

# Planning application requirements for householder, minor and major applications



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# 1. Introduction to the local validation list

This document lists all national and local requirements for planning applications. This is our local validation list. You should use this document to understand the document and drawing types that you need to submit with your planning application.

You should check tables 1 and 2 to understand the requirements for all application types, and then check the relevant table for your application type for more information.

We recommend that you submit your application on the [Planning Portal website](#).

## 2. National validation list: required for all planning applications

The documents and drawings listed in table 1 are national requirements for all planning applications. You must submit these with all planning applications. We cannot process your application if any of this information is missing or incomplete.

Find out more about these national requirements on the [Planning Portal](#) and [GOV.UK](#) websites.

Table 1: National requirements for all planning applications

Requirement	Guidance
<b>Application form</b>	Complete and submit the correct application form on the Planning Portal website.
<b>Ownership certificate (included in the application form)</b>	Fill in the correct certificate or notice in the application form to confirm who owns the application site. Complete and submit notice 1 and notice 2 forms if required.
<b>Fee</b>	Pay the correct fee for your application type.
<b>Site plan</b>	Submit a site plan showing the development site, its boundaries and on-site buildings.  Make sure you: <ul style="list-style-type: none"><li>• scale at 1:100 or 1:50 on A4 and A3 paper size (unless a different scale is required)</li><li>• include a scale bar and north arrow</li><li>• clearly label and number all immediately adjoining buildings and all main roads surrounding the site</li></ul>

Requirement	Guidance
	<ul style="list-style-type: none"> <li>• outline in red the property and all land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings</li> <li>• outline in blue any other land within your control that is close to or adjoining the application site</li> </ul>
<b>Location plan</b>	<p>Submit a plan of the site showing the application site and its surrounding area.</p> <p>Make sure you:</p> <ul style="list-style-type: none"> <li>• scale plans at 1:1,250 or 1:2,500 and include a scale bar on each plan, on A4 or A3 paper size</li> <li>• use an up-to-date base map</li> <li>• show roads or buildings on land adjoining the application site (labelling at least 2 roads)</li> <li>• outline the application site clearly in red: this must include all land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings</li> <li>• outline any additional land under the ownership of the applicant in blue if it immediately adjoins the proposed area</li> </ul>

### 3. Local list: drawings and documents required for most planning applications

The document and drawing types listed in table 2 are required for most planning applications.

Use our interactive [Southwark Maps website](#) to check any constraints on your property or site.

For all drawings, make sure you:

- scale at 1:100 or 1:50 on A4 and A3 paper size (unless a different scale is required)
- include a scale bar on each drawing
- include a north arrow on each drawing
- include a unique reference number on each drawing
- include written dimensions, especially for proposed extensions
- include details of materials used in the development

Table 2: Drawings and documents required for most planning applications

Requirement	When required	Guidance	Policy driver
<b>Community Infrastructure Levy (CIL)</b>	All applications	Refer to the <a href="#">Planning Portal guidance on what CIL forms to submit</a> . Make sure you:	<a href="#">The Community Infrastructure Levy</a>

Requirement	When required	Guidance	Policy driver
<b>additional questions form</b>		<ul style="list-style-type: none"> <li>complete and submit the <a href="#">CIL additional information requirement form 1</a></li> <li>complete and submit all other CIL related requirements if relevant</li> <li>include colour-coded plans and additional CIL forms if relevant, which are listed in our <a href="#">further guidance on what to submit for CIL</a></li> </ul>	<a href="#">Regulations 2010</a>
<b>Fire Safety Strategy (or Reasonable Exception Form)</b>	<p>All applications</p> <p>Major applications require a Fire Statement instead (see table 4)</p>	<p>Check <a href="#">guidance by the Greater London Authority on the requirements of a fire safety strategy</a>. Your strategy should include:</p> <ul style="list-style-type: none"> <li>name and title of who wrote and approved the planning application's fire safety information, with a clear statement describing their competence, including relevant qualifications and experience</li> <li>information under each part of <a href="#">London Plan 2021 Policy D12 (A)</a>; this should be specific and relevant to the proposed development</li> <li>the relevant safety design codes and standards and how these make sure the proposed development achieves the highest standards of fire safety proportionate to the size and nature of the development</li> </ul> <p>Submit a <a href="#">reasonable exception form</a> if the application:</p> <ul style="list-style-type: none"> <li>creates no additional dwellings or commercial units and</li> <li>does not provide a new lift and</li> <li>does not change external materials and</li> </ul>	London Plan 2021 Policy D 12

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>does not change internal or external communal areas that form part of the evacuation strategy for the property</li> </ul>	
<b>Existing and proposed floor plans</b>	All applications that involve the creation of new floorspace or changes to the floor plans of a property	<p>The drawings should show the floorplan now and after the proposed changes.</p> <p>Make sure you:</p> <ul style="list-style-type: none"> <li>submit an individual floor plan for each floor of the building</li> <li>show any proposed buildings (including extensions and outbuildings) in context with neighbouring buildings</li> </ul>	Southwark Plan 2022 policies P13, P14, P15, P56
<b>Existing and proposed elevation drawings</b>	All applications involving changes to floorspace or external changes to the building	<p>The drawings should show the building's outside now and after the proposed changes.</p> <p>Make sure you:</p> <ul style="list-style-type: none"> <li>submit an individual elevation drawing for the front, back, and both sides of the building</li> <li>show any proposed buildings (including household extensions and outbuildings) in context with neighbouring buildings</li> </ul>	Southwark Plan 2022 policies P13, P14, P15, P56
<b>Existing and proposed cross-section drawings</b>	Applications that involve:	<p>The drawings must show the height and size of the building stories and internal features.</p> <p>Make sure you:</p>	Southwark Plan 2022 policies P13, P14, P15, P56

Requirement	When required	Guidance	Policy driver
	<ul style="list-style-type: none"> <li>• changing ceiling or roof heights</li> <li>• changing ground heights</li> <li>• basement works</li> <li>• roof extensions</li> </ul>	<ul style="list-style-type: none"> <li>• include measurements of ceiling heights, especially for loft and basement conversions</li> <li>• label any living space with a ceiling height of less than 2.3m</li> </ul>	
<b>Existing and proposed roof plans</b>	Applications involving changes to a roof or creation of a new roof	The drawings should show the roof plan now and after the proposed changes.	Southwark Plan 2022 policies P13, P14, P15, P56



## 4. Local list: drawings and documents required for householder applications

Table 3 lists documents and drawings you might need to submit with a householder application based on the location and type of development.

These requirements are in addition to the national requirements listed in table 1, and the local requirements listed in table 2.

**Table 3: Local householder validation list**

Requirement	When required	Guidance	Policy driver
<b>Archaeological desk-based assessment</b>	Applications that involve: <ul style="list-style-type: none"> <li>groundworks within an archaeological priority area</li> <li>new basements, extensions to basements or other extensive groundworks</li> </ul>	<p>You must determine the archaeological interest and potential of the site and assess the impacts of the proposed development.</p> <p>Use our <a href="#">heritage guidance</a> to help your assessment.</p>	Southwark Plan 2022 policy P23
<b>Basement impact assessment</b>	Applications for a new or extended basement.	<p>The assessment should be prepared by a self-certified engineer or geologist. They must be suitably qualified and a member of a relevant professional body.</p> <p>Use our <a href="#">residential design guidance</a> to help your assessment.</p> <p>The assessment must evaluate the direct and indirect implications of the proposed basement development.</p> <p>It should include:</p>	Southwark Plan 2022 policies P14, P68

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• a floor plan</li> <li>• section drawing</li> <li>• details of the basement ceiling height</li> <li>• access points</li> <li>• details of roof lights</li> </ul>	
<b>Cycle parking information</b>	<p>Applications that involve:</p> <ul style="list-style-type: none"> <li>• an increase in the number of bedrooms in your home</li> <li>• subdivision of your home</li> <li>• conversion of a home into a house in multiple occupation</li> </ul>	<p>Submit plans for both short-stay, visitor and long-stay cycle parking or stores.</p> <p>For short-stay and visitor parking, you must show the full extent of the Sheffield-style bicycle stand provision. This includes the context of the site and public roads.</p> <p>For long-stay cycle stores, you must show the placement of all stand types, including:</p> <ul style="list-style-type: none"> <li>• dimensions of the store</li> <li>• distance between parking stands</li> <li>• aisle widths</li> <li>• access point width</li> <li>• floor to ceiling height</li> <li>• clear head room</li> </ul>	Southwark Plan 2022 policy P53

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>width of store door</li> </ul> <p>Read the <a href="#">London Cycling Design Standards</a> for more information.</p>	
<b>Daylight and sunlight impact assessment</b>	Applications for extensions or other works that might reduce light to neighbouring properties.	<p>Follow our guidance on <a href="#">residential design standards</a> and the Building Research Establishment's <a href="#">good practice guide</a>.</p> <p>Make sure you:</p> <ul style="list-style-type: none"> <li>show the daylight and sunlight tests on submitted drawings</li> <li>submit a report to confirm the final daylight and sunlight values achieved by any proposal in a restricted setting</li> <li>get a qualified professional to prepare the assessment evidence following BRE guidance for major and complex minor applications</li> </ul>	Southwark Plan 2022 policy P55
<b>Design and access statement</b>	Applications that involve changes to a property in a conservation area.	Follow our guidance about how to prepare a <a href="#">design and access statement</a> .	Southwark Plan 2022 policy P13
<b>Heritage statement</b>	Applications that involve changes to a property in or close to a: <ul style="list-style-type: none"> <li>conservation area</li> <li>listed building</li> </ul>	Follow our guidance about how to prepare a <a href="#">heritage statement</a> .	Southwark Plan 2022 policies P13, P14, P15, P16, P17, P18, P19, P20,

Requirement	When required	Guidance	Policy driver
	<ul style="list-style-type: none"> <li>• historic park or garden</li> <li>• scheduled ancient monument</li> </ul>		P21, P23, P24, P25, P26
<b>Noise impact assessment</b>	Applications that include noise-generating equipment such as air conditioning units or air source heat pumps.	<p>The assessment must be prepared by a <a href="#">suitably qualified acoustician</a>, detailing:</p> <ul style="list-style-type: none"> <li>• noise exposure categories</li> <li>• associated impact and mitigation measures</li> <li>• layout, design and insulation</li> </ul> <p>Read government guidance on <a href="#">what you should include in a noise assessment</a>.</p>	Southwark Plan 2022 policy P56, P66
<b>Spot level and gradient plan</b>	Applications that involve changes to the ground level compared to neighbouring properties.	<p>Often this plan is used when a property is being converted to provide disabled access.</p> <p>Make sure you:</p> <ul style="list-style-type: none"> <li>• label all spot levels and gradients</li> <li>• include neighbouring properties</li> </ul>	Southwark Plan 2022 policy P56

Requirement	When required	Guidance	Policy driver
<b>Tree survey</b>	<p>Applications that involve:</p> <ul style="list-style-type: none"> <li>• pruning or removal of existing trees</li> <li>• where a tree is on or close to where you are developing</li> <li>• where you are excavating the foundations of a building and a tree is close by</li> <li>• where you are installing service utility runs close to trees</li> </ul>	<p>Appraise the quality of existing trees on the site. You also need to identify protection measures during construction. Read more about <a href="#">how we protect trees in Southwark</a>.</p> <p>The assessment must be prepared by a named project arboricultural consultant, and it should:</p> <ul style="list-style-type: none"> <li>• provide tree retention and removal plans</li> <li>• identify root protection areas on proposed layout plans</li> <li>• ensure the assessment complies with the <a href="#">British Standards BS5837</a>, <a href="#">BS3998</a> and <a href="#">BS8545</a>, and <a href="#">Trees and Design Action Group (TDAG) guidance</a></li> </ul>	<p>Southwark Plan 2022 policies P59, P61</p>

## 5. Local list: drawings and documents required for minor and major planning applications

Table 4 lists all other requirements for full planning applications. These requirements are dependent on the location, type and scale of the development.

View the [Planning Portal guide on planning application types](#).

These requirements are in addition to the national requirements listed in table 1, and the local requirements listed in table 2.

**Table 4: Local full planning application list**

Requirement	When required	Guidance	Policy driver
<b>Accessibility drawings</b>	Applications that provide accessible access to buildings.	Provide drawings that include details on a ramp or gradient for access and/or Blue Badge parking.	Southwark Plan 2022 policy P55

Requirement	When required	Guidance	Policy driver
		<p>Label plans with spot levels, the slope, and the ramp's length and landing sizes. Labels must show how the ramp meets the public highway.</p> <p>Drawings must also:</p> <ul style="list-style-type: none"> <li>• confirm that ramps and gradients are compliant with either <a href="#">BS 8300:1</a> or <a href="#">Document M standards</a>, depending on the building type</li> <li>• show Blue Badge parking areas, including access routes for pedestrians to and from vehicles from all uses on the site and from the public highway, with gradients and spot levels</li> </ul>	
<b>Affordable housing statement</b>	All major applications	<p>Make sure you include:</p> <ul style="list-style-type: none"> <li>• a completed <a href="#">housing delivery monitoring schedule</a></li> <li>• details of what buildings are on the site now and how long they've been there</li> <li>• how you justify the level of affordable housing you propose</li> <li>• details of tenure integration or tenure blindness</li> <li>• details of any registered providers acting as partners in the development along with details of who will manage the housing (nomination rights)</li> </ul>	Southwark Plan 2022 policies SP1, P1, IP3

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• details on how the affordable housing units will be allocated and managed</li> <li>• details about how the affordable homes will always remain affordable</li> <li>• evidence of the site search if affordable housing is proposed at a different site</li> </ul> <p>Read our <a href="#">guidance on affordable housing</a>.</p>	
<b>Air quality neutral assessment</b>	All major applications.  Required for some minor applications.	<p>Follow the <a href="#">GLA's draft guidance on air quality neutral</a> and our <a href="#">technical guidance on air quality</a> to prepare your assessment.</p> <p>Submit an air quality neutral assessment (AQNA) with all minor planning applications unless your development:</p> <ul style="list-style-type: none"> <li>• does not create additional car parking</li> <li>• does not lead to an increase in localised car journeys</li> <li>• does not include new combustion plants such as gas-fired boilers</li> <li>• is connected to an existing heat network, or includes gas boilers with nitric oxide (NO) and nitrogen dioxide (NO<sub>2</sub>) emissions below 40 mg/kWh</li> <li>• has new parking that does not exceed <a href="#">London Plan 2021 policies T6 and T6.1 to T6.5</a></li> </ul>	London Plan 2021 Policy SI 1



Requirement	When required	Guidance	Policy driver
<b>Air quality positive assessment</b>	Required for: <ul style="list-style-type: none"> <li>• all masterplans</li> <li>• development briefs for large-scale development proposals subject to an environmental impact assessment (EIA)</li> <li>• development referable to the Mayor of London</li> </ul>	Follow the GLA's guidance on <a href="#">air quality positive</a> . Outline the approach taken as part of the EIA that includes: <ul style="list-style-type: none"> <li>• summary of site air quality constraints and opportunities</li> <li>• a map of constraints and opportunities</li> <li>• a matrix of adopted measures that will benefit air quality and minimise exposure to poor air quality on the site</li> <li>• a rationale for adoption or non-adoption of measures</li> <li>• a glossary of technical evaluations and assessments that have informed the measures adopted</li> <li>• a consultation implementation plan</li> <li>• a monitoring plan</li> <li>• how the design has been informed by air quality considerations</li> <li>• how each measure is justified and appropriate to improve air quality and reduce exposure to air pollution</li> <li>• what evidence you have of your projected air quality benefits</li> <li>• how you justify measures that reduce air quality</li> </ul> Read <a href="#">Planning Practice Guidance on air quality</a> . Read our <a href="#">technical guidance on air quality</a>	London Plan 2021 Guidance: Air Quality Positive 2021

Requirement	When required	Guidance	Policy driver
<b>Affordable housing contribution</b>	Applications where affordable housing is required, that cannot be provided on or off site	<p>Where affordable housing cannot be provided on or off-site, a payment in lieu is usually payable.</p> <p>Check the planning policy for more information on when this contribution is required.</p> <p>You do not need to pay the affordable housing contribution if your development is:</p> <ul style="list-style-type: none"> <li>• the replacement of one home</li> <li>• converting 2 or more homes to 1 home (de-conversions)</li> <li>• extensions to residential buildings or domestic home extensions that do not result in additional homes</li> <li>• change of use from an HMO (C4) to a dwelling (C3)</li> <li>• change of use from a dwelling (C3) to an HMO (C4)</li> <li>• self-build properties unless the property is put on the market within 3 years of being lived in (you will still need to calculate the affordable housing contribution, complete a viability appraisal and a legal agreement)</li> </ul>	Southwark Plan 2022 P1
<b>Affordable workspace strategy</b>	Applications involving more than 500 sqm of employment space	<p><a href="#">Refer to Southwark's management of affordable workspaces.</a></p> <p>You must have agreed on this payment with us, through the <a href="#">affordable workspace in-lieu payment calculator</a></p> <p>Prepare and submit a strategy that must include:</p>	Southwark Plan 2022 policy P31

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• management arrangements (direct let or affordable workspace occupier)</li> <li>• length of lease/availability of affordable workspace (minimum 30 years)</li> <li>• total employment floorspace of the scheme (sqm GIA and type - office/light industrial/creative)</li> <li>• total affordable workspace proposed (sqm GIA, number of units/desks, and type – office/light industrial/creative)</li> <li>• percentage of total employment floorspace (minimum 10% affordable workspace)</li> <li>• evidence of current local market rent levels for the type of employment floorspace proposed</li> <li>• affordable rent level proposed (pounds per square foot or percentage discount to market rent)</li> <li>• details of any rent-free periods, staircase rent arrangements, service charges, break clauses, utilities or any additional management or maintenance charges</li> <li>• affordable workspace fit-out specification (to include mechanical and electrical fit-out, heating and cooling provision, kitchen and toilet facilities, sprinklers)</li> </ul>	

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>marketing strategy to demonstrate how the affordable workspace will be marketed and prioritised to reach appropriate occupiers</li> <li>how the affordable workspace will be accessible to a diverse range of occupiers and affordable workspace providers</li> </ul> <p>In rare cases, on-site affordable workspace is impossible. In these cases, provide details of payment for off-site affordable workspace.</p>	
<b>Archaeological desk-based assessment</b>	<p>Applications involving:</p> <ul style="list-style-type: none"> <li>groundworks within an archaeological priority area</li> <li>new basements, extensions to basements or other extensive groundworks</li> </ul>	<p>You must determine the archaeological interest and potential of the site and assess the impacts of the proposed development.</p> <p>Use our <a href="#">heritage guidance</a> to help your assessment.</p>	Southwark Plan 2022 policy P23
<b>Archaeological evaluation report</b>	<p>Applications involving:</p> <ul style="list-style-type: none"> <li>groundworks within an archaeological priority area</li> <li>extensive groundworks</li> </ul>	<p>Appoint an archaeologist to write a scheme of investigation for an archaeological evaluation.</p> <p>This should detail the work's method statement. It should also assess the impact of your development proposal and propose a range of archaeological techniques.</p>	Southwark Plan 2022 policy P23

Requirement	When required	Guidance	Policy driver
		<p>Our archaeologist will agree to the method statement before work starts.</p> <p>The completed archaeological evaluation report must detail the results of the work. It must meet the standards of the <a href="#">Chartered Institute for Archaeologists</a>.</p>	
<b>Basement impact assessment</b>	Applications for a new or extended basement.	<p>Use our <a href="#">residential design guidance</a> to help prepare your assessment.</p> <p>The assessment should be prepared by a self-certified engineer or geologist. They must be suitably qualified and a member of a relevant professional body. The assessment must evaluate the direct and indirect implications of the proposed basement development.</p> <p>It should include:</p> <ul style="list-style-type: none"> <li>• a floor plan</li> <li>• section drawing</li> <li>• details of the basement ceiling height</li> <li>• access points</li> <li>• details of roof lights</li> </ul>	Southwark Plan 2022 policies P14, P68

Requirement	When required	Guidance	Policy driver
<b>Bat survey</b>	Applications that are likely to affect bats or their: <ul style="list-style-type: none"> <li>• roost habitats</li> <li>• foraging habitats</li> <li>• commuting habitats</li> </ul>	A <a href="#">qualified ecologist</a> must prepare the survey.  Read Natural England's <a href="#">standing advice for bats</a> . It will tell you which development types need a bat survey and explain what information to include in your survey.	Southwark Plan 2022 policy P60
<b>Be seen monitoring spreadsheet</b>	All major applications	Complete and submit the <a href="#">GLA's Be Seen monitoring template</a> as a stand-alone document.  Make sure you: <ul style="list-style-type: none"> <li>• submit the template to the <a href="#">GLA via their submission portal</a></li> <li>• update and submit the template at the pre-application, planning application and post-construction stages</li> <li>• keep monitoring and reporting until after construction has ended, to assess the performance gap</li> </ul> Read the <a href="#">GLA's guidance on 'Be seen' monitoring</a> .	London Plan 2021 Policy SI 2
<b>Biodiversity survey and report</b>	Submit a biodiversity survey and report for: <ul style="list-style-type: none"> <li>• all proposed tree works</li> </ul>	Explain how the site has taken a net gain approach to biodiversity. It should state if there are any impacts from the development. Or if any impacts affect nearby sites.  Read our <a href="#">Nature Action Plan 2020</a> and information about how we <a href="#">manage trees in Southwark</a> .	Southwark Plan 2022 policy P60

Requirement	When required	Guidance	Policy driver
	<ul style="list-style-type: none"> <li>• development affecting mature trees</li> <li>• sites with trees with obvious holes, cracks or cavities</li> <li>• sites with trees with a girth greater than 1m at chest height</li> <li>• development affecting 'derelict' land (brownfield sites), allotments, mature gardens and railway land</li> <li>• development close to or impacting parks and open spaces</li> <li>• sites next to local wildlife site or sites of importance for nature conservation (SINCs)</li> </ul>	<p>For further guidance on biodiversity net gain, visit the <a href="#">Chartered Institute of Ecology and Environmental Management</a> and read <a href="#">guidance by the Greater London Authority</a>.</p>	
<b>Biodiversity net gain</b>	<p>All major applications.</p> <p>All minor applications.</p> <p>All outline applications.</p>	<p>You must submit the <a href="#">minimum biodiversity net gain requirements</a> and the local requirements for all small site planning applications.</p>	<p><a href="#">Schedule 7A of the Town and Country Planning Act 1990 (inserted</a></p>

Requirement	When required	Guidance	Policy driver
		<p>You will also need to submit all other relevant supporting information. The case officer may ask for it at the pre-application stage or during the application process.</p> <p>From 2 April 2024, small site plans must have 10% more biodiversity. Examples of a small site include:</p> <ul style="list-style-type: none"> <li>• applications of 1 and 9 dwellings on a site of an area 1 hectare or less or if the number of dwellings is unknown, the site area is less than 0.5 hectares</li> <li>• commercial development where floor space created is less than 1,000 sqm or total site area is less than 1 hectare</li> </ul> <p>If you think your site is exempt from this requirement, check the <a href="#">biodiversity net gain guidance</a>.</p> <p>Reasons for an exemption must be provided in your application form and be supported by evidence.</p> <p>Check <a href="#">Southwark Maps</a> and select layer 'Priority Habitats in Southwark and within 500m of the Southwark borough boundary correct as of February 2024' to check whether your site has priority habitat. If it does, you will not be able to claim an exemption.</p> <p><b>Minimum requirements</b></p> <p>Read <a href="#">what you need to include when submitting a planning application</a>.</p>	<p>by the <a href="#">Environment Act 2021</a>)</p>



Requirement	When required	Guidance	Policy driver
		<p>It includes a completed <a href="#">small sites (statutory) metric</a> and a scaled plan showing on-site habitats. A competent person such as an ecologist should complete the metric. They need special knowledge of habitat types and conditions. They can advise on the calculations.</p> <p>Priority habitats conserve biodiversity, are nationally listed and are promoted through agri-environment schemes. You can <a href="#">check if your site includes priority habitat</a> on Southwark Maps (select 'Priority habitats' layer within 500m of the Southwark boundary). If it does,, you wil not be able to claim an exemption.</p> <p>You can find an ecology consultant on the <a href="#">CIEEM website</a>. Use our <a href="#">pre-application service</a> if you are unclear on the requirements of your biodiversity net gain strategy.</p> <p>Besides the minimum information requirements (set by government), we also need:</p> <ul style="list-style-type: none"> <li>• the correct statutory biodiversity metric with the post-development tabs completed showing how you intend to achieve the minimum 10% biodiversity net gain target</li> <li>• photographs and maps</li> <li>• a biodiversity report showing how you have followed the <a href="#">biodiversity gain hierarchy</a></li> <li>• justification of the use of off-site biodiversity units or statutory biodiversity credits</li> </ul>	

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• draft on-site post-intervention proposed habitat plan</li> <li>• a site baseline habitat plan and of any an off-site post-intervention proposed habitat plan</li> </ul> <p>Schemes that propose considerable biodiversity or off-site gains need more details on the biodiversity net gain strategy. You should discuss this with us at the pre-application stage.</p> <p><b>After we have granted approval</b></p> <p>Once you get planning approval, you must submit a <a href="#">biodiversity gain plan (BGP)</a> that includes:</p> <ul style="list-style-type: none"> <li>• your final small sites biodiversity metric</li> <li>• pre and post-development plans</li> </ul> <p>If your site has a big biodiversity net gain, or if there will be off-site gains, you must also include a <a href="#">habitat management and monitoring plan</a>. It must show how the land will be managed for biodiversity net gain for a minimum of 30 years.</p>	
<b>BREEAM pre-assessment</b>	<p>Required for applications:</p> <ul style="list-style-type: none"> <li>• for non-residential development and non self-contained residential development over 500 sqm</li> </ul>	<p>Submit a BREEAM pre-assessment, which illustrates how your ‘Excellent’ rating has been achieved. Also, submit dynamic thermal modelling where needed.</p> <p>Read about <a href="#">BREEAM certification</a>.</p>	Southwark Plan 2022 policy P69

Requirement	When required	Guidance	Policy driver
	<ul style="list-style-type: none"> <li>for domestic refurbishment for conversion, extension and change of use of residential floorspace over 500 sqm</li> <li>for non-domestic refurbishment for conversion, extension and change of use of non-residential floorspace over 500 sqm</li> </ul>		
<b>Business relation strategy</b>	Applications that could displace small or independent shops.	Provide a plan to relocated small or independent shops displaced by the development.  Follow our <a href="#">guidance on preparing a business relocation strategy</a> .	Southwark Plan 2022 policies P22, P23
<b>Circular economy statement</b>	All referable applications.	Complete and submit the <a href="#">GLA's circular economy statement</a> .  This includes: <ul style="list-style-type: none"> <li>a bill of materials</li> <li>a recycling and waste reporting form</li> </ul> Submit an up-to-date circular economy statement at every stage of the development process.	London Plan 2021 Policy 2021 Policy SI 7

Requirement	When required	Guidance	Policy driver
<b>Cycle parking</b>	<p>Applications that involve:</p> <ul style="list-style-type: none"> <li>• an increase in the number of bedrooms in your home</li> <li>• subdivision of your home</li> <li>• conversion of your home into <a href="#">houses in multiple occupation</a></li> </ul>	<p>Submit plans for both short-stay, visitor and long-stay cycle parking or stores.</p> <p>For short-stay and visitor parking, you must show the full extent of the Sheffield-style bicycle stand provision. This includes the context of the site and public roads.</p> <p>For long-stay cycle stores, you must show the placement of all stand types, including:</p> <ul style="list-style-type: none"> <li>• dimensions of the store</li> <li>• distance between parking stands</li> <li>• aisle widths</li> <li>• access point width</li> <li>• floor to ceiling height</li> <li>• clear head room</li> <li>• width of store door</li> </ul> <p>Read the <a href="#">London Cycling Design Standards</a> for more information.</p>	Southwark Plan 2022 policy P53
<b>Daylight and sunlight impact assessment</b>	Applications for development that will reduce light to neighbouring properties.	<p>Follow our guidance on <a href="#">residential design standards</a> and the Building Research Establishment's <a href="#">good practice guide</a>.</p> <p>Make sure you:</p>	Southwark Plan 2022 policy P56

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• show the daylight and sunlight tests on submitted drawings</li> <li>• submit a report to confirm the final daylight and sunlight values achieved by any proposal in a restricted setting</li> <li>• get a qualified professional to prepare the assessment evidence following BRE guidance's for major and complex minor applications</li> </ul>	
<b>Delivery and servicing management plan</b>	<p>Minor applications in a sensitive area.</p> <p>All major applications.</p>	<p>Make sure you:</p> <ul style="list-style-type: none"> <li>• include an accumulation study</li> <li>• include a service routing plan</li> <li>• show how larger vehicles can drive into a defined area within the site and that the space is large enough for the vehicle to undertake a 3-point turn, leaving the site in forward gear</li> <li>• show how delivery and servicing will be facilitated within the red line boundary of the site and not on the public highway (read <a href="#">TfL's delivery and servicing plan guidance</a>)</li> </ul>	Southwark Plan 2022 policy P50
<b>Demolition or construction management plan</b>	<p>Minor applications in a sensitive area (for example a classified road).</p> <p>All major applications.</p>	<p>Submit a Demolition/Construction Management Plan to explain how you will manage and lessen harm from the construction on the environment and neighbours.</p> <p>Read our <a href="#">technical guidance on demolition and construction</a>.</p>	Southwark Plan 2022 policy P50

Requirement	When required	Guidance	Policy driver
<b>Design and access statement</b>	<p>Applications in a conservation area.</p> <p>All major applications.</p> <p>All outline applications.</p>	<p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application but should not be long. For most straightforward planning applications, the DAS may only need to be a page long.</p> <p>Follow our guidance on how to prepare a <a href="#">design and access statement</a>.</p>	Southwark Plan 2022 policy P13, P14
<b>Development consultation charter documents</b>	All major applications	<p>Submit an <a href="#">early engagement strategy</a> for all pre-applications with 10 or more proposed residential units.</p> <p>Details of how to complete an <a href="#">early engagement strategy</a> are set out in our <a href="#">statement of community involvement and development consultation charter</a>.</p> <p>Submit an <a href="#">engagement summary</a> for all major applications with 10 or more proposed residential units and for all council schemes. It should be a summary of the engagement that took place with local stakeholders before an application was submitted.</p>	Southwark Plan 2022 policies SP2, P1, P7, P8, P12, P31, P33, P46, P47, P65
<b>Draft heads of terms (S106)</b>	<p>Applications to provide:</p> <ul style="list-style-type: none"> <li>• affordable housing</li> <li>• employment</li> <li>• local infrastructure improvements</li> </ul>	<p>Submit a draft heads of terms for Section 106 (S106) agreement.</p> <p>You must pay our legal fees for:</p> <ul style="list-style-type: none"> <li>• confirming and finalising the agreement</li> <li>• confirming and finalising the title</li> <li>• dealing with completion</li> </ul>	Southwark Plan 2022 policy IP3

Requirement	When required	Guidance	Policy driver
		<p>This is charged at £250 to £300 per hour. VAT is not payable.</p> <p>Read more about <a href="#">Section 106 agreements</a>.</p>	
<b>Equalities impact assessment</b>	<p>Applications where there is likely to be a loss of community facilities in predominant use by communities with a protected characteristic.</p> <p>All major applications.</p>	<p>Submit a completed <a href="#">equalities impact assessment form</a>.</p> <p>It should explain:</p> <ul style="list-style-type: none"> <li>• how your application promotes equality across protected characteristic groups</li> <li>• how protected characteristic groups may be negatively affected by your proposal</li> <li>• detailed actions to mitigate any identified negative impacts on groups with protected characteristics</li> </ul>	<p>Southwark Plan 2022 policies SP2, P1, P7, P8, P12, P31, P33, P46, P47, P65</p>
<b>Ecological impact assessment</b>	<p>Applications that may affect wildlife or biodiversity.</p> <p>All major applications.</p>	<p>This includes sites close to or impacting on parks, open spaces and sites of importance for nature conservation.</p> <p>You must submit an assessment for:</p> <ul style="list-style-type: none"> <li>• all proposed tree works</li> <li>• development affecting mature trees</li> <li>• trees with obvious holes, cracks and cavities</li> <li>• trees with a girth greater than 1m at chest height</li> </ul>	<p>Southwark Plan 2022 policies P57, P59, P60</p>

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• proposals affecting 'derelict' land (brownfield sites), allotments and mature gardens</li> <li>• railway land including bare ground that may support ground-nesting birds or invertebrates</li> <li>• proposals including the modification, conversion, demolition or removal of buildings and structures (especially roof voids)</li> </ul> <p>Some applications need a preliminary ecological assessment. This is when there's no habitat, apart from buildings and hard standing. In this case, no further assessment is necessary.</p>	
<b>Educational needs assessment</b>	Required for: <ul style="list-style-type: none"> <li>• proposals needing an environmental impact assessment</li> <li>• <a href="#">schedule 1 development</a></li> <li>• <a href="#">schedule 2 development</a></li> </ul>	Report on the number of children that are likely to live on the development during its lifetime. Explain how the development relates to our <a href="#">pupil place planning report</a> .	Southwark Plan 2022 policy P27
<b>Energy statement</b>	All major applications	Complete and submit the <a href="#">GLA's energy statement</a> . It should include: <ul style="list-style-type: none"> <li>• details on how carbon reduction has been achieved on-site</li> <li>• an assessment of energy and heat sources considered by the development</li> </ul>	Southwark Plan 2022 policy P70  London Plan 2021 Policy SI 2



Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>an assessment of the <a href="#">'be lean, be clean, be green and be seen' targets set out in the London Plan 2021</a> (displayed as percentages in a table)</li> <li>an energy statement compiled against the Part L Building Regulation 2021</li> </ul> <p>Read the <a href="#">GLA's guidance on energy statements</a>.</p>	
<b>Environmental impact assessment</b>	Proposals defined under <a href="#">Schedule 1 of the 2017 regulations</a>	<p>Make sure you:</p> <ul style="list-style-type: none"> <li>follow the <a href="#">environmental impact assessment process</a></li> <li>include information specified in regulation 18(3) and meets the requirements of regulation 18(4) of <a href="#">The Town and Country Planning (Environmental Impact Assessment) Regulations 2017</a></li> <li>produce an Environmental Statement as defined in <a href="#">parts 1 and 2 of Schedule 4 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017</a></li> <li>ask competent experts to complete the assessment and include a statement listing their expertise and qualifications</li> </ul>	<a href="#">Schedule 1 of the 2017 regulations</a>
<b>Fire safety: gateway 1 form</b>	Applications for development which:	<p>Submit a <a href="#">planning gateway 1 (fire safety) form</a>.</p> <p>Make sure you include:</p>	<a href="#">Town and Country Planning (Development Management</a>

Requirement	When required	Guidance	Policy driver
	<ul style="list-style-type: none"> <li>• contains two or more dwellings</li> <li>• is for educational accommodation</li> <li>• is 18 metres or more in height</li> <li>• contains seven or more storeys</li> </ul>	<ul style="list-style-type: none"> <li>• the principles, concepts and approaches to fire safety that you applied to each building in the development</li> <li>• the site layout</li> <li>• emergency vehicle access and water supplies for firefighting purposes</li> <li>• how you consulted about fire safety and how you incorporated this feedback into your design</li> <li>• any policies relating to fire safety that you have considered</li> </ul>	<a href="#">Procedure and Section 62A Applications (England) (Amendment) Order 2021 ("the 2021 Order")</a>
<b>Fire statement</b>	<p>All major applications</p> <p>All outline applications</p>	<p><a href="#">Complete and submit a fire statement.</a></p> <p>You must refer to the <a href="#">London Plan 2021 Policy D12 (B)</a> draft fire statement guidance and provide all listed required information.</p>	<p>London Plan 2021 Policy D12 (B)</p>
<b>Foul sewage and utilities assessment</b>	<p>Proposals for development that connects to foul or storm water sewers.</p>	<p>Show that you have examined the impact your development will have on the drainage or sewerage infrastructure.</p> <p>Make sure you consult with the service provider before completing this assessment.</p> <p>Relevant technical guidance is provided in <a href="#">Building Regulations Approved Document Part H (Drainage and waste disposal)</a>.</p>	<p>Southwark Plan 2022 policy P67</p>

Requirement	When required	Guidance	Policy driver
<b>Flood risk assessment</b>	Required for: <ul style="list-style-type: none"> <li>• all applications in Flood Zones 2 and 3, including minor development and changes of use</li> <li>• all developments of sites more than 1 hectare in Flood Zone 1</li> <li>• all basement extensions</li> <li>• all major applications in Critical Drainage Areas for surface water flooding</li> <li>• all applications within Flood Zone 1 where there is a critical drainage problem as notified by the Environment Agency</li> </ul>	Read our <a href="#">information about flood risk</a> and the government's guidance on <a href="#">when and how to complete a flood risk assessment</a> .  Your assessment must list flood measures. It must also confirm actions to be taken before and during a flood.  Make sure you: <ul style="list-style-type: none"> <li>• identify the risks of all forms of flooding to and from the development site</li> <li>• show how you will manage flood risks, taking climate change into account</li> <li>• identify opportunities to reduce the probability and consequences of flooding</li> <li>• include the design of surface water management systems including sustainable drainage systems</li> <li>• provide safe access to and from the development site in areas at risk of flooding</li> </ul> You will usually need to pay a flood risk specialist to carry out the flood risk assessment for you.	Southwark Plan 2022 policy P68
<b>Heritage statement</b>	Applications where the property is in or close to: <ul style="list-style-type: none"> <li>• a conservation area</li> </ul>	Follow our guidance on how to prepare a <a href="#">heritage statement</a> .	Southwark Plan 2022 policies P13, P14, P15, P16, P17, P18, P19,

Requirement	When required	Guidance	Policy driver
	<ul style="list-style-type: none"> <li>• a listed building</li> <li>• a historic park or garden</li> <li>• a scheduled ancient monument</li> </ul>		P20, P21, P23, P24, P25, P26
<b>Industrial specification requirements</b>	Applications proposing industrial floorspace	Submit information to include: <ul style="list-style-type: none"> <li>• net changes to industrial floorspace of the scheme (sqm gross internal area and type or use class)</li> <li>• the number and size of industrial units proposed, including ceiling heights, location of any columns, location, weight capacity and dimensions of any service lifts</li> <li>• an industrial layout plan showing access and highways arrangements, vehicle servicing points, parking and turning space for large vehicles</li> <li>• an industrial fit-out specification for mechanical and electrical fit-outs, heating and cooling provision, kitchen and WC facilities, sprinklers</li> <li>• a marketing strategy to show how the industrial floorspace will be suitable for industrial occupiers and sectors to meet current demand</li> </ul>	Southwark Plan 2022 policy P29

Requirement	When required	Guidance	Policy driver
<b>Jobs and training specification</b>	All major applications	<p>List the number and type of jobs and training from the new development. This will happen during construction. Also, list the land uses for the completed development.</p> <p>Applications for 2,500 sqm or more of non-residential floorspace must provide training. They must also provide jobs for local people.</p> <p>Applications for 1,000 sqm or more of gross new floorspace must allow local businesses to bid for the procurement of goods and services generated by the development.</p> <p>Read our <a href="#">Section 106 and CIL guidance</a>.</p>	Southwark Plan 2022 policy P28
<b>Land contamination assessment</b>	<p>Applications:</p> <ul style="list-style-type: none"> <li>• on a brownfield site</li> <li>• on land known to be contaminated</li> </ul>	<p>The assessment should combine a desk study and a site visit.</p> <p>It should include:</p> <ul style="list-style-type: none"> <li>• the scope of a site inspection</li> <li>• a review of historical land use</li> <li>• a review of the environmental setting</li> <li>• consultation with relevant regulatory authorities</li> <li>• qualitative environmental risk assessment</li> <li>• a review of existing relevant reports</li> </ul> <p>The assessment should be carried out in accordance with established procedures such as:</p>	Southwark Plan 2022 policy P64

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>the <a href="#">British Standards Institute's BS10175 investigation of potentially contaminated sites</a></li> <li><a href="#">code of practice for the investigation of potentially contaminated sites</a></li> </ul>	
<b>Landscaping details</b>	All major applications	<p>Provide landscaping details including:</p> <ul style="list-style-type: none"> <li>site plans showing all retained and proposed trees (on and near the site)</li> <li>tree trenches and pits</li> <li>the location and extent of any sustainable urban drainage systems, particularly attenuation tanks</li> <li>a planting schedule of species, sizes and numbers, and typical planting cross-sections</li> </ul> <p>Make sure you:</p> <ul style="list-style-type: none"> <li>submit an irrigation and young tree maintenance schedule where trees are proposed</li> <li>use the recommended tree maintenance schedule:</li> <li>maintain trees with a stem girth of 8 to 16cm every 3 years</li> <li>maintain trees with a stem girth above 16cm every 5 years</li> </ul>	Southwark Plan 2022 policies P59, P60, P61

Requirement	When required	Guidance	Policy driver
		<p>Use our <a href="#">trees and plants species palette</a> to help inform your planting schedule.</p> <p>Where trees are proposed in engineered pits, <a href="#">confirm the sustainable soil volumes</a>. These should be in connected trenches where possible.</p>	
<p><b>Lighting assessment</b></p>	<p>Applications:</p> <ul style="list-style-type: none"> <li>• where external lighting is proposed</li> <li>• involving works to areas with public access</li> </ul>	<p>Make sure the assessment includes:</p> <ul style="list-style-type: none"> <li>• layout plan with beam orientation</li> <li>• schedule of the equipment in the design</li> <li>• hours of operation</li> <li>• light levels and spillage</li> <li>• the size of the lights/light fittings</li> <li>• the distance from the edge of the sign to the kerb edge (for projection signs)</li> </ul> <p>You must also show how your proposal will impact biodiversity. This is needed if your development is on or near a site important for nature's conservation.</p> <p>Read the <a href="#">Institution of Lighting Professionals' guidance for the reduction of obtrusive light</a>.</p>	<p>Southwark Plan 2022 policies P56</p>

Requirement	When required	Guidance	Policy driver
<b>Marketing statement</b>	<p>Applications proposing a loss of:</p> <ul style="list-style-type: none"> <li>• retail in shops outside of protected shopping frontages and town and local centres</li> <li>• employment in the commercial action zone, town centres, opportunity areas and individual development areas</li> <li>• pubs, community facilities, cultural facilities, and health facilities anywhere in Southwark</li> </ul>	<p>Provide evidence of an active marketing campaign:</p> <ul style="list-style-type: none"> <li>• for a continuous period of at least 2 years immediately before any planning application</li> <li>• whilst the premises were vacant</li> <li>• which has shown to be unsuccessful</li> </ul> <p>Read our <a href="#">guidance on completing a marketing statement</a>.</p>	<p>Southwark Plan 2022 policies P30, P38, P42, P45, P46, P47</p>
<b>Micro-climate assessment</b>	<p>All major applications, and all applications involving a tall building (over 30m)</p>	<p>Submit a micro-climate assessment if we have told you that your construction will affect the micro-climate around the site. Also submit it if your application involves:</p> <ul style="list-style-type: none"> <li>• tall buildings (over 30m except where they are 25m in the Thames Special Policy Area)</li> </ul>	<p>Southwark Plan 2022 policy P17</p>



Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>taller buildings (significantly higher than surrounding buildings or their emerging context but are not significantly taller to qualify as tall buildings)</li> </ul>	
<b>Movement plan drawing</b>	All major applications	<p>Submit a plan with all vehicle, pedestrian and cyclist movements clearly marked. This should include how vehicles, walkers and cyclists will access and move through the site.</p> <p>For developments with multiple buildings, you should submit extra movement plans. Submit one for each block. The plans for each block must say how people will access its buildings. This includes pedestrians, cyclists, and (if needed) vehicles.</p> <p>You can include your movement plan drawings in a transport assessment or statement.</p>	Southwark Plan 2022 policy P53
<b>Navigational risk assessment</b>	Applications that might affect the navigation of vessels along the tidal Thames, a pier or jetty	<p>Contact the Port of London Authority District Harbour Master, who is responsible for determining if:</p> <ul style="list-style-type: none"> <li>an impact on navigation exists</li> <li>a navigational risk assessment is required</li> </ul> <p>Contact the Harbour Master on 0207 743 7906 or email <a href="mailto:HMU2@pla.co.uk">HMU2@pla.co.uk</a>.</p>	Southwark Plan 2022 policy P25
<b>Noise impact assessment</b>	Applications for a noise-sensitive development that is	The assessment must be prepared by a <a href="#">suitably qualified acoustician</a> , detailing:	Southwark Plan 2022

Requirement	When required	Guidance	Policy driver
	<p>likely to be affected by an existing source of noise.</p> <p>This includes noise-intensive uses (including gyms, nightclubs and social venues) and the installation of any plant or other equipment that might generate significant noise.</p>	<ul style="list-style-type: none"> <li>• noise exposure categories</li> <li>• associated impact and mitigation measures</li> <li>• layout, design and insulation</li> </ul> <p>Read government guidance on <a href="#">what you should include in a noise assessment</a>.</p> <p>Read the <a href="#">IOA's professional practice guidance on planning and noise</a>.</p>	<p>policy P56, P66</p>
<p><b>Noise impact assessment (plant equipment)</b></p>	<p>Applications for development with plant equipment.</p>	<p>Submit information to include:</p> <ul style="list-style-type: none"> <li>• show the plant in proposed drawings</li> <li>• detail how the plant will meet our design policies in terms of appearance</li> <li>• say how the plant will follow our policies on noise including limits on noise and how close the plant can be to homes</li> <li>• show how the plant will comply with our policy to improve carbon reduction targets</li> <li>• show projected calculations of energy used and source of generation</li> </ul> <p>Read our <a href="#">technical guidance on amenity</a>.</p>	<p>Southwark Plan 2022 policies P56, P66</p>

Requirement	When required	Guidance	Policy driver
<b>Old Kent Road schedule of development form</b>	Applications within the Old Kent Road Opportunity Area.	Submit a <a href="#">schedule of development form</a> . Read <a href="#">about development in the Old Kent Road</a> .	Old Kent Road Area Action Plan
<b>Photographs</b>	All major applications  Applications that: <ul style="list-style-type: none"> <li>involve the setting, character or appearance of a listed building or conservation area</li> <li>propose the demolition of an existing building</li> </ul>	Send pictures of the existing building and the entire application site. The photos should: <ul style="list-style-type: none"> <li>show each elevation of the building</li> <li>include any outbuildings and trees on the site</li> <li>include the property boundaries</li> <li>include details of where each photograph was taken</li> <li>indicate the direction the photograph is aimed towards</li> </ul>	Southwark Plan 2022 policy P13
<b>Planning statement</b>	All major applications.  This is an optional supporting document for other application types.	Provide details of: <ul style="list-style-type: none"> <li>the site location</li> <li>the planning history of the site</li> <li>the proposed development</li> <li>an assessment of the development against all relevant national and local planning policy</li> <li>any other material considerations</li> </ul>	Southwark Plan 2022 policies P13, P14, P56

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>consultations with the local planning authority, wider community, and statutory consultees undertaken before submission, if relevant</li> </ul>	
<b>Refuse storage and collection strategy</b>	Applications that will generate residential or commercial waste	<p>Confirm that you have followed our guidance for waste collection and explain how waste will be stored and managed on site.</p> <p>Read <a href="#">information on waste storage in new residential development in Southwark</a>, <a href="#">guidance on waste management*</a> and <a href="#">guidance on residential amenity</a>.</p> <p>Make sure you:</p> <ul style="list-style-type: none"> <li>include a calculation to confirm that the residential waste requirements would be met on site</li> <li>explain how loading and unloading requirements (including taxis for hotels) would be managed</li> <li>show details of accessibility for waste vehicles and other servicing traffic</li> <li>include a plan showing step-free access from the public highway to the waste storage area</li> <li>say how you'll mitigate fire risks and amenity impacts relating to the storage of waste (for example, noise, odour, pests)</li> <li>mark roads that are private or not managed by Southwark Council</li> </ul>	Southwark Plan 2022 policy P61

Requirement	When required	Guidance	Policy driver
		<p>For multi-unit residential schemes, you should also show on a plan drawing of an appropriate scale:</p> <ul style="list-style-type: none"> <li>• any dropped kerbs</li> <li>• the drag distance from the back edge of public highway</li> <li>• the size and capacity of all bins</li> <li>• the bin door width and swing</li> <li>• store dimensions</li> <li>• width of the footpath in front of the store</li> <li>• where you might put a bulky waste storage area</li> <li>• that no doors to bin stores open over the highway</li> </ul> <p>For private dwellings, submit a plan which shows:</p> <ul style="list-style-type: none"> <li>• dedicated space for refuse and recycling</li> <li>• door swing (if applicable)</li> <li>• that no doors to bin stores open over the highway</li> </ul> <p>For commercial development, submit a plan which shows:</p> <ul style="list-style-type: none"> <li>• any dropped kerbs</li> <li>• the drag distance from the back edge of a public highway</li> <li>• the size and capacity of all bins</li> </ul>	

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• the bin door width and swing</li> <li>• store dimensions</li> <li>• the width of the footpath in front of store</li> <li>• that no doors to bin stores open over the highway</li> </ul>	
<b>Retail statement</b>	Applications for development which might displace small shops	<p>Provide an evidence-based audit of existing small shops on the site and details of any affordable retail space you propose to offer.</p> <p>Make sure you include:</p> <ul style="list-style-type: none"> <li>• a summary of any loss or gain of retail floorspace, separated by use class</li> <li>• measurements of small shops and affordable retail spaces in both floorspace sqm and units</li> <li>• floor plans and a schedule of sizes and location of small shops</li> </ul> <p>All retail development must pass the <a href="#">government's sequential test</a>.</p>	Southwark Plan 2022 policies P32, P35
<b>Schedule of accommodation</b>	<p>Applications for:</p> <ul style="list-style-type: none"> <li>• 1 or more new residential units</li> <li>• changing a house to flats</li> </ul> <p>All major applications</p>	<p>Submit a table of each unit (with a unique reference number) containing:</p> <ul style="list-style-type: none"> <li>• the total floorspace of each proposed residential unit</li> <li>• the floorspace of each room</li> </ul>	Southwark Plan 2022 policies P1, P2, P4, P5, P6, P7, P8, P9, P55

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• amenity space</li> </ul> <p>You should confirm whether each unit and room meets the minimum required standards set out in our <a href="#">residential design guidance</a>.</p> <p>You must also:</p> <ul style="list-style-type: none"> <li>• show dimensions in GIA and GEA for any commercial or other uses</li> <li>• ensure floor plans identify the unit reference number for each proposed unit with tenure</li> <li>• ensure floor plans make clear which units meet <a href="#">M4 of the building regulations</a></li> <li>• submit a site plan that clearly labels all disabled car parking spaces on site</li> </ul>	
<b>Sport and leisure facilities assessment</b>	Applications to change the use of existing sports and leisure facilities	Assess the local need for open space, sports, and recreation. Consider the need for new facilities. Follow the <a href="#">guidance from Sport England</a> .	Southwark Plan 2022 policy P45
<b>Staffing and management plan</b>	Applications for supported housing or hostels	<p>Explain how you plan to protect the amenity of those living in the area.</p> <p>Make sure you include:</p>	Southwark Plan 2022 policy P10

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• the day-to-day operations of the site including on-site management and security</li> <li>• health and safety standards and procedures</li> <li>• facilities and services on-site for use by the residents like laundry services or bin collections</li> <li>• managing maintenance and repairs</li> <li>• accessibility and accommodating residents with a disability</li> <li>• how you will maintain all areas inside and outside the development</li> <li>• how your will maintain the amenity of the surrounding area</li> <li>• cycle and car parking</li> </ul>	
<b>Student management plan</b>	Applications for student accommodation	Explain the day-to-day operations of the student accommodation. Make sure you include details on: <ul style="list-style-type: none"> <li>• the day-to-day operations of the site including on-site management and security</li> <li>• health and safety standards and procedures</li> <li>• facilities and services on-site for use by the residents like laundry services or bin collections</li> <li>• managing maintenance and repairs</li> </ul>	Southwark Plan 2022 policy P5



Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• accessibility and accommodating students with a disability</li> <li>• how you will maintain all areas inside and outside the development</li> <li>• how your will maintain the amenity of the surrounding area</li> <li>• cycle and car parking</li> <li>• how vehicles will move in and out of the site including student drop-offs, moving in and out arrangements and the scheduled arrival of delivery vehicles</li> <li>• plans to use the accommodation for short-term rentals during months when the accommodation is not in use by students</li> </ul>	
<b>Sustainable drainage systems (SuDS) proforma</b>	All major applications, and minor applications where the development site is affected by medium or high surface water risk	<p><a href="#">Submit a completed SuDS form.</a></p> <p>You can check if your site requires the form by using the <a href="#">long term flood risk</a> service.</p> <p>When you complete the form make sure you include details of proposed SuDS measures like:</p> <ul style="list-style-type: none"> <li>• rainwater recycling and drainage</li> <li>• infiltration devices</li> <li>• filter strips</li> <li>• filter drains</li> </ul>	Southwark Plan 2022 policy P68

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>porous pavements</li> <li>basins and ponds to hold excess water</li> </ul>	
<b>Spot levels and gradient plan</b>	Applications which involve changes in the ground level on site, or compared to neighbouring properties	Submit a spot levels and gradients plan to show changes.	Southwark Plan 2022 policy P55
<b>Town centre impact assessment</b>	All major applications	<p>Provide details on main town centre uses outside of town and local centres.</p> <p>Your assessment must show that your development will comply with the <a href="#">government's sequential test</a>.</p> <p>It must also show that your project will not hurt the success of existing town centres or planned investment in them.</p>	Southwark Plan 2022 policy P35, P36
<b>Townscape visual impact assessment</b>	<p>Major applications that affect:</p> <ul style="list-style-type: none"> <li>the <a href="#">London view management framework</a></li> <li>local views, including views to and from listed assets and conservation areas</li> <li>views in, out and across world heritage sites</li> </ul>	<p>Assess the visual impact your development may have, particularly if it affects the established townscape and its protected views.</p> <p>Qualified individuals must do the assessment. They must be members of the relevant professional body.</p> <p>The assessment must be completed in accordance with:</p> <ul style="list-style-type: none"> <li>The Landscape Institute or the Institute of Environmental Management and Assessment <a href="#">Guidelines for Landscape and Visual Impact Assessment</a></li> </ul>	Southwark Plan 2022 policies P13, P14, P22

Requirement	When required	Guidance	Policy driver
	<ul style="list-style-type: none"> <li>includes a tall building (over 30 storeys)</li> </ul>	<ul style="list-style-type: none"> <li>Department for Transport's <a href="#">Impacts on Townscape, TAG Unit A3 Environmental Impact Appraisal</a></li> </ul>	
<b>Transport statement</b>	<p>Applications that are likely to create an impact on transport.</p> <p>All major applications.</p>	<p>Identify the impact of the proposal on local transport infrastructure including:</p> <ul style="list-style-type: none"> <li>road capacity</li> <li>public transport</li> <li>walking infrastructure</li> <li>cycling infrastructure</li> </ul> <p>Make sure you:</p> <ul style="list-style-type: none"> <li>show the location and type of cycle parking on relevant plans</li> <li>label wheelchair-accessible car parking spaces on relevant plans</li> <li>provide details about deliveries and collections from the site</li> </ul> <p>For minor applications, you'll also need to include:</p> <ul style="list-style-type: none"> <li>any change to car parking and cycle parking spaces</li> <li>details on accessibility to the site by all modes of transport</li> <li>surveys of how people get to and from the site</li> </ul>	<p>Southwark Plan 2022 policies P12, P35, P36, P45, P48, P49, P50, P51, P52, P53, P54, P55</p>

Requirement	When required	Guidance	Policy driver
		<ul style="list-style-type: none"> <li>• explore the needs of all users (including people with a disability)</li> </ul> <p>For major applications you must also include:</p> <ul style="list-style-type: none"> <li>• appropriate baseline data, alongside cumulative effects of existing and potential development in the area</li> <li>• a Travel Plan and a car and cycle parking provision statement</li> <li>• consideration of sustainable modes of transport in accordance with the London Plan 2021 and national policies</li> <li>• details of parking provision in in areas with a low Public Transport Accessibility Level and not covered by a Controlled Parking Zone (CPZ)</li> <li>• if your site is near a train station and is not covered by a CPZ</li> <li>• if your site is close to a town centre and not in a CPZ</li> </ul> <p><a href="#">Check further details on transport provisions at and around the application site.</a> Read Transport for London guidance on <a href="#">what to include in a transport assessment</a>.</p>	
<b>Tree survey</b>	<p>Applications which:</p> <ul style="list-style-type: none"> <li>• involve the pruning or removal of existing trees</li> </ul>	<p>Appraise the quality of existing trees on the site. You also need to identify protection measures during construction. Read more about <a href="#">how we protect trees in Southwark</a>.</p>	<p>Southwark Plan 2022 policies P59, P61</p>

Requirement	When required	Guidance	Policy driver
	<ul style="list-style-type: none"> <li>• where a tree is on or close to where you are developing</li> <li>• where you are excavating the foundations of a building and a tree is close by</li> <li>• where you are installing service utility runs close to trees</li> </ul>	<p>The assessment must be prepared by a named project arboricultural consultant, and it should:</p> <ul style="list-style-type: none"> <li>• provide tree retention and removal plans</li> <li>• identify root protection areas on proposed layout plans</li> <li>• ensure the assessment complies with the <a href="#">British Standards BS5837, BS3998 and BS8545</a>, and <a href="#">Trees and Design Action Group (TDAG) guidance</a></li> </ul>	
<b>Trip generation report</b>	All major applications	<p>Complete a trip generation exercise and submit it as a report. You can include this report within a separate transport statement or transport assessment.</p> <p>You should do a trip generation study using comparable site characteristics on <a href="#">TRICS</a>.</p> <p>You must focus on specific uses, like Class E[g] not Class E. It should count peak-time trips. If specific uses cannot be known when the exercise starts, use the 'worst-case scenario' use. <a href="#">Read more about use classes</a>.</p> <p>Delivery and servicing trips should also be included within any analysis.</p>	Southwark Plan 2022 policies P45, P49, P50

Requirement	When required	Guidance	Policy driver
<b>Urban greening factor (UGF)</b>	All major applications	<p>Read and follow the <a href="#">GLA's urban greening factor guidance</a>.</p> <p>Submit information to include:</p> <ul style="list-style-type: none"> <li>• a scaled UGF landscape masterplan that is in addition to a landscape masterplan</li> <li>• colour-coding according to UGF surface cover types that support the UGF calculation</li> <li>• a completed UGF table, based on calculations from the <a href="#">GLA's UGF calculator</a></li> </ul>	London Plan 2021 Policy G5
<b>Vehicle parking drawings</b>	Applications for new or re-provided vehicle parking spaces	<p>Include existing and proposed plan drawings at an appropriate scale for the development.</p> <p>Make sure you:</p> <ul style="list-style-type: none"> <li>• mark car parking spaces with a 2.4m by 4.8m rectangle on both plans (this should include any hardstanding areas that could be used as parking)</li> <li>• clearly label all vehicle access points and vehicle crossovers on both plans</li> <li>• clearly label the number of active and passive electric vehicle charging points on both plans, if applicable</li> <li>• provide a swept path analysis for the largest vehicle to use the parking space</li> <li>• clearly label the total number of vehicle parking spaces</li> </ul>	Southwark Plan 2022 policy P54

Requirement	When required	Guidance	Policy driver
		<p>If you propose a new or altered vehicle crossover, or plan to change the existing boundary treatment, label and size pedestrian sightlines on both plans.</p>	
<b>Ventilation or extraction statement</b>	Applications for ventilation or extraction equipment in a non-residential development	<p>Submit information to include:</p> <ul style="list-style-type: none"> <li>• show that where mechanical ventilation is proposed, it is necessary</li> <li>• show that you have considered options for passive design and ventilation</li> <li>• include odour abatement techniques and acoustic noise characteristics</li> </ul> <p>The assessment should be carried out according to <a href="#">British Standard BS4142 (Method for Rating Industrial Noise Affecting Mixed Residential and Industrial Areas)</a>.</p> <p>Get <a href="#">practical guidance on meeting the British Standard BS4142</a>.</p>	Southwark Plan 2022 policies P34, P47, P55, P64, P65, P68
<b>Viability appraisal</b>	<p>Applications where:</p> <ul style="list-style-type: none"> <li>• planning policy requires you to include affordable housing</li> <li>• you must make a payment in-lieu of affordable housing</li> <li>• viability means you must ignore other planning policy requirements</li> </ul>	<p>You must provide a detailed viability appraisal that includes:</p> <ul style="list-style-type: none"> <li>• an executive summary that clearly outlines the key conclusions from the appraisal</li> <li>• a testable, editable electronic or software model that shows the calculations and assumptions used in the planning application</li> </ul>	Southwark Plan 2022 policies SP1, P1, P9, IP3

Requirement	When required	Guidance	Policy driver
		<p>You must pay for the review of the financial viability appraisal or provide a solicitor's undertaking to pay.</p> <p>Read our <a href="#">development viability guidance</a>.</p>	
<b>Whole lifecycle carbon assessment</b>	All major referable applications	<p>Follow the GLA's <a href="#">whole life-cycle carbon assessment guidance</a> including the statement template.</p> <p>You'll need to update the assessment throughout the planning process.</p>	London Plan 2021 Policy SI 2
<b>3D massing model</b>	All major applications	<p>We use VU.CITY as our interactive digital city platform to assess the impact of the proposed development. You must meet the <a href="#">VU.CITY file requirements</a>.</p> <p>If you amend the proposed development, we may ask you to provide updated models.</p>	Southwark Plan 2022 policies P13, P14, P15, P17