

## **LOCAL REQUIREMENTS FOR INFORMATION TO BE SUBMITTED WITH PLANNING APPLICATIONS**

**Adopted XXXX 2019**

### **Context**

The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that unless there is a list of information requirements published within the last two years of the date of submission of the application, the local planning authority cannot require information as part of its validation process. The information below and on attached links shows what we will expect all applicants to submit.

It is recommended that planning applications are submitted electronically via the **Planning Portal**. You can pay the application fee online at the point of submitting.

**The current statutory national requirements for all applications are:**

March 2019

1. Standard application form (three copies plus original unless submitted electronically)
2. Location plan on an up to date map at an identified standard metric scale (typically 1:1250 or 1:2500 to fit onto A4 or A3 paper) with the red line including all land necessary to carry out the proposed development and blue line for any other land owned by the applicant
3. Site plan – direction of North, proposed development in relation to the site boundaries with written dimensions (and public rights of way, trees, hard surfacing and boundary treatment where relevant) typically 1:500 or 1:200
4. Ownership certificate and notices
5. Agricultural land declaration
6. Fee
7. Design and access statement - where required by law in accordance with the Town and Country Planning (General Development Procedure) Order (England) 2015) and The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended)

As defined by Article 9 of the Town and Country Planning (Development Management Procedure) Order 2015, Design and Access Statements are required for the following planning applications:

- Major developments ( those which involve the creation of 10 or more residential units; residential development of on a site of 0.5 hectares or more; development on a site of at least 1 hectare; or the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;).
- Proposals where any part of the development is in a Conservation Area and consists of—
  - the provision of one or more dwellinghouses; or
  - the provision of a building or buildings where the floor space created by the development is 100 square metres or more.

A design and access statement shall—

- (a) explain the design principles and concepts that have been applied to the development;
- (b) demonstrate the steps taken to consider the context of the development and how the design of the development takes that context into account;
- (c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- (d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and

(e) explain how any specific issues which might affect access to the development have been addressed

Further guidance can be found at <http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/designaccess>

Design and Access statements are also required with all applications for Listed Building Consent.

## **CIL**

All developments generating a floorspace of more than 100 square metres or an additional residential unit are CIL liable and will be obliged to submit a 'determining whether a development is CIL liable' form and plan or drawing showing any chargeable development and gross internal area in square metres on each plan.

**The following table sets out our local information requirements. Information requested with a particular planning application will be considered in relation to the statutory tests that the information is reasonable having regard to the nature and scale of the proposed development and is about a matter which it is reasonable to think will be a material consideration in the determination of the application (set out in Article 34 (3) (c) of the DMPO 2015)**

Please note that Haringey requires all applications to have a scale bar and all proposed plans/elevations require one significant dimension. This is to ensure that the Planning Officer can accurately measure dimensions using measuring software. All drawings must be labelled with a drawing number and note of any revisions.

**Validation dispute** Local planning authorities should only request supporting information that is reasonable in regard to the nature and scale of the proposal and material to the application in question. If you do not consider a local information requirement to be needed as part of your application you must send the Council a notice setting out the reasons why you consider the information requested does not meet the statutory tests (known as an Article 12 notice) or “Request for Waiver of Planning Application Requirement” form listing the items and explaining the reasons why you do not think the information is needed, setting out a reason for each requirement.

We will consider the notice and must issue a validation notice stating that it no longer requires the information or a non validation notice stating that it still requires the information requested.

### Right of appeal

After receiving a non validation notice and after the relevant time period has passed (either 8 or 13 weeks) an applicant may appeal to the Planning Inspectorate against the non determination of the application. If In considering such an appeal the inspector will consider both the dispute regarding invalidity and the merits of the application itself.

Information Item	Types of Application that require this information	Geographic Location where this information is required	Policy Driver	What information is required and where to look for further advice
Existing and proposed plans: All plans to have a scale bar and one significant dimension. All drawings must be labelled	All applications	All	London Plan Local Plan (DMDPD)	Block Plan: drawn to at least 1:500 scale showing properties either side and to rear of site with North point. Elevations: drawn to 1:100 or 1:50.

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with a drawing number and note of any revisions.				Sections: showing finished floor and ground levels  Outline applications: plans showing upper and lower limits of for height, width and length of each building
One hard copy of all documents	All major applications and applications to discharge conditions in relation to major applications	All	Local Plan	
CIL liability form	All developments adding more than 100 sqm (GIA) of new development and/or proposing 1 or more new dwelling(s) (even if the floorspace of the new dwelling is under 100sqm)	All	London Plan Local Plan	CIL Regulations  Please note: all floor space measurements should be Gross Internal Area (GIA)
Design Charter Response (to be included in a Design and	All proposals requiring a Design and Access	All	Local Plan DMDPD	Brief description setting out response to Policy DM1 requirements

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Access Statement)	Statement			
Accessibility statement (to be included in a Design and Access Statement)  Demonstrating compliance with Part M4.2 of Building Regulations 2015	All applications that involve the creation of any new residential units, including changes of use and conversions.	All	London Plan Policy 3.8. Haringey Local Plan SP2	Submit a statement that explains how your proposals complies with Part M4.2 of Building Regulations 2015 You can find out more information about the requirements at  <a href="https://www.gov.uk/government/publications/access-to-and-use-of-buildings-approved-document-m">https://www.gov.uk/government/publications/access-to-and-use-of-buildings-approved-document-m</a>
Bin storage details (to be included in a Design and Access Statement)	All applications that involve the creation of any new residential units, including changes of use and conversions.  Any new commercial building	All	Haringey Local Plan SP6 - Waste and Recycling and DM4 Provision and design of waste management facilities.	Details of the Waste Space Requirements are set out in Appendix A3 of the Sustainable Design and Construction SPD.  <a href="http://www.haringey.gov.uk/housing-and-planning/planning/planning-policy/local-development-framework-ldf/supplementary-planning-guidance-documents/sustainable-design-and-construction-spd">www.haringey.gov.uk/housing-and-planning/planning/planning-policy/local-development-framework-ldf/supplementary-planning-guidance-documents/sustainable-design-and-construction-spd</a>
Geo-located 3D Massing	Development of 50	All	Local Plan	

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Model in fbx file format	residential units or 2,500sqm of commercial floorspace or more.			A 3D massing model exported in fbx format which has been created in any of the following software packages; AutoCAD, 3DS Max/Maya, Rhino, SketchUp, and Revit. The model must be geo-located in Ordinance Survey space, in meters (m) units. The model is intended for the evaluation of massing and should not be a large-set BIM model with full structural information. Instead, it should have less than 65,000 vertices, and does not require internal information (only external). Please contact the Planning Authority for further information regarding requirements.
Basement Impact Assessment-carried out by qualified and recognised assessor demonstrating that the development complies with the requirements of Current Policy.	All applications proposing, new basement development	All	Local Plan	Policy DM18
Heritage statement	For all development	All	National planning Policy	Statements should describe the

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	<p>affecting all heritage assets (conservation areas, statutorily or locally listed buildings, Scheduled Ancient Monuments, Registered Parks and Gardens and any other designations)</p> <p>Excluding Householder applications in Conservation Areas where the floor space created by the development is less than 100 square metres</p>		<p>Framework (NPPF)</p> <p>S.66 and s.72 of the Listed Buildings and Conservation Areas Act 1990 (As Amended by the Enterprise and Regulatory Reform Act (ERR) 2013.</p> <p>London Plan Local Plan</p>	<p>significance of any heritage asset affected, including any contribution made by their setting.</p> <p>The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance.</p> <p>As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary.</p> <p>Statements should include an assessment of impact of the proposed development on the affected assets and their setting.</p> <p>A clear and convincing justification statement is required where the proposed works would lead to any harm or loss of significance of the heritage assets or their setting.</p>



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Water/waste water Utilities Assessment	Major Developments	All	London Plan Local Plan	The assessment should include a letter from the utility company stating that capacity exists within its network or confirmation that capacity can be provided in time to serve the development proposed

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Flood risk assessment	<p>Proposals of 1 hectare or greater in Flood Zone 1; all proposals for new development (including minor development and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 which has critical drainage problems (as notified to the local planning authority by the Environment Agency);</p> <p>Where proposed development or a change of use to a more vulnerable class may be subject to other sources of flooding.</p> <p>*minor development means—</p> <ul style="list-style-type: none"> <li>(i) development of an existing dwellinghouse, or development within the curtilage of such a dwellinghouse, for any purpose incidental to the enjoyment of the dwellinghouse as such;</li> <li>(ii) the extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 250 square metres; and</li> <li>(iii) the alteration of an existing building where the alteration does not increase the size of the building.</li> </ul>		<p>London Plan Local Plan</p> <p>NPPF &amp; Technical guidance on flood risk</p>	<p>The Environment Agency Flood Risk Map can be found online</p> <p>Or on Haringey Mapping System <a href="http://www.haringey.gov.uk/index/maps-online.htm">www.haringey.gov.uk/index/maps-online.htm</a></p> <p>Additional guidance can for these areas can be found on the Environment Agency &amp; General Advice can be found using the below link:</p> <p><a href="https://www.gov.uk/flood-risk-assessment-local-planning-authorities">https://www.gov.uk/flood-risk-assessment-local-planning-authorities</a></p>

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	All Major Development and any new residential units within a Critical Drainage Areas		Local Plan Policy	Haringey's critical drainage areas can be found on the Environment Agency website: <a href="https://flood-warning-information.service.gov.uk/long-term-flood-risk">https://flood-warning-information.service.gov.uk/long-term-flood-risk</a>
Drainage details including a sustainable drainage plan and completed copies of the Council's drainage pro-formas	All major developments	All	London Plan Local Plan	See Haringey's Drainage Application Information requirements for technical assessment. <a href="http://www.haringey.gov.uk/environment-and-waste/major-emergencies/drainage-and-flooding">http://www.haringey.gov.uk/environment-and-waste/major-emergencies/drainage-and-flooding</a>
Aboricultural Impact Assessment and Method Statement	Any development proposing tree works: including applications to alter trees with a TPO or works to trees in a conservation area  Any development where there are trees within the		Local Plan	Statement should include:  A plan which identifies the tree or trees to which the application relates and shows boundaries and surrounding properties including distances between the tree in question and other relevant features and, where necessary, explaining ownership of affected trees which straddle boundaries with

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	application site or on adjacent sites including street trees.			<p>neighbouring properties.</p> <p>Information to specify the work for which consent is sought and reasons for making the application covering: the health and condition of the tree(s); and any other explanation or justification (for example, to avoid or address subsidence or other structural damage).</p> <p>Technical supporting evidence from a qualified arboriculturalist and, where subsidence or other structural damage is alleged, a report by a qualified structural engineer or chartered surveyor)</p> <p>Statement and planting plan for any replacement trees identifying species chosen.</p>
Supporting planning statement including justification for lighting scheme associated with advertisement	Advertisements	All	Local Plan	You are advised to consult with the Greater London Authority <a href="mailto:Boroughplanning@tfl.gov.uk">Boroughplanning@tfl.gov.uk</a> before submitting any advertisement which

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				may affect Transport for London Road Network (TLRN) which includes: A10 Tottenham High Road (south), Broad Lane/Monument Way, Bruce Grove, Great Cambridge Road and the A406 (North Circular Road ), Archway Road A1, Seven Sisters Road.
Ventilation/extraction details and technical details including acoustic details	All applications where commercial extraction flues will be introduced and all application involving a change of use to Use Classes A3, A4 or A5	All	Local Plan	Acoustic report to be included
Archaeological assessment	All applications that may have an impact on archaeology within Areas of Archaeological Potential (consult with GLAAS)	Area of Archaeological Potential	The NPPF London Plan Local Plan	Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest an appropriate desk-based assessment should be submitted and, where necessary, a field evaluation undertaken.  <a href="#">Historic Environment Good Practice Advice in Planning Notes 1, 2 and 3</a> and <a href="#">'Making Changes to Heritage</a>

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				<p><a href="#">Assets'</a></p> <p>Areas of Archaeological Potential can be found on Haringey Mapping System</p> <p><a href="http://www.haringey.gov.uk/index/maps-online.htm">www.haringey.gov.uk/index/maps-online.htm</a></p>
Biodiversity survey and report	All applications	Site designated for its biodiversity value (such as: Sites of Importance for Nature Conservation (SINCS), Local Nature Reserves, Ecological Corridors) or where significant wildlife interest or protected species is known to be present or is reasonable likely to be present.	<p>NPPF</p> <p>London Plan</p> <p>Local Plan</p> <p>Section 281 of the Wildlife and Countryside Act, 1981 (as amended by the Countryside and Rights of Way Act 2000)</p> <p>Regulation 61 of the Habitats Regulations 2010 (as amended),</p>	<p>An ecological survey, assessment and mitigation report to be carried out by a suitably qualified professional. The report should detail how these habitats, and any protected species are to be safeguarded during site preparation and construction phases, and maintained in the future. Where proposals are being made for mitigation and/or compensation measures relating to protected habitats and species, information to support those proposals will be required.</p> <p>Designated areas can be found on The Haringey Mapping System</p> <p><a href="http://www.haringey.gov.uk/index/maps-online.htm">www.haringey.gov.uk/index/maps-online.htm</a></p>

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				<a href="#">online.htm</a>
Energy Statement	Major developments	All	London Plan Local Plan	Demonstrating reductions below Building regulations as required by current policy.
Sustainability statement and sustainable design and construction checklist	Any new buildings	All	London Plan Local Plan	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 in accordance with current London Plan and Local Plan requirements.
Transport Assessment / Transport Statement	Proposal including > 1000 sqm Retail (A1) or Business (B1). > 2000 sqm Non-food retail (A1), Hospital (D1), School, higher and further education	All	London Plan Local Plan	Confirmation that TfL have been consulted and agree the methodology for strategic planning applications referred to the Mayor ' TfL's Transport Assessment Best Practice Guidance  TfL Guidance: 'Travel planning for new development in London'

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	<p>(D1), Cinema (D2), Other Assembly and Leisure (D2). &gt; 2500 sqm Industrial (B2), Warehousing (B8) Hotel (C1).</p> <p>Any proposals which are likely to have a significant transport impact including all new churches</p>			<p><a href="http://www.lscop.org.uk/newwaytoplan/resources/file/Travel%20planning%20for%20new%20development%20in%20London.pdf">http://www.lscop.org.uk/newwaytoplan/resources/file/Travel%20planning%20for%20new%20development%20in%20London.pdf</a> Travel Plans should be informed by TFL's ATTrBuTE application</p> <p><a href="http://www.attrbute.org.uk/">www.attrbute.org.uk/</a></p> <p>For further information on travel plans contact: Transportation Planning Level 6, River Park House,  Wood Green, London, N22 8HQ, Tel: 020 8489 5575,</p>
	Any proposal	Where a development is located in a sensitive area (Areas where redevelopment proposals could impact on the SRN or TLRN, bus standing/garages/interchanges, operational railway lines and/or London Underground tunnels, in line with London Plan policies to	<p>Haringey Local Plan Policy SP7 DM31, DM32, DM36</p> <p>London Plan 2011 6.3, 6.11 and 6.12</p>	



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		smooth traffic flow and safeguard land for transport).		
Retail assessment	For retail development over 2,500 sq metres	All	National Planning Policy Framework  Local Plan	
Air quality assessment	All applications for major development  Applications for proposals which are likely to have an impact on air quality	Air Quality Management Areas (AQMA)	London Plan Local Plan	The whole of the borough of Haringey is an Air Quality Management Area (AQMA) for the pollutants of NO <sub>2</sub> (Nitrogen Dioxide) and PM <sub>10</sub> particulates which are the most prominent air pollutants. The dominant source of NO <sub>2</sub> and PM <sub>10</sub> emissions in Haringey is road transport and combustion plant and other sources contributing to emissions. This has implications for air quality, which is being addressed through the measures outlined in the Council's Air Quality Action Plan  For further advice and guidance contact Environmental Health Pollution

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				<p>Team</p> <p><a href="mailto:pollution@haringey.gov.uk">pollution@haringey.gov.uk</a></p>
Dust and Emissions Assessment including Non Road Mobile Machinery (NRMM)	All Major development	AQMA (All of Haringey)	London Plan	<p><a href="#">The Control of Dust and Emissions during Construction and Demolition SPG</a></p> <p><a href="http://nrmm.london/">http://nrmm.london/</a></p>
Noise impact assessment	When proposal will result in a change to the qualitative or quantitative acoustic environment brought about by the development and/or where a noise generating use is to be located in close proximity to housing or housing is to be located adjacent to major roads, railway	All	NPPF ( London Local Plan	

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	lines and industrial activity – please seek advice from EHO			
Tall buildings statement and verified views	All buildings which are 10 storeys and over or are otherwise larger than the threshold sizes set for referral to the Mayor of London, as set out in the London Plan or are likely, in the views of the local planning authority, to have a significant impact on the skyline	All	London Plan Local Plan	Verified views must be prepared in accordance with GLVIA 2013 (“Guidelines for Landscape and Visual Impact Assessment, 3rd Edition”, by the Landscape Institute and the Institute of Environmental Management and Assessment, 2013).  Refer also CABE/ English Heritage “Guidance on Tall Buildings” (2007)
Sunlight/daylight assessment	All major new build applications and tall buildings as defined under the tall buildings statement requirement  Major development proposals are likely	All	Local Plan	BRE guidance “Site Layout Planning for Daylight and Sunlight – A guide to good practice” (Littlefair, 2011).

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	to have a detrimental effect on habitable rooms of amenity space in neighbouring dwellings, workspaces and public open space.			
S106 Draft heads of terms & undertaking to pay the Council's reasonable legal costs	All developments of more than 10 new housing units - contributions required – or major commercial development	All	Local Plan	The Council strongly urges that you use our pre-application advice service in these circumstances <a href="https://www.haringey.gov.uk/planning-and-building-control/planning/planning-applications/pre-application-guidance/pre-application-advice-service">https://www.haringey.gov.uk/planning-and-building-control/planning/planning-applications/pre-application-guidance/pre-application-advice-service</a>
Affordable housing statement	More than 10 net new residential units	All	London Plan Local Plan	The statement will need to include: <ul style="list-style-type: none"> <li>• the number of residential units</li> <li>• the mix of units with numbers of habitable rooms</li> <li>• if you are proposing different levels or types of affordability or tenure for</li> </ul>

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				<p>different units you should explain this clearly and fully.</p> <p>You should also show the location of units and their number of habitable rooms and/or bedrooms, and/or the floor space of the units on the floor plans</p> <p>The Council strongly urges that arrange a pre-application meeting before you submit your planning application.</p>
<p>Viability Assessment &amp; redacted copy excluding any commercially sensitive information which can be published on the Council's website when the application is submitted, The default position is that the full viability assessment will be published when the affordable housing level has been agreed with officers prior to the committee</p>	<p>Any application for more than 10 residential units, or providing more than 1000 sqm of floorspace, which is for less than 100% affordable</p>	<p>All</p>	<p>London Plan Local Plan</p>	<p>Viability Assesments should be undertaken using a standard, accepted methodology.</p>

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report being published. Applicants will need to provide reasons for any information to be redacted at this stage.				
Contaminated Land Assessment	All applications excluding householder	Sites known or suspected to be affected by land contamination such as a landfill site, railway land, waste disposal site, scrapyards, petrol stations and other industrial uses.	London Plan Local Plan	<p>According to the individual site circumstances, the Council will require applicants to undertake the following steps:</p> <ul style="list-style-type: none"> <li>i. a desk top study documenting all previous and existing uses of the site and adjacent land, to include assessment of the potential contamination and a description of potential risks to local receptors.</li> <li>ii. where land uses have resulted in soil and/or groundwater contamination, a site investigation will be required and reported in the form of a quantitative risk assessment.</li> <li>iii. where contamination is present and there exists a significant possibility of significant harm being, or likely to be</li> </ul>

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				<p>caused to local receptors a remediation strategy must be submitted for approval by the Council. The strategy should include where necessary, subsequent management and monitoring activities.</p> <p>iv. any remediation works should be fully implemented and verified in a remediation report by a suitably experienced person before occupation of the site. If necessary, monitoring reports after completion of remediation works will be required.</p> <p>All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 (2001) Code of Practice for the Investigation of Potentially Contaminated Sites) and be undertaken by competent persons</p>
Crime prevention statement	All major	All	London Plan Local Plan	For further guidance see 'Safer Place's

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	applications			and 'Secured by Design' websites
Statement of Community Involvement	All major applications	All	Haringey Statement of Community Involvement  The Statement of Community Involvement can be viewed on the website at: <a href="http://www.haringey.gov.uk/sci">www.haringey.gov.uk/sci</a>	A Statement of Community Involvement should identify the consultation undertaken and its results, together with how this has been incorporated into the submitted planning application.
Waste Management Plan	All major applications	All	London Plan  Local Plan	A Waste Management Plan should identify volume and types of demolition and construction waste and to demonstrate how waste will be minimized and managed during construction and occupation.  New waste management facilities will be required to take into account and minimise pollution and nuisance issues.  Reference should be made to the Site Waste Management Plan Regulations 2008 <a href="http://www.legislation.gov.uk/uksi/2008/314/">www.legislation.gov.uk/uksi/2008/314/</a>



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				<a href="#">contents/made</a>
Architectural details at a scale of 1:20 to show all new doors, windows, shop fronts, pilasters, cornices, railings and other decorative details	Listed building consent	All	Haringey Local Plan  London Plan	
Structural/Historic building survey	Listed building consent– as required.	All	London Plan Policy Policies 7.1, 7.2, 7.4, 7.6 and 7.8  Haringey Local Plan	Please seek advice from the Design and Conservation Team before submitting an application  <a href="https://www.haringey.gov.uk/planning-and-building-control/planning/planning-applications/pre-application-guidance/pre-application-advice-service">https://www.haringey.gov.uk/planning-and-building-control/planning/planning-applications/pre-application-guidance/pre-application-advice-service</a>
Submission of statement including relevant supporting documents and plans to enable the local planning authority to discharge the condition or reserved matter	Discharge of a planning condition or reserved matter for an outline planning application	All	Haringey Local Plan	Identification of relevant planning permission
Telecommunications application Supporting	planning applications for	All	Local Plan	Supporting planning statement must

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planning statement and ICNIRP certificate	telecommunications applications			<p>cover the following matters:</p> <p>Area of search</p> <ul style="list-style-type: none"> <li>• Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna</li> <li>• Technical justification - details about the purpose of the site and why the particular development is required</li> <li>• Details of alternative sites rejected with a justification for rejecting them - this should include existing masts, structures and other buildings within the search area</li> <li>• An explanation if no alternatives considered</li> <li>• Visual impact assessment where relevant</li> <li>• Acoustic report where relevant</li> </ul> <p>Any other relevant information</p>

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Photos/photomontages	<p>Development affecting a conservation area or a listed building</p> <p>Proposals which will have a significant effect on the existing streetscene and prior approvals for telecomms application (at the applicant's discretion)</p>		<p>London Plan Policy Policies 7.1, 7.2, 7.4, 7.6 and 7.8</p> <p>Haringey Local Plan Policy SP11 SP12, DM3(D)</p> <p>SPG1a</p>	
Sport England Checklist of Recommended Information Requirements	Planning applications affecting playing field land	Playing field land	<p>Paragraph 74 of the NPPF Policy 7.18 Protecting open space and addressing deficiency</p> <p>Local Plan Policy SP13 &amp; DM20</p>	<p>The checklist can be found at:</p> <p><a href="http://www.sportengland.org/facilities-planning/planning-for-sport/development-management/planning-applications/playing-field-land/">www.sportengland.org/facilities-planning/planning-for-sport/development-management/planning-applications/playing-field-land/</a></p>