National List – Further information on requirements

A completed application form
The application form must be completed in full, signed and dated. The description of development must accurately reflect the proposed development.
A location Plan
A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
Biodiversity Net Gain information including the BNG Metric
For information, see https://www.gov.uk/government/collections/biodiversity-net-gain Applications must be accompanied by: • a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; • the pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date) including the completed metric calculation tool used showing the calculations, the publication date and version of the biodiversity metric used to calculate that value; • where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for proposing that date; • a statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying on of the activities, and if degradation has taken place supporting evidence of this; • a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date); and • a plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or and earlier date), including any irreplaceable habitat.
Design and Access Statement

A Design and Access Statement is a concise report accompanying certain applications for planning permission and applications for listed building consent. They provide a framework for applicants to explain how the proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. Design and Access Statements can aid decision-making by enabling local planning authorities and third parties to better understand the analysis that has underpinned the design of a development proposal. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long. Further information regarding Design and Access Statements, please the National Planning Practice Guidance: https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement and the Town and Country Planning (Development Management Procedure) (England) Order 2015 https://www.legislation.gov.uk/uksi/2015/595/contents/made
Environmental Statement and non-technical summary
Guidance on Environmental Impact Assessments can be viewed using this link: https://www.gov.uk/guidance/environmental-impact-assessment
Gateway One Fire Statement
A fire statement produced in accordance with the guidance set out in: https://www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021
Information about the proposed use or uses, and the amount of development proposed for each use. Applications must also indicate the area or areas where access points to the development will be situate
Information about the proposed use or uses, and the amount of development proposed for each use, is necessary to allow consideration of an application for outline planning permission. Under article 5(3) of the Development Management Procedure Order 2015, an application for outline planning permission must also indicate the area or areas where access points to the development will be situated, even if access has been reserved.
Ownership Certificate and Agricultural Land Declaration
A certificate which applicants must complete that provides certain details about the ownership of the application site and confirms that an appropriate notice has been served on any other owners (and agricultural tenants). The forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015. An application is not valid, and therefore cannot be determined by the local planning authority, unless the relevant certificate has been completed. It is an offence to complete a false or misleading certificate, either knowingly or recklessly, with a maximum fine of up to £5,000. See remainder of text from: https://www.gov.uk/guidance/making-an-application#National-information-requirements
Plans, drawings or information necessary to describe the development
As a minimum, applicants will need to submit a 'location plan' that shows the application site in relation to the surrounding area. Additional plans and drawings will in most cases be necessary to describe the proposed development.
The appropriate fee

Information on the relevant planning fees are available on this web site:
https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Local List – Further information on requirements

Guidance notes on the Validation Requirements set out in the Local Validation Lists are provided within the following table.

Accommodation with shared facilities / additional support – supporting information
Information demonstrating: a) that the proposal is of acceptable quality meeting appropriate standards for the needs of its occupants b) a management plan suitable for the proposed use and size to ensure the use does not unacceptably impact neighbouring amenity c) information demonstrating a Brent need for the particular type of accommodation, or in the case of Student accommodation, a London need When demonstrating the quality of accommodation, the submission should have regard to any guidance produced for the respective form of accommodation, including: • Mayor of London draft SPG – Student Housing (or any subsequent SPG) • Mayor of London draft SPG – Large scale purpose built shared living (or any subsequent SPG) The management plan shall set out management arrangements for accommodation with shared facilities or additional support suitable to its proposed use and size to not unacceptably impact on neighbour amenity. They should be produced having regard to any relevant guidance. Management plans for student accommodation should be produced in accordance with the draft Mayor of London SPG (or any subsequent draft or adopted SPG): https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/purpose-built-student-accommodation-london-plan-guidance Management plans for Houses in Multiple Occupation shall be produced in accordance with the Brent Houses in Multiple Occupation SPD: https://legacy.brent.gov.uk/media/16420519/hmo-spd-nov-22.pdf Management plans for Large-scale Purpose-build Shared Living facilities shall be produced in accordance with the Mayor of London Draft SPG (or any subsequent draft or adopted SPG), demonstrating how management practices will meet policy requirements, how the operations will be managed, and how spaces will be maintained to ensure that the development continues to function as a high quality LSPBSL scheme. See https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/large-scale-purpose-built-shared-living-lpg
Affordable Housing Statement
The statement should include: • the number and mix of residential units or rooms of student accommodation proposed to be delivered within the development by size and tenure both existing and proposed, including the mix by the number of homes, number of habitable rooms and by floorspace (GIA)

• details of any Registered Providers acting as partners in the resident development, or higher education providers for purpose-built student accommodation.

Financial Viability Appraisal – Fast Track Route

Applications that comply with the Fast Track Route set out within London Plan Policy H5 subject to the locally specific tenure split set out within Brent Local Plan policy BH5 (or policy H15 in relation to purpose-built student accommodation) and other planning requirements and obligations to our satisfaction are not required to submit a Financial Viability Assessments. Such schemes will be subject to an early viability review, but this is only triggered if an agreed level of progress is not made within two years of planning permission being granted.

Financial Viability Appraisal – Viability Tested Route

Schemes which do not do not comply with the Fast Track Route and proposals for large-scale purpose-built shared living development (in accordance with London Plan policy H16) are required to be accompanied by a Financial Viability Assessment (FVA) carried out in accordance with the Mayor's Affordable Housing and Viability SPG (or any replacement should that guidance become superseded). The detailed viability information will be scrutinised by Brent, and where relevant the Mayor, and treated transparently. Where Brent or the Mayor determines that a greater level of affordable housing could viably be supported, a higher level of affordable housing will be required. In addition, early and late viability reviews will be applied to all schemes that do not meet the threshold in order to ensure that affordable housing contributions are increased if viability improves over time.

The FVA will typically assess the residual value of the scheme to determine the maximum reasonable amount of affordable housing the scheme can deliver, and provide detailed information on a number of supporting financial assumptions including but not limited to:
• Land value
• Build costs, including any infrastructure and abnormal costs
• Residential sales values/rents or student accommodation charges, including any parking (or other) revenue
• Commercial sales values
• Developer profit
• Affordable housing / affordable student accommodation assumptions
• Development and other fees
• Finance costs and interest charges
• Contingencies
• Planning obligations
• LB Brent and Mayoral CIL
• Development strategy including construction phasing and sales periods
• Growth assumptions and sensitivity analysis

All FVAs should be accompanied by a fully working, testable and editable electronic/software model which explicitly shows the calculations and assumptions used in the planning application. We will accept alternative models provided they explicitly show the calculations and can be fully interrogated and the inputs varied.

The applicant will also be expected to underwrite the Council's (and where relevant, the GLA's) reasonable costs in commissioning an independent assessment of the FVA.

Increasing transparency for residents - The affordable housing statement and viability information will be published on the Brent website along with all other documents submitted as part of the planning application.

If you consider that the financial information is sensitive and should not be disclosed then you must submit an additional statement titled 'Affordable Housing Viability Information – Exceptional Circumstances' detailing why you consider the information should not be disclosed. In this additional statement you should set out exactly what material you consider should be withheld alongside full justification for doing so. Simply stating that the submitted information is confidential and commercially sensitive and so should not be published, and be exempted from disclosure under the Freedom of Information Act 2000 and Environmental Information Regulations 2004, is not full justification.

The affordable housing statement and viability information will then not be published on the Brent website until the 'Affordable Housing Viability Information – Exceptional Circumstances' statement has been reviewed by the Council.

The Council will allow for exceptions to full disclosure in limited circumstances and only when the disclosure of an element of a viability assessment would cause harm to the public interest to an extent that is not outweighed by the benefits of disclosure. Please note that it is anticipated that there would be very few exceptions

Air Quality Assessment

An Air Quality Assessment must include:

- an assessment of the existing air quality in the area
- details of potential pollutant sources as a result of the proposed development during both construction and operational phases
- details of the pollutants that may be emitted and which objectives they may impinge on.
- an assessment of the impact of these, including likely emissions and the effect on the existing air quality. The concentrations of the various pollutants should be predicted at suitable receptor locations. This should include a comparison of with and without development scenarios for the first year of the proposed occupation of the development.
- an identification of measures to mitigate and minimise any impacts, with the suggested mitigation measures incorporated into the building design in the planning application is submitted.

Air Quality Neutral Assessment

The assessment must demonstrate compliance with London Plan Policy SI1 and Brent Local Plan Policy BSUI2. The assessment must be written in accordance with GLA guidance, and shall include details of emissions for both buildings and transport.

Air Quality Positive Assessment

The assessment must demonstrate compliance with London Plan Policy SI1 and Brent Local Plan Policy BSUI2. The assessment must be written in accordance with GLA guidance, and shall include details of emissions for both buildings and transport.

Amenity Space Quality Statement

A statement, produced in accordance with the Brent Residential Amenity Space and Place Quality SPD, demonstrating how an appropriate quality and quantity of amenity and play space will be provided.

Archaeological impact statement
Where development is proposed for a site which includes or has the potential to include heritage assets with archaeological interest, developers must submit an appropriate desk-based assessment and, where necessary, a field evaluation.
Basement impact assessment
This shall include: • Site Survey (All basement applications. To include photographs of existing site); • Tree/Arboriculture Report (Where the proposal is in proximity to trees within site, on adjoining sites or street trees); • Landscaping Assessment (Where a basement development will impact on a garden); • Heritage Statement (Where the application is for or impacting on a heritage asset, including a conservation area, listed or locally listed building, registered park or garden); • Archaeological Survey within Archaeological Priority Areas and Sites of Archaeological Importance. (see policies map); • Flood Risk Assessment and Drainage Strategy (Where proposal is in flood risk zone 2 or 3 (see Environment Agency flood zone map), or where there are localised flooding issues); • Land Contamination Assessment (Where there is a risk of contamination); • Noise Assessment (Where external plant is proposed or internal plant requiring external ventilation).
BREEAM pre-assessment
A report, prepared in accordance with the criteria published by the Building Research Establishment, which provides a design stage assessment of the potential BREEAM rating that the development is expected to achieve.
Circular Economy Statement
A Statement produced in accordance with the Mayor of London guidance on Circular Economy Statements: https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/circular-economy-statement-guidance The London Plan Guidance Circular Economy Statements put circular economy principles at the heart of designing new buildings, requiring buildings that can more easily be dismantled and adapted over their lifetime. It treats building materials as resources rather than waste, and puts in place a clear hierarchy, prioritising the retention of existing structures above demolition, where this is the more sustainable and appropriate approach.
Community Infrastructure Levy (CIL) additional information form
Brent Community Infrastructure Levy (CIL) was introduced on 1 July 2013. Brent is also a Collecting Authority for the Mayor of London's CIL which was introduced from 1 April 2012. A completed CIL form must be submitted: https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf Guidance is provided on the following page: http://www.planningportal.gov.uk/uploads/1app/cil_guidance.pdf
Community Infrastructure Levy (CIL) plans, calculations and supporting information
Including existing and proposed floor plans (drawn to a specified metric scale with scale bar) with polygons showing the Gross Internal Area of each use, tables showing the calculation of floorspace by use, evidence of existing lawful use (where reductions are sought for “in-

use buildings" to be retained or demolished) and applicant details (name, address, e-mail address)
Construction Logistics Plan
A plan, produced in accordance with TfL guidance, which focuses on construction supply chains and how their impact on the road network can be reduced. It also provides the consistent framework for understanding and managing construction vehicle activity into and out of a development site. https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/freight
Contaminated land survey
Applications may also need to be accompanied by a land contamination assessment which should include an extended assessment of contamination in line with National Planning Policy Framework. Sufficient information should be required to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level. Where contamination is known or suspected or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed.
Daylight / sunlight assessment
A daylight and sunlight assessment must be undertaken by a suitably qualified professional using the relevant BRE guidelines and criteria.
Decarbonisation plan
A plan which identifies low- and zero-carbon heat sources that may be utilised in the future for the existing Heat Network that the development is intended to connect to.
Demolition plan (at a recognised metric scale)
A plan showing the areas for demolition (marked in red)
Delivery and Servicing Management Plan
A plan, produced in accordance with TfL guidance, providing a framework for ensuring servicing freight activity is as effective and efficient as possible, and showing how the impacts of delivery and servicing will be managed. https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/freight
Drainage Strategy
The Drainage Strategy could be separate to or part of a Flood Risk Assessment. The Joint West London Level 1 Strategic Flood Risk Assessment (SFRA) webmap and webpage includes further guidance and a Drainage Strategy submission checklist. You can access the SFRA using this link: http://westlondonsfra.london The drainage strategy should demonstrate compliance with Brent Policy BSUI4 and London Plan policy SI13. Development proposals should aim to achieve greenfield run-off rates and ensure that surface water is managed as close to its source as possible and in accordance with the drainage hierarch set out in London Plan Policy SI13. Proposals should be accompanied by the Sustainable Drainage Proforma.
Digital connectivity Infrastructure Plan

The plan should demonstrate that sufficient ducting space for full fibre connectivity infrastructure is provided to all end users within new developments, unless an affordable alternative 1GB/s-capable connection is made available to all end users.
Digital Model of Proposal
A three dimensional computer generated model in a format to be agreed with the Local Planning Authority. 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 a large-set BIM model with full structural information. Please contact the Planning Authority for further information regarding requirements
Ecological survey and impact assessment / protected species survey
Where a proposed development may have possible impacts on wildlife and biodiversity (e.g. proposals affected or within a S.S.S.I, Site of Importance for Nature Conservation, Wildlife Corridor or S.S.S.I.), information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts. Where proposals are being made for mitigation and/or compensation measures information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992. Applications for development in the countryside that will affect areas designated for their biodiversity interests are likely to need to include assessments of impacts and proposals for long term maintenance and management. This information might form part of an Environmental Statement, where one is necessary. Certain proposals which include work such as the demolition of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to water courses may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. Government planning policies for biodiversity are set out in the National Planning Policy Framework.
Education facilities report
Development proposals that would result in the loss of education or childcare facilities shall be accompanied by a report demonstrating that there is no ongoing or future need, including the location, capacity and projected need of facilities within the catchment of the facility to be lost.
Employment Land Assessment
For Strategic Industrial Location or Locally Significant Industrial Sites the Assessment shall demonstrate there is no reasonable prospect of an application coming forward on the site for uses in the B Use Class or a closely related Sui Generis Use. Evidence should include, but is not limited to, robust viability testing and market analysis, taking into account the latest Brent Employment Land Demand Study. For Local Employment Sites the Assessment shall demonstrate either: a) the Local Employment Site is not viable for continued employment use as it is vacant and a thorough marketing exercise at realistic prices for the area has been sustained over a 24 month period; or b) redevelopment or re-use of a Local Employment Site for mixed-use development would accommodate the existing employment use, or provide Managed Affordable

Workspace to a specification agreed by a Managed Workspace Provider; and wider regeneration benefits would be achieved for the community. For detailed guidance refer to Development Management Policy 14 and supporting text: www.brent.gov.uk/dmp
Energy strategy
The assessment should demonstrate how the development will contribute towards energy and carbon reduction targets in accordance with London Plan Policy SI2. It should be produced in accordance with the GLA's guidance on preparing energy assessments. The strategy should also demonstrate how the potential for internal heating and reliance on air conditioning systems will be reduced in accordance with the hierarchy set out in London Plan policy SI4.
Fire Statement (London Plan)
A statement produced in accordance with the Mayor of London Fire Safety draft SPD (or subsequent draft or adopted SPD) which demonstrates that the highest standard of fire safety has been achieved in accordance with the criteria set out in the SPD and London Plan policy D12A and D12B.
Flood risk assessment, including sequential test and exception test where relevant
The Joint West London Level 1 Strategic Flood Risk Assessment (SFRA) webmap and webpage (hyperlinked) is the evidence base for ensuring development is steered away from areas identified most at risk from various flood sources, reducing the risk of flooding to its residents and buildings. It provides a strategic overview of all forms of flood risk throughout the study area, now and in the future. The Strategic Flood Risk Assessment sets out a checklist of what to include in a FRA. You can access the SFRA using this link: http://westlondonsfra.london/checklists/ and https://westlondonsfra.london/4-flood-risk-assessment-guidance-2-2/
Foul sewage and utilities assessment
The submission should demonstrate that: • following consultation with the service provider, the availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community • that proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures that service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains • where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider.
Healthy streets assessment
An assessment, carried out in line with TfL guidance, which examines the local street environment and focuses on creating streets that are pleasant, safe and attractive, where noise, air pollution, accessibility and lack of seating and shelter are not barriers that prevent people - particularly our most vulnerable people - from getting out and about. https://tfl.gov.uk/corporate/about-tfl/how-we-work/planning-for-the-future/healthy-streets
Heritage statement
A Heritage Statement is required where a proposal is for or affects a heritage asset. It must describe and demonstrate a clear understanding of the significance of any heritage assets affected by proposals and the impact on their significance, including any contribution from

their setting. The level of detail must reflect the importance of the asset and clearly identify the potential impact of the proposal
Landscape Plan
Plans, drawn to a metric scale including a scale bar and indicating north, detailing the hard and soft landscaping within the site and any street furniture, means of enclosure, accesses and other features (existing and proposed).
Lighting assessment and light contour map
Details of external lighting and the proposed hours when the lighting would be switched on should be submitted. These details shall include a layout plan with beam orientation, details of horizontal and vertical illumination including light levels and a schedule of the equipment in the design. The assessment should also demonstrate compliance with 'Guidance notes for the reduction of obtrusive light GN01:2011', (The Institution of Lighting Professionals, 2012).
Meanwhile Feasibility Strategy and Meanwhile Use Strategy
The Meanwhile Feasibility Study and where feasible, the Meanwhile Use Strategy should be developed in accordance with the guidance available on the Council's website, using the templates provided - https://www.brent.gov.uk/business/regeneration/meanwhile-uses/policy-be4-and-meanwhile-feasibility.
Noise management plan
A plan demonstrating how sources of noise will be managed the reduce the impact of noise on sensitive receptors near to the site.
Odour Management Plan
A plan setting out mitigation control measures for odour. This is required where there is a significant risk of odour nuisance associated with plant or process failure or where it complements control measures, such as abatement systems. The Environment Agency's guidance on Odour Management: how to comply with environmental permit also sets out advice on odour management and Odour Management Plan. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/296737/geho0411btqm-e-e.pdf
Overheating assessment and mitigation strategy
An assessment which identifies the potential overheating risk within a development, particularly residential development, and demonstrates the incorporation of suitable passive measures within the building envelope and services design to mitigate overheating and reduce cooling demand, in accordance with London Plan policy SI 4. The assessment and strategy should have regard to the Mayor of London Energy Assessment Guidance and the Brent Sustainable Environment and Design SPD>
Parking Design and Management Plan
A plan setting out how car parking will be designed, provided and managed. This shall include (but not necessarily limited to: • Where spaces (including Electric Vehicle Charging facilities) will be located and how they will be made available to residents; • Mechanisms to ensure that spaces are let to residents on short term basis rather than being sold; • Details of the means of access and the ongoing management of the parking spaces; • Details of the initial and future provision of parking for disabled people sufficient for each tenure within the development, including how additional disabled spaces (beyond those initially proposed) will be made available when necessary;

- Details of any visitor or other parking, and how this will be allocated and controlled.

Photographs of the site and context

Photographs showing the parts of the site which are affected by the development and the surrounding context.

Noise and/or vibration impact assessment

The assessment must include:

- an assessment of the existing background noise/vibration level over a 24 hour period which should be reflected of the typical and worse case noise environments;
- predicted noise/vibration levels; and
- identification of any acoustic mitigation required to meet the required levels or provide the necessary protection.

The report must be undertaken by a suitably qualified acoustician. The assessment should demonstrate compliance and make reference to relevant British Standards and World Health Organisation (WHO) guidelines.

Planning Fire Safety Strategy or Reasonable Exception Statement

A Strategy or statement produced in accordance with the Mayor of London Fire Safety draft SPD (or subsequent draft or adopted SPD) which demonstrates that the highest standard of fire safety has been achieved in accordance with the criteria set out in the SPD and London Plan policy D12A.

Planning statement

A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies.

It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission (also see Statement of Community Involvement).

Plans and drawings or information necessary to describe the subject of the application (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 should include details of the hard and soft landscaping within the site and any street furniture, means of enclosure, accesses and other features

The scale shown on the submitted plan(s) must state the paper size at which the scale applies, e.g. scale 1:100 at A3.

All submitted plans and drawings should have a scale bar and an indication of North.

Play and informal recreation strategy
The strategy shall demonstrate how the proposal will accord with the requirements set out within London Plan policy S4, the Mayor of London Play and Informal Recreation SPG and Brent Amenity Space and Place Quality SPD (and any subsequent guidance / documents produced by the Mayor / Brent Council and are relevant during the consideration of the application).
Public houses supporting information
A report to support any applications which involve the loss of a public house which demonstrates compliance with Policy BHC5 of the Brent Local Plan including: that the continued use as a pub or as an alternative community facility is not economically viable, that the proposed alternative use will not detrimentally affect the character and vitality of the area and that it doesn't constitute the loss of a service of particular value to the local community;
Retail Impact Assessment
This should include assessment that demonstrates: • That all in-centre and edge of centre options have been assessed for their availability, suitability and viability and the proposal cannot be reasonably accommodated in these locations; • the impact of the proposal on existing, omitted and planned public and private investment in a centre or centres in the attachment area of the proposal; and • the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the full impact will not be realised in five years, the impact should also be assessed up to ten years from the time the application is made.
Servicing and refuse management plan
The statement should include details of waste and recycling storage locations and capacity, accessibility for refuse collection vehicles and servicing vehicles, and access for emergency vehicles such as fire appliances where applicable, including details of vehicle tracking where relevant and drag distances to collection points.
Site plan
The site plan should be drawn at a scale normally of 1:500 or 1:200 and should accurately show: • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site • all the buildings, roads and footpaths on land adjoining the site including access arrangements • any public rights of way crossing or adjoining the site • the position of all trees on the site, and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing • boundary treatments including walls or fencing where this is proposed.
Site survey
The site survey is to record existing ground levels and landscaping on the site and on adjoining boundaries. It should include: levels - across the site (front to back and side to side) as well as that of adjoining property; established landscaping and any significant other planting including tree canopies and root areas; Photographs of the existing site; details of areas of existing hard and soft landscaping.
Social Infrastructure report

Where a development proposal would result in a loss of social infrastructure, the report should demonstrate that: 1) there are realistic proposals for re-provision that continue to serve the needs of the neighbourhood and wider community, or; 2) the loss is part of a wider public service transformation plan which requires investment in modern, fit for purpose infrastructure and facilities to meet future population needs or to sustain and improve services; or 3) The social infrastructure is redundant and full or partial use as other forms of social infrastructure is not necessary or feasible.
Statement of community involvement
The Government's National Planning Policy Framework emphasises the importance of planning applicants carrying out community engagement on their emerging proposals and states: https://www.brent.gov.uk/localplan 'Applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community. Proposals that can demonstrate this in developing the design of the new development should be looked on more favourably.' Applications are to be supported by a statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the local planning authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals. The level of detail provided should reflect the scale of the development.
Sustainability strategy
The Sustainability Strategy should demonstrate how sustainable design and construction methods will be used to enable the development to mitigate and adapt to climate change over its intended lifetime in accordance with London Plan and Brent Local Plan policy and guidance. The strategy should confirm that the proposal will minimise mains water use in line with Optional Requirement of the Building Regulations (residential development) achieving mains water consumption of 105 litres or less per head per day, achieve at least the BREEAM excellent standard for 'Wat 01' water category and incorporate measures such as smart metering, water saving and recycling measures, including retrofitting, to help to achieve lower water consumption rates and to maximise future-proofing. For Major development proposals within Heat Network Priority Areas, the strategy should demonstrate compliance with London Plan Policy SI3 paragraph D.
Sustainable Urban Drainage Strategy
A strategy setting out how Sustainable Urban Drainage will be implemented within the site in accordance with London Plan Policy SI13 targeting greenfield run-off rates to ensure that surface water run-off is managed as close to its source as possible. The strategy shall demonstrate that the Mayor of London Drainage Hierarchy has been followed and shall utilise the West London SFRA Drainage Strategy Submission checklist to ensure that all mandatory requirement have been met. This includes demonstrating the feasibility of each stage of the drainage hierarchy. If the proposal will not meet greenfield run-off rates, this must be justified within the strategy. For further information see the Brent Sustainable

Environment and Development SPD and the West London Strategic Flood Risk Assessment https://westlondonsfra.london/4-flood-risk-assessment-guidance-2-2/
Townscape / visual impact assessment
The Townscape and Visual Impact Assessment should examine the significance of change in the character of a townscape and whether it is positive or negative and should be undertaken by suitably qualified individuals who are members of the relevant professional body.
Transport Assessment, including Travel Plan, or and Transport Statement
The National Planning Policy Framework advises that a Transport Assessment (TA) or Transport Statement (TS) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes the TS should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport, and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impacts. The assessment should demonstrate how the proposal will deliver improvements that support the ten Healthy Streets Indicators in line with Transport for London guidance, reduce the dominance of vehicles on London's streets and be more permeable by foot and cycle and connect to local walking and cycling networks as well as public transport. Further guidance is available at: https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessments https://tfl.gov.uk/corporate/about-tfl/how-we-work/planning-for-the-future/healthy-streets
Tree survey / arboricultural impact assessment
Information will be required on which are to be retained and on the means of protecting these trees during construction works. The scope and degree of detail necessary in a tree/ arboricultural survey will vary according to the particular circumstances of each application, but usually consist of a site location plan showing their position and number, stating the diameter and species and indicate whether tree or hedge is for removal, pruning or protection. Information will be required on the means of protection during construction works. For major developments, or where significant impact is occurring to existing trees/ hedges this information should be prepared by a qualified arboriculturist. This should be carried out in accordance with BS:5837. Proposals that would result in the removal of (or harm to) trees should be accompanied by information demonstrating adequate replacement based on the existing value of the benefits of the trees removed, determined through use of an appropriate valuation system such as i-tree or CAVAT.

TV / Radio Reception Assessment
An assessment of the likely impact of the proposed development on TV and radio reception of surrounding premises.
Urban Greening Factor masterplan and calculation
A plan and evidenced calculation to determine the appropriate quantity and quality of greening within a development in accordance with London Plan Policy G5, Brent Policy BH4, the Mayor of London Urban Greening Factor SPG and the Brent Sustainable Environment and Development SPD
Ventilation / extraction statement
Details of the position and design of any equipment shall be provided, including predicted noise levels and any noise and/odour abatement measures.
Water quality statement
This is required where proposals involve physical modifications to a water body, and/or indirectly affect water bodies. Where relevant, the applicant should be able to explain how the proposed development would affect the relevant water body and how they propose to mitigate the impacts. Applicants will be expected to mitigate impacts by contributing to the delivery of the emerging Thames River Basin Management Plan. If it is likely that the proposal would have a significant adverse impact on water quality then the assessment should form part of the Environmental Statement associated with the application and a more detailed assessment will be required. The PPG outlines the likely components of a more detailed assessment.
Whole Life Cycle Carbon Assessment
Whole Life-Cycle Carbon (WLC) emissions are the carbon emissions resulting from the materials, construction and the use of a building over its entire life, including its demolition and disposal. A WLC assessment provides a true picture of a building's carbon impact on the environment. London Plan Policy SI 2 sets out a requirement for development proposals to calculate and reduce WLC emissions as part of a WLC assessment. The WLC Assessment shall be produced in accordance with the Mayor of London Whole Life-Cycle Carbon SPG using the Whole Life-Cycle Carbon Assessment template.
Wind microclimate assessment
An assessment of the impact of the proposed development on the local wind microclimate. This report will normally be expected to summarise the findings of testing to demonstrate the degree of change in conditions associated with the proposed development.