Validation list for:

Applications for Full Planning Permission, Outline Planning Permission or Technical Details Consent

You must submit the information set out below (on both the national and local validation lists) with your application for it to be accepted as a valid application and for the processing of your application to start.

We strongly encourage you to submit all applications online via the Planning Portal. However, if you choose to submit your application via the post, 2 hard copies are required of all application documents.

If you have not included any of the information that is required with your application, you should provide written justification why you consider that the information is not required. The Council will make your application invalid if it does not agree with the justification.

National Validation Requirements

Requirement	**When required**
A completed application form	All applications
The appropriate fee	All applications
A location Plan	All applications
Biodiversity Net Gain information including the BNG Metric	From February 2024: All major applications except those eligible for an exemption From April 2024: All applications except those eligible for an exemption For details of exemptions see: https://www.gov.uk/guidance/biodiversity-net-gain-exempt-developments
Design and Access Statement	When required – any application for: • Major developments • Listed Building Consent • one or more dwellings or a building or buildings where the floorspace created is 100 square metres or more within a Conservation Area But it is not required for: • Section 73 applications • Material change of use of land or buildings

Environmental Statement and non-technical summary	Applications that are subject to Environmental Impact Assessment in circumstances set out in the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. A screening opinion to determine whether an EIA is required can be requested before submitting a planning application. Guidance can be found at: https://www.gov.uk/guidance/environmental-impact-assessment
Gateway One fire statement	Required for all applications that involve: • The provision of one or more "relevant buildings"; • Development of an existing "relevant building"; or • Development within the curtilage of a "relevant building. Excluding applications for Outline planning permission. Including applications for a change of use except where the change of use would result in the building no longer being a "relevant building" and excluding changes of use of land or buildings within the curtilage of a "relevant building" where the change would not result in the provision of one or more relevant buildings. See: https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021
Ownership Certificate and Agricultural Land Declaration	All applications
Plans, drawings or information necessary to describe the development	All applications

Local Validation Requirements

Requirement	When required
Accommodation with shared facilities / additional support – supporting information	All planning applications for developments with shared facilities and/or additional support. This includes houses in multiple occupation (HMOs) student accommodation, large-scale purpose-built shared living accommodation and other forms accommodation with shared facilities or additional support.
Affordable Housing Statement	For all major residential developments, for proposed large-scale purpose-built shared living development and proposals for purpose-built student accommodation

Air Quality Assessment	Where the proposed development includes new uses or buildings that have the potential to generate air pollution or where a sensitive use is proposed in close proximity to an existing source of air pollution
Air Quality Neutral Assessment	All major developments outside of Growth Areas and Air Quality Focus Areas
Air Quality Positive Assessment	All major developments within Growth Areas and Air Quality Focus Areas
Amenity space quality statement	All developments which involve the provision of residential dwellings
Archaeological impact statement	Sites which include or have the potential to include heritage assets with archaeological interest, including Archaeological Priority Areas and Sites of Archaeological Importance.
Basement impact assessment	Required for all applications that include a basement.
BREEAM pre-assessment	All major development proposals including at least 1,000 sqm (GIA) of non-residential floorspace
Circular Economy Statement	All applications referrable to the Mayor of London
Community Infrastructure Levy (CIL) additional information form	For all CIL liable applications including: • 100 sqm or more of new floorspace, including extensions; • the creation of a new residential dwelling including flat conversions / change of use ○ The conversion of a house to flats is CIL liable where additional GIA floorspace is created
Community Infrastructure Levy (CIL) plans, calculations and supporting information	For all CIL liable applications including: • 100 sqm or more of new floorspace, including extensions; • the creation of a new residential dwelling including flat conversions / change of use ○ The conversion of a house to flats is CIL liable where additional GIA floorspace is created
Construction Logistics Plan	For all major developments.
Contaminated land survey	Where the site has been identified as being risk from contamination or a development is proposed in close proximity to a contaminated site

Daylight / sunlight assessment	Where the scale of buildings proposed has the potential to affect light to sensitive neighbouring uses or the design of development has the potential to restrict internal levels of natural light for proposed residential units
Decarbonisation plan	Development that are proposed to connect to an existing District Heating Network
Demolition plan (at a recognised metric scale)	Where significant demolition is proposed to part of a building or to a number of buildings on a site.
Delivery and Servicing Management Plan	For all major developments
Digital connectivity Infrastructure Plan	New residential and commercial development
Digital Model of Proposal	For all Major developments
Drainage Strategy	A Drainage Strategy is required for all Major developments and for all Minor developments and changes of use that would impact on the current drainage regime in accordance with Brent Policy BSUI4 and London Plan policy SI13.
Ecological survey and impact assessment, protected species survey	Where development has the potential to affect designated environmentally important sites or where there is a reasonable likelihood of a protected species being present.
Education facilities report	All planning applications which would result in the loss of education or childcare facilities.
Employment Land Assessment	Applications for planning permission within which a change of use or the provision of additional floorspace is proposed for purposes that do not fall within Use Classes B1, B2 and B8, or Sui Generis uses that are closely related within a designated Strategic Industrial Location, Locally Significant Industrial Site or within a Local Employment Site. Local Employment Sites are defined as sites outside of Strategic Industrial Location or Locally Significant Industrial Sites which are within the B Use Class or a closely related Sui Generis Use.
Energy strategy	For all major developments
Fire Statement (London Plan)	For all major developments

Flood risk assessment, including sequential test and exception test where relevant	A Flood Risk Assessment (FRA) should be provided with a planning application for developments in the following circumstances: • Proposals in Flood Zone 2 or 3, including Minor Development and Change of Use. • Proposals for development areas that are 1 hectare or greater in Flood Zone 1. • New proposals, or a Change of Use in development type to a more vulnerable class, where the proposed development could be affected by sources of flooding other than rivers and the sea. • Proposals within areas with critical drainage problems as designated by the EA
Foul sewage and utilities assessment	Required for all large-scale major developments
Healthy streets assessment	Development that involves significant physical alteration to strategic or local highway (e.g. a S278 agreement is required or highway works exceed £200k)
Heritage statement	• Applications for Listed Building Consent; • Householder & Full applications affecting Listed Buildings (including their setting) and sites/properties within Conservation Areas; • Applications for works covered by an Article 4 Direction; • Applications for works to buildings which are Locally Listed; and • Any new development within a Conservation Area.
Lighting assessment and light contour map	Where proposals include significant external lighting, or where external lighting has the potential to affect protected species
Meanwhile Feasibility Study and Meanwhile Use Strategy	Applications for planning permission for all phased Major developments within designated Town Centres or Growth Areas. In this context, phased major developments are any phased mixed use Major development and any phased residential development comprising over 40 residential units.
Noise and/or vibration impact assessment	Where the proposed development includes new plant or machinery and has the potential to impact upon sensitive uses or where a sensitive use is proposed in close proximity to a noise or vibration source

Noise Management Plan	Proposals which are likely to generate noise sufficient to impact on nearby sensitive uses
Odour Management Plan	Required where a proposed development is likely to result in a significant risk of odour nuisance associated with plant or process failure or where it complements control measures such as abatement systems.
Overheating assessment and mitigation strategy	Developments involving the provision of new residential dwellings where there is a risk of overheating
Parking Design and Management Plan	All major development which include the provision of 12 or more off-street parking spaces
Photographs of the site and context	For all planning applications
Planning Fire Safety Statement or Reasonable Exception Statement	All non-major applications for planning permission, permission in principle or technical details consent
Planning statement	For all major developments and for any development that is not in accordance with the development plan.

Plans and drawings or information necessary to describe the subject of the application which include a scale bar and an indication of North (or indicative drawings in the case of an outline application where the relevant matters are reserved) Including: • Block plan of the site (normally at a scale of 1:100 or 1:200) • Existing and proposed elevations (normally at a scale of 1:50 or 1:100) • Existing and proposed floor plans (normally at a scale of 1:50 or 1:100) • Existing and proposed site sections and finished floor and site levels (normally at a scale of 1:50 or 1:100) • Roof plans (normally at a scale of 1:50 or 1:100) • For the replacement of doors or windows, existing and proposed detailed window elevations (normally at a scale of 1:10) and cross sections (normally at a scale of 1:5) showing all features of the windows • For proposed vehicular accesses or new hardstanding, detailed site layout and elevation plans (normally at a scale not less than 1:100) showing all accesses and changes to the garden or land affected by the proposal. • Landscaping plans • Topographic survey (for Major applications and large minor applications)	All applications
Play and informal recreation strategy	All planning applications for new residential development
Public houses supporting information	All applications involving the loss of a public house without sufficient and suitable re-provision
Retail Impact Assessment	Proposals involving 500 sqm gross retail floorspace or above, which are outside of town centres and do not accord with the Local Plan,
Servicing and refuse management plan	This is required for all major applications and for minor applications where servicing and fire access cannot be undertaken directly from the street.
Site plan	Where necessary to clarify the extent of the site in addition to the Location plan

Site survey	Where there are significant level changes within the site, and for all applications that include basements
Social Infrastructure report	All development proposals result in in the loss of social infrastructure
Statement of community involvement	For all major developments
Sustainability statement	For all major non-residential developments that include non-residential floorspace
Sustainable Urban Drainage Strategy	All major developments.
Townscape / visual impact assessment	For Major applications where structures, such as tall buildings, are proposed that have the potential to impact on protected views or the townscape
Transport Assessment, including Travel Plan	For all major developments
Transport Statement	Largescale minor developments
Tree survey / arboricultural impact assessment / arboricultural method statement	Required for applications that involve the pruning or removal of existing trees and for the carrying out of demolition, building or engineering operations (including the excavation of foundations, construction of basements, any changes of level and service/utility runs) where these may affect trees both on site or on adjoining land.
TV / Radio Reception Assessment	For tall buildings (30 m high and taller) or for proposals that are significantly taller than their surroundings.
Urban Greening Factor masterplan and calculation	Major developments and minor residential developments
Ventilation / extraction statement	Where development includes new restaurants / cafes / restaurants (including changes of use) or other development which require ventilation or extraction
Water quality statement	Proposals involve physical modifications to a water body, and/or materially affecting water bodies
Whole Life Cycle Carbon Assessment	For all applications referrable to the Mayor of London

Wind microclimate assessment	All applications that include tall buildings (30 m or more in height) and any other proposal where the development is likely to have an adverse effect upon the wind microclimate.