LOCAL VALIDATION LIST

Guidance on Submitting a Valid Planning Application

April ~~2024~~2026

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CHAPTER 1:
PREPARING A VALID APPLICATION



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Background to the Validation List

What is The Local Validation List?

Planning decisions must be made in accordance with the development plan unless material considerations indicate otherwise[1]. The Validation List explains which drawings and supporting information should be submitted as part of a planning application to enable a decision to be made.

The Local Validation List is a guidance note produced to:

- explain the national validation requirements required for all planning applications
- explain the Council's additional local information requirements (which are relevant, necessary, and material to the application)[2]
- ensure that planning applications are supported by the information needed for assessment
- make sure that interested parties have enough information to understand and comment on development proposals

This guidance note was produced in accordance with the relevant regulations[3] and guidance[4] and following public consultation.

The information listed is the minimum required to be submitted with planning applications, and in some cases, additional information will be requested after the application is submitted to demonstrate whether a proposal complies with the development plan.

1 Section 70(2) of the Town and Country Planning Act 1990 and section 38(6) of the Planning and Compulsory Purchase Act 2004
2 As required by the National Planning Policy Framework
3 Section 62(3) of The Town and Country Planning Act 1990 and Article 11(3) of The Town and Country Planning (Development Management Procedure) Order 2015
4 Online Planning Practice Guidance (https://www.gov.uk/guidance/making-an-application#Local-information-requirements)

Before Submitting a Planning Application

Pre-Application Advice

The Council complies with the Government's duty to offer a "positive and proactive" approach by offering a pre-application service. You are strongly encouraged to engage with the Council prior to submitting your application to obtain advice on your proposals

In most cases, it will not be possible to negotiate amendments during the course of a planning application, and if the application is not acceptable it is likely to be refused without inviting amendments. However, the Council is willing to discuss amendments to proposals which may make them acceptable during the pre-application stage. Details are available online[5].

Not all proposals will be acceptable, and this service can also identify situations where an application has little or no prospect of success.

As part of the pre-application process, the Council can also review the documents you intend to submit with a planning application and/or provide feedback on such documents if they are submitted when applying for pre-application advice.

Pre-application advice is confidential as it can be commercially sensitive before a development proposal is publicly known. When a planning application is submitted, this is no longer the case, and you will be required to submit details of pre-application advice provided to you.

Engagement with others

You are advised to consult with others who may be affected by your proposal. For large, complex applications, this may mean pre-application discussions with other organisations such as the Mayor of London, Transport for London, Historic England, the Council's Lead Local Flood Authority and engaging with local residents groups. For smaller householder applications, this may mean speaking to your neighbours.

[5] https://www.croydon.gov.uk/planning-and-regeneration/planning/pre-application-advice/planning-pre-application-services

Preparing and Submitting a Planning Application

Preparing Supporting Information

You should consult the validation list to inform the scope and complexity of supporting documentation required. This can be discussed with the Council via the pre-application advice service before any application is made. If an application requires a supporting document this needs to be submitted at the time of application, otherwise the application will be treated as invalid.

Submitting Applications Online

Planning applications should be submitted electronically through the Planning Portal[6] and are treated as having been delivered at 9am on the next working day after the day on which they were transmitted[7].

Documents should be in PDF or Open Document Format[8] and plans should clearly state the paper size, scale and be scalable. Individual documents should be no larger than 5mb, with larger documents should be split into sensible chapters and labelled. Plans should be combined into a small number of files to avoid users having to open several documents at the same time. Documents submitted will be published on the Council's website and you are responsible for ensuring that personal or sensitive data are not included on supporting information. Where this is unavoidable, you should provide both original and redacted versions to meet the Data Protection Laws.

What Happens If My Application Is Invalid?

Planning applications are not “valid” and will not be processed, until all the relevant information has been received. If your application is invalid, the Council will write to you explaining the reasons, and providing a deadline for providing the outstanding information. If the additional information is not received, the application will be returned to you, and you will need to submit a new application.

If the Council does not validate your application within the required timescales, there is a right of appeal, unless you have failed to provide an item or items specified on this list. If you disagree with the Council’s reasons for making the application invalid, there is a dispute resolution procedure set out in Article 12 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

[6] https://www.planningportal.co.uk/
[7] Article 2(6) of The Town and Country Planning (Development Management Procedure) (England) Order 2015
[8] Unless otherwise stated in this document

Common Invalidation Reasons

When preparing to submit your application, it's helpful to double-check to avoid one of the following common mistakes:

1. Site Location Plans

The land covered by the planning application should include the access from the highway, with the site boundary in red and all adjacent land owned by the applicant outlined in blue. The plan should be to-scale with a north arrow and show at least 2 streets for easy identification.

2. Ownership Certificate

Planning application forms include ownership certificates. If there is more than one landowner (including anyone with a lease of 7+ years), either certificate B, C, or D should be signed. This is a common mistake where another flat is located within the same red line boundary, or where works affect boundaries (for example, extensions along party walls) where certificates need to be served on the adjacent landowners.

3. Accurate, Labelled Plans

All plans should be to a recognised scale, with a unique reference number, scale bar and a north arrow.

4. Flood Risk Assessment

Make sure that you check flood risk from all sources, particularly rivers, surface water and ground water. A flood risk assessment should be proportionate to the complexity of the scheme and should include mitigation measures and sustainable drainage where necessary.

4. Fire Safety Planning Statements

The London Plan 2021 ~~introduced a new requirement for~~requires fire safety information to be submitted with planning applications. The relevant statement or ~~exemption~~exception statement needs to be submitted at validation stage.

5. Application Fees

On receipt of a new application for planning permission, we will wait until receipt of the fee before we review the application.

Other Application Types

The information listed in this Validation Checklist is the minimum required to be submitted with Planning Applications.

The information may also be relevant and necessary for other types of applications; however the specific requirements are often set out in secondary legislation or national guidance. The most common types of 'other applications' are:

Lawful Development Certificates (LDC):

- You should submit a Site Plan, existing/proposed floor plans and elevation drawings (where external alterations are proposed). You should also submit a CIL additional information form.
- For roof extensions, you should provide a calculation of the proposed roof space volume.
- For applications seeking to establish lawful use, legislation and guidance places the onus upon the applicant to demonstrate the use and therefore you should submit detailed evidence (such as statements, tenancy agreements, bills, and Council Tax records).

Prior Approval applications:

- The required documents are set out in the General Permitted Development Order (as amended)[9], and guidance can be found online[10].
- For larger home extensions, you are encouraged to submit existing and proposed floor plan and elevation drawings.
- Demolition applications: Details of the proposed demolition and the reason for it should be submitted alongside a~~A~~ demolition method statement and dust risk assessment which includes~~should be submitted with details of the work and why it is required,~~ demolition methods, hours of working, measures to control environmental impacts (noise, air quality, and land contamination), construction impacts and how the site will be restored post demolition. If there is potential for harm to ecology, the relevant surveys should also be submitted.

Listed Building consent:

- A site plan, drawings, design and access statement and heritage statement should be provided as a minimum.
- Dependent upon the heritage significance, specialist information may be requested, which can be clarified at pre-application stage.
- Some proposals will also require planning permission, in these cases you should also submit a planning application.

[9] https://www.legislation.gov.uk/uksi/2015/596/schedule/2/made
[10] https://www.planningportal.co.uk/permission/common-projects/extensions/prior-approval

Approval of details secured by conditions:

- An individual application should be submitted for each planning condition to ensure the most efficient processing and decision making.
- If you submit one application for multiple conditions, one decision will be made, which can result in acceptable details being refused.
- You are encouraged to submit an Application Inventory or covering letter setting out how the condition has been met and you must submit documents and information concerning the condition itself.

Non-material amendment[11] to Planning Applications:

- You should submit a covering letter setting out all the changes proposed, a copy of the approved drawings which are to be altered and a copy of the proposed drawings clearly marked up so that it is clear what the proposed alterations are.

Removal or Variation of Conditions[12]:

- You are encouraged to provide a covering letter and/or Planning Statement setting out the details of the condition you wish to remove/modify and justifying the changes proposed in detail.
- Depending upon the details of your proposed changes, documents from Part 2 of this Validation Checklist may also be necessary.

Advertisement Consent Applications

- Details of each advertisement should be provided as set out in the application form including lighting levels
- You should also submit a location plan and site plan setting out the location of the advertisement(s), with elevation drawings and sections

[11] Section 96A of the Town and Country Planning Act 1990
[12] Section 73 of the Town and Country Planning Act 1990

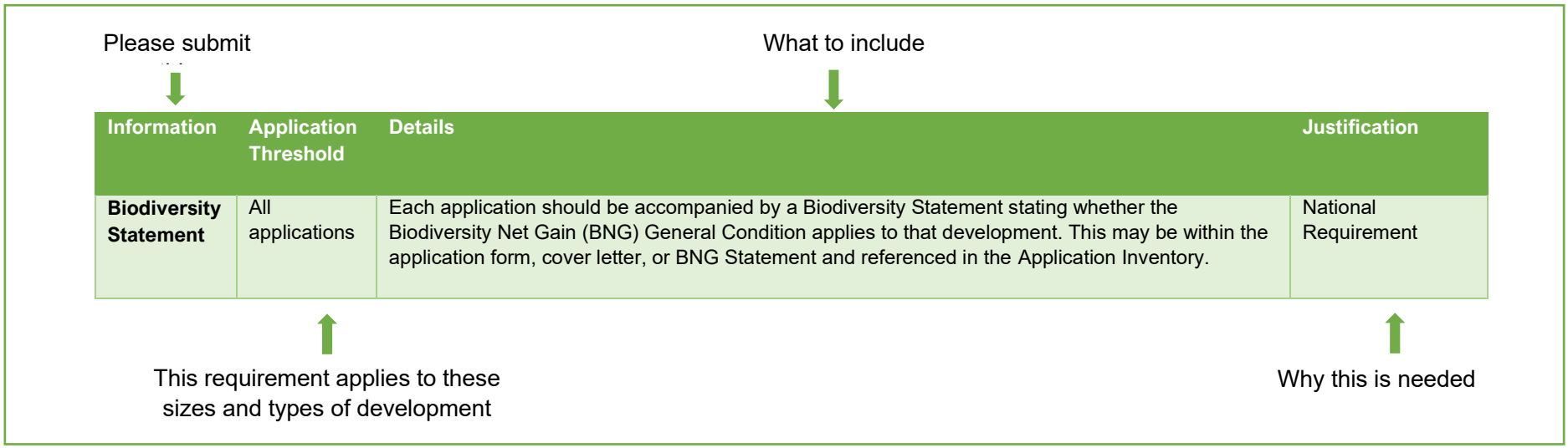
CHAPTER 2:
THE VALIDATION LIST



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How to use the Validation List

This Validation List is presented as a set of tables, as follows:



You will need to check all the tables to identify what to submit for your proposal.

- Application Inventory: This should be provided to explain how you have met all of the requirements set out in the validation list
- All Applications: All planning applications are required to be accompanied by the information in this table
- Biodiversity Net Gain: All applications should explain whether they are exempt, and if not, how biodiversity net gain will be delivered
- Development Size: Check this table to see if there are additional requirements due to the size of your development
- Development Type: This table sets out additional requirements related to the type of development proposed
- Site Constraints: Check this table to see if there are additional requirements related to the site's planning constraints

This Validation List is intended to take effect for 2 years from the date on the front cover but may be replaced sooner. Footnotes are provided with links to relevant guidance, checked as of the date of publication, but these may be replaced as websites and guidance are updated over time.

Application Inventory

Validation requirements can be complex, and although the complexity of the planning system means there are often many requirements, these should be proportionate to the scale of the application and do not have to be difficult to address. Some validation requirements can be covered in a short statement or paragraph within the planning statement. Sometimes more complex supporting documentation will be required, and in some cases there will be a mix of items covered by the planning statement and additional supporting documents.

You are encouraged to include an Application Inventory which can be a short cover letter, explaining how you have met all of the requirements set out in the validation list, and where the relevant information can be found. Remember, planning applications are subject to public consultation, and members of the public who may not be planning professionals will benefit from being able to easily find information.

Householder planning applications will not be required to provide an Application Inventory, but if your application is more complex and contains several documents, your application may be made invalid if it is not clear whether you have provided the validation requirements on this list.

Information	Application Threshold	Details	Justification
Application Inventory	All applications	Each application should be accompanied by a cover letter / Application Inventory which explains (ideally in a table), which validation list requirements have been included in the submission, and which document contains each validation requirement. This helps to reduces the need for additional supporting documents to those relevant, necessary, and material to the application in question, as required by the NPPF. It also helps those reviewing your application, including residents, to find the information they are looking for.	NPPF

Validation Requirements: All Applications

All planning applications are required to be accompanied the information set out in the following table.

Information	Application Threshold	Details	Justification
Application fee	All applications	Most applications require the payment of a nationally set fee which be found online[13].	National requirement
Community Infrastructure Levy (CIL)	All applications	The CIL Additional Information form and guidance notes can be found on the Planning Portal website[14].	National requirement
Completed application form, and Ownership / Agricultural holdings certificates	All applications	Application forms are available electronically online[15]. Applications that cannot be submitted online should be sent to: development.management@croydon.gov.uk. In line with the GLA's London Development Database Automation Project, the additional information required as part of the GLA Planning Data Standard must be completed. The relevant Ownership certificate (A, B, C or D) and Notice 1 or 2 if applicable, alongside the Agricultural Holdings Certificate, needs to be provided (included in the planning application form).	National requirement

[13] https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
[14] https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms
[15] http://www.planningportal.co.uk

Pre-Application Advice / Community Engagement Statement*	All applications	All applicants should explain on the application form whether pre-application advice has been sought and provide a copy of any pre-application letters within the planning application for transparency. This should include the response of Croydon's Development Management Service, Independent Design Review Panel (DRP) and any pre-application or consultation responses from other organisations such as the GLA, LLFA and Historic England.	National application form / London Borough of Croydon Statement of Community Involvement.
Fire Statement or Reasonable Exception Statement	All applications	All applications need a supporting statement setting out the fire strategy for the site, or an Exception Statement explaining why one is not needed (see Form 4 of the London Plan Guidance (2022): Fire Safety)[16]. ~~Gateway One Fire Statement (National Requirement):~~ The Government's Planning Gateway One requires Fire Statements to be submitted with applications for "relevant buildings"[17] which: • contain two or more dwellings / educational accommodation • would be 18m or more in height, or 7 or more storeys.	LP21 Policy D12. National Requirement (for Relevant Buildings) London Plan Guidance (2022): Fire Safety
Flood Risk Assessment	All applications	All applications require a Flood Risk Assessment (FRA), even if not in areas at risk of flooding, to demonstrate that they are not contributing to flood risk. This should be appropriate to the scale, nature and location of the development and refer to the Strategic Flood Risk Assessment and flood risk maps online[18]. ~~A h~~Householder extensions may require a brief statement, ~~with~~ a search of online flood risk maps to identify risks, and proportionate measures~~,~~ such as a water butt or permeable paving. For other applications, additional detail will be needed. FRAs for major developments should refer to the guidance published on the Council's website[19].	CLP18 Policies SP6, DM25 and Table 8.1 LP21 Policies SI 12 and SI 13

[16] https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/fire-safety-lpg-2022
[17] https://www.legislation.gov.uk/uksi/2021/746/contents/made
[18] https://www.gov.uk/check-flooding
[19] https://www.croydon.gov.uk/environment/flood-and-water-management/drainage-advice-planning-applicants

		If basement development is proposed in an area at risk of ground water flood risk, the FRA should include a basement impact assessment. This should identify the location of the development in relation to aquifers or watercourses; explain impacts on flooding and drainage; include measures to reduce flood risk to the proposed and neighbouring properties; and explain ongoing drainage and maintenance.	
Plans and Drawings	All applications	All plans or drawings must use a standard metric scale, with a scale bar, drawing number, title, and north arrow (for plans). Plans should not say 'DO NOT SCALE' <u>Site Location Plan</u> An Ordnance Survey based site location plan, usually at a scale of 1:1250 showing two adjoining streets, with a north arrow, the boundary of the land including access to the highway outlined in red and any adjoining land owned by the applicant in blue. <u>Block Plan</u> Existing and proposed block plans at 1:200 or 1:500, showing the site boundaries and all existing and proposed buildings, structures, vehicle and pedestrian access, vehicle and cycle parking, hard surfaces, trees and relationships with adjoining properties. <u>Topographical drawings</u> For new buildings, significant level changes, and/or basements, a topographical survey is required, with spot heights and contours (showing the existing and proposed land levels and gradients of pedestrian and vehicle routes and other slopes). These will be cross-checked against sections through the site. <u>Demolition Plans</u> Drawings should indicate the footprint and elevation(s) of existing buildings compared to proposed buildings, and clearly showing which walls are to be demolished.	National requirement

		Floor Plans Detailed plans of the existing and proposed floors and roof(s) of the building. Elevations For external alterations, extensions, or new buildings, detailed existing and proposed elevations of all sides of the exterior of the building/structure with materials annotated. Street elevations are required for new buildings, accurately showing the proposal in relation to neighbouring buildings with heights annotated[20] Section Drawings For extensions and new buildings, long and short section(s) through the building(s) and access routes should show existing and finished levels and gradients of slopes. Sections should show all elevations which are not on the elevation drawings. Engineering work Proposed engineering works, e.g., retaining walls, should be detailed on plans (existing and proposed) at an appropriate scale, usually 1:50 or 1:100. Photos/ Photomontages/CGIs All applications should include photographs within a separate (confidential) document to aid the Council's assessment of the application. Please ensure these do not contain confidential or sensitive information or personally identifying characteristics to comply with data protection rules (e.g., photos of children, views through neighbouring windows, or vehicle number plates). Contextual elevations and 3D visualisations which accurately represent the development should be provided for all Major development and see additional requirements for Townscape and Visual Impact Assessments (TVIA).	

[20] Choiceplace Properties Ltd v Secretary of State for Housing Communities and Local Government 2021 highlights the importance of accurately showing adjoining properties

Validation Requirements: Biodiversity Net Gain

The Environment Act 2021 introduced a requirement for developments in England to achieve biodiversity net gain unless exempt. All planning applications are required to be accompanied the information set out in the following table.

Information	Application Threshold	Details	Justification
Biodiversity Exemption Statement	All BNG exempt applications	If the development is exempt from BNG, a statement should explain under which exemption criteria. ~~Each application should be accompanied by a Biodiversity Statement stating whether the Biodiversity Net Gain (BNG) General Condition applies to that development.~~ This may be within the application form, cover letter, or BNG Statement and referenced in the Application Inventory.	National Requirement
Biodiversity Net Gain (BNG) Statement	All applications which are not exempt from BNG	If the development is not exempt, detailed ecological information must be provided by a suitably qualified ecologist to demonstrate how measurable BNG will be delivered. This must, as a minimum, include a plan showing onsite habitat(s), and a copy of a Statutory Metric assessment of the site (baseline habitats recorded). If proposals will affect >25m2 of vegetation within the application site or on land adjacent to the site (as part of enabling works), you will be required to submit a BNG Assessment.	National Requirement LP21 Policy SP7 CLP18 Policy DM27

Validation Requirements: Development Size

Planning applications are also required to include the information set out in the following table, depending on the size of the development.

Information	Application Threshold	Details	Justification
Design and access statement	100sqm+ or 1+home in a "designated area" (such as a conservation area), Listed building consent Large Minors+	The Design and Access Statement (DAS) should be proportionate to the scale of the development. The document should be visual, using diagrams sketches, plans and photographs to address the following aspects of the proposed development: • Amount, • Layout, • Scale, • Landscaping, • Access to the site • Appearance, and • Inclusive Design (also see entry for Inclusive Design Statement) A DAS should usually include a character appraisal, to demonstrate how the design of the development respects the local character.	National requirement CLP18 Policy DM10 London Plan Character and Context SPG
Inclusive Design Statement*	Minors +	An inclusive design statement must explain how the design approach and proposal has been informed by current best practice (including reference to the current building regulations, planning policies, and the Equalities Act). For small commercial schemes, this may be included within the planning statement or design and access statement. For new homes, plans and schedules should show the number and location of units that meet the relevant policy (and building regulation) requirements e.g., M4(2)/M4(3) compliance.	CLP18 Policies DM10, DM13, DM15, DM16 and DM19 LP21 Policies H2, D5, D7, D8 and T6.1.

Planning Statement	Minors +	This should identify the context and need for the development and should include an assessment of how it accords with policies in the development plan. The information provided should be proportionate to the scale of the proposal. It may be possible to cover some validation requirements in a short statement or paragraph within the planning statement particularly for smaller non-complex developments (See * in the information column for examples of documents which might be appropriately covered in the planning statement). ~~Applications which require the completion of a S106 legal agreement should include draft heads of terms within the planning statement. The planning obligations requirements will be specific to the site and guidance should be obtained from the Council at pre-application stage to determine what these will be.~~	LP21 Policy DF1
Planning Obligations Statement	Residential Minors + Majors	Most minor planning applications for new homes will be required to provide a financial contribution (usually £1,500 per home) to mitigate sustainable transport impacts, and, if in a Controlled Parking Zone, to limit access to new parking permits. These are secured within a s.106 legal agreement. The Council's guidance on S.106 obligations sets out most of the additional obligations for major developments. Applications which require the completion of a S106 legal agreement should include draft heads of terms. This can be provided as a separate statement or within the planning statement. The planning obligations requirements will be specific to the site, and advice can be obtained at pre-application stage to determine what these will be.	CLP18 Policy SP8 LP21 Policy DF1
Refuse and recycling strategy*	Minors +	A plan and supporting explanation should be provided explaining how waste and recycling storage (and access to and from it) is proposed, ~~in some cases including bulky goods storage,~~ with reference to the Council's Waste and recycling guidance.[21] This should include capacity calculations for each type of waste; the design of the bin storage facility; and details of ~~A~~access and collection which includes distances from the development to bin storage, drag distance to collection vehicles, and ~~should also be~~	CLP18 Policy DM13 LP21 Policies D6 and SI7

[21] https://www.croydon.gov.uk/sites/default/files/Bins%20and%20recycling/New_build_guidance.pdf

		~~shown, with~~ drawings of the locations of dropped kerbs for roadside access or swept path analysis for collection vehicles entering the site.	
Transport Assessment / Statement*	Minors +	For minor applications, a Transport Statement (TS) should outline the transport aspects of the application including parking, cycle parking, servicing, and refuse collection access. This information may be incorporated into other required validation documents such as the planning statement. 1:50 drawings should be provided, showing the dimensions of cycle storage, bin storage, and the access to and from those facilities. For major applications a full Transport Assessment (TA) will be required, which should refer to TfL's healthy streets and Active Travel Zone assessment guidance. Every TA/TS should include details on the level of parking and how this complies with parking standards. Drawings should be provided demonstrating the vehicle and pedestrian visibility sight lines to current standards set out in the Manual for Streets. Swept path drawings should be provided showing entrance requirements from the public highway into the development site for a range of vehicles, including a 4.8m long car and any required servicing, waste, or emergency vehicles. If a parking stress survey is carried out, this should be scoped with the Council's Strategic Transport team (Transportationplanning@croydon.gov.uk) at pre-application stage, and surveys should be included within the TA/TS.	CLP18 Policies SP8, DM29 and DM30 LP21 Policy T4, T5 and T6
Ecology: **Preliminary Ecological Assessment**	Large Minors+ All applications where the site is within or adjacent to a SINC, SSSI NNR and/or LNR	Planning applications must provide certainty about the likelihood of species and habitats being present and affected. A Preliminary Ecological Assessment Report (PEA) is required, and where further surveys for protected species are recommended within the PEA, the results of those surveys, with full details of mitigation, must be submitted. For applications under the validation threshold, additional information may be requested if it appears that species are likely to be present and affected. Surveys must be up-to-date, carried out at the appropriate time of year, and carried out by a suitably qualified ecologist.	Section 40 NERC Act 2006 CLP18 Policies DM27 and SP7 LP21 Policy G6

		Where proposals include mitigation and compensation, information to support those proposals will be needed. Where appropriate, accompanying plans should indicate any wildlife habitats and any species protected under the Wildlife and Countryside Act 1981 as amended, the Conservation of Habitats and Species Regulations 2017 (as amended) or the Protection of Badgers Act 1992. Any information relating to Badgers needs to be in a separate document because legally this information has to remain confidential. Also see the separate requirement for a Preliminary Roost Assessment (Bats).	
Community Engagement Statement*	Large Minors+	For large minors, and larger applications, a Community Engagement Statement is required to set out how the developer has complied with the requirements for pre-application consultation in the Council's Statement of Community Involvement.	Croydon Council Statement of Community Involvement
Construction Management or Logistics Plan scoping note*	Large Minors+	Applicants should submit a scoping note setting out the construction management and logistics principles which are to be followed, including: • Phasing of the scheme and programme • Consideration of other development and infrastructure projects likely to be affected • Hours of operation • Details of vehicles entering and leaving the site • Dust and emissions control • A risk assessment in relation to the existing environments, the scale of the activity, proximity of sensitive receptors, prevailing meteorological conditions and seasonal conditions, length of the construction phase A construction logistics plan scoping note may also be requested during the course of an application for smaller minor developments that are likely to cause nuisance or disturbance to residential amenity, or hazard and obstruction to the public highway.	CLP18 Policies SP6, SP8, DM23, DM29 LP21 Policies T4 and T7

		Further information on drafting Construction Logistics Plans can be found online[22].	
Drainage strategy	Large Minors+	Development should demonstrate how sustainable urban drainage systems (SUDS) will be used to manage water runoff and ensure surface water run-off is managed as close to its source as possible in line with the London Plan drainage hierarchy. For smaller developments, additional information may be requested after validation, or planning conditions may be used to secure appropriate SUDS.	CLP18 Policies SP6 and DM25 LP21 Policy SI 13
BREEAM Pre-assessment	Large non-residential Minors+	A BREEAM Pre-assessment should be submitted demonstrating that the proposal meets the relevant BREEAM standard or equivalent in line with policy.	CLP18 Policy SP6
Agent of Change Assessment*	Majors	An assessment is required to demonstrate how new noise-sensitive development will avoid harm to existing noise and nuisance generating uses, identifying the nearest noise generating uses and any required mitigation. Smaller noise-sensitive or noise generating planning applications should also provide this to avoid being refused for failing to provide sufficient information and may benefit from pre-application advice.	LP21 Policy D13
Public Art Strategy*	Majors	For Major applications, details of public art should be provided. This should include a commissioning strategy and details of how the art can be accommodated on site.	CLP18 Policy DM14
Air Quality Assessment	Majors	The entire Borough is within an Air Quality Management Area (AQMA). Applicants should explain how appropriate measures to minimise emissions of (and exposure to) air pollution are designed-out at the design stage. Where a development has a negative impact on air quality, Applicants should identify mitigation measures that will minimise or offset the emissions from the development. A financial contribution will usually be required for off-site mitigation and should be calculated within the assessment. Further guidance can be found online[23].	CLP18 Policies DM16 and DM23 LP21 Policy SI 1

[22] http://lovecleanair.org/wp-content/uploads/2014/11/A-practical-guide-to-drafting-a-construction-logistics-plan-CLP-August-2015.pdf / http://lovecleanair.org/wp-content/uploads/2014/11/Construction-logistics-handbook-August-2015.pdf

[23] https://www.croydon.gov.uk/environment/pollution/air-pollution-and-and-air-quality

Contaminated land assessment*	Majors Sites with previous polluting uses	The results of an investigation into the nature and extent of contamination should be submitted at the time of application. Where potential contamination is identified, this will also be expected to include proposals for remediation measures. A Contaminated Land Assessment will not be required if there is no evidence or likelihood of contamination from previous land uses.	CLP18 Policy DM24 LP21 Policies SD1 and E7
Daylight / sunlight assessment	Majors	The report needs to be prepared in line with the methods described in the Building Research Establishment's most up to date guidance. It will need to demonstrate impacts on the current levels of daylight and sunlight enjoyed by adjoining properties or building(s), including associated gardens or amenity space. For new homes, this should also demonstrate acceptable levels of internal daylight. The tables provided within a daylight and/or sunlight assessment should be provided in an editable digital format.	CLP18 Policy DM10.6 LP21 Policies D6 and D9
Draft Delivery & Servicing Plan	Majors	A draft delivery and servicing plan should be written in line with TfL delivery and servicing guidance, including the likely number of servicing trips, supporting information with reference to TRICS where relevant, and how it will be addressed.	CLP18 Policies SP8 and DM29
Draft Travel Plan	Majors	A Draft Travel Plan should outline how the transport implications of a development will be managed. It should identify the Travel Plan Co-ordinator, management arrangements for the plan (e.g., a steering group) and the development timetable, as well as objectives and targets. It should also include activities for marketing and promoting the plan to occupiers, users, visitors, and residents of the site. Travel plans should be produced in accordance with guidance contained in the Transport for London's Transport Assessment Best Practice Guidance[24].	CLP18 Policies SP8 and DM29 LP21 Policy T4

[24] https://tfl.gov.uk/info-for/urban- planning-and-construction/guidance- for-applicants / https://tfl.gov.uk/info-for/urban- planning-and-construction/travel- plans#on-this-page-1

Energy ~~Statement~~ Assessment	Majors	Energy ~~Statements~~ Assessments should demonstrate how development will achieve net-zero carbon and comply with the requirements of the Development Plan, with reference to the London Plan Energy Hierarchy. The Energy ~~Statement~~ Assessment should also include any necessary carbon offset contribution calculation in line with policy.	CLP18 Policy SP6 LP21 Policies SI2, SI3, and SI 4
Health Impact Assessment	Majors	As a minimum, a completed Healthy Urban Planning Checklist desktop assessment should be submitted. For developments which affect health and wellbeing, for example reductions in leisure and health facilities, or large food and drink-based developments, a more detailed assessment may be required. Guidance on the HUDU Healthy Urban Planning Checklist and the Rapid Health Impact Assessment Tool can be found online[25].	CLP18 Policy DM16 LP21 Policy GG3
Noise and Vibration Impact Assessment (Majors)	Majors	This should be prepared by a suitably qualified acoustician, and identify potential noise sources, noise sensitive receptors, and then appropriate sound insulation and other mitigation measures with reference to the building regulations. This should be read alongside the Agent for Change London Plan Policy for mitigating impacts from existing noise and nuisance generating uses on new noise-sensitive development. For smaller ~~developments where~~ noise generating uses, or noise sensitive uses near to sources of noise, such as railway lines, ~~the impacts are not clear, e.g., in noise sensitive environments such as adjacent to railway lines, planning officers may request additional information after the application has been validated.~~see: Noise and Vibration Impact Assessment (Minors)	CLP18 Policies DM10, SP6 and DM23 LP21 Policies D1, D3, D9, D13, D14
Safety, Security and Resilience to Emergency Strategy*	Majors All new public realm or public open space	The strategy should demonstrate how building resilience and minimise potential physical risk (including those arising as a result of extreme weather, fire, flood, crime, terrorism, and related hazards) are addressed, with reference to the Croydon Public Realm Design Guide. Details of consultation with Metropolitan Police Service 'Designing Out Crime' officers at pre-application stage should also be included.	LP21 Policy D11

[25] https://www.healthyurbandevelopment.nhs.uk/our-services/delivering-healthy-urban-development/health-impact-assessment/

UGF Assessment	Majors	Major development proposals must be accompanied by an assessment that sets out and confirms the Urban Greening Factor (UGF) for the development.	LP21 Policy G5
Circular Economy Statement	GLA referable Majors	Circular Economy Statements should cover the whole life cycle of development with reference to the online[26] guidance on Circular Economy Statements.	LP21 Policies D3 and SI 7B
Whole life cycle carbon assessment	GLA referable Majors	Whole life-cycle carbon emissions should be demonstrated through a nationally recognised methodology within a Whole Life- Cycle Carbon Assessment, and demonstrate actions taken to reduce life cycle carbon emissions.	LP21 Policy SI 2F
Design Code	GLA referable Majors (outline)	Outline applications (where appearance is reserved) referred to the GLA should be accompanied by design codes, with reference to the available guidance online[27].	LP21 Policy D4

[26] https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/circular-economy-statement-guidance
[27] National Model Design Code and London Plan Small Site Design Codes LPG

Validation Requirements: Development Type

Planning applications may also be required to include the information set out in the following table, depending on the type of the development.

Information	Application Threshold	Details	Justification
Housing Quality Statement*	All Residential	The Housing Quality Statement must provide an assessment of how each of the proposed homes complies with the relevant policies, guidance[28] and Nationally Described Space Standards relating to unit mix, tenure mix (for affordable housing), accessible design, dwelling and/or room size, and amenity space provision (including private, communal and play space).	CLP18 Policy SP2, DM1, SP4, DM10 LP21 Policy D6 and Table 3.1
Original and proposed floorspace calculation	Extensions to buildings in Green Belt / Metropolitan Open Land	Proposals for extensions to existing buildings in Metropolitan Green Belt and Metropolitan Open Land should be accompanied by a calculation of the original floor space and volume as built (or as existed in 1948 for all buildings built prior to this date) and the proposed floor space and volume.	CLP18 Policy DM26
Community Facilities Statement*	Community facilities (proposed or loss of existing)	For proposals resulting in the loss or reduction of community facilities or land, a statement should justify why the facility is no longer required, including details of marketing for an alternative community use, including contact with other community use providers. Proposals which seek to re-provide community facilities or land, should explain how the needs of users would be addressed by the new facility.	CLP18 Policies SP5 and DM19 LP21 Policies S1-S5

[28] See the London Plan Housing Design Standards LPG: https://www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/housing-design-standards-lpg

Assessment of Need	Supported and Specialist Housing	Applicants should provide a Supporting Statement and Needs Assessment for all proposals involving supported or specialist housing (including Children's Care Homes). This should include: • A detailed description of intended residents, including numbers, age range, needs, and required level of care or support • Information on staffing arrangements, including total numbers, shift patterns, and leave cover • Details of the registered provider managing the premises, with any relevant Ofsted or CQC reports • Evidence of engagement with relevant Council commissioning teams to show the proposal meets an identified local need • Information on any unmet demand for placements • An assessment of existing supported and specialist accommodation options, identifying shortages in capacity or potential additional capacity within current schemes The Supporting Statement should also address the suitability of the site, including: • Appropriateness of the premises and its layout for the intended residents • Suitability and sustainability of the location • Impact on local character, amenity, and possible over-concentration of similar uses in the area • Adequacy of access, parking, and other operational arrangements Any confidential information should be provided in a separate appendix.	LP21 Policy H12

Management Plan	Supported and Specialist Housing	A Management Plan should be submitted when supported and specialist housing (including Children's Care Homes) is proposed. The management plan should outline: • Number, age range, and needs of residents • Staffing levels, shift patterns, and support delivery model • Nature and level of care or support provided, including therapeutic or educational provision if applicable • Frequency and type of professional or support visits • Supervision arrangements, residents' freedom of movement, and safety or security measures • Procedures for reviews, incidents, and curfew or access controls (if relevant) • How neighbouring residents can raise concerns or report issues • Typical duration of placements and eligibility criteria for residents Any confidential information must be provided as a separate appendix or redacted version.	LP21 Policy H12
Ecology: Preliminary Roost Assessment for bats	Demolition of a building Conversion of a vacant building.	A Preliminary Roost Assessment (PRA) is required where a vacant building is converted, a building is demolished, or where a building or tree has potential roost features. The report must contain up to date surveys, carried out at the appropriate time of year, based on the latest guidance and carried out by a suitably qualified ecologist. Full details of mitigation must be submitted before the application and information to support those proposals will be required.	Section 40 NERC Act 2006 CLP18 Policies DM27 and SP7 LP21 Policy G6
Environmental Statement	EIA development	The Town and Country Planning (Environmental Impact Assessment) Regulations (2017) set out the circumstances in which an Environmental Impact Assessment (EIA) is required. If an EIA is required for an application, many of the documents required as part of Croydon's Validation Requirements List will be included within the Environmental Statement and will therefore not have to be provided separately.	EIA Regulations LP21 Policy SI 1

Economic / Employment Assessment*	Loss of employment land or floorspace	Applications must demonstrate that the proposed development complies with the Local Plan policy, include an assessment that demonstrates no demand for appropriate employment locations. This should include evidence that the site has been marketed appropriately (i.e., at an appropriate price, in local commercial press, to clients on the appointed commercial agents, for an 18 month marketing period) prior to submission.	CLP18 Policy SP3 LP21 Policies E4, E5 and E6
Noise and Vibration Impact Assessment (Minors)	Noise Generating Uses, and Noise Sensitive Uses near to Noise Sources	Applications for noise generating uses must demonstrate how they will avoid causing harm to nearest noise sensitive uses. This should be prepared by a suitably qualified acoustician, and identify potential noise sources, noise sensitive receptors, and then appropriate sound insulation and other mitigation measures with reference to the building regulations. This should be read alongside the Agent for Change London Plan Policy for mitigating impacts from existing noise and nuisance generating uses on new noise-sensitive development. This can be combined with the Ventilation / Extraction Statements if appropriate. For Major Developments, see: Noise and Vibration Impact Assessment (Minors)	CLP18 Policies DM10, SP6 and DM23 LP21 Policies D1, D3, D9, D13, D14
Affordable Housing Financial Viability Statement	Major Residential	Where the London Plan Fast Track Route thresholds/criteria (as set out in the London Plan Homes for Londoners: Affordable Housing and Viability SPG 2017) are not met, a Financial Viability Assessment (FVA) must be submitted. A full unredacted FVA is required (which will be published online for transparency). The applicant should also provide an undertaking to cover the reasonable costs of independent third-party assessment of the FVA (arranged by the Council).	CLP18 Policies SP2 and D1 LP21 Policies H4-H8

Affordable Housing Statement*	Major Residential	The affordable housing statement must include: • a schedule setting out the market and affordable housing proposed, including a breakdown by units, habitable rooms, and floor area (both GIA and GEA) • a calculation of the affordable provision by tenure as a percentage, by units, habitable rooms, and floor area • the location of affordable units on a plan to scale • a clear and full explanation of the different levels or types of affordability or tenure that are proposed for different units and how these comply with the GLA definitions of affordable housing, including an illustration of how the units will comply with the relevant income levels (monthly costs, and annual salaries). • details of discussions with affordable housing providers regarding tenure and housing mix, and details of any agreements with Registered Providers • the details of grant funding sought to address London Plan requirements.	CLP18 Policies SP2 and DM1 LP21 Policies H4-H8 GLA Housing and Viability SPG (2017)
Ventilation / Extraction Statement*	Non-residential Minors	Required for all development involving the installation, alteration or replacement of plant, ventilation, extraction, or air conditioning equipment. The statement will need to include details of the position and design of external ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics. This can be combined with the Noise and Vibration Impact Assessment if appropriate.	CLP18 Policies SP6, DM10, DM16 and DM23
Open Space and Recreation Assessment	Open Space/ Playing Fields (Proposed or redeveloped)	For development on existing open spaces, sports and recreation buildings and land including playing fields, proposals should be accompanied by a full assessment in line with the requirements set out in the NPPF. Open space provision should be discussed at pre-application stage to determine whether it will be required on-site.	CLP18 Policies DM16, SP5, SP7 LP21 Policies S4, S5, G3, G4, G5.
Healthy Catering Commitment*	Proposed hot food takeaways	A Statement which demonstrates compliance with London Plan Policy E9, with reference to the Healthier Catering Commitment for London, including a plan which shows the walking distances to the nearest primary and secondary schools.	LP21 Policy E9

Energy Design Statement*	Residential Minors	All minor residential development proposals should be accompanied by a statement setting out details of clean energy solutions to achieve the target emission reduction set out the development plan, including details of amenity impacts associated with external equipment (including solar panels and air source heat pumps if proposed).	CLP18 Policy SP6
Aviation Impact Assessment	Tall Building	Tall buildings that have the potential to be sensitive to aviation and are within airport safeguard zones should demonstrate how any potential impacts have been identified and assessed for both construction and operational phases in line with Department for Transport guidance.[29] Development over 90m in height will be referred to the Civil Aviation Authority and consideration should be given to CAA Guidance[30].	CLP18 Policy SP8 LP21 Policies D9 and T8
Townscape and Visual Impact Assessment (TVIA)	Tall Building	For tall buildings the TVIA must include views from different locations and distances (long, mid, and immediate) agreed with the Council during pre-application discussions. Verified views should allow the full assessment of proposals, including assessing impacts of scale, massing, and height on the townscape, impacts on local character. This may also be requested as part of a heritage assessment for any size development which would impact upon a heritage asset, Local Designated View, Local Designated Landmark or Croydon Panorama.	CLP18 Policies SP1, SP4, SP6, DM10, DM15, DM17 and DM18 LP21 Policies D9, HC1 and HC2
TV/Radio Reception Impact Assessment	Tall building	Development proposals must be accompanied by an assessment of their impact on TV, mobile phone (including 5G) and radio reception following consultation with the relevant providers and set out measures to mitigate those impacts.	CLP18 Policy DM10, DM15 LP21 Policies D9 and SI 6

[29] https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas
[30] https://www.caa.co.uk/

Microclimate Wind Assessment	Tall building	Proposals must include an assessment of their impact on local microclimate conditions and measures to mitigate those impacts. Wind tunnel testing of microclimate conditions is expected for all Tall Buildings, including cumulative scenarios. The scope should be discussed at pre-application stage to agree the extent of the area for testing (e.g., public realm outside the site) and schemes include for cumulative scenarios.	CLP18 Policy DM10, DM15 LP21Policies D9 and SI 6
Telecomms Supplementary Information	Telecomms Masts	Required for planning applications for telecommunications masts. Supplementary information should demonstrate that site and mast sharing options have been explored and a practicable alternative has been considered. Examples of alternative design solutions should demonstrate that the lowest impact solution has been selected, with full information of any proposals to landscape or screen proposed masts. A Declaration of Conformity with ICNIRP Public Exposure Guidelines should accompany all telecommunications applications. Further guidance is online[31].	CLP18 Policies SP8 and DM33
Town centre uses impact assessment and sequential test (including retail impact assessment) *	Town centre uses proposed in edge of centre or out of centre locations	Required for town centre uses or extensions to town centre uses including retail, leisure, and office in edge of centre or out-of-centre locations. A Retail Impact Assessment is required where floorspace is 2,500sqm and over. The need for a Town Centre Use Impact Assessment and/or Sequential Test should be derived from the National Planning Policy Framework (NPPF), LP21 and CLP18. The boundaries of defined centres and frontages are set out on the Policies Map.	CLP18 Policies SP3 and DM8 LP21 Policy SD7

[31] The Code of Best Practice on Mobile Network Development in England https://www.gov.uk/government/publications/code-of-practice-for-wireless-network-development-in-england/code-of-practice-for-wireless-network-development-in-england

Validation Requirements: Site Constraints

Planning applications may also be required to include the information set out in the following table, depending on the site constraints.

Information	Application Threshold	Details	Justification
Aviation Impact Assessment	Wind Turbines and development over 90m in height	Tall buildings and wind turbines that have the potential to be sensitive to aviation and are within airport safeguard zones should demonstrate how any potential impacts have been identified and assessed for both construction and operational phases in line with Department for Transport guidance.[32] Development over 90m in height will be referred to the Civil Aviation Authority and consideration should be given to CAA Guidance[33]. For the following development within Gatwick Airport Safeguarding Areas, an Aviation Impact Assessment is also required: • Wind Turbines out to 30km from the Aerodrome Reference Point (ARP) • Any development within 15 km from the ARP if building/structure height, cranes or construction activity would be more than 300m high. • Any development within 55km of the ARP where if building/structure height, cranes or construction activity would be more than 150m high. Aviation Impact Assessments should explain the impacts of design, lighting, building-induced turbulence, thermal plumes, or communications equipment could affect obstacle clearance, technical equipment, bird strike risk, or public safety.	Circular 01/2003 LP21 Policy T8

[32] https://www.gov.uk/government/publications/safeguarding-aerodromes-technical-sites-and-military-explosives-storage-areas
[33] https://www.caa.co.uk/

Heritage Statement	Development affecting a heritage asset or setting of a heritage asset	Required for all applications that affect a heritage asset (scheduled monument, listed building, conservation area, registered historic park and garden, locally listed building, local area of special character, locally listed historic park and garden or other non-designated heritage asset), or works affecting the setting of a heritage asset. The level of detail should be proportionate to the heritage assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. Therefore, the scope and degree of detail necessary in a Heritage Statement will vary but should always include: • Details of all heritage assets affected • A summary of the historic development of the site and affected asset(s) • A summary of the significance or 'special interest' of the asset(s) • A summary of the proposals/schedule of works • A structural survey (where demolition is proposed) • A statement regarding how the proposals will impact on the significance of the asset(s) • Justification of the impact of the proposal, including details of how the proposal has been designed to conserve/minimise harm to the special interest of the asset and any heritage benefits which may outweigh the harm caused (mitigation) Applicants are encouraged to enter into pre-application discussions which will identify the requirements for information required within the Heritage Statement. Also see entry for Townscape and Visual Impact Assessment	CLP18 Policies SP1, SP4, SP6, DM10, DM15 and DM18 LP21 Policies HC1 and HC2
Archaeological Assessment	Majors within an APA Majors over 0.5Ha	Applicants should review the latest guidance provided by Historic England and provide an assessment at an appropriate level for the archaeological potential of the site. At the very least, a desk-based assessment of previous uses on the site and any previous ground disturbance must accompany an application. On more archaeologically important sites, preliminary archaeological site investigations may be required prior to the submission of a planning application.	CLP18 Policies SP4 and DM18 LP21 Policy HC1

Tree Survey / Arboricultural Report (BS5837)	All development where trees are present on or adjacent to the development proposal	Proposals which affect trees require a tree survey and details of proposed works and protection measures. This should be prepared by a suitably qualified arboriculturist in accordance with BS5837: 2012: Trees in Relation to Design, Demolition and Construction, and should include: • schedule of tree details and their categorisation • details of the root protection areas (RPAs) and any works to be undertaken within a RPA • arboricultural impact assessment that evaluates the direct and indirect effects of the proposed design and explains mitigation where necessary • tree protection plan based on the topographical survey, and details of tree protection measures for every tree proposed to be retained • Details of the size, species, and location of replacement trees • Hard and soft landscape design, including details of new tree planting	CLP18 Policies SP4, SP7, DM10, and DM28 LP21 Policy G7

CHAPTER 3: DEFINITIONS



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Definitions

In the validation list tables, where a threshold includes a '+', it means that the document should be submitted for any applications for that threshold and above (e.g., 'Minors +' means all applications which fall within the Minors category, but also all Majors as they are larger).

Term	Definition
1+ Homes	Planning applications for provision of 1 or more new homes
100sqm +	Planning applications for provision of building(s) where the floorspace created is 100sqm or more
APA	Archaeological Priority Area
BNG	Biodiversity Net Gain
Change of use	Planning Applications for changes of use from one use class to another (or sui generis)
Designated Area	Defined in Town and Country Planning (Development Management Procedure) (England) Order 2015 as a Conservation Area[34] or a property appearing on the World Heritage List[35]
GLA Referable Application	Planning Applications which must be referred to the Greater London Authority under the Town and Country Planning (Mayor of London) Order 2008 (or any updated legislation). Precise criteria are set out in legislation[36].
Householder Application	Applications to alter or extend an individual house. These do not include extensions to flats which are "minors."
Large Minors	5 or more new homes or 500sqm or more floorspace (new-build or change of use)
Large Non-residential Minors	Planning applications for provision of building(s) or change of use where the floorspace is 500sqm or more but less than 1000sqm

[34] https://www.croydon.gov.uk/planning-and-regeneration/planning-policy/conservation-and-heritage/conservation-areas
[35] There are no World Heritage sites (under article 11(2) of the 1972 UNESCO Convention Concerning the Protection of the World Cultural and National Heritage) in Croydon
[36] The Town and Country Planning (Mayor of London) Order 2008

Large Residential Minors	Planning applications for provision of 5 or more new homes
LNR	Local Nature Reserve
Major Application	Planning applications for: (a) Winning and working of minerals or use of land for mineral working deposits (b) Waste development (c) 10 or more new homes; or the site is 0.5Ha or more (and the number of homes is unknown) (d) provision of building(s) where the floorspace created is 1000sqm or more (e) development carried out on a site of 1Ha or more
Major Residential	Provision of 10 or more new homes (or sites of 0.5Ha or more where the number of homes is unknown)
Minors	Residential developments of fewer than 10 homes and/or non-residential developments less than 1000sqm in size. This includes change of use applications with no additional floorspace, and extensions to flats.
Noise Generating Uses	Noise-generating uses are likely to create noise affecting nearby homes, schools, hospitals or other sensitive uses, including (but not limited to), industrial and warehousing uses, bars, pubs, clubs and other late-night uses, takeaways, restaurants and cafés, outdoor seating or activity areas, venues with amplified music or PA systems, commercial uses operating late at night or early in the morning, and those where large numbers of people gather such as nurseries, schools and places of worship.
Noise Sensitive Uses	Noise-sensitive uses are developments where noise could adversely affect the use or enjoyment of the premises, including (but not limited to) homes, care homes, hospitals and health facilities, schools, nurseries, hotels, places of worship, and other premises where people sleep, learn, receive care or seek quiet recreation.
NNR	National Nature Reserve
Non-Residential Minors	Non-residential developments less than 1000sqm in size. This includes change of use applications where no additional floorspace is created and extensions to existing non-residential buildings.
SINC	Site of Importance for Nature Conservation

SSSI	Site of Special Scientific Interest
Supported and specialist accommodation	Accommodation that provides homes for people who cannot safely or sustainably live independently, and who therefore need on-site or floating support tailored to their circumstances. It includes accommodation for people leaving hostels, refuges, care or prison, young people with support needs, disabled people who require additional support, people with mental health needs, rough sleepers, and victims of domestic abuse or other forms of violence against women and girls.
Tall Building	A building(s) significantly taller than most of the surrounding buildings or more than six storeys or 25m from ground level.