

# Camden's Local Area Requirements for Planning Applications February 2014

## Section 1a: Plans and Drawings – General Requirements

Local area requirement	Types of application and when required	What is required	Policy Driver and where to get more advice
Existing and proposed <u>floor plans</u>	All Applications	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100 if outside of a conservation area and not a listed building. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated where appropriate (including extent and mix of uses).</p> <p>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown cross-hatched in red).</p>	<p>Camden Planning Guidance</p> <p>DCLG circular - Guidance on information requirements and validation.</p>
Existing and proposed <u>elevations</u>	All applications involving building work, alterations to buildings or display of advertisements	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100 if outside of a conservation area and not a listed building. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated where appropriate.</p> <p>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, and relationship to neighbouring buildings (this should be shown cross-hatched in red).</p>	<p>Camden Planning Guidance</p> <p>DCLG circular - Guidance on information requirements and validation.</p>
Existing and proposed <u>sections</u>	All applications involving building work, alterations to buildings or display of advertisements	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100 if outside of a conservation area and not a listed building. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated where appropriate.</p> <p>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown cross-hatched in red) and finished floor and site levels</p>	<p>Camden Planning Guidance</p> <p>DCLG circular - Guidance on information requirements and validation.</p>

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Existing and proposed <u>roof plans</u>	All applications involving alterations to the roof	<p>All plans to be drawn at a minimum scale of 1:50, or 1:100 if outside of a conservation area and not a listed building. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated where appropriate.</p> <p>They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished (this should be shown cross-hatched in red).</p>	<p>Camden Planning Guidance</p> <p>DCLG circular - Guidance on information requirements and validation.</p>
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## Section 1b: Plans and Drawings – Specific Requirements

Local area requirement	Types of application and when required	What is required	Policy Driver and where to get more advice
Plans and Drawings - Detail	Conservatories and rear extensions	<b>Plans elevations and sections</b> You must show the boundary walls with the adjoining properties and, where relevant, the relative levels of adjoining properties If the proposed development will project above the boundary wall you must provide an elevation from the neighbouring perspective.	Camden Planning Guidance 1 Design, Section 4.
	Roof extensions, terraces, dormer windows and window and door replacement	<b>Plans elevations and sections</b> <ul style="list-style-type: none"> <li>Submit elevations of the whole property, not just the roof and upper floor(s).</li> <li>For extensions, terraces and dormers submit existing and proposed sections through the roof where the proposed works are.</li> <li>Submit existing and proposed internal floor plans of floors where the works are proposed.</li> </ul> <p>For roof terraces:</p> <ul style="list-style-type: none"> <li>show the nearest windows on the immediately adjoining properties on elevations and floor plans</li> <li>provide details including proposed materials and measurements of means of enclosure around the terrace and any privacy screens</li> </ul> <p>For window replacement:</p> <ul style="list-style-type: none"> <li>provide existing and proposed sections showing relationship of window frame to reveal.</li> </ul>	Camden Planning Guidance 1 Design, Section 4 and Section 5.
	Basement alterations, extensions or excavations	<b>Plans, elevations and sections</b> <ul style="list-style-type: none"> <li>existing and proposed sections.</li> <li>Show lightwells and window dimensions on sections.</li> <li>If the proposed works to the basement extend to the front and rear of the property show the distance between basement and boundary on</li> </ul>	Camden Planning Guidance 4 Basements and Lightwells  Camden Development Policy DP27

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		plans and sections.	
	Shopfronts	<p><b>Plans, elevations and sections</b></p> <ul style="list-style-type: none"> <li>existing and proposed sections through the shop front.</li> <li>section of security grilles, shutters or awning, if proposed, indicating the location of the shutter box and canopy.</li> <li>section of canopy in open position, if proposed, showing height above kerb and depth over pavement.</li> <li>if the proposal affects access to the upper floors in any way, ground floor plans showing separate access to upper floors,</li> <li>For proposals including the installation of ATM's, details of height (for disabled access) and details of any illuminated adverts.</li> </ul> <p>If advertisements are shown on the plans, these may require a combined planning permission and advertisement consent application.</p>	Camden Planning Guidance 1 Design, Section 7.
	Installation of plant, flues, ventilation, extraction or air conditioning equipment	<p><b>Plans, elevations and sections</b></p> <ul style="list-style-type: none"> <li>Show equipment, ducting and acoustic enclosures or screening on plans, elevations and sections.</li> <li>Show the location of neighbouring windows on drawings cross referenced to the acoustic report.</li> </ul>	Camden Planning Guidance 1 Design, Section 11.
	Forecourt parking	<p><b>Plans and elevations</b></p> <p>Submit existing and proposed layout plans showing</p> <ul style="list-style-type: none"> <li>areas of hard and soft landscaping annotated with materials.</li> <li>location and type of boundary treatment for example gates, walls, fences, railings</li> <li>location, type and spread of trees on the site and adjoining land including pavement</li> <li>existing and proposed changes of levels in the land</li> </ul> <ul style="list-style-type: none"> <li>Submit existing and proposed elevation of front boundary to the property showing</li> <li>context with immediately neighbouring properties</li> <li>location, height and materials of boundary treatment</li> <li>existing and proposed cross over.</li> </ul>	Camden Development Policy DP18 DP19 and DP21

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	Advertisements	<p><b>Plans, elevations and sections</b></p> <p>Show the following details on drawings:</p> <ul style="list-style-type: none"> <li>• the method, type and brightness/colour of illumination <ul style="list-style-type: none"> <li>○ is it externally or internally lit?</li> <li>○ type of lighting – spot lights, trough lights, halo illumination? (Halo illumination is where the light is reflected onto the fascia so the letters are presented in silhouette),</li> <li>○ the size of the light fittings.</li> </ul> </li> <li>• submit existing and proposed sections through any fascia or projecting sign making sure the section is cut through to show the illumination at scale 1:20.</li> <li>• For projecting signs mark the distance from the edge of the sign to the pavement and kerb edge.</li> </ul>	Camden Planning Guidance 1 Design, Section 8.
	Minor material amendments [variation of a condition] and amending implemented permissions and revisions to unimplemented permissions	You need to submit drawings [plans, elevations and sections] clearly labelled “as existing”, “as approved” or state which permission is being amended or revised, and “as proposed” and provide a schedule setting out the differences , describing in full the changes proposed	Camden Planning Guidance  DCLG guidance on Greater flexibility for Planning Permission (2010).
	Non material amendments for planning permissions only [not listed building consent]	You need to submit drawings [plans, elevations and sections] clearly labelled “as existing”, “as approved” or state which permission is being amended or revised, and “as proposed” and provide a schedule setting out the differences , describing in full the changes proposed	Camden Planning Guidance  DCLG guidance on Greater flexibility for Planning Permission (2010).
	Listed building consent	<p>External alterations and extensions to a listed building.</p> <ul style="list-style-type: none"> <li>• As per planning application requirement.</li> </ul> <p><b>Internal alterations and extensions to a listed building</b></p> <ul style="list-style-type: none"> <li>• existing and proposed internal elevations affected by proposed works at scale 1:50.</li> <li>• existing and proposed sections in cases involving the removal or</li> </ul>	<p>Camden Planning Guidance 1 Design, Section 3.</p> <p>Camden Development Policy DP25</p>

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		<p>insertion of floors, ceilings, and alterations to staircases.</p> <ul style="list-style-type: none"> <li>drawings of new or replacement architectural features, for example joinery and cornices, at a minimum scale of 1:20.</li> </ul> <p><b>Demolition of a listed building</b></p> <ul style="list-style-type: none"> <li>show the location and extent of demolition work on existing plan and elevation drawings either by labelling, cross hatching in red or colour coding.</li> </ul>	
	Substantial or total demolition of a building in a conservation area	<ul style="list-style-type: none"> <li>Show the location and extent of demolition work on existing plans, sections and elevations cross-hatched in red</li> </ul>	<p>Camden Planning Guidance 1 Design, Section 3.</p> <p>Camden Development Policy DP25</p>
	Lawful development certificate	<p><b>Building works for existing use or development</b></p> <ul style="list-style-type: none"> <li>Submit plans, elevations and sections at scale 1:100 that clearly show the full extent of use or building works.</li> </ul> <p><b>Change of use or proposed development</b></p> <ul style="list-style-type: none"> <li>As per planning application requirements.</li> </ul> <p><b>Alterations to the roof including extensions, dormer windows, roof lights:</b></p> <ul style="list-style-type: none"> <li>Provide a schedule setting out existing and proposed cubic content of the roof space. You also need to show how you reached your calculation.</li> <li>If you are proposing to install roof lights please confirm how far they project from the roof slope by marking the measurement on the drawings .</li> <li>If you are proposing dormer windows please confirm the distance between the eaves of the original roof and the bottom of the dormer window.</li> <li>Annotate your drawings to confirm if you are cladding any part of the extension.</li> </ul>	Camden Planning Guidance

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		<b>Front garden hardstanding</b> <ul style="list-style-type: none"> <li>If your proposal involves laying hard standing you must confirm the proposed materials are semi permeable or show on your drawings how the rainwater is directed to a lawn or border to drain naturally</li> </ul>	Camden Planning Guidance 1 Design, Section 6 - see Paving of Front Gardens.
	<b>Change of Use</b>	<ul style="list-style-type: none"> <li>Submit existing and proposed floor plans at a scale of 1:100</li> <li>Annotate the floor plans to show the extent and mix of uses</li> </ul>	Camden Planning Guidance
	Development within or on open spaces.  Development proposing 500sq.m. of floorspace and 5 or more new dwellings or 10 or more student units	Proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site.	Camden Core Strategy CS15  Camden Development Policy DP31  Camden Planning Guidance 6 Amenity, Section 11.

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## Section 2: Residential Development Requirements

Local area requirement	Types of application and when required	What is required	Policy Driver and where to get more advice
<b>Lifetime homes and wheelchair housing</b>	<p>All applications that involve the creation of <u>any new</u> residential units, including changes of use and conversions.</p> <p>All new housing needs to be built to Lifetime homes standards.</p> <p>Applications for more than 10 new residential units should include wheelchair housing</p>	<p><b>Statement</b></p> <ul style="list-style-type: none"> <li>Submit a statement that explains how your proposals address the 16 Lifetime Homes standards</li> </ul> <p><b>Plans</b></p> <ul style="list-style-type: none"> <li>Show on your plans what measures you use to achieve the requirements of the relevant standards [1, 3, 5, 6, 7, 10, 12, 14 &amp; 15].</li> <li>Show on your plans the layout of wheelchair housing (or homes easily adaptable) and annotate to show you meet relevant standards</li> </ul>	<p>Camden Core Strategy CS6</p> <p>Camden Development Policy DP6</p> <p>Camden Planning Guidance 2 Housing, Section 5. Camden Planning Guidance 6 Amenity, Section 9.</p> <p>You can find out more information about the requirements at <a href="http://www.lifetimehomes.org.uk/">http://www.lifetimehomes.org.uk/</a></p>
<b>Affordable housing statement</b>	<p>All applications for 10 or more new residential units or on a site with a capacity of 1000 sq m of development.</p>	<p>Submit an affordable housing statement.</p> <p>The statement will need to include:</p> <ul style="list-style-type: none"> <li>the number of residential units.</li> <li>the mix of units with numbers of habitable rooms, bedrooms and the floor space of habitable areas of residential units.</li> <li>the levels or types of affordability or tenure for different units explained clearly and fully.</li> </ul> <p>You should also show the location of all affordable units and their layout on the plans and annotate them to include the above information on tenure, mix and floorspace,</p>	<p>National Planning Policy Framework: Para 173-177</p> <p>Camden Core Strategy CS6</p> <p>Camden Development Policy DP3</p> <p>Camden Planning Guidance 2 Housing, Section 2.</p>
<b>Student Housing</b>	<p>All applications involving student accommodation</p>	<p>A Student Management Plan is required. The Plan should include details of safety and crime prevention and a 'Code of Conduct'. This shall include</p>	<p>Camden Core Strategy CS6</p>

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		<p>details on;</p> <ul style="list-style-type: none"> <li>• health and safety standards and procedures;</li> <li>• maintenance and repairs;</li> <li>• environmental quality;</li> <li>• landlord and tenant relationship;</li> <li>• student welfare;</li> <li>• anti-social behaviour and disciplinary procedures;</li> <li>• administration, accreditation and compliance procedures.</li> <li>• secured by design principles as outlined in CPG</li> <li>• student tenancy agreement</li> <li>• move in/out strategy for arriving/departing students</li> </ul>	<p>Camden Development Policy DP9</p> <p>Camden Planning Guidance 2 Housing, Section 3.</p>
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## Section 3: Listed Buildings and Conservation Areas

Local area requirement	Types of application and when required	What is required	Policy Driver and where to get more advice
<b>Heritage Statement - Listed building and conservation area appraisals</b>	<p>All listed building consent applications.</p> <p>Applications for substantial of total demolition of a building in a conservation area.</p> <p>Applications for works to buildings on the local list.</p> <p>Applications for works affecting the setting of a listed building or a conservation area.</p>	<p>You must provide a justification of the proposal in accordance with the criteria set out in National Planning Policy Framework: Section 12</p> <p>You must provide information about:</p> <ul style="list-style-type: none"> <li>the significance of the heritage asset affected, including any contribution made by their setting;</li> <li>the principles of and justification for the proposed works; and</li> <li>the impact of the proposal on the significance of a heritage asset, does it cause substantial harm or total loss of significance.</li> </ul> <p>The information should explain</p> <ul style="list-style-type: none"> <li>the sources that you have considered;</li> <li>the expertise that you have consulted; and</li> <li>the steps that have been taken to avoid or minimise any adverse impacts on the significance of the asset.</li> </ul> <p>The type and amount of detail required will vary according to the particular circumstances of each application.</p> <p>You can provide this information in the design and access statement, where one is required, as part of the explanation of the design concept.</p> <p>If you are not required to submit a design and access statement then you should provide this information in a separate written statement.</p>	<p>National Planning Policy Framework: Section 12.</p> <p>Camden's Core Strategy CS14</p> <p>Camden Development Policy DP25</p>
<b>Photographs</b>	<p>All listed building consent applications.</p> <p>Applications for substantial of total demolition of a building in a conservation</p>	<ul style="list-style-type: none"> <li>Photographs dated and numbered cross-referenced to the drawings showing the areas of the building where the works/alterations are proposed (internally and externally) and the relationship of the building to the surrounding area.</li> <li>Photographs are considered a desirable requirement</li> </ul>	<p>Camden's Core Strategy CS14</p> <p>Camden Development Policy DP25</p>

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	<p>area.</p> <p>Applications for works to buildings on the local list.</p> <p>Applications for works affecting the setting of a listed building or a conservation area.</p>		
<b>Structural Report</b>	<p>Structural alterations or substantial demolition of a listed building</p> <p>Substantial demolition of a building in a conservation area</p> <p>Substantial demolition of a building on the local list.</p>	<p>If significant structural alterations [including new or alterations to basements] are proposed provide structural engineering information explaining the means of structural support and loss of fabric in the form of a report which is cross referenced to the drawings.</p> <p>If the demolition works are extensive provide structural engineering information in the form of a report which is cross referenced to the drawings, to explain means of structural support to retained building elements</p>	<p>Camden's Core Strategy CS14</p> <p>Camden Development Policy DP25</p> <p>National Planning Policy Framework: Section 12.</p>
<b>Statement of Justification</b>	<p>Structural alterations to a listed building</p> <p>Demolition of a listed building</p>	<p>If the proposed works would cause substantial harm or total loss of significance to the building provide a method statement and justification in line with National Planning Policy Framework: Section 12.</p>	<p>Camden's Core Strategy CS14</p> <p>Camden Development Policy DP25</p>
<b>Schedule of works</b>	<p>All listed building consent applications.</p>	<p>A schedule listing all works (internally and externally). Where it is proposed to remove <u>any</u> part of the building including ceilings, partitions, fixtures and fittings, indicate the location, extent and character of the items to be removed on the existing elevations, plans and sections and cross referenced to a schedule of works</p> <p>If major repair works are proposed provide a supplementary schedule of works and method statement which explains the principles for the</p>	<p>Camden's Core Strategy CS14</p> <p>Camden Development Policy DP25</p>

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## Section 4: Reports and Assessments

Local area requirement	Types of application and when required	What is required	Policy Driver and where to get more advice
Community Infrastructure Levy	Applications that add more than 100sqm of new floorspace or one or more dwellings (this can be less than 100sqm).	Completed CIL Liability Assessment form.	Community Infrastructure Levy Regulations 2010
<b>Archaeological assessment</b>	If your proposals involve a new building or disturbance of ground within an Area of Archaeological Potential	Submit a desk based assessment in line with the requirements of National Planning Policy Framework: Para 128	Camden's Core Strategy CS14  Camden Development Policy DP25  National Planning Policy Framework: Para 128  You can find information about Archaeological Priority Areas in the proposals map of the Local Development Framework
<b>Air quality assessment</b>	Applications for development that could have a significant impact on air quality, either directly or indirectly:  If your proposals include any of the following you will need to submit an air quality assessment:  • Residential	The air quality assessment needs to consider measures to be adopted to reduce the impact to acceptable levels.  You can find advice about what information you need to include in the assessment in <a href="#">the Planning and air quality pages of our website</a>	Camden's Core Strategy CS16  Camden Development Policy DP32  National Planning Policy Framework: Para 124.  The London Plan (2011)  Camden Planning Guidance 6, Section 2.

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	<p>development where new residents will be exposed to poor air quality where the development is located along a busy road;</p> <ul style="list-style-type: none"> <li>• the potential to significantly change road traffic on any busy roads (those in excess of 10,000 vehicles per day)</li> <li>• that introduce or increase car parking facilities by 100 spaces or more</li> <li>• that introduce sensitive uses into an area of poor air quality</li> <li>• biomass boilers, biomass or gas Combined Heat and Power; and</li> <li>• Commercial development with a floor space of more than 1000m<sup>2</sup></li> <li>• Residential development with more than 75 homes</li> </ul>		
<b>Basements</b>	All developments that include new or enlarged basements	<p>A Basement Impact Assessment (BIA) that addresses the following:</p> <ul style="list-style-type: none"> <li>• Impact of proposals on surface flow and flooding;</li> <li>• Impact of proposals on groundwater flow; and</li> </ul>	<p>National Planning Policy Framework: Para 99-104</p> <p>Camden Planning Guidance 4, Basements and Lightwells.</p>

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		<ul style="list-style-type: none"> <li>Impact of proposals on structural stability.</li> </ul> <p>This should cover the five stages set out in Camden Planning Guidance 4: screening, scoping, site investigation and study, impact assessment and review.</p> <p>The level of technical information required in each BIA will vary according to the type of the development, but is likely to include:</p> <ul style="list-style-type: none"> <li>Desktop study of existing geological and hydrological conditions of the site and the wider area in order to identify areas susceptible to instability (ground and water movement) and localised flooding [needs to be site specific].</li> <li>Detailed engineering study undertaken by a chartered engineer/geologist to assess local ground conditions, water movement, subsidence and drainage including through the use of boreholes, potential impacts on adjoining/nearby properties.</li> <li>Identify suitable construction methods and mitigation measures for developments which may affect the stability [of the host and neighbouring buildings and/or nearby structures] and hydrology (at the site and within the area), without placing additional pressure on other areas or on the local combined sewer network; and</li> <li>Devise a method for monitoring local ground conditions, water movement, subsidence and drainage.</li> </ul> <p>All technical reports should be prepared by suitably qualified professionals, who are members of the relevant professional body as set out in para 2.11 of Camden Planning Guidance 4. They should include a non-technical summary.</p>	<p>Camden development policy DP27</p> <p>Camden Core Strategy CS14</p> <p>Arups report: <i>"Camden geological, hydro geological and hydrological study, guidance for subterranean development"</i> Chapter 6</p>
<b>Biodiversity survey and report</b>	If your application site is part of or next to a site designated for its biodiversity value such as:	<p>Submit a biodiversity survey and report which includes:</p> <ul style="list-style-type: none"> <li>information on the existing biodiversity interests and protected species, and any possible impacts on them.</li> <li>details of any measures proposed to mitigate or compensate for</li> </ul>	<p>You can discuss the scope of the biodiversity survey and report in advance with the <a href="#">Council's Nature Conservation Officer</a> or the <a href="#">Trees and Landscape officers</a>.</p>

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	<ul style="list-style-type: none"> <li>• Sites of Special Scientific Interest (SSSI),</li> <li>• Sites of Nature Conservation Importance (SNCI)</li> <li>• Local Nature Reserves (LNR)</li> <li>• Habitat corridors and habitat corridor – missing links.</li> <li>• Sites of Metropolitan Importance for nature conservation and the Blue Ribbon Network which are in the London Plan.</li> </ul> <p>Other thresholds and triggers in the Camden Planning Guidance and ALGE guidance</p>	the impacts.	<p>National Planning Policy Framework: Section 11.</p> <p>London Plan (2011) Chapter 7 (including policies 7.19; 7.21; and 7.28)</p> <p>ODPM Circular 06/2005 and Good Practice Guide</p> <p>Local Development Framework</p> <p>Camden Planning Guidance 3 Sustainability, Section 13.</p> <p>Camden Biodiversity Action Plan</p> <p>The Association of Local Government Ecologist (ALGE)  <a href="http://www.alge.org.uk/">http://www.alge.org.uk/</a></p> <p>Natural England  <a href="http://www.naturalengland.org.uk">http://www.naturalengland.org.uk</a>.</p>
<b>Contaminated Land Assessment</b>	<p>Development sites known or suspected to be affected by land contamination. such as former landfill site, railway land, waste disposal sites/scrapyards, petrol stations</p> <p>May include prior notification in connection with permitted development rights for</p>	<p>Submit an assessment in line with National Planning Policy Framework: Para 120-122</p> <p>The amount of information required should be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose, and whether these can be satisfactorily reduced to an acceptable level.</p>	<p>We have produced a <u>Guide for Developers</u> in conjunction with other local authorities which explains what information you need to submit.</p> <p>Download: <u><a href="#">guide for developers for dealing with contaminated land (PDF 830KB)</a></u></p> <p>National Planning Policy Framework: Para 120-122</p>

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	change of use on affected land.		<p>Local Development Framework</p> <p>Camden Planning Guidance 6 Amenity, Section 3.</p> <p>Link on website  <a href="https://www.camden.gov.uk/ccm/navigation/environment/pollution/contaminated-land">https://www.camden.gov.uk/ccm/navigation/environment/pollution/contaminated-land</a> </p>
<b>Daylight and sunlight assessment</b>	If your proposals have the potential to negatively impact on the existing levels of daylight/sunlight of other land uses near the application site then you will need to submit a daylight and sunlight report.	The report needs to be prepared in line with the methods described in the Building Research Establishment's (BRE) "Site layout planning for daylight and sunlight: A guide to good practice" 2011.	<a href="http://www.bre.co.uk/">http://www.bre.co.uk/</a>
<b>Environmental Impact Assessment</b>	<p>Required for developments that:</p> <p>are likely to have a significant effect on the environment by virtue of their nature, size and location; and are listed under Schedule 1 and Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.</p> <p>You should request a</p>	<p>Town &amp; Country Planning (EIA) Regulations 2011 (schedule 1 &amp; 2) set out the circumstances in which an EIA is required.</p> <p>The Regulations provide a checklist of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. e.g. air quality assessment.</p> <p>Where an EIA is required, this should be in the form set out in Schedule 4 to the Regulations.</p>	<p>Town &amp; Country Planning (EIA) regs 2011 (schedule 1 &amp; 2)</p> <p>You can view the Regulations at <a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a></p> <p>Circular 02/99</p> <p>To request a screening opinion you should contact the Council's Development Management Team asking them if a screening opinion is required</p>

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	screening opinion before submitting a planning application if the development area is over 0.5ha to determine if an EIA is required.		
<b>Lighting Assessments</b>	If the proposal involves the installation of external lighting or floodlighting	<p>Submit an assessment which provides details of the external lighting or floodlighting, including:</p> <ul style="list-style-type: none"> <li>• hours of operation,</li> <li>• light spillage</li> <li>• light levels</li> <li>• column heights,</li> <li>• layout plan with beam orientation,</li> <li>• equipment design,</li> <li>• impact on nearby dwellings or roads and use of planting to mitigate effect</li> </ul>	<p>Camden Planning Guidance 6 Amenity, Section 5.</p> <p><a href="#">‘Lighting in the countryside: towards good practice’ (1997)</a> demonstrates what can be done to lessen the effects of external lighting, including security lighting and is applicable in towns as well.</p> <p>Institute of Lighting Professionals. good practice guide (2011) for information outlining possible attenuation measures.</p>
<b>Noise impact assessment and sound insulation</b>	<p>If your proposal is for a noise sensitive development</p> <p>and is next to an existing noise source for example it is the upper floor of a pub or night club, next to an industrial site, a busy road, or a railway line</p> <p>OR</p> <p>Your proposal has the potential to generate noise</p>	<p>You must submit a noise and vibration impact assessment prepared by a qualified acoustician.</p> <p>Provide details of the following:</p> <ul style="list-style-type: none"> <li>• the existing background noise levels measured over 24hrs</li> <li>• proposed noise output</li> <li>• the measures proposed to reduce noise and vibration [e.g. design, orientation, foundation design]</li> <li>• the method used to compile the report and examples of the calculations and assumptions made</li> </ul> <p>You must complete the Camden Council self certified Acoustic Report Checklist</p>	<p>National Planning Policy Framework: Para 123.</p> <p>Camden Development Policy DP26 and DP28</p> <p>You can find advice and information about our noise thresholds and how to limit the impact of noise in the Local Development Framework and Camden Planning Guidance 6 Amenity, Section 4.</p> <p>You can find details of acoustic</p>

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	<p>for example</p> <ul style="list-style-type: none"> <li>• change of use to a restaurant, pub, take away and other entertainment uses including any application for a nightclub or equivalent use .</li> <li>• new industrial or warehouse .development adjacent to existing residential</li> <li>• day nurseries, places of worship and schools and colleges.</li> </ul>		<p>consultancies at:</p> <ul style="list-style-type: none"> <li>• The Institute of Acoustics <a href="http://www.ioa.org.uk/searchmem.asp">www.ioa.org.uk/searchmem.asp</a></li> <li>• The Association of Noise Consultants <a href="http://www.association-of-noise-consultants.co.uk">www.association-of-noise-consultants.co.uk</a></li> </ul>
<b>Noise, vibration and ventilation assessment</b>	<p>All applications where the installation of plant, flues, ventilation, extraction or air conditioning equipment is proposed</p>	<p>You must submit an acoustic report prepared by a qualified acoustician outlining details of :</p> <ul style="list-style-type: none"> <li>• the existing background noise levels measured over 24hrs</li> <li>• proposed noise output</li> <li>• the measures proposed to reduce noise, fume emissions and vibration</li> <li>• cumulative noise levels including all existing and proposed units and</li> <li>• the method used to compile the report and examples of the calculations and assumptions made</li> <li>• the system manufacturers specifications</li> </ul> <p>You must complete the Camden Council self certified Acoustic Report Checklist</p>	<p>Camden Development Policy DP26 and DP28</p> <p>You can get details of acoustic consultancies from:</p> <ul style="list-style-type: none"> <li>• The Institute of Acoustics at <a href="http://www.ioa.org.uk/searchmem.asp">http://www.ioa.org.uk/searchmem.asp</a></li> <li>• The Association of Noise Consultants at <a href="http://www.association-of-noise-consultants.co.uk/">http://www.association-of-noise-consultants.co.uk/</a></li> </ul>

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<p><b>Planning obligations</b></p>	<p>In some circumstances the Council will not reach a decision on an application until the applicant has entered into a planning obligation, which is a legal agreement between the owners of the application site and the Council.</p> <p>Examples of developments which may be subject to a legal agreement include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Basements – e.g. construction management plans (CMPs)</li> <li>• New residential 1+ units – e.g. car-free, and sustainability measures</li> <li>• New residential 5+ units e.g. car-free, contributions to open space and educational facilities, sustainability measures, CMPs</li> <li>• New residential 10 + units e.g car-free, contributions to open space and educational facilities, sustainability measures, affordable housing, CMPs, travel plans, and</li> </ul>	<p>You should clarify the requirements in pre-application discussions and confirm any planning obligations you could agree to provide in brief heads of terms.</p> <p>You should provide details of the applicant's solicitors in order for the draft obligation to be prepared and circulated.</p>	<p>Community Infrastructure Levy Regulations 2010</p> <p>National Planning Policy Framework: Para 203-206</p> <p>Camden Planning Guidance 8, Planning Obligations.</p>
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	<p>environmental improvements.</p> <ul style="list-style-type: none"> <li>New commercial development - e.g. car-free, contributions to open space, sustainability measures, affordable housing, CMPs, servicing management plans, travel plans, environmental improvements.</li> </ul>		
<b>Planning statement and additional supporting information</b>	<p>All major applications</p>       <p>Changes of use resulting in loss of employment space</p>	<p>The planning statement should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application.</p> <p>You should submit information explaining how the proposed development accords with the policies of the development plan, Supplementary Planning Documents and development briefs.</p> <p>You should also include details of any pre application consultation you have carried out.</p> <p>If your proposal is for the conversion or change of use of a commercial property then you will need to provide evidence that there is no demand for the site for continued or alternative business uses. You will need to provide the following (as appropriate):</p> <ul style="list-style-type: none"> <li>An assessment against the criteria in DP13 and Camden Planning Guidance 5;</li> <li>that the property has been marketed at realistic prices for a period of at least two years; and</li> <li>evidence that alternative uses and layouts have been considered.</li> </ul>	<p>Local Development Framework</p> <p>Camden Planning Guidance</p>

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	Mini cab offices	Provide details of the whether the drivers are remote or office based, if remote, how are the drivers contacted. If the drivers are office based state how many cabs will be operating.	Camden Planning Guidance : Design section 12
	Places of worship and community facilities	Provide a list of the activities being carried out, for example services of worship, clubs, meetings and the likely number of people attending.	
	Artwork, statues and memorials	Provide a statement which includes: <ul style="list-style-type: none"> <li>• Details of funding and ongoing maintenance arrangements</li> <li>• Details of landowner's permission and any other relevant consents, for example permission from the highway authority</li> <li>• Biographic information, if the artwork is in commemoration, including details of the persons significance and connection to the area</li> </ul>	
	Certificates of lawfulness	See details for a full planning application	
	Variation of condition and minor material amendment	Describe fully and precisely what the minor amendments are compared with that originally approved. You can provide this information in the format of a schedule.  Explain the reason why the application is required, for example justification to extend the opening hours for a restaurant	
	Non material amendment	Describe fully and precisely what the amendments are compared with that originally approved. You can provide this information in the format	

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		of a schedule.	
<b>Sustainable Statement – design and construction</b>	<p>All new build residential houses and flats</p> <p>Multi-occupation residential buildings with 10 or more rooms/units or occupiers.</p> <p>Residential refurbishments, conversions and change of use for:</p> <ul style="list-style-type: none"> <li>• 5 or more dwellings, or</li> <li>• 500sqm or more of floorspace</li> </ul> <p>Non-residential development of 500sqm or more of floor space. (including offices, retail and industrial)</p>	<p>You must provide details of sustainable design and construction measures showing how you propose to reduce the energy, water and materials used in design and construction.</p> <p>The sustainability assessment tools that Camden uses are:</p> <ul style="list-style-type: none"> <li>• The Code for Sustainable Homes (CfSH),</li> <li>• BREEAM (Building Research Establishment Environmental Assessment Method)</li> </ul> <p>The assessment that should be provided is:</p> <ul style="list-style-type: none"> <li>• <b>Residential – All New build</b> <ul style="list-style-type: none"> <li>○ Code for Sustainable Homes (CfSH)</li> </ul> </li> <li>• <b>Residential - Multi-occupation</b> (10 or more units/rooms or occupiers, or 500sqm of floorspace or more) <ul style="list-style-type: none"> <li>○ BREEAM Multi-residential</li> </ul> </li> <li>• <b>Residential - Existing</b>(5 or more dwellings, or 500sqm of floorspace or more) <ul style="list-style-type: none"> <li>○ BREEAM domestic refurbishment</li> </ul> </li> <li>• <b>Non-residential</b> (500sqm of floorspace or more) <ul style="list-style-type: none"> <li>○ BREEAM</li> </ul> </li> <li>• <b>Mixed Use (500sqm or more of Floorspace)</b> <ul style="list-style-type: none"> <li>○ Code for sustainable Homes (for residential component) and BREEAM (assessment for the non-residential part)</li> </ul> </li> </ul> <p><b>Energy – new and existing development</b></p> <ul style="list-style-type: none"> <li>• In line with CS13 and Chapter 2 Camden Planning Guidance 3 – Sustainability developments involving <b>5 or more dwellings and/or 500sqm (gross internal)</b> or more are required to submit an energy statement which demonstrates how carbon dioxide emissions will be reduced in line with the energy hierarchy. See Chapters 2-6 of Camden Planning Guidance 3 – Sustainability for further details and GLA guidance on planning energy assessments</li> </ul>	<p>Camden Core Strategy CS13</p> <p>Camden Development Policy DP22 and DP23</p> <p>Camden Planning Guidance 3 Sustainability.</p> <p>You can find more information and guidance on the BREEAM website <a href="http://www.breeam.org/index.jsp">http://www.breeam.org/index.jsp</a></p> <p>You can find out more information about the Code for Sustainable Homes at <a href="http://www.communities.gov.uk/planningandbuilding/buildingregulations/legislation/codesustainable/">http://www.communities.gov.uk/planningandbuilding/buildingregulations/legislation/codesustainable/</a></p> <p>You can find more information on the Environment Agency – A guide for developers website <a href="http://www.environment-agency.gov.uk/business/sectors/32695.aspx">http://www.environment-agency.gov.uk/business/sectors/32695.aspx</a></p> <p>You can download the London Renewables Toolkit from the London Energy Partnership <a href="http://www.lep.org.uk/uploads/renewables_toolkit.pdf">http://www.lep.org.uk/uploads/renewables_toolkit.pdf</a></p>

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		<p><b>Flooding</b></p> <ul style="list-style-type: none"> <li>• Developments located up stream of or near to the areas shown on Core Strategy Map 5 (and Development Policies Map 2) must demonstrate how the development will not increase the risk of flooding through the inclusion of mitigation measures</li> <li>• Development on <b>sites of 1ha</b> and over are to submit a <b>Flood Risk Assessment</b> in accordance with the NPPF and related guidance.</li> </ul> <p><b>Waste reduction</b></p> <ul style="list-style-type: none"> <li>• <b>All developments</b> are to submit a statement stating how it will aim for at least 10% of the total value of materials used to be derived from recycled and reused sources. This should relate to the WRAP Quick Wins assessments or equivalent.</li> <li>• Major developments are anticipated to be able to achieve 15-20% of the total value of materials used to be derived from recycled and reused sources.</li> </ul>	
<b>Telecommunications</b>	<p>All applications for prior notification and planning permission</p> <p>For infrastructure including masts, base stations, cabinets</p>	<p>Provide the following evidence:</p> <p>Outcome of consultation with local community, including nearby schools and colleges;</p> <p>For an addition to an existing mast or base station, a statement that self-certifies that the cumulative exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines;</p> <p>or</p> <p>For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.</p>	National Planning Policy Framework: Para 45.
<b>Transport assessment including a travel plan</b>	<p>All major applications and other applications that have an impact on transport for example: changes of use or extensions to places of</p>	<p>Provide an assessment of the transport and servicing impact of the development which includes:</p> <ul style="list-style-type: none"> <li>• existing and proposed vehicular and pedestrian journeys to and from the site by all modes of transport;</li> <li>• description and analysis of existing transport conditions;</li> <li>• how the proposal will affect the transport conditions;</li> </ul>	<p>National Planning Policy Framework: Para 32.</p> <p>Guidance on transport assessment – Dept of Transport 2007</p>

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	<p>worship, educational buildings and community facilities.</p> <p>May include prior notification in connection with permitted development rights for change of use as appropriate.</p>	<ul style="list-style-type: none"> <li>• a travel plan which outlines the measures that will be put in place to improve access to public transport and reduce the need for parking associated with the proposal;</li> <li>• proposed loading areas, arrangements for manoeuvring, servicing and parking cross referenced to the drawings.</li> <li>• Define the net impacts on the transport network.</li> <li>• Measures used to mitigate the impacts</li> </ul> <p>The coverage and scale of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal.</p>	<p>Transport for London's document Transport assessment best practice</p> <p>Camden Planning Guidance 7, Transport</p> <p>Camden Development Policy Appendix 1 (Thresholds for assessments)</p>
<b>Construction management plan</b>	<p>All major applications and others as may be appropriate including basements</p>	<p>The plan should include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• how the on-site impact arising from demolition and construction will be managed;</li> <li>• establish control over construction traffic and how this integrates with other construction traffic in the area having regard to the cumulative effect;</li> <li>• Management of dust, noise and vibration on site and off site;</li> <li>• Traffic management highways safety and highways congestion;</li> <li>• Protection of listed buildings (if relevant);</li> <li>• Stability of adjacent properties;</li> <li>• Protection of any off-site features that may be damaged due to works;</li> <li>• Protection of biodiversity and trees; and</li> <li>• Preserve the amenity of surrounding residential and other sensitive uses</li> </ul>	<p>Camden Core Strategy CS5</p> <p>Camden Development Policy DP20, DP26 and DP28</p> <p>Camden Planning Guidance 6, Amenity, Section 8.</p> <p>Camden Planning Guidance 8, Planning obligations, Section 3</p>
<b>Tree survey/arboricultural statement and landscaping schemes.</b>	<p>If there are trees within the application site or on adjacent sites including street trees.</p>	<p><b>Tree survey and arboricultural statement</b></p> <p>You will need to provide information about</p> <ul style="list-style-type: none"> <li>• species, spread, roots and position of trees,</li> <li>• which trees you are proposing to fell,</li> <li>• which trees will be affected in any way by the proposed development, and</li> <li>• the measures that will be used to protect them during construction.</li> </ul> <p>• You will need to provide the information in the form of the</p>	<p>National Planning Policy Framework Section 11.</p> <p>Camden Core Strategy CS14, CS15, Camden Development Policy DP22, DP24, DP25,</p> <p>Camden Planning Guidance 1 section 6</p>

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	<p>All major applications that include external space must be accompanied by a detailed scheme for landscaping.</p>	<p>documents and plans listed below in line with BS5837:2012 (trees in relation to design, demolition and construction):</p> <ul style="list-style-type: none"> <li>• A pre-development tree survey</li> <li>• a tree constraints plan</li> <li>• an arboricultural impact assessment</li> <li>• an arboricultural method statement including a tree protection plan</li> </ul> <p><b>Landscaping scheme</b></p> <p>You must provide details of the planting of trees and / or shrubs, surface materials, boundary screen walls and fences.</p> <p>The scheme should describe the</p> <ul style="list-style-type: none"> <li>• materials,</li> <li>• species,</li> <li>• tree and plant sizes, numbers and planting densities,</li> <li>• levels, gradients and any earthworks required</li> <li>• timing of the implementation of the scheme.</li> </ul> <p>It should also include proposals for long term maintenance and landscape management</p>	<p>London Plan policy 7.21 (Trees and woodlands)</p> <p>You can get more information about trees and development in BS5837:2012 (Trees in relation to design, demolition and construction).</p> <p>You can find information on arboricultural surveys and assessments and a list of Arboricultural Association approved consultants on the <a href="#">Arboricultural Association</a> web site.</p>
<b>Waste storage and collection</b>	<p>Major applications</p> <p>Other applications that will have an impact on the generation of waste</p> <p>For example conversion to flats, changes of use to bars, restaurants, take-away food outlets.</p>	<p>You are required to make appropriate arrangements and/or space for the storage and collection of recycling and refuse.</p> <p>You need to include these details on the plans and/or address them in the application form.</p>	<p>Camden Core Strategy CS18</p> <p>Camden Planning Guidance 1 Design, Section 10.</p>
<b>Servicing Management Plan</b>	<p>All major applications for commercial developments</p>	<p>As a minimum the plan should include:</p>	<p>Camden Development Policy DP20</p>

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	<p>and others as may be appropriate</p> <p>Applications that are likely to generate significant need for the movement of goods and materials when occupied should include a delivery and servicing management plan.</p>	<ul style="list-style-type: none"> <li>• The location of loading and unloading</li> <li>• The hours of loading and unloading</li> <li>• The frequency and size of vehicles</li> <li>• Swept paths</li> </ul>	Camden Planning Guidance 7, Transport, Section 4
<b>London View Management Framework</b>	<p>If the application site lies within the landmark viewing corridor and the proposed height exceeds the development plane between the viewpoint and either the base of the lower drum of St Pauls Cathedral or the general roofline of the Palace of Westminster the impact of the development on the view needs to be assessed.</p>	<p>You must submit</p> <ul style="list-style-type: none"> <li>• Elevations annotated to show the height of the building above Ordnance Datum + the height of the Development Plane.</li> <li>• Photographs of the view and photomontages of the proposed situation.</li> <li>• Verified visual montages (VVM) will be required to confirm the accuracy.</li> </ul>	Find details of <b>Landmark Viewing Corridor</b> in the LDF proposals map

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### Section 5: Major Applications - Additional

Local area requirement	Types of application and when required	What is required	Policy Driver and where to get more advice
<b>Documents and Drawings</b>	Major Applications	<ul style="list-style-type: none"> <li>2 copies of drawings to scale with all associated documents.</li> <li>An electronic set of drawings/documents.</li> </ul>	
<b>Crime Impact Assessment</b>	Major applications	<p>Submit a crime impact assessment either as part of the Design and Access Statement or as a separate document cross referenced to the Design and Access statement.</p> <p>The assessment needs to demonstrate that you have considered the impact on crime and anti-social behavior and where appropriate designed out.</p>	<p>Camden Core Strategy CS17</p> <p>Camden Planning Guidance 1 Design, Section 9.</p> <p>You can find more information about crime prevention and promoting community safety through the planning system at <a href="http://www.communities.gov.uk/publications/planningandbuilding/safereplaces">http://www.communities.gov.uk/publications/planningandbuilding/safereplaces</a></p>
<b>Regeneration statement</b>	Major applications	<p>A supporting statement of any regeneration benefits from the proposed development, which includes:</p> <ul style="list-style-type: none"> <li>details of any new jobs that might be created or supported;</li> <li>the relative floor space totals for each proposed use ;</li> <li>any community benefits; and</li> <li>reference to any regeneration strategies that might lie behind or be supported by the proposal.</li> </ul>	Camden Planning Guidance 8, Planning obligations.