

# APPLICATION FOR A NON-MATERIAL AMENDMENT FOLLOWING A GRANT OF PLANNING PERMISSION

## VALIDATION CHECKLIST February 2016

Applications should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documents will be required.

If the application is submitted in paper format, 2 copies (1 original and 1 copy) will be required.

If samples of materials are submitted, one sample of each material will be required.

A CD/DVD containing the same information will enable the application to be validated more quickly. The maximum file size acceptable is 2 MB (exceptionally 5 MB is acceptable for long reports)

### National List of Requirements

Information Item	Notes
1. Completed application form	NA
2. A location plan and a site plan are required. The site should be edged red; other land in the applicant's ownership should be edged blue.	NA
3. Confirmation that the applicant has an interest in the part of the land to which the application relates.	If the applicant does not have an interest in the part of the land to which the amendment relates you cannot apply to make a non-material amendment.
4. The appropriate fee	NA

### Local List Requirements

Changes that are non-material **do not normally** require the submission of following items but the information required will depend upon what amendments are proposed and national or local policies, or other material considerations, which may have changed significantly since the original grant of permission. **You are advised to discuss what information will be required with planning officers before submitting an application. Where the local planning authority considers that information is required and it is not provided the application will be treated as invalid.**

<b>Information Item</b>	<b>Policy Driver</b>	<b>Types of application</b>	<b>When or what information is required</b>
Plans and drawings including: <ul style="list-style-type: none"> <li>Existing and proposed floor and roof plans (e.g. at a scale of 1:50, 1:100 or 1:200)</li> </ul>	CLG circular - Guidance on information requirements and validation. London Plan - Place Shaping policies. Local Plan policies CS10, CS12	All applications.	Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished. Applications for change of use must identify the area(s) involved but elevations and sections will not be needed if there are no alterations or building work.
Plans and drawings including: <ul style="list-style-type: none"> <li>Existing and proposed elevations (e.g. at a scale of 1:50, 1:100 or 1:200)</li> <li>Existing and proposed sections and finished floor and site levels (e.g. at a scale of 1:50, 1:100 or 1:200)</li> </ul>	CLG circular - Guidance on information requirements and validation. London Plan - Place Shaping policies. Local Plan – Culture and Heritage, Environmental Sustainability and City Communities policies.	All applications involving building works, alterations to buildings or open space.	Plans should be proportionate to the nature and size of the proposal, drawn at an identified standard metric scale and titled and numbered. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished, changes to levels, relationship to neighbouring buildings and land, details of foundations and the appearance of new work including materials to be used.
Access Statement	London Plan Policy 7.2 Local Plan policy CS10	Applications involving alterations to building entrances and open spaces, changes of levels and changes of use.	Not required if a Design and Access Statement is submitted. It should deal with the access aspects normally covered in a Design & Access statement.
Acoustic Report	NPPF London Plan Policy 7.15 Local Plan policy CS15	Planning applications involving new plant or uses that may create noise disturbance.	May be required for developments that could affect noise sensitive properties (e.g. residential or educational uses).

<b>Information Item</b>	<b>Policy Driver</b>	<b>Types of application</b>	<b>When or what information is required</b>
Affordable Housing Statement	London Plan policy 3.11 Local Plan policy CS21	Planning applications proposing 10 or more new residential units.	A report demonstrating how it is intended to comply with London Plan/LDF policies on the provision of affordable housing.
Biodiversity survey and report	NPPF London Plan Policy 7.19 Local Plan policy DM19.2	Planning permission for the demolition of existing buildings or construction of new buildings.	Survey of existing biodiversity on site, impact and proposed measures to protect and enhance biodiversity.
Daylight/Sunlight assessment	UDP policy ENV 35	Planning permission for the construction of a new building or extension.	Required if the development is near to existing or approved residential premises or open spaces.
Environmental Statement	Town and Country Planning (Environmental Impact Assessment) Regulations.	Planning permission for redevelopment.	An Environmental Impact Assessment (EIA) is required in the circumstances set out in the Environmental Impact Assessment Regulations. Applicants can request a 'screening opinion' to determine whether an EIA is required before submitting a planning application.
Flood Risk Assessment and sequential test evidence	NPPF Local Plan policy CS18	All planning applications including change of use.	Required for all planning applications in the Flood Risk Area shown on the <a href="#">Core Strategy Proposals Map B</a> (as amended by the Strategic Flood Risk Assessment) and for Major development elsewhere. <a href="#">The Technical Guidance to the National Planning Policy Framework</a> sets out the required information.



Heritage Assets - Listed Buildings	NPPF London Plan Policy 7.8 LVMF. Local Plan policy CS12	Planning permission for redevelopment or alterations affecting a listed building or its setting.	A description of the significance of the historic assets affected by the proposal and the contribution of their setting to that significance. The level of information should be proportionate to the importance of the heritage asset and be sufficient to give an understanding of the potential impact of the proposal on the significance of the heritage asset. This information is required with an assessment of the impact of the proposal and an explanation of the design concept. The assessment of significance and impact should be set out in the Design & Access Statement where one is required.
Heritage Assets – Conservation Areas	NPPF London Plan Policy 7.8 Local Plan policy CS12	Planning permission for redevelopment or alterations affecting a conservation area or its setting.	See above under Heritage Assets - Listed Buildings
Heritage Assets – Archaeological remains and Scheduled Ancient Monuments	NPPF London Plan Policy 7.8 Local Plan policy CS12	Applications for planning permission where the proposal involves ground works.	See above under Heritage Assets - Listed Buildings. The information should include a desk based assessment, an assessment of the impact of the proposal, and where appropriate, on-site evaluation.

Heritage Assets – Tower of London World Heritage Site	NPPF London Plan Policy 7.8 LVFM Local Plan policy CS12 World Heritage Site Management Plan. Historic Royal Palaces Local Setting Study.	Planning permission for new buildings or major extensions.	Impact assessment required if there could be an impact on views of the Tower of London or the Outstanding Universal Value of the World Heritage Site. The assessment of significance and impact should be set out in the Design & Access Statement where one is required.
Heritage Assets – St Paul's Heights assessment	NPPF London Plan Policy 7.8 Local Plan policy CS12	Planning permission for new buildings or extensions including minor extensions at roof level in the designated area.	Development in the designated area to demonstrate that the proposal would not infringe the St Paul's Heights Limits. The assessment of significance and impact should be set out in the Design & Access Statement where one is required.
Heritage Assets - Registered Parks and Gardens	NPPF London Plan Policy 7.8 LVFM Local Plan policy CS12	Planning permission for new buildings or alterations affecting a Registered Park or Garden.	See above under Heritage Assets - Listed Buildings
Heritage Assets – Non-designated Assets	NPPF London Plan Policy 7.8 Local Plan policy CS12	Planning permission for new buildings or extensions including minor extensions.	A description of the significance of the heritage asset affected and the impact of the proposal, set out in the Design & Access Statement where one is required.
Land Contamination assessment	NPPF London Plan Policy 5.21 Local Plan policy DM15.8	Planning permission for the construction of a new buildings or extensions.	Required if application site is known to be or is suspected of being contaminated.
Landscaping details	Local Plan policies CS10 and CS19	Planning permission for new buildings or major extensions where open space is affected or provided.	Drawings showing any proposed landscaping including structures, paving types, plant species and drainage. This should follow the design concept in the Design and Access Statement.

Micro climate impact assessment	Local Plan policies CS14 and CS15	Planning permission for new buildings or extensions.	Required if proposal is likely to have an adverse effect upon microclimate, in particular wind. A wind tunnel test would normally be expected culminating in a report demonstrating the degree of change in conditions.
<u>Open Space assessment</u>	NPPF London Plan Policy 7.18 Local Plan policies CS15 and CS19	Planning permission for new buildings or major extensions.	If proposal is for development within or neighbouring an open space an assessment of the impact and provision of replacement space is required.
Parking Provision	London Plan Policy 6.13 Local Plan policy CS16	Planning permission for new buildings or major changes of use or major extensions.	Required if proposal affects existing car, motorcycle or bicycle parking spaces (including on-street parking bays) and/or is likely to create changes in the demand for parking on site or on surrounding streets. Details of all proposed parking should be shown on the drawings.
Photographs/Verified rendered montages	LVMF Local Plan policy CS10	Planning permission for new buildings, extensions or alterations. Details reserved by a condition. Householder.	Should be provided where necessary to support the application. Required in support of large redevelopment schemes and where proposals would involve the demolition of an existing building or affect the settings of listed buildings or conservation areas. Useful to support applications for alterations to buildings including shopfronts.
Planning Statement / Supporting Information	NPPF	All applications.	Provision of a planning statement is optional.

Servicing facilities	Local Plan policy CS16	Planning permission for new buildings, changes of use or major extensions.	To be shown annotated on drawings.
Statement of Community Involvement	NPPF Localism Act	Planning permission for new buildings, major changes of use or major extensions.	Required where community involvement has been arranged prior to making an application.
Sustainable development and climate change report	NPPF London Plan policies on climate change. Local Plan policy CS15	Planning permission for new buildings or major extensions.	Demonstration of sustainability standard to be achieved and minimisation of carbon emissions.
Town Centre Uses – Evidence to accompany applications	NPPF London Plan policy 2.15 Local Plan policy CS20 .	Planning permission for new buildings major change of use or major extensions.	If development includes proposals for town centre uses evidence may be required: <ul style="list-style-type: none"> <li>• to demonstrate that proposal meets the requirements of Planning Policy Statement 4: Planning for Sustainable Growth.</li> <li>• to provide information about how the proposal meets the requirements and policies of the City of London Unitary Development Plan and the emerging Local Development Framework.</li> </ul>
Transport Assessment	NPPF London Plan policy 6.3 Local Plan policy CS16	Planning permission for new buildings, major changes of use or major extensions.	Required if proposal is likely to have significant transport implications.
Travel Plan	NPPF London Plan policy 6.3 Local Plan policy CS16	Planning permission for new buildings or major extensions.	A draft strategy for managing all travel and transport within the development. It should seek to improve access to the site by sustainable modes of transport.

Tree survey/Arboricultural implications	Local Plan policy CS19 Open Spaces in City of London SPG.	Planning permission for new buildings or major extensions. Householder.	Required if proposal is likely to affect trees within the application site or adjacent to the site including street trees. This must include survey drawings showing the position of any existing trees and their canopy spread, trees to be felled and any pruning required during and after construction
Views assessment.	London Plan policy 7.7 Local Plan policies CS10, CS12, CS13, CS14 LVMF. Riverside Appraisal of the Thames Policy Area SPG. St Paul's and Monuments Views SPG.	Planning permission for new buildings or major extensions.	Studies showing existing and proposed views. Required if the development could affect protected vistas, panoramas, views and prospects identified in the London Plan, LVMF and UDP or the settings of listed buildings or conservation areas.
Waste storage and recycling facilities.	London Plan policy 5.17 Local Plan policy CS17	Planning permission for new buildings, changes of use or major extensions.	To be shown annotated on drawings.