



Haringey Council

Agenda item:

Planning Committee

On February 11th 2008

Report Title: **Adoption of Local Information Requirements**

Forward Plan reference number (if applicable): **N/A**

Report of: **Shifa Mustafa, Assistant Director Planning Policy & Development**

Wards(s) affected: **All**

Report for: **Non Key Decision**

1. Purpose (That is, the decision required)

1.1 To inform the Committee of the responses obtained from the consultation on proposed Local Information Requirements.

1.2 To ask the Committee to approve the amendments made to the Local Information Requirements following the consultation.

1.3 To ask the Committee to formally adopt the Local Information Requirements.

2. Introduction by Cabinet Member (if necessary)

2.1 N/A

3. Recommendations

3.1 To note the responses to the consultation on Local Information Requirements as attached in Appendix 1.

3.2 To approve the amendments made in light of the responses to the consultation and adopt the Local Information Requirements.

Report Authorised by: **Shifa Mustafa, Assistant Director Planning Policy & Development**

Paul Tomkins p.p.

Contact Officer: **Neil Gage, Development Control Support Team Leader, Planning Policy & Development – 020 8 489 5559**

4. Director of Finance Comments

N/A

5. Head of Legal Services Comments

5.1 The Head of Legal Services comments that the combined use of the national and local list should afford both the authority and the applicant more certainty over the information required in the new procedures. After consultation the local list needs to be adopted by the Planning Committee and then reviewed after three years

6. Local Government (Access to Information) Act 1985

6.1 The Town and Country Planning Act 1990 (as amended by the Planning and Compulsory Purchase Act 2004)

6.2 Town and Country Planning (General Development Procedure) Order 1995 (to be amended by the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2008)

7. Strategic Implications

7.1 As part of the drive to provide a quicker, more predictable and efficient planning service the government is introducing a new standard application form for applications for planning permission made under the Town and Country Planning system and Listed Building and Conservation Area consent regimes.

7.2 To support the use of the national standard application form, the Government is introducing new local information requirements for the validation of planning applications by local planning authorities.

8. Financial Implications

8.1 Funding for the exercise is available within the existing budgets.

9. Legal Implications

9.1 The Town and Country (General Development Procedure) Order 1995 (GDPO) will be amended to make the new national standard planning application form and

associated information requirements for validation of applications mandatory from 6th April 2008.

10. Equalities Implications

10.1 The checklists should ensure that all parties are aware of the appropriate level of information required in order to submit applications.

11. Consultation

11.1 A five week consultation period on the proposed Local Information Requirements ran from 19th December 2007 to 23rd January 2008.

11.2 In line with government guidance the following stakeholders were consulted on the list of local information requirements to be provided with each type of application:

- Agents and developers
- Statutory consultees
- Statutory undertakers
- General Public (via the Haringey Website and hard copies displayed in the Customer Service Centre/Planning Offices)

A number of other stakeholders who have attended Development Control forums or have expressed an interest in planning issues in the borough also received the consultation documents.

11.3 As a result of the consultation a number of responses were received providing comments on the Local Information Requirements.

11.4 The key concerns raised following the consultation centred around the following Local Information Requirements:

- Transport Assessment (inc. Parking & Access Statement)
- Structural Survey of the property
- Statement of Community Involvement

A detailed table of the comments received and our response, including how we have changed the draft proposals where relevant, is given at Appendix 1.

11.5 A number of other comments were received during the consultation period that do not relate directly to the Local Information Requirements. However we have responded to those issues raised and have given a summary in Appendix 4.

12. Background

12.1 In July 2006 the Government undertook consultation on new rules relating to the validation of planning applications. The proposals included establishing a core and mandatory national list of information required for a valid application and the ability

for local authorities to define their own list of mandatory additional Local Information Requirements.

12.2 At the moment, certain documentation which must be submitted with planning applications, is prescribed by Government, and local planning authorities can require further additional information. Under the new system, a national core list of required information is specified, and in addition local planning authorities produce a list of Local Information Requirements which sets the supporting information which would have to be submitted for the application to be valid. Different types of application will require different types of supporting documentation.

12.3 The national core list will include the completed application form, the correct fee, ownership certificates, agricultural holdings certificate, design and access statement, Notice(s), the location plan, site plan, and other plans and drawings or information necessary to describe the subject of the application.

12.4 Haringey's Local Information Requirements have been drawn up in accordance with the policies contained within Haringey's Unitary Development Plan, Supplementary Planning Guidance and Government advice. As Supplementary Planning Documents are introduced it may be necessary to review and amend the Local Information Requirements accordingly, any changes that are made will be publicised.

12.5 The final list of Local Information Requirements for adoption are shown in Appendix 2.

13. Conclusion

13.1 The responses to the consultation have been taken into consideration and a revised list of Local Information Requirements has been produced.

14. Use of Appendices / Tables / Photographs

14.1 Appendix 1 – Table of responses made to the consultation of Local Information Requirements.

14.2 Appendix 2 –Local Information Requirements.

14.3 Appendix 3 – Matrix of which Local Information Requirements are needed to accompany which application type.

14.4 Appendix 4 – Table of other comments received and responses as part of the consultation

Appendix 1: Local Information Requirements Consultation Responses

LIR Number	Local Information Requirement	Comment	Respondent Name	Respondent Org (if applicable)	Haringey Response
1	Photographs/Photomontages	All planning applications submissions should require drawings and/or photos which show also the immediate context of the proposed development (e.g. a development of a terraced property should clearly show the adjacent properties).	Bob Maltz	Hornsey CAAC	We feel that the current wording is sufficient and to amend the requirements along the lines suggested will be over-burdensome for smaller applications.
1	Photographs/Photomontages	Reference should be made to photographs also being required for major development proposals.	Mario Petrou		We agree to this suggestion and have amended the guidance to include reference to major applications.
2	Transport Assessment (Inc. Parking & Access Statement)	TA should be required when a proposal is expected to generate 50 trips or more a day or provides 1000m2 of gross floor space.	Mario Petrou		The current wording is in accordance with the relevant Supplementary Planning Guidance and we feel it is appropriate to remain as proposed. There is the opportunity to review the SPG at a later stage and for potential amendments to the SPG to be reflected in our Local Information Requirements.
2	Transport Assessment (Inc. Parking & Access Statement)	Suggest that the Council allow themselves freedom to require a TA whenever they deem it necessary having regard to local circumstances.	John Compton	Muswell Hill CAAC	Under the planning application regulations the council has the right to request further information where they feel that it is required in order to assess the application.
2	Transport Assessment (Inc. Parking & Access Statement)	Suggest that the Council allow themselves freedom to require a TA whenever they deem it necessary having regard to local circumstances.	Pat Bloomfield	Muswell Hill and Fortis Green Association	Under the planning application regulations the council has the right to request further information where they feel that it is required in order to assess the application.
2 & 3	Transport Assessment (Inc. Parking & Access Statement) & Draft Travel Plan	Information accompanying applications to cover section 278 Agreements and recommendation 4 and 5 of the Road Safety Scrutiny Review	Cllr Bevan		Applications where a Transport Assessment and/or Draft travel Plan would be required would cover these elements.

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LIR Number	Local Information Requirement	Comment	Respondent Name	Respondent Org (if applicable)	Haringey Response
5	Flood Risk (and Drainage) Assessment	<p>There needs to be more details added to this section about when a Flood Risk Assessment (FRA) is required.</p> <p>FRA are required for the following planning applications (as outlined in Planning Policy Statement 25, Annex E Paragraph E8-10):</p> <ul style="list-style-type: none"> - Sites of one hectare or greater in Flood Zone 1; and - All proposals for development located within Flood Zone 2 and 3 (including changes of use to a more vulnerable class –FRSA will refine our requirements in this respect) - Where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be a drainage problem. 	Elizabeth Lightbourne	Environment Agency	The response provided is in line with government guidance and we will amend our guidance accordingly.
5	Flood Risk (and Drainage) Assessment	<p>The following to be added to the guidance:</p> <ul style="list-style-type: none"> • Plans showing the proposed development and setback from a watercourse. 	Elizabeth Lightbourne	Environment Agency	We will add this to our guidance with the qualification 'where the development is within 8 meters of a watercourse'.
5	Flood Risk (and Drainage) Assessment	<p>Recommend adding the link to the Pipernetworking website (www.pipernetworking.com/floodrisk) for more details on undertaking FRAs. Please note that the information contained on this website may soon be transferred to the Environment Agency website but we will keep you informed of this change.</p>	Elizabeth Lightbourne	Environment Agency	We will add this to our guidance.

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LIR Number	Local Information Requirement	Comment	Respondent Name	Respondent Org (if applicable)	Haringey Response
7	Retail Assessment	The word 'occasionally' should be deleted to allow the cumulative effect of decent developments to be assessed in such cases as coffee bars as well as supermarkets etc.	John Compton	Muswell Hill CAAC	The current wording is in accordance with the relevant Supplementary Planning Guidance and we feel it is appropriate to remain as proposed. There is the opportunity to review the SPG at a later stage and for potential amendments to the SPG to be reflected in our Local Information Requirements.
7	Retail Assessment	The word 'occasionally' should be deleted to allow the cumulative effect of decent developments to be assessed in such cases as coffee bars as well as supermarkets etc.	Pat Bloomfield	Muswell Hill and Fortis Green Association	The current wording is in accordance with the relevant Supplementary Planning Guidance and we feel it is appropriate to remain as proposed. There is the opportunity to review the SPG at a later stage and for potential amendments to the SPG to be reflected in our Local Information Requirements.
9	Sustainability Statement	Sustainability statement to be increased to cover a greater number of applications.	Cllr Weber		The current threshold is in accordance with the relevant Supplementary Planning Guidance and we feel it is appropriate to remain as proposed. There is the opportunity to review the SPG at a later stage and for potential amendments to the SPG to be reflected in our Local Information Requirements. A link to SPG9 has been added to the guidance.
10	Tree Survey/Arboricultural (including Landscaping Statement)	On larger proposals a landscaping statement/design should be a positive requirement to accompany the application and not the subject of a reserved matter as is often the case at present.	John Compton	Muswell Hill CAAC	The wording has been changed from 'may' to 'will', and to include a definition of 'larger schemes' on the basis of the definition of a major scheme.
10	Tree Survey/Arboricultural (including Landscaping Statement)	On larger proposals a landscaping statement/design should be a positive requirement to accompany the application and not the subject of a reserved matter as is often the case at present.	Pat Bloomfield	Muswell Hill and Fortis Green Association	The wording has been changed from 'may' to 'will', and to include a definition of 'larger schemes' on the basis of the definition of a major scheme.

Appendix 1: Local Information Requirements Consultation Responses

LIR Number	Local Information Requirement	Comment	Respondent Name	Respondent Org (if applicable)	Haringey Response
11	Biodiversity/Geological Conservation/Landscape & Natural Beauty (Ecological Impact Assessment)	The Council should refer to the Biodiversity and Geological Conservation guidelines produced by Local Government Ecologists in collaboration with DEFRA and Natural England which provides details of the information which may be required as part of the validation checklist. Template is available at http://www.alge.org.uk/publications/index.php	Dominic Coath	Natural England	Added to our current guidance
11	Biodiversity/Geological Conservation/Landscape & Natural Beauty (Ecological Impact Assessment)	Where a planning permission requires significant alterations to/or demolition of, it will be necessary to ascertain whether bats are present, otherwise roosts may be disturbed	Dominic Coath	Natural England	We feel that the current wording sufficiently covers this aspect.

Appendix 1: Local Information Requirements Consultation Responses

LIR Number	Local Information Requirement	Comment	Respondent Name	Respondent Org (if applicable)	Haringey Response
11	Biodiversity/Geological Conservation/Landscape & Natural Beauty (Ecological Impact Assessment)	<p>We consider the following should be added noting information required for developments adjoining a watercourse:</p> <p>Development Adjoining a Watercourse</p> <p>Suitably scaled plan /drawing and cross sections of the existing site showing the watercourse is required. In addition suitably scaled plan/drawings and cross sections showing the proposed development in relation to the bank top of the watercourse (the bank top is defined as the point at which the bank meets normal land levels) needs to be provided as part of the planning application.</p> <p>Water Environment and Wetland BAP Species</p> <p>For proposals where the nature conservation impacts may be significant or where there is a reasonable likelihood of legally protected or priority BAP species present ecological and species surveys will be required.</p> <p>This is in line with Planning Policy Statement 9 (PPS9) Paragraph 5.7 and 5.11.</p>	Elizabeth Lightbourne	Environment Agency	The response provided is in line with government guidance and we will amend our guidance accordingly.
13	Air Quality Assessment	<p>An AQA should be required for developments providing 25 parking spaces or increase an existing parking provision of 25 spaces or more.</p>	Mario Petrou		The current wording is in accordance with the relevant Supplementary Planning Guidance and we feel it is appropriate to remain as proposed. There is the opportunity to review the SPG at a later stage and for potential amendments to the SPG to be reflected in our Local Information Requirements.

Appendix 1: Local Information Requirements Consultation Responses

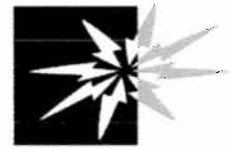
LIR Number	Local Information Requirement	Comment	Respondent Name	Respondent Org (if applicable)	Haringey Response
13	Air Quality Assessment	An AQA should be required for industrial/commercial developments with a floor space of 1,000m ² or more.	Mario Petrou		The current wording is in accordance with the relevant Supplementary Planning Guidance and we feel it is appropriate to remain as proposed. There is the opportunity to review the SPG at a later stage and for potential amendments to the SPG to be reflected in our Local Information Requirements.
16	Structural Survey of the Property	Should a structural survey be required for excavations?	Mario Petrou		We do not consider this to be a planning matter and therefore not a requirement of the application process. These elements of building work would be dealt with under the Building Regulations.
16	Structural Survey of the Property	This should be a definite requirement for proposals involving total or substantial demolition in conservation areas or affecting listed buildings or tree damage.	John Compton	Muswell Hill CAAC	Whilst applicants do sometimes provide information on structural issues in support of their applications for demolition or tree works it is not a planning matter and therefore not a requirement of the application process. These elements are more appropriately dealt with under the Building Regulations.
16	Structural Survey of the Property	A structural survey should be required in the case of applications to extend the basements of residential properties.	John Compton	Muswell Hill CAAC	We do not consider this to be a planning matter and therefore not a requirement of the application process. These elements of building work would be dealt with under the Building Regulations. However we would also note that the government is currently reviewing permitted development rights in respect of extending residential basements.

Appendix 1: Local Information Requirements Consultation Responses

LIR Number	Local Information Requirement	Comment	Respondent Name	Respondent Org (if applicable)	Haringey Response
16	Structural Survey of the Property	This should be a positive requirement for proposals involving total or substantial demolition in conservation areas or affecting listed buildings or tree damage.	Pat Bloomfield	Muswell Hill and Fortis Green Association	Whilst applicants do sometimes provide information on structural issues in support of their applications for demolition or tree works it is not a planning matter and therefore not a requirement of the application process. These elements are more appropriately dealt with under the Building Regulations.
18	Site Waste Management Plan	Should be required for HMO/conversions and all new developments whatever the size.	Mario Petrou		We feel that this would not be practical for small scale developments.
19	Land Contamination Assessment	<p>It is important to note the following in this section:</p> <p>Requirement defined in Planning Policy Statement 23 (PPS23) -where contamination is known or suspected or proposed use is especially vulnerable the applicant should provide a preliminary risk assessment comprising:</p> <ul style="list-style-type: none"> • Desk study • Walk over site reconnaissance • Conceptual model identifying [potential pollutant sources, pathways and receptors as a basis for assessing the risks and appraising the options for remediation. <p>Please refer to PPS23, Annex 2 Para 2.43 & 2.43 for more details.</p>	Elizabeth Lightbourne	Environment Agency	This guidance is in line with government guidance and we will amend our guidance accordingly.
20	Environmental Impact Assessment	Mini-environmental, integrated or health impact assessments should be required for HMO/conversions.	Mario Petrou		The thresholds for the requirements for Environmental Impact Assessments are set by the government and it is considered that the impact of minor developments would be too small to be significant.
21	Statement of Community Involvement	A SCI should be required for HMO/conversions	Mario Petrou		We feel that this would not be practical for small scale developments.

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21	Statement of Community Involvement	It should be clearer what is actually required of the applicant and how this is differentiated from the consultation carried out by the Council.	John Compton	Muswell Hill CAAC	This is set out within the Statement of Community Involvement and is not within the scope of this exercise.
21	Statement of Community Involvement	Pre-application consultation generally needs to cover not only nearby residents but also local associations and businesses etc and Haringey should give clear guidance on this matter.	Pat Bloomfield	Muswell Hill and Fortis Green Association	This is set out within the Statement of Community Involvement and is not within the scope of this exercise.



Local Information Requirements 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 for larger developments of 10 or more units or 1,000m² or more floorspace or if the proposal involves the demolition of an existing building or is a 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. Please note that this SPG may need to be revised dependent upon the Planning Bill.

5. Flood Risk (and Drainage) Assessment

When is this required?

A Flood Risk Assessment is required for the following planning applications (as outlined in the Department for Communities and Local Government's (DCLG) [Planning Policy Statement 25](#), Annex E Paragraph E8-10):

- sites of one hectare or greater in Flood Zone 1; and
- all proposals for development located within Flood Zone 2 and 3 (including changes of use to a more vulnerable class)
- where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be a drainage problem.

For further information please see Map 3.1 'Indicative Flood Zones' in the [Unitary Development Plan](#) which is available to view on our website. You can also view the [pipernetworking website](#) produced by the Environment Agency for more advice.

Where the development is within 8 meters of a watercourse, plans showing the proposed development and setback from the watercourse should be submitted.

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 and Supplementary Planning Guidance document 9 which are 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 (residential developments involving the creation of 10 or more units or other developments with a floorspace of 1000m² or more) a landscaping statement setting out the approach to the design of landscaping for the site will 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.

Development Adjoining a Watercourse

Suitably scaled plan/drawing and cross sections of the existing site showing the watercourse is required. In addition suitably scaled plan/drawings and cross sections showing the proposed development in relation to the bank top of the watercourse (the bank top is defined as the point at which the bank meets normal land levels) needs to be provided as part of the planning application.

Water Environment and Wetland BAP Species

For proposals where the nature conservation impacts may be significant or where there is a reasonable likelihood of legally protected or priority BAP species present ecological and species surveys will be required.

This is in line with the DCLG Planning Policy Statement 9 (PPS9) Paragraph 5.7 and 5.11.

In addition the Council will have regard to the Association of Local Government Ecologists guidance on the validation planning applications which is available via this weblink: <http://www.alge.org.uk/publications/index.php>.

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 development in noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustician.

In particular such a 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 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 know, 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.

Where contamination is known or suspected or proposed use is especially vulnerable the applicant should provide a preliminary risk assessment comprising:

- desk study
- walk over site reconnaissance
- conceptual model identifying potential pollutant sources, pathways and receptors as a basis for assessing the risks and appraising the options for remediation.

Please refer to the DCLG's Planning Policy Statement 23 (PPS23), Annex 2 Para 2.42- 2.45 for more details.

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 know, 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.

Explanatory note on Supplementary Planning Guidance

This guidance document makes reference to Supplementary Planning Guidance (SPG).

The UDP sets out the policies for specific areas and core planning policies on topics for the whole borough. Much of the detail to support the UDP policies will be contained in accompanying documents called Supplementary Planning Guidance (SPG).

Supplementary Planning Guidance (SPG) is a material consideration for development control purposes and can take the form of design guides, area development briefs or supplement other specific policies in the UDP.

As of January 2008 five SPG have been adopted to bring them in line with the adopted UDP policies, the UDP Inspector's recommendations and changes to government legislation. The remaining SPG are still draft and will continue to be used for development control purposes. In addition, two codes of practice on employment and training and health planning obligations have been prepared and adopted. The two Code of Practice Notes will assist in development control negotiations on planning obligations and relate to employment and health impacts of development proposals.

The SPG and Codes of Practice Notes adopted in 2006 are:

- SPG1a Design Guidance
- SPG3a Density, Dwelling Mix, Floorspace Minima, Conversions, Extensions and Lifetime Homes
- SPG8a Waste and Recycling
- SPG10a The Negotiation, Management and Monitoring of Planning Obligations
- SPG10b Affordable Housing
- Planning Obligation Code of Practice No 1: Employment and Training
- Planning Obligation Code of Practice No 2: Health

As Supplementary Planning Documents are introduced it may be necessary to review and amend the Local Information Requirements accordingly, any changes that are made will be publicised.

Availability of SPG and Code of Practice Guidance Notes

All SPG and Code of Practice Guidance Notes (draft and adopted) are available free of charge via our website: www.haringey.gov.uk; on request via telephone (020 8489 5508); or in writing or in person at the following address:

Haringey Council
Planning Service
639 High Road
London
N17 8BD

Comment	Respondent Name	Respondent Org (if applicable)	Haringey Response
<p>Given the increasing prevalence of electronic submission of drawings, all drawings to scale should include a graphic scale (in addition to a numeric scale) so that when printed 'out of scale' dimensions can still be 'scaled'.</p>	Bob Maltz	Hornsey CAAC	<p>We have recently amended our guidance for applicants which includes the need to include a scale bar and other scaling information on drawings. In addition we will shortly be producing a new leaflet for applicants making online applications which also details the need to include scale information. We will continue to review our customer guidance and make improvements where required.</p>
<p>In the case of applications for development in conservation areas and for listed buildings the description of the proposed development should include all aspects of the scheme which would affect the appearance of the building regardless of whether planning permission is strictly required. e.g aspects such as front veluxes for Means of Escape which can break up an original roofscape in a brutal manner.</p>	John Cromption	Muswell Hill CAAC	<p>The requirement to describe the proposed development is the responsibility of the applicant. Where we feel that the description that an applicant has given does not adequately describe a development we may ask them to amend it. In coming to a suitable description for a proposed development there is a need to strike a balance between a sufficient level of detail and something that is manageable within the system. However, the description of the development should always be viewed in conjunction with the submitted plans and drawings to give a comprehensive overview of the proposed development.</p>
<p>Greater care must be taken by the Council to ensure that the description of the development used in the consultation letters is full and accurate as the omission of a single word can sometimes give a wholly misleading impression of what is proposed.</p>	John Cromption	Muswell Hill CAAC	<p>I would refer you to my response above. In addition however we will strive to deliver the highest standards in administration of the planning system and will draw this to the attention of the relevant officers.</p>
<p>Applications for change of use should state what the current use is as well as the proposed use.</p>	John Cromption	Muswell Hill CAAC	<p>We will take this on board and include in guidance for applicants.</p>
<p>The council should not start the clock on the 8 week determining period until all the relevant supporting documents have been received and the correct application has been submitted.</p>	John Cromption	Muswell Hill CAAC	<p>This is the current process, in line with the relevant legislation. The 8 week period will not start until a valid application has been received.</p>
<p>The application forms contain hyperlinks to other documents. It should be made clear to applicants not applying on-line how these documents can be accessed.</p>	John Cromption	Muswell Hill CAAC	<p>In our guidance for applicants we will endeavour to inform applicants how the relevant documents can be obtained.</p>

Comment	Respondent Name	Respondent Org (if applicable)	Haringey Response
When an application for approval of reserved matters and conditions attached to planning approvals is submitted, the people or organisations who have originally commented or shown interest in the Original scheme are at present seldom consulted. Can this be righted with the new application system?	John Cromption	Muswell Hill CAAC	Consultation arrangements are not within the scope of the new arrangements. We feel that our current arrangements are appropriate in this area, but there is potential for review in the future.
Concerned about the number of separate Application Forms. This is likely to cause difficulty and confusion for infrequent applications.	Pat Bloomfield	Muswell Hill and Fortis Green Association	The number of application forms has been mandated by government. We will strive to provide the best possible guidance to applicants.
The application form should adequately describe the proposed works including such items as Rooflights in on from elevations in Conservation Areas. These are frequently not referred to on the form where they are an essential part of the proposal.	Pat Bloomfield	Muswell Hill and Fortis Green Association	The requirement to describe the proposed development is the responsibility of the applicant. Where we feel that the description that an applicant has given does not adequately describe a development we may ask them to amend it. In coming to a suitable description for a proposed development there is a need to strike a balance between a sufficient level of detail and something that is manageable within the system. However the description of the development should always be viewed in conjunction with the submitted plans and drawings to give a comprehensive overview of the proposed development.
Where an approval is given subject to conditions or reserved matters, those people or organisations who have commented or shown interest in the Application should again be consulted.	Pat Bloomfield	Muswell Hill and Fortis Green Association	Consultation arrangements are not within the scope of the new arrangements. We feel that our current arrangements are appropriate in this area, but there is potential for review in the future.