

APPENDIX 2 – Merton’s Planning Application Validation Checklist

For adoption 23rd May 2018 Cabinet Meeting

About Merton’s Planning Application Validation Checklist

Local information requirements sit alongside national information requirements for planning applications and consents. They are required in accordance with [Section 62 of the Town and Country Planning Act 1990](#) and [Part 3 of The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

The same legislation also allows local planning authorities (LPAs) to request additional supporting information by defining local information requirements

Our [existing local information requirements \(set out in our validation checklists\)](#) need replacement due to the introduction of new national and local planning policy over the last few years.

The National Planning Policy Guidance (NPPG) sets out a three step process for preparing and revising local information requirements, which includes:

1. A review of the existing local list
2. Consulting on proposed changes
3. Finalising and publishing the revised local list on the LPA’s website.

We consulted on our revised local information requirements during January and February 2018 (step 2 of the process)

Following the end of the consultation we reviewed all comments received and, where considered necessary and appropriate, have made changes to our draft local information requirements. The comments and changes made are summarised in the report for consideration of Cabinet. Cabinet once considering the comments and changes set out in the report are recommended to adopt the Validation Checklist.

The revised local information requirements will then be published on our website and become mandatory requirements for supporting all new applications for planning permission and other consents. We are working to have the Local Validation Checklist in place by **01 June 2018**

The Validation Checklist is set out in tabular format describing each requirement, when it is needed, including types of applications that each requirement applies to and provides some guidance on what we are looking for. It also contains information on the reason for the requirement and sometimes a reference or link where further information related to the requirement can be found.

Validation requirement	Type of application and when required	What is required	Policy driver and other information
A National Requirements			
National information requirements for planning applications and consents	These local information requirements sit alongside national information requirements for planning applications and consents. They are required in accordance with Section 62 of the Town and Country Planning Act 1990 and Part 3 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 .	See government's National Planning Practice Guidance Detailed requirements are found at the following link to the NPPG: http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/validation-requirements/national-information-requirements/	see NPPG Detailed requirements are found at the following link to the NPPG: http://planningguidance.communities.gov.uk/blog/guidance/making-an-application/validation-requirements/national-information-requirements/
B Local Requirements			
1 Affordable Housing Statement	Applications involving 10 or more dwellings.	<p>Submit an affordable housing statement upfront with the planning application. The statement will need to include the proposed mix of private and affordable units broken down by affordable housing tenure with numbers of habitable rooms, bedrooms and the floor space area of habitable areas of residential units. You should also show the location of each of the affordable units (with tenure stated) and the number of habitable rooms, bedrooms, and the floor space area of the units on the proposed floor plans.</p> <p>The statement should also set out the approach and justification for the level of affordable housing, and provide details of Registered Providers that have been approached to act as partners in the development including details of any arrangements secured or proposed with Registered Providers to deliver affordable housing along with details of nomination rights and a schedule of accommodation.</p> <p>A separate financial viability assessment will be required (for applications where they are not providing a policy compliant level (including tenure mix) of affordable housing and where they are not meeting the Mayor of London Affordable Housing and Viability SPG 2017 threshold) to be submitted upfront with the planning application to explain the levels of affordable housing proposed along with an agreement to pay for an independent appraisal of the submitted viability assessment. The Mayor of London Affordable Housing and Viability SPG 2017 provides guidance on what to include in a viability assessment. For more information see validation requirement for "Financial Viability Assessment".</p> <p>The Mayors Affordable Housing and Viability SPG 2017 sets out a threshold approach with respect of affordable housing, whereby a full viability appraisal is required for proposals for below 35% affordable housing provision and tenure mix (onsite). Merton supports this approach and expects applicants to follow it accordingly for all applications for 10 or more dwellings. The Mayor's new London Plan (consultation draft December 2017) includes these requirements.</p>	London Plan Policies: 3.8 to 3.13 Core Planning Strategy: CS 8. Sites and Policies Plan: H3 Mayor of London "Homes for Londoners: Affordable Housing and Viability" SPG 2017 Merton Development Viability SPG 2018
2 Arboricultural Statement / Landscaping Schemes / Tree survey	<p>Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during demolition and construction works.</p> <p>Landscaping schemes are required for applications involving the construction of new buildings, extensions to existing buildings, or comprising a dwelling or dwellings, or other developments where landscaping enhances the proposed scheme</p>	<p>You will need to provide the information in the form of the documents and plans listed below in line with BS5837:2012</p> <p>You will need to provide information about:</p> <ul style="list-style-type: none"> • a tree survey; • a topographical survey; • a tree constraints plan; • an arboricultural impact assessment; • an arboricultural method statement including a tree protection plan <p>• species, spread, roots and position of trees;</p> <ul style="list-style-type: none"> • which trees you are proposing to fell and which are to be retained; • which trees will be affected in any way by the proposed development, and; • the measures that will be used to protect them during construction. <p>Landscaping scheme</p> <p>Plans should only include trees to be retained and should clearly differentiate between retained existing trees and those proposed. 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"> • materials; • species; • tree and plant sizes, numbers and planting densities; • existing and proposed ground levels, gradients and any earthworks required; • proposed timing of the implementation of the scheme. <p>It should also include proposals for long term maintenance and landscape management</p> <p>Landscape plans show the design and layout of all outdoor areas within the curtilage of a development. Submitted landscape plans should set out the proposed landscape layout, including:</p> <ul style="list-style-type: none"> • How it responds to local guidance/SPDs; • Ecological benefits; • Climate change adaptation measures; • The approach to trees; • Sustainable drainage; • Management and maintenance <p>This information should be prepared by a qualified arboriculturist. Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to design, demolition and construction - Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided. An appraisal of the pre-construction situation should be provided, including an assessment of tree quality. Tree retention and removal plans must be provided, and Root Protection Areas identified on proposed layout plans. The assessment should also identify protection measures to be implemented during demolition and construction, and potential management measures.</p> <p>Note: Elements of the assessment may form part of the landscape plan.</p>	London Plan policies: 2.18 and 7.217.21. Core Planning Strategy policies: CS 13 Development Management policies: DM O2,

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3	Air Quality Assessment	Proposals introducing residential use (or other sensitive uses) within areas of particularly significant air quality and other applications likely to have impact on road traffic; applications where the grant of planning permission would conflict with, or render unworkable, elements of the council's Air Quality Action Plan/ Air Quality Strategy.	Assessment to provide details of how a residential scheme (or other sensitive uses) will be successfully accommodated with the area of particularly significant air quality. An impacts assessment will also be required to include necessary information to allow a full consideration of the impact of the proposal upon the air quality of the area. Please note that the whole of Merton is a Air Quality Management Area (AQMA).
4	Basement Impact assessments / Outline construction Method Statement	All properties within the London Borough of Merton that propose a new basement development or an extension to an existing basement development where planning permission is required.	The Basement Impact Assessment (BIA) should demonstrate compliance with Planning Policy DM D2 by addressing the potential impacts of the proposed scheme on the four main issues - Land Stability, Structural Stability, Heritage and Archaeology, Groundwater and Surface water drainage and flooding from all sources. The level of technical information required to address the above issues may vary according to the type of the development, however, it is likely to include the below. Further details can be found in the basement and subterranean SPD. All technical reports must be prepared by a suitably qualified expert in accordance with Figure 1 of the Basement and Subterranean Planning Guidance SPD. <ul style="list-style-type: none"> •Desk study: This should establish the site history, age of the property, topography, distance between the boundaries (adjoining properties and highway) and the proposed basement, geology and ground conditions, rivers and watercourses whether existing or old, surface water and ground water regimes, flood risk from all sources, utilities and other basement developments in the area, so that cumulative effects can be considered. • Site Specific Intrusive Site Investigation entailing a visual assessment of the existing and adjoining buildings for any signs of movement, ground investigation undertaken by a chartered engineer/geologist assessing the ground conditions, groundwater levels, surface and groundwater flow, subsidence and drainage through the use of site specific boreholes and/or trial pit, groundwater monitoring standpipe and recommendations for the foundation design, dewatering process including silt removal/management and discharge location and trial pit investigation to determine the nature of existing foundations. • Engineering Design Work: An outline of the engineering design which should be advanced to detailed proposals stage. Relevant drawings should be provided to show how the designers have addressed ground conditions and the presence of groundwater risk to and from the site, any surcharge from highway and neighbouring buildings, vertical and horizontal loading, drainage layout (including attenuation calculation requirement, sump/pump arrangement and non-return valves) and flooding. The design has to be carried out in accordance to Eurocodes.
5	Basement Impact assessments / Outline construction Method Statement	cont.	<ul style="list-style-type: none"> • Outline Construction Method Statement: This document has to discuss and cumulatively analyse all the information obtained from the desk study, site investigation and the engineering design work to assess any potential impact of the proposed scheme works on land stability, structural stability of adjoining buildings and highway if any, groundwater flow in order to identify suitable construction management methods and mitigation measures. This document should consist of an outline of how the excavation and construction works will be undertaken in sequence, underpinning/piling sequencing with drawings, propping and depropping sequence of any temporary works - It should show how the horizontal and vertical loads are supported and balanced at all stages of construction and consider the interaction between permanent works and temporary works, temporary work drawings, section drawings of the basement retaining wall, access details for the construction equipment etc. • Proposed drainage scheme including SuDS (Sustainable Drainage Scheme) including drianage layout. • Monitoring regime of the ground movements during construction if the basement works if there is any concern of ground movement or subsidence due to the slope of the land or proximity to a neighboUring building or the highway.
6	Biodiversity	Development proposals within or adjacent to statutory protected areas, such as Sites of Special Scientific Interest and Local Nature Reserves, areas protected by planning policies, such as Sites of Importance for Nature Conservation, or proposals that may have an impact on protected species.	The need for any type of survey, its scope and the appropriate methodology would usually be considered as part of the formal pre-application discussions. Typically, a Phase 1 Habitat Survey would need to be carried out by an appropriately qualified person at an appropriate time. Existing records of protected species and habitats in Merton and neighbouring boroughs, which are held by the Greenspace Information for Greater London (GiGL), need to be reviewed before the site survey. The survey report should clearly explain why the survey methods used were appropriate, set out the findings of the survey, consider whether the proposed development would impact on the relevant species or habitats and recommend appropriate avoidance or mitigation measures and biodiversity enhancement measures.

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7	Bin Stores/Recycling Facilities	All new development which would result in the need for new or additional bin storage or recycling facilities	A scaled plan indicating the location of bin stores and details of the materials, design and type enclosure to be used. The plan should include elevations with dimensions.	London Plan Policy 5.17
8	Character Analysis and Appraisal	New Build Residential (1+ house)	Provide a contextual statement that demonstrates a clear understanding and analysis of the local character of the area. The statement should demonstrate how your proposal will make a positive contribution to protecting and enhancing the local character of the area. This should be incorporated in the Design and Access Statement when one is required.	Core Planning Strategy CS14 Sites & Policies Plan DM D1 Merton Borough Character Study https://www2.merton.gov.uk/environment/designandconservation/bcs.htm
9	Child Yield Estimation	Major residential developments (10 units or more)	The submission of child yield estimations that have been calculated using the proposed accommodation schedule and the GLA Intelligence Unit's Population Calculator (Version 1) and Single Year Age (SYA) tool, which can be downloaded at this webpage: http://data.london.gov.uk/dataset/population-yield-calculator The following criteria should be used: <ul style="list-style-type: none"> Population Calculator - 'Intermediate' affordable housing units should be included as 'Market' units, Population Calculator - 'Affordable Rent' housing units should be treated as 'Social' units, and SYA Tool - only the figures from the sub region 'South' aggregation in the Population Calculator. The child yield calculations and estimations should be clearly set out and should be accompanied by an assessment showing how the proposals meet the requirements of the Mayor of London's Play and Informal Recreation SPG (2012).	London Plan policies: 3.6, Core Planning Strategy CS 13, Mayor of London's Play and Informal Recreation SPG (2012)
10	Community Infrastructure Levy Additional CIL Information Form and plans	Applications involving the construction of new buildings, extensions to existing buildings, or comprising a dwelling or dwellings. All applications for development that may potentially be CIL liable.	The Community Infrastructure Levy applies to development for 100 square metres gross internal area of new floorspace and development involving the creation of a dwelling or dwellings. Applicants must fully complete and submit the Additional CIL Information Requirements form, which is located at https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf Existing and Proposed plans covering all accessible floors and levels of buildings with clearly marked dimensions and correct scale bar must be submitted. Two CIL charging schedules - the Mayor of London and London Borough of Merton charging schedules - apply to development in Merton. For more information see merton.gov.uk/cil	Planning Practice Guidance Paragraph: 171 Reference ID: 25-171-20140612, Paragraph: 046 Reference ID: 25-046-20140612 The Community Infrastructure Levy Regulations 2010 (as amended)
11	Contaminated Land	On or near a site known or reasonably believed to be contaminated or a nearby use maybe sensitive to contamination. In accordance with the requirements of the Environmental Protection Act (EPA) 1990, the council keep a Contamination Land Register of sites in the borough.	An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report: <ul style="list-style-type: none"> Site inspection scope Review of historical land use Review of environmental setting Consultation with relevant regulatory authorities Qualitative environmental risk assessment Review of existing relevant reports 	London Plan policies: 5.21. Development Management policies: DM EP4, DM D2
12	Cycle Parking	Development to which cycle parking policy applies.	Details of proposed cycle parking including a plan to scale showing location; numbers of stands, elevations of proposed cycle covers, security provisions and materials to be used	Mayor's London Plan Core Planning Strategy CS18-20
13	Daylight/sunlight assessment	Compulsory for those applications which would result in overshadowing or impact on neighbouring windows.	Please note that Merton applies the Aspect Value Test as contained in the Residential extensions, alterations and conversions SPG. In circumstances 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 then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE guidelines on daylight assessments. Planning permission would not confer any immunity on those whose works infringe another's property rights, and which might be subject to action under the Rights of Light Act 1959.	the adopted Merton Sites and Policies Plan (July 2014): DM D2

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14	Design and Access Statement (Not required for householder development except when in a Conservation area or a Listed Building or LDC)	This is required for all applications except for: material change in the use of land or buildings (unless it involves operational development); engineering or mining operations; advertisement control or the storage of hazardous substances.	The statement should follow the guidance given in the following documents: <ul style="list-style-type: none"> - Design and Access Statements How To Write, read and use them, CABE 2006 - Merton Council Supplementary Planning Documents - Conservation Area Guidance - Borough Character Study (not adopted) 	The statutory requirements for design and access statements are set out in Article 4C of the GPDO, as amended. For more information see NPPG: http://planningguidance.communities.gov.uk/bl og/guidance/making-an-application/validation-requirements/national-information-requirements/ Paragraph: 029 Reference ID: 14-029-20140306; Paragraph: 030 Reference ID: 14-030-20140306; Paragraph: 031 Reference ID: 14-031-20140306; Paragraph: 032 Reference ID: 14-032-20140306; and Paragraph: 033 Reference ID: 14-033-20140306
15	Documents and Drawings	Major	Provide a minimum of 10 copies comprised of : <ul style="list-style-type: none"> • 4 copies of drawings to scale with all associated documents • 3 sets of drawings/documents reduced to A3 size, • 3 sets of drawings/documents in electronic format e.g CDs. 	
16	Drainage Strategy and Sustainable Design Systems (SUDS)	Statutory requirement on all major developments as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015. Local requirement on all new development, including new dwellings, commercial units and basements.	A Sustainable Drainage Strategy should include the following information: <ul style="list-style-type: none"> •A plan of the existing site layout. •A topographical level survey of the area to metres Above Ordnance Datum (MAOD). •Plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks). •The existing and proposed controlled discharge rate for a 1 in 1 year event and a 1 in 100 year event (with an allowance for climate change as per most recent https://www.gov.uk/guidance/flood-risk-assessments-climate-change-allowances , this should be based on the estimated greenfield runoff rate. •The proposed storage volume (attenuation). •Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible and follow the drainage hierarchy in the London Plan. •Geological information including borehole logs, depth to water table and infiltration test results. •Details of overland flow routes for exceedance events. •A management plan for future maintenance and adoption of drainage system for the lifetime of the development. 	London Plan polices: 5.12, 5.13, 5.14. Core Planning policies: CS 16. Development Management polices: DM F1, DM F2. Please refer to Merton's Sustainable Drainage Design and Evaluation Guide: https://www.merton.gov.uk/assets/Documents/Merton%20SuDS%20Design%20and%20evaluation.PDF
17	Economic statement / Local Employment Opportunities	Compulsory for those applications that would have an impact upon existing economic conditions; or are subject to Merton's employment and land use policies.	Applications may also need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal. Statements will be required for those schemes that would be governed by Merton's general employment, density of occupation, bad neighbour development, town centre and out of town centre management and land uses policies as appropriate; as well as for any major scheme that would have an impact upon existing economic conditions. For proposals for changes of use/loss of employment uses, statement to include evidence of marketing in accordance with the associated adopted Local Plan policy. Can be part of Planning Statement.	Core Strategy Policy: CS12 the adopted Merton Sites and Policies Plan (July 2014): DM R1 to R7; and E1 to E4
18	Environmental Statement (Environment Impact Assessment -EIA)	Required for developments that: are listed under Schedule 1 and Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.	Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (the Regulations) set out the circumstances in which an EIA is required. The applicant should request a screening opinion before submitting a planning application if the development area exceeds the thresholds set out in Schedules 1 and 2 (see column 2 of Schedule 2 in particular) of the Regulations to determine if an EIA is required. Schedule 3 sets out the selection criteria to be applied for the purposes of the screening opinion. Schedule 4 provides a list 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.	Town and Country Planning (Environmental Impact Assessment) Regulations 2017

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19 Existing and Proposed Elevations	All applications involving building work, alterations to buildings or display of advertisements	<p>Existing and proposed drawings of all sides of the exterior of the building at an appropriate scale, usually 1:50 or 1:100. Please make sure that you include the following:</p> <ul style="list-style-type: none"> - All altered sides of a proposal must be shown, including blank elevations, and elevations that are part attached to an adjoining building or face into a shared lightwell. - In the case of an extension, show the elevation of the existing building to indicate the relationship between the two, clearly indicating what is new work. - Show elevations in the context of adjacent buildings. - Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property. - Extraneous context that obscures proposed elevations should be omitted and distant context should be avoided if its inclusion unduly diminishes the scale of the proposed elevation. - The make, type and colour of external materials (walls, roofs, windows, doors, rainwater goods etc) should be clearly annotated. - The manner in which new windows are intended to open. - Internal elevations - proposed and existing should be provided to clearly demonstrate proposed internal alterations to listed building at an appropriate scale, usually 1:50 or 1:100. 	<p>NPPG Paragraph: 023 Reference ID: 14-023-20140306, and Paragraph: 024 Reference ID: 14-024-20140306 http://planningguidance.communities.gov.uk/bl-og/guidance/making-an-application/validation-requirements/national-information-requirements/</p>
20 Existing and proposed floor plans	All applications including change of use.	<p>Plans are required of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100. Please include the following:</p> <ul style="list-style-type: none"> - In the case of a new building, show the proposal in detail, indicating which parts are to be used for which purpose. - Ground level floor plans should usually be shown in context with relevant details from the site plan. - Show floor plans in the context of adjacent buildings, where appropriate, detailing the positions of relevant openings (windows and doors) on immediately adjacent land. - In the case of an extension, show the floor layout of the existing and proposed building to indicate the relationship between the two, clearly indicating what is new work. - Where existing buildings or walls are to be demolished, these should be clearly shown. - Include a roof plan where necessary to show a new roof or alterations to one. 	<p>NPPG Paragraph: 023 Reference ID: 14-023-20140306, and Paragraph: 024 Reference ID: 14-024-20140306 http://planningguidance.communities.gov.uk/bl-og/guidance/making-an-application/validation-requirements/national-information-requirements/</p>
21 Existing and proposed sections	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. Plans should be proportionate to the nature and size of the proposal, titled and numbered, and annotated where appropriate. They should show clearly the proposed works in relation to what is already there, highlighting any structures to be demolished.</p> <ul style="list-style-type: none"> - Cross and long sections should be provided for all new and altered buildings To reveal construction details. These should be shown in context with ground levels and immediately adjacent buildings where necessary. - in all cases where a proposal involves a change in ground levels, drawings should be submitted To show existing and finished levels. - On sloping sites, full information is required concerning alterations To levels and the way in which a proposal sits within the site, particularly relative levels between existing and proposed and How These sit in context with immediately adjacent buildings. 	<p>NPPG Paragraph: 023 Reference ID: 14-023-20140306, and Paragraph: 024 Reference ID: 14-024-20140306 http://planningguidance.communities.gov.uk/bl-og/guidance/making-an-application/validation-requirements/national-information-requirements/</p>
22 Intentionally blank	Intentionally blank	Intentionally blank	Intentionally blank

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23 Financial Viability Assessment	Necessary if required under policy, including if application received for 10 or more residential dwellings.	<p>A financial viability appraisal is required where there is a planning policy requirement that is modified or reduced due to viability. Financial viability appraisals must set out the arguments in financial terms for the maximum level of affordable housing or other provision required to achieve policy compliance that the development can viably support. Planning guidance requires that viability assessments should be evidence based and available for public scrutiny. Viability appraisals are required to be submitted upfront with the planning application. Delays to the determination of applications can occur when viability is not addressed at an early stage or when insufficient information is provided or made publically available. To enable authorities and members of the public to properly evaluate viability appraisals submissions must be provided in-full upfront and must include:</p> <ul style="list-style-type: none"> • an executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader • Viability submissions should be designed in a form that accords with Development Plan policies and Mayoral and Merton guidance. • evidence must be provided to support all assumptions applied and must be robustly justified and appraisal assumptions benchmarked against publicly available data sources. • A table must be provided containing a complete list of references of the evidence and benchmarks used to support all the inputs and assumptions that have been applied to the appraisal. • Appraisals must be balanced, coherent as a whole and internally consistent. • Applicants should demonstrate that the scheme is deliverable with the proposed level of planning obligations. • Applicants and assessors should confirm that the appraisal provides a fair and true reflection of viability and that this complies with professional and ethical standards. • Applicants must provide the appraisal within a fully testable and editable electronic/software model which allows for full and complete analysis of all the cost and values, inputs and outputs, calculations and assumptions used in the viability appraisal. Pdf and excel versions of the appraisal may be required with excel versions allowing all assumptions/costs/values to be tested, with formulas unprotected and visible along with data sources. • The submission must be accompanied by an agreement to pay for the reasonable costs of an independent appraisal of the submitted viability assessment. <p>In line with recent Environmental Information Regulation Tribunal decisions viability submissions will be published in full on the council's website. Applicants may submit a written request to withhold specific inputs and assumptions on the grounds of commercial confidentiality. Such a submission must include fully evidenced reasoning with respect of each individual piece of information that the applicant wants to be withheld demonstrating that withholding the information for a definitive period of time would better serve the public interest in accordance with the Environmental Information Regulations. The council may ensure that some of the information within published submissions is redacted for a period when it considers the public interest would be better served by doing so.</p>	London Plan Policies: 3.11 to 3.13 London Plan Affordable Housing and Viability SPG Core Planning policies: CS 8. Development Management polices: H3 Development Viability SPD [draft for consultation alongside this list]
24 Flood Risk Assessment	In accordance with the NPPF, a site-specific FRA must be produced to support applications for development proposals in flood risk areas. The NPPF states that a site-specific FRA is required to accompany a planning application for a site:	In accordance with the national Planning Policy Guidance (PPG), the assessment should identify and assess the risks of flooding from all source including surface water, groundwater flooding and ordinary water courses and sewer flooding to and from the development and demonstrate how these flood risks will be mitigated and managed so that the development remains safe throughout its lifetime, taking climate change into account. Those proposing developments in areas of flood risk should take advice from the emergency services and Merton's Emergency Planning team, when producing a flood warning and evacuation plan for the development.	London Plan polices: 5.3, 5.12, 5.13. Core Planning policies: CS 16. Development Management polices: DM F1 and F2.
25 Floor space/ accommodation schedule	Major	A schedule of accommodation types, mix and floor space – displayed in Gross External Area (GEA) and Gross Internal Area (GIA)	Core Strategy Policy DM13 London Plan
26 Hardstanding	All	If your proposal involves laying a hard standing then you must confirm the proposed materials are permeable or show on your drawings how the rainwater is directed to a lawn or border to drain naturally	

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27 Health Impact Assessments (HIA)	<p>All large developments of 100 residential units/10,000m2 or more will be required to complete a screening assessment at pre-application stage. This will determine whether a full HIA is required.</p> <p>Screening assessment may also be required for the following and submitted to the council during the pre-application stage for all developments meeting at least one of the following criteria:</p> <ul style="list-style-type: none"> *1 or more hot food (A5) takeaways included in development *Social housing provision included in the development *Areas identified by the Department of Housing, Communities and Local Government (DHLG) Indices of Deprivation (ID) as having high levels of multiple deprivation *10-100 housing units where Merton Public Health and planning have agreed that HIA screening is required 	<p>All large developments of 100 residential units/10,000m2 or more will be required to complete a screening assessment at pre-application stage. This will determine whether a full HIA is required. Public Health Merton and planning may require that a development which is less than 100 housing units/less than 10,000 square metres in area to still carry out a full HIA. This will only occur if there are special circumstances that make a full HIA appropriate, for example a cumulative impact of other development(s) in the area or due to the high levels of inequalities of health but not solely but, wider determinates to health for example social, economic and environmental inequalities.</p> <p>Screening assessment may also be required for the following and submitted to the council during the pre-application stage for all developments meeting at least one of the following criteria:</p> <ul style="list-style-type: none"> • 1 or more hot food (A5) takeaways included in development • Social housing provision included in the development • Areas identified by the Department of Communities and Local Government (DCLG) Indices of Deprivation (ID) as having high levels of multiple deprivation • 10-100 housing units where Merton Public Health and planning have agreed that HIA screening is required 	<p>London Plan policies: 3.2, Core Planning Strategy policies: CS 11. Development Management policies: DM C1.</p>
28 Heritage Statement heritage asset appraisal	<p>All listed building consent applications</p> <p>Development impacting on or within, or on the setting of, the following heritage assets:</p> <ul style="list-style-type: none"> • Listed buildings (designated HA) • Locally listed buildings (undesignated HA) • Buildings in conservation areas (designated HA) • Historic parks and gardens (designated HA) • Local Historic Parks and Gardens (undesignated HA) • Scheduled ancient monuments (designated HA) <p>Sites and Policies Design. Policies DM D1 - DM D7</p> <p>Sites and Policies Plan 94</p> <ul style="list-style-type: none"> • Archaeological Priority Zones (designated HA) • Any other building, monument, site, area, streetscape or landscape that is positively identified as having a degree of significance 	<p>Heritage Statements should demonstrate how the proposal conserves and where appropriate enhances the significance of the asset in terms of its individual architectural or historic interest and its setting</p> <p>The level of detail provided in the heritage statement should be proportionate to the asset's importance in terms of the significance of the asset affected and the impact of the proposal.</p> <p>Where the proposal has a substantial impact on the significance of a heritage asset, it should be carried out by a specialist historic environment consultant.</p> <p>For listed buildings, you must provide information about:</p> <ul style="list-style-type: none"> • the significance of the architectural and historical interest and character of the building or structure; • the principles of and justification for the proposed works; and • the impact of the proposal on the special interest of the listed building or structure, its setting and the setting of adjacent listed buildings. <p>The information should explain</p> <ul style="list-style-type: none"> • the sources that you have considered; • the expertise that you have consulted; and • the steps that have been taken to avoid or minimise any adverse impacts on the significance of the building. <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>Sites & Policies DM D4 the Historic Environment Planning Practice Guide that accompanies former PPS:5 Planning for the Historic Environment</p>

Validation requirement	Type of application and when required	What is required	Policy driver and other information
29	Lighting assessment Proposals for external lighting in connection with a publicly accessible development. Proposals for external lighting or floodlighting which is in the vicinity of a residential property, listed building, conservation area or Site of Importance for Nature Conservation.	<p>Details of external lighting proposals to be provided including:</p> <ul style="list-style-type: none"> Proposed hours when the lighting would be switched on Layout plan with beam orientation Schedule of the equipment in the design Light levels and spillage The size of the light fitting <p>An assessment to be provided setting out details of the external lighting or floodlighting including:</p> <ul style="list-style-type: none"> Layout plan with beam orientation A schedule of the equipment in the design Hours of operation Light spillage Light levels Column heights Method, type and colour of illumination The size of the light fitting For projecting signs mark the distance from the edge of the sign to the kerb edge. <p>Evidence demonstrating that consideration has been given to the effect of light from the proposed development on biodiversity, in particular when on or adjacent to a Site of Importance of Nature Conservation, or where roosting or foraging bats are known to frequent or live. Where detrimental effects are identified, suitable on-site mitigation will be required</p>	<p>London Plan Policies 3.19 and 7.5 Core Planning Stagey CS 14. Development Management polices: DM D1, DM D2,</p> <p>Lighting in the countryside: towards good practice' (1997) demonstrates what can be done to lessen the effects of external lighting, including security lighting and is applicable in towns as well. See also The Lighting Engineers "Guidance Notes for the Reduction of Light Pollution 2000" for information outlining possible attenuation measures.</p>
30	Listed Building Consent Listed Building Consent	<p>Alterations and extensions to a listed building</p> <ul style="list-style-type: none"> existing and proposed internal elevations affected by proposed works at scale 1:50 existing and proposed sections in cases involving the removal or insertion of floors, ceilings, and alterations to staircases drawings of new or replacement architectural features, for example joinery and cornices, at a minimum scale of 1:20. <p>Demolition of or part demolition of a listed building</p> <ul style="list-style-type: none"> show the location and extent of demolition work on existing plan and elevation drawings either by labelling or hatching. 	
31	Noise and Vibration Impact Assessments Proposals for residential and other noise sensitive development close to existing sources of noise; noise generating uses that raise noise disturbance issues to existing buildings; applications which involve installation of flues, air conditioning, plant, extraction etc.	A noise assessment should be prepared by a suitably qualified acoustician, detailing Noise Exposure Categories and concomitant impact and mitigation measures, including layout, design and insulation.	London Plan policies: 7.15. Core Planning Strategy policies: CS 14. Development Management policies: DM D2, DM EP2, DM D3
32	Open Space assessment - Development on open spaces or play, sports and recreation facilities; and - Major residential developments that generate a significant demand for on-site/off-site site specific open space/play space capacity/facilities and/or access improvements.	<p>Plans to be submitted showing any areas of existing or proposed open space, or play, sports or recreation facilities, within or adjoining the application site.</p> <p>Where the proposal would result in the loss of open space or play, sports or recreation facilities, an independent assessment should be provided as evidence that the land/buildings are surplus to local requirements. The assessment must also identify provision for future amenity space (including private, public, communal and formal play space).</p> <p>Applications which affect sports facilities should use the Sports England guidance on what to submit with their planning application.</p> <p>Applications for major developments should provide details of proposed play space and must demonstrate that the area of new open space meets the GLA standards in terms of private and community amenity space as set out in annex 1. This should identify formal and informal play space provision, demonstrating how quantity standards have been met, and should include information on the location and design of the space (including layout, landscaping and materials). Maintenance arrangements should be included.</p>	Policy 7.17 of The London Plan Core Strategy Policy: CS 13 the adopted Merton Sites and Policies Plan (July 2014): O1

Validation requirement	Type of application and when required	What is required	Policy driver and other information	
33	Parking provision	Development to which vehicular parking policy applies.	Applicants may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan. Most forms of development have the potential to increase the amount of on-street parking, more commonly known as parking stress. A parking stress survey should be carried out where insufficient off-street parking is to be provided to ensure that the increase in on street parking is acceptable and will not have an impact on highway safety, the free-flow of traffic, amenity, access by emergency services, refuse collection and delivery of goods. The methodology recommended by Lambeth Council should be used when undertaking a parking stress survey; however when calculating parking capacity it should be assumed that each vehicle measures 5.5m rather than 5m as set out in the methodology. Where development occurs in Controlled Parking Zones, (CPZ), it will normally be expected that car free or limited parking is provided and future occupiers are exempt from being able to acquire permits to park in the zone. The Traffic Order controlling the CPZ will require alteration at developer expense.	London Plan policy 6.13. Core Strategy policies CS18 to CS20 the adopted Merton Sites and Policies Plan (July 2014): DM T1 to T5
34	Photographs	If the proposal involves the demolition of an existing building in a conservation area or a listed building [including internal works to a listed building]	You must provide <ul style="list-style-type: none"> dated and numbered photographs cross referenced to the drawings showing the building its surrounding area and the areas where the works/alterations are proposed Large developments: Include photographs and photomontages to show how large buildings can be satisfactorily integrated within the street scene Development affecting a heritage asset or its setting; demolition of an existing building: Provide photographs of the existing building(s). Proposals within strategic or local viewing corridors; or affecting views of landmarks: Provide annotated elevations relating to heights of viewing planes; photomontages; and verified visual montages. These should demonstrate the impact of the proposal on the quality of designated views and on views of designated landmarks.	London Plan Policy 7.6, 7.7 and 7.11 London View Management Framework SPG
35	Planning Statement	As appropriate to cover issues not covered by Design & Access statement; may incorporate statement of community involvement.	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 such as a justification for a change of use or demolition. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate. This would be separate from the nationally compulsory Design & Access Statement.	Enables the applicant to demonstrate that the development complies with national, regional and local policy.
36	Samples of Materials	All new build residential	Details of the facing materials to be used in the development. This could include sample of the materials the make and type of materials manufactures specification accompanied by photographs and RAL numbers.	
37	Site Sections Levels	All New Build Residential	Plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s). Full information should be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. Levels should also be taken into account in the formulation of design and access statements.	
38	Site Waste Management Plan	For those developments affecting/generating waste.	Proposed new development should be supported by site waste management plans of the type encouraged by the code of practice published in 2004 by the Department of Trade and Industry now the Department for Business Enterprise and Regulatory Reform Site Waste Management Plans: guidance for construction contractors and clients. These do not require formal approval by planning authorities, but are intended to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.	London Plan policy 5.17. Core Strategy policy CS14, CS15 and CS17 The adopted Merton Sites and Policies Plan (July 2014): DM D2 and EP4
39	Statement of community involvement	Required when scheme would have (significant) impact upon local communities; may be incorporated into Planning statement. Please see Merton's Statement of Community Involvement.	Applications may need to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.	This is a requirement of the adopted Merton Statement of Community Involvement (SCI), the Localism Act 2011 and the NPPF.

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40	Street scene	All new build residential and where a proposed extension to an existing dwelling increases the resultant ridge height	Street scenes plan (to scale) showing the relationship between the proposed development and existing buildings along the vicinity of the application site.	Core Planning Strategy CS14 Sites & Policies Plan DM D1
41	Structural Survey/demolition statement (within Design and Access Statement)	Proposals involving demolition in a Conservation Area or of Listed Building/other buildings of Heritage Value	A written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area may be required. Heritage Record should be made of any loss.	
42	Student Housing	All applications involving student accommodation	A Student Management Plan is required. The Plan should include details of safety and crime prevention and a 'Code of Conduct'. This shall include details on; <ul style="list-style-type: none"> • health and safety standards and procedures; • maintenance and repairs; • environmental quality; landlord and tenant relationship; • student welfare; • anti social behaviour and disciplinary procedures; • administration, accreditation and compliance procedures. • secured by design principles • student tenancy agreement parking management and allocation 	Core Strategy Policy DM13; CS15
43	Sustainable Design & Construction Statement	Major developments (>9 units residential & non-residential buildings over 500m2). Note: Merton's Core Planning Strategy classifies non-residential over 500m2 as 'major' development.	A full sustainable design and construction strategy setting out how the application complies with relevant sustainable design and construction policies and guidance. Evidence should be submitted in accordance with the guidance detailed in Merton's Explanatory Note on Approaches to Sustainable Design & Construction and should include: <ul style="list-style-type: none"> • A percentage breakdown of CO2 emissions reductions achieved at each stage of the energy hierarchy. • Confirmation of the approved document used for compliance Part L compliance (e.g. Part L1A New build or Part L 1B Existing buildings), and SAP/SBEM/BRUKL output calculations demonstrating CO2 emissions improvements against the Buildings Regulations 2013 Part L (included as an Appendices). • Details setting out the off-setting of remaining CO2 emissions to be secured with s106 agreement / draft heads of terms (residential – only applications valid from 01/10/2016). • BREEAM pre-assessment (where the non-domestic development exceeds 500m2). • Calculations of water efficiency performance demonstrating compliance with policy standards. 	<ul style="list-style-type: none"> • London Plan policies 5.1 – 5.15 • Merton Core Planning Strategy Policy CS15 • Merton Sites and Policies Plan policies: DM H4; DM D2; DM EP1 & DM EP3 • Mayor's Sustainable Design and Construction SPG • Merton Explanatory Note on Approaches to Sustainable Design & Construction
44	Sustainable Design & Construction Statement	Minor residential developments (<10 units), inc. new build and change of use to create a new dwelling.	A brief sustainable design and construction statement (typically included in the Design & Access Statement) setting out how the application complies with relevant sustainable design and construction policies and guidance. Evidence should be submitted in accordance with the guidance detailed in Merton's Explanatory Note on Approaches to Sustainable Design & Construction and should include: <ul style="list-style-type: none"> • A summary of percentage emissions reductions achieved at each stage of the energy hierarchy. • Confirmation of the approved document used for compliance Part L compliance (e.g. Part L1A New build or Part L 1B Existing buildings),and SAP output documentation demonstrating CO2 emissions improvements against the Buildings Regulations 2013 Part L baseline (included as an Appendices). • BREEAM domestic refurbishment pre-assessments (only applicable on conversions/change of use to create a new dwelling). • Calculations of water efficiency performance demonstrating compliance with policy standards. 	<ul style="list-style-type: none"> • London Plan policies 5.1 – 5.15 • Merton Core Planning Strategy Policy CS15 • Merton Sites and Policies Plan policies: DM D2 • Mayor's Sustainable Design and Construction SPG • Merton Explanatory Note on approaches to Sustainable Design & Construction
45	Sustainable Urban Drainage Systems (SUDS)	All new build residential	Details of the implementation, adoption, maintenance and management of a sustainable drainage system. The details shall include a timetable for its implementation and a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the effective operation of the sustainable drainage system throughout its lifetime. If your development does not include SUDS you should demonstrate that such measures are not feasible and give details of how drainage will be dealt with.	Mayor of London Drainage Hierarchy

Validation requirement	Type of application and when required	What is required	Policy driver and other information
46 Telecommunications Development	Applications for development involving the installation of new telecommunication facilities or equipment or alteration of existing telecommunication facilities or equipment including where prior notification of such works is required.	Planning applications for mast and antenna development by mobile phone network operators in England should be accompanied by Telecommunications Statement containing a range of supplementary information as set out in the NPPF. This should include the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development. Planning applications should also be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). The statement should include all necessary information to meet the criteria outlined in the <i>Code of Best Practice on Mobile Phone Network Development in England</i> (published by the Mobile Operators Association in July 2013)	Core Strategy policy CS14 and the NPPF The adopted Merton Sites and Policies Plan (July 2014): DM D2 and EP4 Further information on preparing and submitting a telecommunications statement can be obtained via the following link: http://www.legislation.gov.uk/uksi/1995/418/schedule/2/part/24/made
47 Transport assessment	Required when development would have significant transport implications. Planning permission for new buildings, changes of use that would generate additional traffic movements or major developments.	Must include accessibility and modal split details. A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. The indicative thresholds for Transport Assessments detailed in Appendix B of the Department for Transport Guidance on Transport Assessments document should be used for guidance as recommended in TfL's Transport Assessment Best Practice Guidance. Further guidance will be found in Transport for London's Urban Planning and Construction website - Transport Assessment Guidance (https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guidance)	This is a requirement of the NPPF, London Plan policy 6.3 and Core Strategy policies CS18 to CS20 the adopted Merton Sites and Policies Plan (July 2014): DM T1 to T5
48 Travel Plan	A travel plan should be submitted alongside planning applications which are likely to have significant transport implications and exceed the thresholds detailed in the relevant TfL guidance.	All developments which generate significant amounts of movement should be required to provide a travel plan as required by the NPPF, the London Plan and Core Strategy. In addition, workplace and or residential travel plans (including deliveries and services where appropriate) should be provided for planning applications exceeding the thresholds in, and produced in accordance with the relevant TfL guidance. Further advice is available in Transport for London's Urban Planning and Construction website - Travel Plans (https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans)	This is a requirement of the NPPF, London Plan policy 6.3 and Core Strategy policies CS18 to CS20 the adopted Merton Sites and Policies Plan (July 2014): DM T1 to T5
49 Town centre uses / Retail Impact Assessment (and sequential test)	Proposals for new, or extensions to existing, edge or out of town centre uses (e.g. retail, leisure etc) (280m2 and over).	This should include an assessment of the proposal on existing, committed and planned public and private investment and the impact of the proposal on town centre vitality and viability in line with paragraph 26 of the NPPF. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made. Must include sequential testing procedure for site selection. The level and type of evidence and analysis required to address the key considerations should be proportionate to the scale and nature of the proposal. Should be incorporated within Retail Impact Assessment for proposals that require Retail Impact Assessments, and Economic Statements.	This is a requirement of Policy 4.7 of The London Plan and the NPPF, CS, 7 and DM.R2 Core Strategy Policies: CS7, CS12 the adopted Merton Sites and Policies Plan (July 2014): DM R1, R2 and R4 to R7