

Local Information Requirements Consultation Guidance Notes

1. Photographs & Photomontages

When are these required?

These provide useful background information that can help to show how developments can be satisfactorily integrated within the context of the streetscene or an existing development. Photographs should particularly be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

2. Transport Assessment (inc. Parking & Access Statement)

When is this required?

A Transport Assessment would need to be submitted for developments attracting a high level of trips or if a development is likely to have a significant impact on the local highway network. Each application will be considered individually and the need for the Transport Assessment determined by the Council. However, as a guide, a Transport Assessment is likely to be required if a development generates over 1000 person trips per day or provides more than 2500 m² of gross floor space.

For more information please see [Supplementary Planning Guidance document 7c](#) on the website.

3. Draft Travel Plan

When is this required?

The submission of a Draft Travel Plan will be required to support planning applications above certain thresholds, as follows:

Land use proposal	Floorspace in m ² gross floor area
Food retail (A1)	1000
Non-food retail (A1)	2000
Business (B1)	1000
Industrial (B2)	2500
Warehousing (B8)	2500
Hotel (C1)	2500
Hospital (D1)	2000
School, higher and further education (D1)	2000
Cinema (D2)	2000
Other assembly and leisure (D2)	2000

A Draft Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.

Further information is given in [Supplementary Planning Guidance document 7b](#), available to view on our website.

4. Planning Obligations (section 106 Draft Heads of Terms)

When are these required?

Planning obligations may be sought where they are:

- relevant to planning
- necessary to make a proposed development acceptable in planning terms
- directly related to a proposed development
- fairly and reasonably related in scale and kind to the proposed development, and
- are reasonable in all other aspects

The council will assess each application individually and on its merits to determine if planning obligations are needed. In particular planning obligations may be appropriate for major schemes. In these instances we would strongly encourage pre-application discussions. Further guidance is given in [Supplementary Planning Guidance document 10a](#), which is available to view on our website.

5. Flood Risk (and Drainage) Assessment

When is this required?

A Flood Risk Assessment will be required for any application within Flood Zone 3. For further information please see Map 3.1 'Indicative Flood Zones' in the [Unitary Development Plan](#) which is available to view on our website.

6. Listed Building Appraisal & Conservation Area Assessment & Historical, Archaeological Features & Scheduled Ancient Monuments (Heritage Assessment)

When are these required?

For works affecting a listed building or the setting of a listed building a listed building appraisal will be required.

For any development in a conservation area or affecting the character of a conservation area a conservation area assessment will be required if it is not already referred to in the Design and Access Statement.

An assessment will also be required for developments within an Area of Archaeological Importance or a Historic Park, Garden or Landscape. More information can be found in [Supplementary Planning Guidance document 2](#) which is available to view on our website.

7. Retail Assessment

When is this required?

A retail assessment is usually required for developments of over 2,500 m² gross floor space. They may occasionally be required for smaller developments (such as those likely to have a significant impact on smaller centres) and on the impact of the proposal on the vitality and viability of existing centres within the catchment area of the proposed development. The assessment should include the likely cumulative effect of recent permissions, developments under construction and completed developments.

For more information about when a retail assessment would be required please see [Supplementary Planning Guidance document 11c](#) which is available on the website.

8. Affordable Housing Statement

When is this required?

An Affordable Housing Statement is required for all developments of 10 or more residential and/or live/work units (new builds, conversions and change of use).

An Affordable Housing Statement is acceptable as part of a combined Planning Statement.

The Council will seek to achieve the maximum reasonable proportion of affordable housing through negotiating section 106 agreements (see planning obligations) on all suitable development sites.

The Council will seek to negotiate an element of affordable housing on all housing sites capable of providing 10 or more units. This applies to the gross number of units proposed. The aim will be to achieve a borough wide target of 50% of habitable rooms as affordable housing depending on location, scheme details or site characteristics. For further information please see [Supplementary Planning Guidance document 10b](#) on the Council's website.

9. Sustainability Statement (including Energy Statement)

When is this required?

A sustainability statement will usually be required for any development falling in to the major category: creation of 10 or more residential units (whether by conversion, change of use or new build), or where the number of units is not known, those with a site area of 0.5 hectares; or other developments with a floorspace of 1,000m² or more, or with a site area of 1 hectare or more.

The statement should demonstrate how sustainability issues have been addressed during the design process. In particular energy efficiency and renewable energy, water conservation and recycling, sustainable drainage systems, biodiversity, conservation and recycling of construction materials, having regard to Policy UD2: Sustainable Design and Construction in the [Unitary Development Plan](#) which is available on the website.

10. Tree Survey/Arboricultural (including Landscaping Statement)

When is this required?

When developing within Haringey due regard must be had to the preservation of existing trees and tree masses and where relevant opportunities arise these should be taken to ensure that tree masses are added to. There will be instances where the loss of trees will be unavoidable in development, but where this is the case the Council will want to be satisfied that the loss is acceptable in terms of amenity and in terms of the value of the tree(s) that is being lost. We will also want to be satisfied that there is adequate replacement for any loss.

As such a statement is particularly required for proposals which include works to or removal of trees.

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 construction – recommendations'. Using the methodology set out in the BS should help ensure that development is suitably integrated with trees and that potential conflicts are avoided.

On larger proposals a landscaping statement setting out the approach to the design of landscaping for the site may be required. This would include proposals for replacement planting where existing trees are felled. Please see [Supplementary Planning Guidance document 8d](#) on the website for further information.

11. Biodiversity/Geological Conservation/Landscape & Natural Beauty (Ecological Impact Assessment)

When is this required?

Haringey Biodiversity Action Group has produced a Draft Biodiversity Action Plan (2002) that sets out the aims of the borough in terms of preserving and enhancing the quality and quantity of flora and fauna within the borough. The Council will have regard to this Draft Plan in making an assessment on any application where it is considered that there is likely to be an impact on ecology whether that ecology is on the development site itself, or on an adjacent site upon which there might be some impact.

Haringey has a number of protected species and habitats and the protection of these will form part of the assessment of any application where there is likely to be an impact upon them. In making this assessment regard will be had to the provisions of the [Draft Biodiversity Action Plan](#).

Ecological Impact Assessments

Where it is considered appropriate or where it is required as part of legislation, the Council will request that the applicant submits an ecological Impact Assessment as part of any planning application. This Ecological Impact Assessment may be subjected to an independent assessment as part of the Council's consideration of its comments.

The Council will expect all planning applications affecting sites of existing or potential nature conservation value to be accompanied by a statement which clearly demonstrates the ecological impact that the proposed development would have. Where there is a risk of harm to a designated site, use of conditions of planning obligations will be considered. For more information please see [Supplementary Planning Guidance document 8g](#) which can be viewed on the website.

12. Noise Impact Assessment and Sound Insulation Requirements

When is this required?

Proposals that raise issues of noise disturbance or are considered to be a noise sensitive developments in noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustician.

In particular such as statement may be relevant for applications for change of use to A3 or A4 uses.

For further information please see ENV 6 in the [Unitary Development Plan](#) which is available on the website.

13. Air Quality Assessment

When is this required?

An air quality impact assessment should normally be undertaken in the following circumstances:

- Proposals that will result in an increase in vehicle trip generation in the local area, and which result in increases in traffic volumes (AADT)3 of 5% or more on individual road links with more than 10,000 vehicles per day
- Proposals for new developments with 300 parking spaces or more or an increase in existing parking provision of 300 spaces to more
- Proposals for coach and lorry parks
- Proposals for industrial development / commercial development with a floor space of more than 2,500 m2
- As part of an EIA where there will be an impact on air quality and as part of any traffic assessment (see [Supplementary Planning Guidance document 8h: Environmental Impact Assessments](#) and [Supplementary Planning Guidance document 7c: Transport Assessments](#) both of which are viewable on the website)

For more information of when this is required please see [Supplementary Planning Guidance document 8i](#) on the website.

14. Sunlight/Day lighting Assessment

When is this required?

An assessment is required for all applications where there is a potential adverse impact upon the current levels of sunlight/day lighting enjoyed by adjoining properties and building(s).

The Council expects new development to allow for adequate sunlight and daylight to reach adjoining properties in line with the Building Research Establishment (BRE) Standards as set out in their publication entitled “Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice”, BRE 1991.

15. Ventilation/Extraction Details

When is this required?

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (Restaurants and Cafes – use for the sale of food and drink for consumption on the premises), A4 (Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (Hot food takeaways – use for the sale of hot food for consumption off the premises). This information (including odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

For more information please see [Supplementary Planning Guidance document 6c](#) on the website.

16. Structural Survey of the Property

When is this required?

A structural survey may be required to support applications for proposals which involve substantial demolition, or to support tree works applications for the removal of a tree causing structural damage to a property.

17. Lighting Assessment

When is this required?

Proposals involving the provision of publicly accessible developments, in the vicinity of a residential property, a Listed Building or Conservation Area, where external lighting would be provided or made necessary by the development should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on.

These details should include a layout plan with beam orientation and a schedule of the equipment in the design.

For further information please see [Supplementary Planning Guidance document 9](#) which is available to view on the website.

18. Site Waste Management Plan

When is this required?

The Council requires applications for major developments (residential developments (whether by conversion or new build), involving the creation of 10 or more units, where the number of units is not known, those with a site area of 0.5 hectares; or other developments with a floorspace of 1000m² or more, or with a site area of 1 hectare or more) to be accompanied by a Waste Management plan.

The form of the plan is at the discretion of the applicant but must include full details of the arrangements for the storage and collection of waste for disposal (residual waste) along with waste to be recycled (recyclate). The plan must make reference to the following:

- The number, type and size of receptacles to be dedicated to storage of residual waste.
- The number, type and size of receptacles to be dedicated to storage of recyclate.
- The position where both types of receptacles are to be stored between collections.
- The size, design and materials used in construction of any housing built for the storage of both types of receptacle.
- Access arrangements for persons using receptacles showing that consideration has been given to safety, equalities, convenience, user friendliness and maximum walking distances under building regulations.
- Access arrangements for persons collecting residual waste and recyclate giving consideration to the Health and Safety at Work Act, recommended maximum pulling distances for receptacles, vehicle access/height/turning requirements and the construction and width of pathways, doors and access ways.
- For mixed use developments, how commercial/industrial residual waste and recyclate will be stored

More information can be found in [Supplementary Planning Guidance document 8a](#) on the website.

19. Land Contamination Assessment

When is this required?

In Haringey there are a number of areas which may be contaminated e.g. former gas board land, land associated with engineering, brick and tile manufacture, refuse disposal sites, former utilities and sewage works, oil storage, car repair works, petrol filling stations, in-filled pits and industrial land adjacent to the River Lea.

Applications for development on these sites should be accompanied by a Land Contamination Assessment which details existing and previous land uses of the site, potential contamination and likely risks associated with the site. A desktop study (Steps 1 – 4) is recommended before making an application which should be submitted with the application.

Step 1 - Establish former uses of the site. Collect physical data and undertake walk-over survey. Consult regulatory authorities.

Step 2 - Identify contaminants of concern; list industries identified in Step 1, identify industry-specific contaminants and geologically-based contaminants.

Step 3 - Develop conceptual model of the site.

Step 4 - Undertake Hazard Assessment. Review data and conduct exploratory investigations if further information is required.

Further details can be found in [Supplementary Planning Guidance document 8f](#) on the website.

20. Environmental Impact Assessment

When is this required?

Applications for development required to be accompanied by an Environmental Impact Assessment (EIA) is defined in the Environmental Impact Regulations 1999 as any development identified in Schedule 1 and Schedule 2 development likely to have significant impacts on the environment owing to factors such as its nature, size or location. Schedule 1 and 2 are appendices to the regulations. An application submitted with a supporting Environmental Statement (ES) is automatically considered EIA development.

The most likely development within Haringey that would require an Environmental Statement would fall within Schedule 2 (10(b)) – urban development projects, including the construction of shopping centres and car parks, sports stadiums, leisure centres and multiplex cinemas. The applicable threshold is that the area of development exceeds 0.5 hectares.

Haringey Council will require an environmental statement for all relevant development, including any submitted in Historic Parks and Gardens.

See [Unitary Development Plan](#) Consultation Policy OS6 and [Supplementary Planning Guidance document 8h](#) on the website for further information.

21. Statement of Community Involvement

When is this required?

Applications for major developments (residential developments (whether by conversion or new build), involving the creation of 10 or more units, where the number of units is not known, those with a site area of 0.5 hectares; or other developments with a floorspace of 1000m² or more, or with a site area of 1 hectare or more) may need to be supported by a statement stating how the applicant has complied with the requirements for pre-application consultation set out in Haringey's 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.

The [Statement of Community Involvement](#) can be viewed on the website.