this has been pre-agreed with us.</p>
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**Local List of Requirements**

<p><i>Affordable Housing Statement (see Viability Assessments also)</i></p>	<p><u>When required</u> Any development proposing 10 or more residential units or where affordable housing is proposed.</p> <p><u>Minimum requirements</u> The statement must include:</p> <ul style="list-style-type: none"> <li>• the number of residential units and tenure mix;</li> <li>• the mix of unit types with numbers of habitable rooms and bedrooms and the floor space of habitable areas of residential units.</li> <li>• the number, size and tenure of wheelchair units</li> <li>• the location of the affordable units on a plan to scale, identifying the size and layout of the affordable units</li> <li>• details of rent levels for affordable rent units</li> <li>• details of any discussions with any affordable housing providers and the details of any Registered Providers acting as partners in the development.</li> </ul> <p><u>Guidance</u> All applications for 10 units or more (or on sites capable of delivering 10 units or more) are required to provide affordable housing. Where affordable housing is proposed, it is necessary to provide the details of those units. Applicants are advised to secure the involvement of Registered Providers early on in the process when seeking to deliver schemes with affordable housing.</p>
<p><i>Air Quality Impact Assessment and Air Quality Neutral Assessment</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• major developments where a development is proposed inside or adjacent to an Air Quality Management Area (AQMA) or Air Quality Focus Area (AQFA).</li> <li>• for sites outside of AQMAs and AQFAs, if a proposal (including demolition and/or construction) would impact on air quality or would introduce exposure to an area of existing poor air quality.</li> <li>• proposals that will result in increased traffic movement including congestion, or a change in traffic volumes and/or vehicle speed</li> </ul>

	<ul style="list-style-type: none"> <li>• proposals that would significantly alter the traffic composition in an area, such as bus stations, HGV parks and new road layouts</li> <li>• proposals that include new car, coach or lorry parks.</li> <li>• developments which may affect vulnerable users i.e. schools, nurseries and those associated with the elderly, sensitive areas or areas of poor air quality.</li> <li>• developments including biomass boilers and/or combined heat and power or any such other source of significant dust or chemicals</li> </ul> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• an assessment of the current air quality in the area</li> <li>• details of potential pollutant sources as a result of the proposed development during both construction and operational phases</li> <li>• details of the pollutants that may be emitted and which objectives they may impinge on.</li> <li>• an assessment of the impact of these, including likely emissions and the effect on the existing air quality. The concentrations of the various pollutants should be predicted at suitable receptor locations. This should include a comparison of with and without development scenarios for the first year of the proposed occupation of the development.</li> <li>• an identification of measures to mitigate and minimise any impacts with reference to the Mayor's Air Quality Strategy objective that all new developments should be air quality neutral and commitment to maintain an inventory of all Non Road Mobile Machinery (NRMM) during construction.</li> </ul>
<p><i>Archaeological desk based assessment</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• where groundworks are proposed within an Archaeological Priority Area;</li> <li>• all EIA applications;</li> <li>• where groundworks are proposed within sites of 0.5ha or greater in size;</li> <li>• schemes involving substantial demolition.</li> </ul> <p><u>Minimum requirements</u></p> <p>Desk based archaeological assessment or, where proposals listed above include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation may be required. Early consultation with Historic England's Archaeology Advisor is encouraged: <a href="https://historicengland.org.uk/services-skills/our-planning-services/greater-london-archaeology-advisory-service/our-advice/">https://historicengland.org.uk/services-skills/our-planning-services/greater-london-archaeology-advisory-service/our-advice/</a></p>

<p><i>CIL – Additional Information Requirement Form</i></p>	<p><u>When required</u> All applications</p> <p><u>Minimum requirements</u> Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application Additional Information Requirement form: <a href="http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf">http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf</a></p> <p><u>Guidance</u> This is required to calculate CIL in line with CIL regulations for the Mayor of London's CIL and local CIL.</p>
<p><i>Construction Method Statement/Logistics Plan</i></p>	<p><u>When required</u> All applications proposing operational development.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• a plan (to scale) identifying the site access points and where safe and legal loading can take place</li> <li>• details of how deliveries could be managed to reduce the number of vehicle movements and use more sustainable modes, where possible</li> </ul> <p>Dependent on the scale of the development or particular sensitivities of the site, the following information may be needed in order for an application to be determined: • construction vehicle routing (swept path analysis may be required) to demonstrate that construction vehicles can access the development and to limit or prevent HGV movements on residential roads. • details for maintaining clean roads (e.g. wheel washing, etc) • security and access control (e.g. banks men) • details of waste management • the number of deliveries and the times when deliveries would take place</p> <p>You are advised to speak with Highways officers at an early stage to discuss your scheme and to agree the necessary scope of the document. Further guidance can be found at: <a href="http://www.tfl.gov.uk/microsites/freight/documents/Construction_logistics_plans.pdf">http://www.tfl.gov.uk/microsites/freight/documents/Construction_logistics_plans.pdf</a></p> <p><u>Guidance</u> Construction Logistics Plan (CLP) help manage all types of freight vehicle movement to and from construction sites. They improve the safety and reliability of deliveries to a site, reduce congestion and minimise the environmental impact. A CLP may be included within a Transport Assessment.</p> <p>Sites located in town centres or in close proximity to bus stops are more likely to be considered as have a significant impact on traffic congestion or pedestrian safety and are likely to need a CLP or a Construction Method Statement.</p>



<p><i>Crime Prevention/Safer Places report</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• developments that propose areas of public realm and/or publicly accessible open space.</li> <li>• proposals involving uses of buildings (including change of use and extensions) such as betting shops, bail hostels or other uses that could give rise to anti-social activity or fear of crime.</li> </ul> <p><u>Minimum requirements</u></p> <p>As a minimum the report must detail how secured by design principles have informed the design and how impacts on crime and anti-social behaviour have been considered. This can be included within a Design and Access Statement if provided or a separate document cross referenced to a Design and Access Statement as necessary.</p> <p><u>Guidance</u></p> <p>For more information about crime prevention and promoting community safety through the planning system at:  <a href="http://www.securedbydesign.com">www.securedbydesign.com</a> <a href="http://www.communities.gov.uk/publications/planningandbuilding/saferplaces">www.communities.gov.uk/publications/planningandbuilding/saferplaces</a>  Details of the Borough's Crime Prevention Officer can be provided as part of pre-application discussions as required</p>
<p><i>Daylight/Sunlight assessment</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• any application where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space</li> <li>• any application for development that may themselves be adversely affected by adjoining sites or where one part of the proposed development may be impacted upon by another part of the development or existing buildings</li> <li>• applications in close proximity to the Ravensbourne, Pool and Quaggy Rivers (including Deptford Creek) where the watercourse may be overshadowed as a result of the scheme.</li> </ul> <p><u>Minimum requirements</u></p> <p>All submissions must include an overshadowing study, showing shadow diagrams at hourly intervals on the 21<sup>st</sup> December, 21<sup>st</sup> March and 21<sup>st</sup> June as existing and proposed. Where a proposal includes single aspect units, a daylight and sunlight assessment should be provided showing the available daylight to those units.</p> <p>For applications proposing building(s), an assessment of the Vertical Sky Component (VSC) and Average Daylight Factor (ADF) is required.</p> <p>Guidance - All assessments must be undertaken by a suitably qualified professional using the criteria within the BRE Guidelines "Site layout planning for daylight and sunlight: A guide to good practice, 2011". The report shall include diagrams as relevant and a non-technical summary of the conclusions of the report.</p>

<p><i>Delivery &amp; Servicing Plan</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• any application requiring servicing and deliveries</li> <li>• any application proposing A1 or A3 use (including change of use) over 100sqm</li> <li>• any application likely to result in a high number of deliveries or servicing movements</li> <li>• any application where the refuse storage area is located more than 10m away from the public highway - residential development with refuse storage areas more than 10m away from the public highway should provide details on servicing activities only</li> </ul> <p><u>Minimum Requirements</u></p> <ul style="list-style-type: none"> <li>• site layout plan (to scale) identifying site access points</li> <li>• a plan showing where safe and legal loading can take place</li> <li>• delivery vehicle routing (commercial only). Swept path analysis may be required to demonstrate that delivery vehicles can access the development dependent on the location.</li> <li>• details of the number of deliveries and the times when deliveries and servicing takes place (commercial only)</li> <li>• details of how deliveries could be managed to reduce the number of trips and use more sustainable modes, where possible (commercial use only)</li> <li>• details of a waste management strategy – refuse collection, including domestic waste, is a servicing activity and will need to be considered. Residential development with refuse storage areas more than 10m away from the public highway should provide details on servicing activities only.</li> </ul> <p>If a document is addressing issues with servicing only, this will need to be stated.</p> <p><u>Guidance</u></p> <p>A Delivery Service Plan should provide information to identify the freight vehicle activity to and from a development, how deliveries will be managed to reduce the number of trips, particularly during peak hours and it should identify where safe and legal loading can take place. The aim should be to reduce the number of trips to and from a site, ensure that delivery and servicing activity can happen safely at the site and to limit or prevent HGV movements on residential roads.</p> <p>The Council's refuse collection services will only collect bins that are no more than 10m from the back edge of the footway. Where refuse storage would be located more than 10m from the nearest public highway, the ability to collect refuse has to be addressed at the application stage, including demonstrating how the activities would be managed to ensure that bins are not left on the highway between collections.</p> <p>You are advised to speak with Highways officers at an early stage to discuss your scheme and to agree the necessary scope of the document.</p> <p>Further guidance can be found at: <a href="http://www.tfl.gov.uk/microsites/freight/documents/Delivery-and-Servicing-Plans.pdf">http://www.tfl.gov.uk/microsites/freight/documents/Delivery-and-Servicing-Plans.pdf</a></p>
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*Ecological  
(Biodiversity)  
Surveys and  
Reports*

When required

All applications involving operational development unless they meet the exception clause detailed in the Lewisham Biodiversity Planning Guidance Notes [Section: 2.1].

Minimum Requirements

Where an ecological report is required to accompany a planning application, the appropriate report is an Ecological Impact Assessment (EclA) Report (or an Ecology/Biodiversity Chapter of an Environmental Impact Assessment Report for an EIA project).

Under normal circumstances it is not appropriate to submit a Preliminary Ecological Appraisal Report (PEAR) as part of a planning application, because the scope of a PEAR is unlikely to fully meet planning authority requirements in respect of biodiversity policy and implications for protected species.

In some cases it may be appropriate and acceptable to submit an EclA Report to accompany a planning application which is based solely on biodiversity data collected during the PEA process. This is the case where the following circumstances apply:

1) No further surveys beyond the desk study and field survey are necessary to allow an assessment of ecological effects and to design appropriate mitigation

AND

2) There is sufficient information available about the design of the project to allow a full assessment of ecological effects, or no significant ecological effects are predicted.

AND

3) There is sufficient information available about the ecological mitigation (and enhancement) measures proposed, and these can be secured through a planning condition or obligation.

The appropriate report to be submitted with the application in such cases is an EclA report. The scope of an EclA report submitted in these circumstances should be proportionate to the scale of the likely ecological effects.

The submitted report must comply with:

	<ul style="list-style-type: none"> <li>• BS 42020: 2013 Biodiversity – Code of Practice for Planning and Development</li> <li>• The Chartered Institute of Ecology and Environmental Management (CIEEM) Guidelines for Ecological Report Writing and Competencies for Species Survey <a href="https://www.cieem.net/publications-info">https://www.cieem.net/publications-info</a></li> <li>• Lewisham Biodiversity Planning Guidance <a href="https://natureconservationlewisham.co.uk/lewisham-biodiversity-group/">https://natureconservationlewisham.co.uk/lewisham-biodiversity-group/</a></li> </ul> <p><u>Guidance</u> An EclA report assesses the impacts of a development proposal on ecological features, clearly identifying any ‘significant effects’ as well as impacts on any designated sites or protected species, and detailing both the mitigation measures required, and how these will be secured. Where a formal EIA is required the Ecological Impact Assessment will be presented as a chapter of an Environmental Statement (ES). This has the same purpose and content as an EclA Report although the structure may differ to ensure consistency across the ES. The scope of the ecological assessment chapter of an ES should be confirmed through a formal scoping opinion.</p> <p>Please note: a Preliminary Ecological Appraisal Report (PEAR) provides the results of initial ecological surveys associated with a proposed development. The report is used to identify further ecological surveys necessary to inform an EclA, to identify ecological constraints to a project and make recommendations for design changes, and to highlight opportunities for ecological enhancement. It can be used as a scoping report (for non-EIA projects), but should not be submitted as part of a planning application unless it can be determined that the project would have no significant ecological effects, no mitigation is required and no further surveys are necessary; with the exception of such cases it should be superseded by an EclA report.</p> <p><i>Lewisham Biodiversity Planning Guidance</i> Dependent on the specific site and ecological interest, you may need to provide further details beyond the minimum validation requirements in order for your application to be determined. You are advised to refer to Lewisham’s Biodiversity Planning Guidance Notes for comprehensive requirements: <a href="http://natureconservationlewisham.co.uk/lewisham-biodiversity-group/">http://natureconservationlewisham.co.uk/lewisham-biodiversity-group/</a></p> <p>Please note that surveys should be carried out using recognised survey methodology and following good practice guidelines i.e. in suitable weather conditions, at an appropriate time and of appropriate duration and frequency. Reports must use up to date surveys that are based on the latest legislation and carried out by a suitably qualified ecologist registered with the Chartered Institute of Ecology and Environmental Management (CIEEM).</p>
<i>Economic Statement</i>	<p><u>When required</u> Schemes proposing the loss of existing commercial and/or retail space, including changes of use.</p> <p><u>Minimum requirements</u> • details of the existing jobs provided on site and the potential jobs that the existing space could provide based on the existing</p>

	<p>floor area (to include any mezzanine floors and upper floors)</p> <ul style="list-style-type: none"> <li>• details of any new jobs that might be created or supported</li> <li>• the relative floorspace totals for each proposed use (where known)</li> <li>• any community benefits</li> <li>• reference to any regeneration strategies that might lie behind or be supported by the proposal.</li> <li>• where employment uses on site would not be replaced in other Employment Locations, marketing information to prove that the site is no longer suitable for employment use</li> </ul> <p><u>Guidance</u> See Council's Development Management Local Plan (Adopted November 2014) Policy 11 Other Employment Locations.</p>
<p><i>Energy Assessment</i></p>	<p><u>When required</u> All major applications.</p> <p><u>Minimum requirements</u> An energy assessment must include:</p> <ul style="list-style-type: none"> <li>• a response to the 3 stages of the Mayor's Energy hierarchy demonstrating compliance with each stage</li> <li>• a calculation of the baseline energy demand and carbon dioxide emissions (with evidence of how it has been calculated)</li> <li>• details of the performance of the building</li> <li>• a feasibility study of all renewable technologies including heat networks</li> <li>• the proposed technical solution</li> <li>• an explanation of where and why the proposed development doesn't meet identified standards.</li> <li>• a fully completed 'Monitoring for Sustainability' form (can be downloaded from the Council's website: <a href="http://www.lewisham.gov.uk/myservices/planning/policy/Documents/SustainabilityMonitoringForm.pdf">http://www.lewisham.gov.uk/myservices/planning/policy/Documents/SustainabilityMonitoringForm.pdf</a>).</li> </ul> <p>This serves as a short factual summary of the proposed development, and involves providing brief data on measures incorporated such as Renewable/Decentralised Energy, Sustainable Design features, Living Roofs and Walls, Open Space and gardens and Transport.</p> <p><u>Guidance</u> London Plan Policy 5.2 Minimising Carbon Dioxide Emissions, requires that development proposals make the fullest contribution to minimising carbon dioxide emissions through a 3 stage energy hierarchy: 1 Be lean: Use less energy 2 Be clean: supply energy efficiently 3 Be green: use renewable energy. Energy Assessments must demonstrate how each of these stages would be met and the London Plan makes clear that the highest level of carbon dioxide emissions reduction will be sought in every proposal. Further information can be found at the links below:</p>

	<p><a href="https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Sustainable%20Design%20%26%20Construction%20SPG.pdf">https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/Sustainable%20Design%20%26%20Construction%20SPG.pdf</a></p> <p><a href="https://www.breeam.com/discover/technical-standards/">https://www.breeam.com/discover/technical-standards/</a></p>
<i>Environmental Statement</i>	<p><u>When required</u> The Town and Country Planning (Environmental Impact Assessment) Regulations (SI 2017/571), set out the circumstances in which an Environmental Impact Assessment (EIA) is required. The need for an Environmental Statement should be determined through a formal Screening Opinion.</p> <p><u>Minimum requirements</u> The Council will only confirm the required content of an Environmental Statement through a formal Scoping Opinion.</p> <p><u>Guidance</u> Guidance on the need for and content of an Environmental Statement is formally provided by Screening and Scoping opinions respectively. Guidance on their content can be found within the Town and Country Planning (Environmental Impact Assessment) Regulations (SI 2017/571).</p>
<i>Flood Risk Assessment</i>	<p><u>When required</u> • all development proposals on sites of 1 hectare or greater in Flood Zone 1 and for all proposals located in Flood Zones 2 and 3 as designated by the Environment Agency.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• A site-specific Flood Risk Assessment (FRA) identifying the sources of flooding and assessing the risk to and from the development, demonstrating how they will be managed and mitigated. The assessment needs to take climate change into account.</li> <li>• Where a safe and dry means of escape cannot be provided a Flood Evacuation Management Plan will also be necessary to detail how a building would operate safely during a flood event and ensure the safety of all occupiers including those working in any commercial space.</li> <li>• Topographical survey of the existing and proposed sites, with contours demonstrating the flow of surface water across the site.</li> </ul>

	<ul style="list-style-type: none"> <li>• Details of areas of permeable and impermeable land for both existing and proposed site.</li> <li>• Demonstration that the proposed form of drainage has regards to the SuDs hierarchy in the London Plan and industry best practice.</li> <li>• Plans, drawings and specification of the SuDs proposed including suitable infiltration testing where relevant and maintenance plan.</li> <li>• Calculation of the post development discharge run off rates, and an explanation of the methodology used for calculation. It is expected that this should be at greenfield rates for existing greenfield sites. It is strongly encouraged that brownfield sites discharge at the original, pre-development, greenfield rate. Where this is not possible a significant reduction in the current rate of discharge should be achieved and evidence provided as to why a greenfield rate is not viable.</li> <li>• A calculation of the volume of attenuation storage that would be required on site based on the 100 year critical storm duration, with climate change and the allowable discharge rate.</li> <li>• Proposals should be informed by a suitable qualified specialist. Mitigation proposed in the FRA will need to be incorporated into the plans (i.e. finished floor levels, living roofs etc).</li> </ul> <p><u>Guidance</u></p> <p>The submission should be designed in accordance with National Planning Policy Guidance Flood Risk and Coastal Change, National SuDs Technical Standards, local planning policy and Lewisham’s Flood Risk Management Strategy. ‘Planning for SuDs – Making it happen’ CIRIA C687 to guide the planning of the site. Code of Practice for Surface Water Management for Development Sites BS8582:2013 in developing a drainage strategy for the site. ‘The SuDs Manual’ CIRIA C697 for the detailed SuDs design.</p>
<p><i>Foul sewage and utilities assessment</i></p>	<p><u>When required</u> Where the proposed development involves connection to foul and storm water sewers.</p> <p><u>Minimum requirements</u> The applicant will be required to demonstrate that, following consultation with the service provider, the availability of drainage/sewerage infrastructure capacity has been examined and the proposal would not result in undue stress on this infrastructure. Relevant technical guidance is provided in Building Regulations Approved Document Part H (Drainage and waste disposal).</p>

<p><i>Health Impact Assessment</i></p>	<p><u>When required</u> All schemes comprising over 150 residential units.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• identify the impacts of the development proposal on health (including obesity, mental health and physical wellbeing)</li> <li>• identify opportunities to reduce health inequalities as a result of the development including in their design, construction and management</li> <li>• detail necessary mitigation (inherent with the scheme as well as through the use of conditions and/or obligations)</li> </ul> <p>Where a scheme is accompanied by an Environmental Statement, the details may be provided within the document as part of a socio-economic chapter.</p> <p><u>Guidance</u> LP Policy 3.2 improving health and addressing health inequalities requires a Health Impact Assessment for all major developments and provides guidance on the type of measures that can be incorporated within schemes that help to address health and address health inequalities. Further guidance can also be found at: <a href="https://www.london.gov.uk/what-we-do/health">https://www.london.gov.uk/what-we-do/health</a></p>
<p><i>Heritage Statement</i></p>	<p><u>When required</u> All developments within conservation areas or involving listed buildings, locally listed buildings, archaeological remains and Scheduled Ancient Monuments.</p> <p><u>Minimum requirements</u> Applications must be accompanied by a description of the significance of the heritage asset affected, the contribution of the setting to that significance, the impact of the proposals on the significance. Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works will need to accompany the heritage statement and shall include a method statement explaining the principles for the works.</p> <p>The amount of detail provided should be proportionate to the importance of the asset. Applications, where the extent of the proposal's impact on the significance of any heritage assets affected cannot be adequately understood from the application and supporting documents, will not be validated. Photographs may be helpful in support of applications affecting conservation areas and listed buildings.</p> <p>Lewisham guidance on the writing of Heritage statements can be found here: <a href="https://www.lewisham.gov.uk/holdingarea/old-planning-april-2016/Planning-backup/planning/conservation/conservation-areas/Documents/HeritageStatements.pdf">https://www.lewisham.gov.uk/holdingarea/old-planning-april-2016/Planning-backup/planning/conservation/conservation-areas/Documents/HeritageStatements.pdf</a></p>



*Land  
Contamination  
Assessment*

When Required

- any application on or adjacent to potentially contaminated land
- any application for a particularly sensitive use such as a nursery, school or housing likely to be used by families with children.

Minimum requirements

Preliminary risk assessment (PRA), in the form of a Desk Top Study to include:

- a description of the site and the scope of the site inspection
- a full review of historical land use and the potential for contamination, contaminant type and characteristics
- details of consultation with the relevant regulatory authorities
- an outline Conceptual Site Model (CSM) identifying potential risks

The report must be undertaken by a competent person.

Guidance - The above requirements only represent a minimum level of detail required to validate an application. Dependent on a site and the likely risks, further work may be required up front before an application could be determined. You are therefore strongly advised to speak to the Council's Environmental Protection team at an early stage to agree the level of information and investigations that would be necessary for your site.

Sufficient information should be provided at an application stage to determine the existence or otherwise of contamination, its nature and the risks it may pose.

A conceptual site model will examine what receptors are likely to be present on a site and the routes through which they are likely to be exposed. The key to a robust conceptual model is identifying potential SPR (Source Pathway Receptor) linkages.

A preliminary risk assessment (PRA) is supposed to develop an initial CSM conceptual model of a site and establish if there are potential risks. These are normally desk based studies, as outlined above, where the assessor will examine all available information on the site to determine whether there are reasons to believe that contamination may be present and the extent of the spread of any pollution (e.g. previous site use / historical maps and records). A site reconnaissance is also usual at this stage. At the end of this phase an outline conceptual model should have been established which details likely contaminants, receptors and pathways as well as uncertainties.

A Thames Water Asset Search or such other similar land search will not be acceptable in its own right as a Land Contamination Assessment.

Further information can be found from the Council's Environmental Protection service and using the following link:

<http://www.lewisham.gov.uk/myservices/environment/contaminated-land/Pages/Redevelopment-of-contaminated-land-.aspx>

<p><i>Landscaping scheme including 5 year management plan</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• any new build residential development</li> <li>• all developments that include external space</li> </ul> <p><u>Minimum Requirements</u></p> <ul style="list-style-type: none"> <li>• plans showing details of hard and soft landscaping proposals for all parts of the site where no buildings are proposed. This must indicate the relevant site features and note those to be retained;</li> <li>• proposed plans must specify the plant species, their size and planting densities and any trees proposed stating their size and identify hard landscaping materials;</li> <li>• site levels, gradients and any earthworks required, storage areas for bicycles and/or refuse storage areas, boundary treatments, permeability of materials and SUDs must be shown as relevant; and</li> <li>• a management plan for a period of 5 years identifying how and by whom any communal landscaping or public realm areas would be managed.</li> </ul> <p>Applications proposing hard standings must specify the location and area of porous paving materials proposed.</p> <p><u>Guidance</u></p> <p>Landscaping schemes are integral to good design and should be incorporated into schemes from the earliest stage of the design process. Good landscaping and trees designed in as a positive part of the design process can add amenity value to a development and the public realm as well as benefiting wildlife habitats and biodiversity. DM Policy 25 Landscaping and Trees provides greater detail about the content and purpose of landscaping schemes and provides guidance on the detail that should be included. The detail provided should be proportionate to the scale of the development.</p>
<p><i>Lighting Assessment</i></p>	<p><u>When required</u></p> <p>All proposals involving:</p> <ul style="list-style-type: none"> <li>• the provision of publicly accessible space</li> <li>• development where - external lighting would be provided or made necessary by the development or - where internal lighting would illuminate exterior areas in the vicinity of residential property, a listed building, conservation area, river or open space, including railway corridors</li> <li>• illuminated adverts</li> <li>• outdoor sports facilities (including MUGAs) where external lighting is proposed</li> </ul> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• details of external lighting shall include a layout plan with beam orientation and a schedule of the equipment in the design.</li> <li>• details of any directional hoods or other forms of mitigation shall be provided as relevant</li> <li>• a statement of compliance is required, with evidence, to relevant guidance notes produced by the Lighting Engineers and/or</li> </ul>

	<p>Chartered Institution of Building Services Engineers, for the reduction of light pollution.</p> <ul style="list-style-type: none"> <li>• the proposed hours of operation of lighting</li> </ul> <p>For areas where outdoor floodlighting is proposed a lux contour plan must be provided</p> <p><u>Guidance</u>  Lighting needs to be considered carefully as part of the design of a scheme, ensuring that any lighting needed to contribute to a safer environment is balanced against the need to be sensitive to the surrounding area, avoiding excessive lighting and the potential for light pollution and protecting residential amenity and biodiversity.  Some schemes incorporate internal lighting which, due to the design of the development, would illuminate exterior areas of the site or wider locality. Examples include large glazed extensions with extensive internal lighting. Such developments will need to provide a Lighting Assessment.  Further details can be found within DM Policy 27 Lighting.</p>
<p><i>Living Roof details</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• All applications proposing living roofs</li> </ul> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• fully detailed plans (to scale) showing and stating the area of the living roof. This should include any contoured information depicting the extensive substrate build up and details of how the roof has been designed to accommodate any plant, management arrangements, and any proposed photovoltaic panels and fixings.</li> <li>• a scaled section through the actual roof (i.e. not a generic section of a living roof) showing the details of the extensive substrate base and living roof components.</li> <li>• details of the proposed plug planting and seed composition and planting methodology.</li> <li>• a statement outlining a management strategy detailing how the living roof would be maintained and monitored for a period of at least 5 years post installation</li> </ul> <p><u>Guidance</u>  The Council favour specifically designed &amp; locally appropriate biodiverse living roof systems that meet the Mayor of London (Policy 5.11 Green Roofs and Development Site Environs) preferred standard for contributing to biodiversity and will resist the use of homogenous mat based living roof products.</p> <p>Biodiverse living roof systems use a low nutrient substrate base and should vary to make a mosaic of different substrate depths between 80-150mm with peaks and troughs (but averaging at least 133mm). They should be seeded and plug planted with native wildflower species and include other materials to vary the micro-habitat/typography characteristics of the locality in which the roof is situated e.g. larger boulders/rocks, mounds of sand for solitary bees/wasps and/or one natural hardwood per 20m<sup>2</sup></p>

	<p>(dimensions 100mm diameter x 1m long), for other invertebrates. Further advice, species lists, recommended specifications can be obtained from the Council's Nature Conservation Section and Lewisham's Biodiversity Planning Guidance Notes that are available from that Section. <a href="https://natureconservationlewisham.co.uk/lewisham-biodiversity-group/">https://natureconservationlewisham.co.uk/lewisham-biodiversity-group/</a></p> <p>Developers should avoid using pre vegetated mat based living roof products. These tend to be expensive, they frequently use inappropriate species that are not locally appropriate and result in a less biologically interesting/biodiverse, uniform and homogenous vegetated roof.</p> <p>Intensive living roofs (roof gardens) differ from extensive living roofs as they have a much greater depth of growing medium (+200mm) and tend to replicate a terrestrial landscape at roof level. Intensive living roofs should still aspire to use flowers, plants, shrubs and trees known to benefit local wildlife.</p> <p>Living roofs should not be seen as an automatic substitution for ground level landscaping. Further information can be found at: <a href="http://livingroofs.org/">http://livingroofs.org/</a></p>
<p><i>Marketing Assessment</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• any application proposing the loss or change of use of a public house (including part change of use)</li> <li>• any application for a building or site in (or last in) employment or retail use where the proposed use does not involve equivalent job creation or retention</li> <li>• any application proposing the demolition of a designated or undesignated heritage asset, on grounds of redundancy</li> </ul> <p><u>Minimum requirements</u></p> <p><i>Public houses</i> - the Marketing Assessment shall include as a minimum:</p> <ul style="list-style-type: none"> <li>• details of the company/person who carried out the marketing exercise.</li> <li>• the period of time the marketing process lasted for</li> <li>• the asking price</li> <li>• details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards</li> <li>• the terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants)</li> <li>• copies of all details of approaches and offers with full reasons as to why any offer has not been accepted.</li> <li>• details of community consultation exercises</li> </ul> <p><i>Employment or retail use</i> - the marketing assessment shall include as a minimum:</p> <ul style="list-style-type: none"> <li>• the timing of the marketing exercise</li> <li>• the period of time the marketing process lasted for</li> </ul>

	<ul style="list-style-type: none"> <li>• details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards</li> <li>• the asking price</li> <li>• the condition of the site</li> <li>• the terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants)</li> <li>• copies of all details of approaches and offers with full reasons as to why any offer has not been accepted.</li> </ul> <p><i>Designated or undesignated heritage assets</i> - the marketing assessment shall include as a minimum:</p> <ul style="list-style-type: none"> <li>• the timing of the marketing exercise</li> <li>• the period of time the marketing process lasted for</li> <li>• details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards</li> <li>• the asking price</li> <li>• the condition of the property/site</li> <li>• the extent of land offered with the building</li> <li>• the terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants)</li> <li>• copies of all details of approaches and offers with full reasons as to why any offer has not been accepted.</li> </ul> <p><u>Guidance</u></p> <p>The purpose of a Marketing Assessment is to demonstrate that all efforts have been made and options explored to prevent the loss of buildings and uses that make a valuable contribution to the Borough.</p> <p>Further Guidance on the requirements for Marketing Assessments can be found in Lewisham’s Development Management Local Plan (Adopted November 2014) DM Policies 11, 15, 16, 20 and 38.</p>
<p><i>Materials and architectural details</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• all applications that involve operational development</li> </ul> <p><u>Minimum requirements</u></p> <p>Details of materials set out on plans for approval (not illustrative plans). These plans shall be separate to the Design and Access Statement. The details shall include:</p> <ul style="list-style-type: none"> <li>• a full specification of all materials (including windows, doors and balconies) with at least brochure details showing the appearance of materials or ideally samples of the materials to be provided. The specification must be accompanied by a</li> </ul>

	<p>statement explaining the choice and appropriateness of materials proposed and set out the core design principles that will underpin the scheme.</p> <ul style="list-style-type: none"> <li>• elevations and sections at a scale of at least 1:20 showing a bay study of the building(s) which shall include - a window within a façade and the reveals, cills etc and - balconies (if proposed).</li> <li>• plans of at least 1:20 of the corner of the building(s) and detailed elements where different materials meet/join</li> <li>• all pipework, drainage, vents etc. to the building must be shown.</li> </ul> <p><u>Guidance</u> Good design is indivisible from good planning and the detailing of a scheme and how that is delivered is key to ensuring that a scheme is capable of being delivered as designed and is of the necessary high quality. Such details, if not considered fully as part of the early design stages, can cause difficulties at a condition stage and this detail is therefore needed upfront within an application.</p>
<p><i>Microclimate Assessment</i></p>	<p><u>When required</u> Required for all schemes proposing tall buildings over 30m in height.</p> <p><u>Minimum requirements</u> The requirements will be specific to the scheme in question but are likely to include overshadowing and wind assessments. The aim will be to determine the potential for unsafe and/or unpleasant conditions in internal and external environments and to identify mitigation measures where required. The overshadowing analysis can be presented as part of the daylight/sunlight assessment where this is also required.</p>
<p><i>Noise and Vibration Assessment (see also Ventilation/Extraction Statement)</i></p>	<p><u>When required</u> Any application that:</p> <ul style="list-style-type: none"> <li>• includes noise generating sources or activities,</li> <li>• proposes flue/ventilation extraction systems (in such cases a Ventilation/Extraction Statement will be required as well).</li> <li>• are themselves noise sensitive or close to existing sources of noise and/or vibration.</li> </ul> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• an assessment of the existing background noise/vibration level over a 24 hour period</li> <li>• predicted noise/vibration levels</li> <li>• identification of any mitigation required to meet the required levels or provide the necessary protection.</li> </ul> <p>The report must be undertaken by a suitably qualified acoustician.</p>

	<p><u>Guidance</u>  A Noise and Vibration Assessment will be required where environmental noise is high or where a new development is likely to generate noise. This enables the Council to consider how the existing noise environment affects any proposed noise sensitive development and the potential impact that new noise generating development will have on the local area. The assessment should demonstrate compliance and make reference to relevant British Standards and World Health Organisation (WHO) guidelines.  The identified mitigation to address noise and vibration concerns should be cross referenced within the remainder of the application i.e. where a certain standard of window is required, this will need to be shown as part of the elevation plans and material details submissions.</p>
<p><i>Open Space Assessment</i></p>	<p><u>When required</u>  All applications proposing loss of or change to areas of designated open space as defined by Policy CS 12 of the Core Strategy.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• details of existing open space in the vicinity of the site</li> <li>• details of any open space lost as a result of the development (in Ha)</li> <li>• details of the area of any open space proposed by the development (in Ha)</li> <li>• details of the type of open space provided by the development and how it will meet the Open Space standards and targets set out in the Lewisham Leisure and Open Space Study (2010) and Lewisham Open Space Strategy.</li> <li>• any necessary mitigation – this may include financial contributions to enhance routes to existing open space or to improve the space</li> </ul> <p><u>Guidance</u>  Helpful guidance can be found in the Lewisham Leisure and Open Space Study, 2010  <a href="https://www.lewisham.gov.uk/myservices/planning/policy/Documents/LeisureAndOpenSpaceStudy.pdf">https://www.lewisham.gov.uk/myservices/planning/policy/Documents/LeisureAndOpenSpaceStudy.pdf</a></p>
<p><i>Parking Management Plan</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• any application proposing off-street parking</li> </ul> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• the number of car, motorcycle and cycle spaces proposed</li> <li>• details of the number of car club spaces and electric vehicle charging points (if none are proposed then this should be justified in the submission)</li> </ul>

	<ul style="list-style-type: none"> <li>• details of measures to manage their use (i.e. ensuring that informal parking does not take place in any other areas of the site not dedicated as parking spaces)</li> <li>• details of measures to control potential on-street parking</li> <li>• details of monitoring and review</li> </ul> <p><u>Guidance</u> The purpose of a car parking management plan is to demonstrate how parking would be managed within a development to ensure that a development does not increase on-street car parking and that any impacts can be appropriately managed. It should also ensure that parking is appropriately allocated within a development to those users who are in most need such as disabled users and family units. Where limited parking is provided it can put pressure on areas of communal open space that may become informal and unauthorised parking spaces. Parking Management Plans should address how this would be controlled, managed and enforced with any physical measures cross referenced within landscaping plans.</p> <p>The level of detail provided should be proportionate to the scale of the development.</p>
<i>Photographs and CGIs</i>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• all major applications including operational development</li> </ul> <p><u>Minimum requirements</u> Photomontage or CGI images showing the proposed new development within the existing street scene or from the public realm as relevant.</p> <p><u>Guidance</u> Photomontage and CGI images are useful tools to demonstrate the impact of a development and the relationship with the existing context. The location of CGIs for the short term and long term views should be discussed and agreed with officers prior to submission. CGIs should directly relate to the townscape assessment and any views analysis for tall buildings.</p>
<i>Planning Statement</i>	<p><u>When required</u> All applications.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• every statement shall identify the planning policies of relevance within the current development plan, including the London Plan and any local plans or SPD/Gs and must provide commentary on how the proposal accords with those policies.</li> <li>• for applications involving the loss or conversion of employment or retail units to residential use, the Planning Statement must</li> </ul>



	<p>provide:</p> <ul style="list-style-type: none"> <li>- justification of the proposed loss, drawing on the Marketing Assessment also required</li> </ul> <ul style="list-style-type: none"> <li>• for applications involving the loss or conversion of public houses, the Planning Statement must provide: <ul style="list-style-type: none"> <li>- justification of the proposed loss, drawing on the Marketing Assessment also required</li> <li>- evidence that the premises have been offered to use or to hire at a reasonable charge to community or voluntary organisations over a 12 month period</li> <li>- an assessment of the needs of the community for community facilities to show that the existing or former public house is no longer needed and that alternative provision is available in the area.</li> </ul> </li> <li>• for applications proposing the demolition of a designated or undesignated heritage asset, on grounds of redundancy, applicants will be required to: <ul style="list-style-type: none"> <li>- justify the proposed loss, , drawing on the Marketing Assessment also required</li> </ul> </li> </ul> <p><u>Guidance</u>  A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. The level of detail should be proportionate to the development proposal.  Submissions which just list the policies without providing the required commentary will not be considered as valid. Submissions which do not address the current development plan will also not be considered as valid.  Where a Marketing Assessment is required, the Planning Statement should provide an overview of the exercise and demonstrate the acceptability of the approach and proposed loss.</p>
<p><i>Planning Obligations Statement</i></p>	<p><u>When required.</u>  All applications.</p> <p><u>Minimum requirements</u>  The Council provides a standard Planning Obligations Statement, available on the Council’s website:  <a href="https://www.lewisham.gov.uk/myserVICES/planning/apply-for-planning-permission/Pages/Validation-requirements.aspx">https://www.lewisham.gov.uk/myserVICES/planning/apply-for-planning-permission/Pages/Validation-requirements.aspx</a></p> <p>This must be completed in full.</p> <p><u>Guidance</u>  The Council’s standard form includes guidance notes to assist applicants.</p>

	<p>Guidance on likely planning obligations can be found in the Council's Planning Obligations SPD.  <a href="https://www.lewisham.gov.uk/myserVICES/planning/policy/LDF/SPDs/Documents/PlanningObligationsSPD2015.pdf">https://www.lewisham.gov.uk/myserVICES/planning/policy/LDF/SPDs/Documents/PlanningObligationsSPD2015.pdf</a>  Schemes proposing Planning Obligations are likely to require the submission of a Viability Assessment.</p>
<i>Retail Impact Assessment</i>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• all applications for retail of 1000sq.m and above on the edge or outside of the major and district centres (as defined in the LDF Proposals Map).</li> </ul> <p><u>Minimum Requirements</u>  An assessment of:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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.</li> </ul> <p>For major schemes where the full impact will not be realised in five years, the impact must also be assessed up to ten years from the time the application is made.</p> <p><u>Guidance</u>  Reference should be made to the Council's Retail Capacity Study 2009 and the Supplementary Report to Lewisham's Retail Capacity Study 2009 (September 2010) available at <a href="https://www.lewisham.gov.uk/myserVICES/planning/policy/LDF/evidence-base/Pages/LDFevidence-base-employment-and-retail.aspx">https://www.lewisham.gov.uk/myserVICES/planning/policy/LDF/evidence-base/Pages/LDFevidence-base-employment-and-retail.aspx</a></p>
<i>River Impact Study</i>	<p><u>When required</u>  Any proposal for a site adjoining or in close proximity to the River Ravensbourne, Pool, Thames and Quaggy (including Deptford Creek)</p> <p><u>Minimum requirements:</u></p> <ul style="list-style-type: none"> <li>• show water features on location and site/block plans including rivers and culverts;</li> <li>• provide a Daylight &amp; Sunlight Assessment (see specific guidance for Daylight/Sunlight assessments)</li> <li>• demonstrate how the development has sought to enhance the use, enjoyment and setting of the river (including details of any river restoration projects)</li> </ul> <p>Sites which adjoin a River must also include plans showing proposed River enhancements, including in-channel enhancements as appropriate</p>

	<p><u>Guidance</u> Any undue overshadowing of waterspace can be detrimental to ecology and the amenity value of waterspace and it is therefore necessary to provide information demonstrating the likely impact of a development. A development can enhance the use, enjoyment and setting of a River by integrating land and water, opening up access to, from and along the river, exploring the added value and use of water space; and viewing the waterway, cycle paths and environs as part of the public realm to unlock the economic, environmental and social benefits of the river.</p> <p>Helpful guidance can be found in: The London Rivers Action Plan (2009), by The River Restoration Centre <a href="http://www.therrc.co.uk/lrap/lplan.pdf">http://www.therrc.co.uk/lrap/lplan.pdf</a> Ravensbourne River Corridor Improvement Plan SPD(2015) <a href="https://www.lewisham.gov.uk/myservices/planning/policy/LDF/SPDs/Documents/River%20Corridor%20Improvement%20Plan.pdf">https://www.lewisham.gov.uk/myservices/planning/policy/LDF/SPDs/Documents/River%20Corridor%20Improvement%20Plan.pdf</a></p>
<p><i>Site waste management plan</i></p>	<p><u>When required</u> Developments where substantial demolition, excavation and/or site clearance is necessary</p> <p><u>Minimum requirements</u> The identification of the volume and type of material to be demolished and/or excavated, the identification of opportunities for the reuse and recovery of materials; and a demonstration of how off-site disposal of waste will be minimised and managed.</p> <p><u>Guidance</u> The purpose of this document is to address issues of waste during construction. For waste collection once a development is complete and occupied, please see the Delivery and Servicing Plan requirement.</p>
<p><i>Statement of Community Engagement</i></p>	<p><u>When Required</u> All applications.</p> <p><u>Minimum requirements</u> The statement shall demonstrate how:</p> <ul style="list-style-type: none"> <li>• the applicant has complied with the requirements for pre-application consultation set out in Lewisham’s adopted Statement of Community Involvement</li> <li>• the views of the local community have been sought and taken into account in the formulation of development proposals.</li> </ul> <p><u>Guidance</u> Applicants should engage with officers about the form of consultation and, as appropriate, discuss the involvement of the local</p>

	<p>planning authority. The Statement of Community Engagement may form part of the Design and Access Statement. All Statements must state how consultation has informed the development proposals in order to be considered valid.</p>
<p><i>Structural Survey</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• All applications involving substantial works where the retained structure is changing significantly, the proposal includes a basement or the development is affecting the foundations.</li> <li>• All applications involving the proposed demolition of an undesignated heritage asset or other structure where there is a policy against demolition in the Development Plan.</li> </ul> <p><u>Minimum requirements</u></p> <p>The survey shall:</p> <ul style="list-style-type: none"> <li>• describe, explain and illustrate the current condition of the property,</li> <li>• the structural problems,</li> <li>• the options for and cost of repair of the building,</li> <li>• a methodology for undertaking the proposed demolition works.</li> </ul> <p>The survey shall be prepared by a suitably qualified conservation professional.</p> <p><u>Guidance</u></p> <p>Where substantial structural alterations to a heritage asset are proposed, an application will need to demonstrate that the alterations proposed can be carried out without unacceptable risk to the integrity and significance of the asset or result in the unacceptable loss of historic fabric. These requirements may also apply to alterations that appear uncontroversial but have the potential to compromise the structural integrity of the building and lead to substantial harm if not properly executed, for example, the introduction of basements. Advice should be sought from the Council's Conservation Team.</p>
<p><i>Sustainability Statement and BREEAM Pre-assessment</i></p>	<p><u>When required</u></p> <p>All applications.</p> <p><u>Minimum requirements</u></p> <p>For all new build residential development:</p> <ul style="list-style-type: none"> <li>• evidence demonstrating how the proposed development will, both pre &amp; post construction address energy and water consumption, reduce transport impacts, reduce waste generation and increase reuse and recycling, make use of sustainably sourced materials and promoting and protecting biodiversity and green infrastructure</li> <li>• evidence demonstrating how the proposed building will reduce the CO2 emissions of the entire scheme</li> </ul> <p>For all applications proposing the conversion of existing buildings to residential use:</p>

	<ul style="list-style-type: none"> <li>• a statement demonstrating energy efficiency measures and details of how these will be delivered as far as practically possible within the scale of the development proposed.</li> <li>• BREEAM Refurbishment Pre-assessment</li> </ul> <p>For all applications proposing new buildings and extensions of existing buildings for non-residential use:</p> <ul style="list-style-type: none"> <li>• evidence demonstrating how the proposed development will, both pre &amp; post construction address energy and water consumption, reduce transport impacts, reduce waste generation and increase reuse and recycling, make use of sustainably sourced materials and promoting and protecting biodiversity and green infrastructure</li> <li>• BREEAM pre-assessment.</li> </ul> <p><u>Guidance</u></p> <p>The purpose of a Sustainability Statement is to demonstrate how a development has been designed to improve the environmental performance and efficiency of a building, at the construction and operational phase. The need for this type of assessment is outlined in London Plan Policies 5.2 and 5.3, Core Strategy Policy 8 and DM policy 22.</p> <p>The BREEAM Pre-assessment for conversions and non-residential development needs to set out how the development will achieve the required rating (a minimum of 'Excellent' for BREEAM or any future national equivalent). Refurbishment projects for domestic and non-domestic buildings have to undertake the formal assessments of BREEAM's Refurbishment that provide a rating of Pass to Outstanding that meets best environmental practice by saving carbon, water and waste, being adaptable to climate change and providing a healthy indoor environment for occupants.</p> <p>Further advice can be found on the BREEAM website at <a href="https://www.breeam.com/">https://www.breeam.com/</a></p>
<p><i>Transport Assessment (see also Transport Statement)</i></p>	<p><u>When required</u></p> <ul style="list-style-type: none"> <li>• any application for over 50 residential units</li> <li>• all applications for commercial development (including retail) of over 1000 sq.m</li> <li>• all applications for schools and nurseries, hospitals, places of worship and others where the proposed development would have significant transport implications.</li> </ul> <p><u>Minimum requirements</u></p> <p>The following headlines represent the required content of a Transport Assessment: 1. Baseline Conditions (including the PTAL of the site) 2. Trip Generation, Distribution &amp; Modal Share, 3. Impacts – Road Network (including loading), 4. Impacts – Cycle and Pedestrian Routes. 5. Impacts – Parking, 6. Impacts – Public Transport Network, 7. Mitigation &amp; Planning obligations, 8. Travel Plan (see separate guidance)</p>

	<p>A parking survey may be required in support of Transport Assessments, depending on the parking stress in the site's area. You are advised to speak to Highways officers at an early stage to establish the scope of the document required and to determine whether other studies might also be necessary dependent on your site.</p> <p>You are advised to speak to Highways officers at an early stage to establish the scope of the document required and to determine whether other studies might also be necessary dependent on your site.</p> <p><u>Guidance</u> The TA should give details of the impacts on traffic movement and highway safety and assess how alternative modes of transport could be accessed along with proposing 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><i>Transport Statement (see also Transport Assessment)</i></p>	<p><u>When required</u> All applications proposing residential development of 10-50 units.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• the PTAL of the site</li> <li>• the expected Trip Generation</li> <li>• details of access to public transport and any other sustainable modes of transport in the area</li> <li>• expected impact on parking</li> </ul> <p>A parking survey may be required in support of Transport Statements, depending on the parking stress in the area. You are advised to speak to Highways officers at an early stage to establish the scope of the document required and to determine whether other studies might also be necessary dependent on your site.</p> <p><u>Guidance</u> Transport statements are intended to identify the likely impacts of those schemes which may not be of a scale to warrant a full Transport Assessment. These are intended to be used to understand the likely impacts from a development on an area and any increase in traffic, public transport use and local parking availability.</p>
<p><i>Travel Plan</i></p>	<p><u>When required</u> All applications.</p> <p><u>Minimum requirements</u> For residential development: - a full travel plan</p>

	<p>For non-residential schemes or the non-residential element of a mixed used scheme - a framework travel plan including a commitment to travel plan development by individual occupiers on the site</p> <p><u>Guidance</u> Travel Plans are an important tool to support shifts away from car usage and towards more sustainable forms of transport, including walking and cycling. Guidance can be found at: <a href="https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans">https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans</a></p>
<p><i>Tree survey/Arboricultural Assessment</i></p>	<p><u>When required</u> All applications where there are trees within the application site, or on land adjacent that would influence or be affected by the development (including street trees)</p> <p><u>Minimum requirements:</u> A tree survey will require information prepared by a qualified arboriculturist and shall include the following:</p> <ul style="list-style-type: none"> <li>• details of the existing species, spread, roots and position of trees</li> <li>• details of any trees that will be felled as part of the proposed development</li> <li>• details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction and</li> <li>• plans and documents outlined in accordance with the British Standards 5837 (2012) including, a tree survey, a tree constraints plan, an Arboricultural Implications Assessment and an Arboricultural Method Statement including a Tree Protection Plan.</li> </ul> <p>An Arboricultural Implications Assessment will need to:</p> <ul style="list-style-type: none"> <li>• consider the tree/building relationships that will be produced at the end of the project.</li> <li>• identify issues that will be faced during demolition of the existing buildings and construction of the new ones.</li> <li>• identify where tree protection measures are needed and what operations are likely to pose threats to retained trees, including any special foundations or methods of work that may be needed if structures are proposed within tree root protection areas, where materials will be stored and where worker facilities will be located.</li> <li>• show clearly all the trees to be retained and those to be felled.</li> <li>• show where all tree protective fencing is to be erected and all ground protection where important tree roots are at risk of damage.</li> <li>• Show any areas of landscaping that can be identified, where practicable, be protected by fencing to avoid soil compaction.</li> </ul> <p>The report should be undertaken by a competent person, in line with BS5837.</p>

<p><i>Ventilation/Extraction Statement (see also Noise and Vibration Assessment)</i></p>	<p><u>When required</u> Any proposal for operational development or change of use of premises to provide floorspace in Use Classes A3, A4, A5 or B2 that require ventilation or extraction</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• plans to scale showing the position and design of ventilation and extraction equipment.</li> <li>• full manufacturers details of the equipment proposed including odour abatement techniques</li> <li>• a Noise and Vibration Assessment (see Noise and Vibration Assessment requirements).</li> </ul> <p><u>Guidance</u> Where a flue is necessary to support the use of a premises, its location of such flues need to be carefully considered at an early stage to ensure that it is are capable of being provided in a manner that would not have an adverse impact visually, on occupiers of neighbouring properties.</p>
<p><i>Viability Assessment (see also Marketing Assessment)</i></p>	<p><u>When required:</u></p> <ul style="list-style-type: none"> <li>• any application proposing residential units, unless qualifying for the ‘Fast Track’ approach set out in the Mayor’s Affordable Housing and Viability SPG (2017)</li> <li>• any application where the deliverability of the scheme as designed needs to be understood</li> <li>• any application proposing a reduction in existing housing numbers on the site</li> <li>• any application proposing the loss of a public house (including a change of use)</li> <li>• any application proposing the demolition of or substantial harm to a designated or undesignated heritage asset</li> <li>• any application where the viability of the existing use is a material consideration</li> </ul> <p><u>Minimum requirements</u> The viability assessment must be accompanied by a solicitor’s undertaking to meet the Council’s costs in having the assessment independently reviewed. In addition, you will need to submit a <u>statutory declaration</u> with your viability assessment confirming that the inputs, assessment and overall conclusion are a true and fair representation and are not altered in any way to influence the viability position.</p> <p>The statutory declaration will be used to verify the information provided as part of the planning process. It should confirm that:</p> <ul style="list-style-type: none"> <li>• the assessment submitted to the Council is a true and fair reflection of the viability of the proposed development, and that costs and values in the assessment are consistent with current costs and values within (or used as a starting point for) viability assessments that have been undertaken for internal or financial purposes</li> </ul>



- the company undertaking the assessment has not been instructed on the basis of performance-related pay, or is incentivised in any other way according to the outcome of the viability process and the level of planning obligations that the applicant is required to provide
- the proposed level of obligations is the maximum that can be provided and that the scheme is deliverable with this level of provision – the applicant must clearly demonstrate this with reference to viability evidence.

In addition:

- A statutory declaration by a director of the applicant company and by finance providers may be required, which verifies that they consider the scheme as proposed to be deliverable, based on the information provided to the Council.

*New residential development*

Viability information should be set out using Argus software (or other software as agreed with the Council in writing prior to submission) and include a scheme layout plan, a Land Registry plan with a Statement of Ownership and also an explanation of the conditions of purchase and build (where applicable). The Statement should specifically refer to the Council's Planning Obligations SPD and, where relevant, the Mayor's Affordable Housing and Viability SPG (2017) and must be linked to the required Planning Obligations Statement and Affordable Housing Statement. The applicant should provide an EUV for the site with justification for this value, i.e. a valuation report, together with evidence to justify any premium adopted.

The assumptions for the following matters will need to be detailed:

- planning policy
- site area
- proposed specification and build costs
- residential values (including comparables)
- any value attributed to ground rents
- use classes (no. of units, no. of habitable rooms, floorspace)
- size of units
- density (by unit and habitable rooms)
- percentage of affordable housing (setting out allowances for Vacant Building Credit, if applicable)
- affordable housing mix
- fees / overheads / marketing costs
- development return
- planning obligations (including previous correspondence)
- itemised schedule of S106 contributions and anticipated cost
- amount of and calculation of any Mayoral or borough Community Infrastructure Levy (CIL) (setting out allowances for Affordable Housing, if applicable)
- capital contributions (grant etc.)
- description of users and end users
- details of offers made by RPs (including timing of payments) or of the terms of marketing and the procurement process
- timing of cost and income inputs
- build and sale programme (including pre-build, construction, and marketing and sales/ lettings periods)
- commercial yields /rents (including comparables) and any incentives

The full working viability model and/or all the assumptions and calculations included in the modelling must be submitted alongside the viability assessment.

The viability assessment should include an executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader.

*Loss of existing housing stock*

Where a viability assessment is being prepared to justify the loss of existing housing stock on a site resulting in a reduction in

housing numbers, the viability assessment will also need to assess the cost of refurbishment/rehabilitation to a habitable level.

### *Heritage assets*

Where a viability assessment is being prepared to justify the demolition of or substantial harm to a designated or undesignated heritage asset, the following details will be required:

- valuation of the existing building and site
- a full survey identifying the repairs required
- development costs including a costed schedule of repairs
- an estimate of the value of the repaired property, including potential yields
- evidence that the property has been marketed for a reasonable period at a price reflecting its condition

### *Loss/change of use of public house*

Where a viability assessment is being prepared to justify the loss of a public house, as a minimum, the following details will be needed:

- evidence in the form of at least the last three trading years of audited accounts.
- details of the efforts that have been made to preserve the public house (including all diversification options explored) and evidence supplied to illustrate that it would not be economically viable to retain the building or site for its existing use.
- details should also be provided of any changes to the public house in the period that corresponds with the trading information plus 1 year beforehand (so 4 years in total) that may have impacted on the business.
- evidence that demonstrates that the public house has been operated positively i.e. that it has not been run poorly in order to smooth the way for redevelopment.
- any ancillary use associated with a public house, such as accommodation for staff or otherwise, will need to be assessed as part of the viability report.

### Guidance

Viability assessments are used to establish the maximum amount of affordable housing that can be delivered on site, establish whether the loss of certain uses is justified from a viability perspective and also establish a build cost so that officers can assess whether a proposal is capable of being delivered as designed. The details of build cost within the assessment should be cross referenced to the proposed materials specified within the submission. The Council's Planning Obligations SPD and the Mayor's Affordable Housing and Viability SPG (2017) should be referred to for further advice on the required content.

For a public house, accounts showing that demonstrate to the Council's satisfaction that the public house is no longer economically viable, including the length of time the public house has been vacant, evidenced by the applicant of active and

	<p>appropriate marketing for a constant period of at least 36 months at the existing use value will be required. Further advice can be found in DM Policy 20 Public Houses and the supporting text accompanying that policy.</p> <p><u>Publication</u>  Viability Assessments will be published in full upon validation of the application. Where applicants request that elements of the statement be kept confidential, they will be required to provide a full justification as to the extent to which disclosure of a specific piece of information would cause an 'adverse effect' and harm to the public interest that is not outweighed by the benefits of disclosure, in the context of the tests in the Freedom of Information Act (2000) and the Environmental Information Regulations (2004). The Council will then determine whether the justification set out is sufficient to warrant the redaction of the information when making it's decision on what to publish.</p>
<p><i>Wheelchair unit statement</i></p>	<p><u>When required</u>  Required for all major residential development in accordance with Approved Document M of the Building Regulations, London Plan 2016 Policy 3.8 and CS Policy 1.</p> <p><u>Minimum requirements</u></p> <ul style="list-style-type: none"> <li>• Schedule of accommodation</li> <li>• Floor plans that identify the unit reference number for each proposed unit.</li> </ul> <p>Where no units are proposed to achieve standard M4(2) (Accessible and Adaptable Dwellings) of Approved Document M of the Building Regulations the applicant must provide justification to support this.</p>