



London Borough of Islington

Local Validation Requirements for
Planning Applications

12 April 2024

Table of Contents

Introduction	5
Part 1: Plans, drawings and photographs	7
1.General guidance	7
2.Building elevations.....	7
3.Building floor and roof plans	8
4.Finished floor / site levels and sections	9
5.Detailed Site Survey Plan.....	9
6.Plans and drawings (detailed / specific)	9
7. Photographs, photomontages and 3D models	12
Part 2: Reports and Assessments.....	13
2. Construction	13
2.1 Construction management plan	13
2.2 Structural Method Statement / Survey; Statement of justification; Schedule of works (for listed buildings)	13
3. Design and Heritage	14
3.1 Archaeological Assessment.....	14
3.2 Daylight / sunlight assessment.....	14
3.3 Design and Access Statement.....	14
3.4 Fire Statement	17
3.5 Heritage Statement.....	17
3.6 Landscape Design Strategy	19
3.7 Site appraisal	19
4. Environment and health	20

4.1 Biodiversity / Ecological survey / report	20
4.2 Biodiversity net gain Assessment	20
4.3 Contaminated land assessment.....	22
4.4 Health impact assessment.....	22
4.5 Lighting Assessment.....	23
4.6 Noise impact assessment; Acoustic Design Statement; Vibration assessment	23
4.7 Recycling and waste management	24
4.8 Sustainable design and construction statement.....	24
4.9 Tree survey, Tree Constraints Plan, Arboricultural Impact Assessment and Arboricultural Method Statement	26
4.10 Urban Greening Factor Assessment.....	26
4.11 Ventilation/extraction statement.....	27
4.12 Whole life-cycle carbon assessments	27
5. Housing.....	28
5.1 Affordable housing statement	28
5.2 Student accommodation statement.....	29
5.3 Specialist older peoples residential accommodation statement.....	29
5.4 Supported housing statement	29
5.5 Large-scale HMO management plan	29
5.6 Purpose Built Private Rented Sector development statement	30
6. Inclusive Economy	30
6.1 Affordable Workspace Statement	30
6.2 Business Floorspace Statement	30
6.3 Retail statement.....	31
6.4 Inclusive Economy Statement.....	32

7. Infrastructure	32
7.1 Community Infrastructure Levy information	32
7.2 Electronic Communications Code Operators supplementary information	33
7.3 Planning Obligations	33
7.4 Social and community infrastructure statement	34
7.5 Transport Assessment and full or local level travel plan	34
7.6 Parking, servicing provision	35
7.7 Utilities and foul sewage assessment	35
8. Planning Statements	36
9. Viability	38

1. Introduction

- 1.1 This document sets out local information requirements for planning applications and other consents.
- 1.2 To apply for planning permission your application must include plans, drawings and other necessary information. The requirements for what needs to be submitted are set out in National Information Requirements and Local Information Requirements.
- 1.3 National Information Requirements are defined in legislation and are mandatory for all planning applications. Simplified guidance on National Information Requirements can be found on the [Government's Planning Practice Guidance](#). National Information Requirements as specified in the Development Management Procedure Order 2010 (as amended). These include:
 - A completed application form (all questions must be answered on the correct application form)
 - Location Plan
 - Site Plan
 - Ownership certificates and associated notices
 - The correct fee and
 - Design and Access Statement, where required.
- 1.4 For further advice on the National Information Requirements please visit the [planning portal](#).
- 1.5 In addition to National Information Requirements local councils can request additional information through a list of Local Information Requirements. This is sometimes referred to as 'local validation requirements' or the 'local list'.
- 1.6 Not all the local validation requirements apply to every application. Each application will need to meet the national and local information requirements relevant to the type and scale of the development proposed.
- 1.7 Failure to submit the necessary information will mean that a planning application will be registered invalid resulting in delays in the processing of the application.
- 1.8 Part 1 of this document sets out the plans, drawings and photographs that may be required, whilst Part 2 sets out other information requirements. A table summarising the information requirements for different types of application can be found at the end of this document.
- 1.9 These validation requirements have been updated to reflect the adoption of [Islington's new Local Plan](#).

1.10 The Development Management service can accept files in the following formats:

- Adobe PDF - .pdf
- Microsoft Office - .doc / .docx

1.11 All documents must have no restrictions on editing/redacting, so that the council can comply with GDPR requirements (Minimum requirement: document can be saved as another file name without editing restrictions).

Part 1: Plans, drawings and photographs

1. General guidance

Which applications	What is required	Policy drivers, guidance and information
All drawings and plans	<p>Location plan (1:1250) with site edged red.</p> <p>Drawings must be to a recognised metric scale and usually be printable at 1:100 or 1:50, depending on the scale of the proposal. A scale bar must always be included, and the wording “do not scale” should not be used.</p> <p>Drawings should carry a number unique to each drawing and a title.</p> <p>Dimensioned drawings aid the consultation process and are preferred where extra annotation does not compromise the drawing readability.</p> <p>When submitting documents electronically ensure these are pdfs and ensure that the embedded documents are of consistent size and format.</p> <p>It is requested that electronic copies of individual documents and plans are always submitted to accompany paper applications and documents should not exceed 5Mb in size.</p> <p>The neighbouring properties and neighbouring windows, must always be shown on plans, elevations and sections (both existing and proposed).</p> <p>Existing and proposed ground levels must always be shown for any extensions or new buildings. Where demolition is proposed, the extent of the proposed demolition should be clearly hatched and shown on a separate set of drawings.</p>	<p>Strategic and Development Management Policy PLAN1</p> <p>Islington Urban Design Guide SPD</p> <p>Islington Basement Development SPD</p>

2. Building elevations

Which applications	What is required	Policy drivers, guidance and information
Applications that involve building works	<p>Existing and proposed drawings of all sides of the exterior of the building at an appropriate scale, usually 1:50 or 1:100. Please include the following:</p> <ul style="list-style-type: none"> All altered sides of a proposal must be shown, including blank elevations, and elevations that are part attached to an adjoining building or face into a shared lightwell. In the case of an extension, show the elevation of the existing building to indicate the relationship between the two, clearly indicating what is new work. 	<p>Strategic and Development Management Policy PLAN1</p> <p>Islington Urban Design Guide SPD</p> <p>Islington Basement Development SPD</p>

Which applications	What is required	Policy drivers, guidance and information
	<ul style="list-style-type: none"> • Show elevations in the context of adjacent buildings. • Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings and detail the positions of the openings on each property. • Extraneous context that obscures proposed elevations should be omitted and distant context should be avoided if its inclusion unduly diminishes the scale of the proposed elevation. • The make, type and colour of external materials (walls, roofs, windows, doors, rainwater goods etc.) should be clearly annotated. • The manner in which new windows are intended to open. • Internal elevations - proposed and existing should be provided to clearly demonstrate proposed internal alterations to a listed building at an appropriate scale, usually 1:50 or 1:100. 	

3. Building floor and roof plans

Which applications	What is required	Policy drivers, guidance and information
Applications that involve building works	<p>Plans are required of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100. Please include the following:</p> <ul style="list-style-type: none"> • In the case of a new building, show the proposal in detail, indicating which parts are to be used for which purpose. • Ground level floor plans should usually be shown in context with relevant details from the site plan. • Show floor plans in the context of adjacent buildings, where appropriate, detailing the positions of relevant openings (windows and doors) on immediately adjacent land. • In the case of an extension, show the floor layout of the existing and proposed building to indicate the relationship between the two, clearly indicating what is new work. • Where existing buildings or walls are to be demolished, these should be clearly shown on a separate plan. • Include a roof plan where necessary to show a new roof or alterations to one. • Include the north point on all plans. 	<p>Strategic and Development Management Policy PLAN1</p> <p>Islington Urban Design Guide SPD</p> <p>Islington Basement Development SPD</p>

Which applications	What is required	Policy drivers, guidance and information
Applications for changes of use	Plans of the existing and proposed floors of the building at an appropriate scale, usually 1:50 or 1:100, including the north point, and should indicate which parts are to be used for which purpose.	Strategic and Development Management Policy PLAN1 Islington Urban Design Guide SPD Islington Basement Development SPD

4.Finished floor / site levels and sections

Which applications	What is required	Policy drivers, guidance and information
Proposals for new and altered buildings and/or changes in ground levels	<p>Cross and long sections, usually at 1:00 or 1:50, should be provided for all new and altered buildings to reveal construction details. These should be shown in context with ground levels and immediately adjacent buildings where necessary.</p> <p>Detailed sections of junctions (usually at 1:20 or 1:10) where these communicate key interventions of the proposal at a more detailed scale.</p> <p>In all cases where a proposal involves a change in ground levels, drawings should be submitted to show existing and finished levels.</p> <p>On sloping sites, full information is required concerning alterations to levels and the way in which a proposal sits within the site, particularly relative levels between existing and proposed and how these sit in context with immediately adjacent buildings.</p>	Strategic and Development Management Policy PLAN1 Islington Urban Design Guide SPD Islington Basement Development SPD

5.Detailed Site Survey Plan

Which applications	What is required	Policy drivers, guidance and information
Basement extensions beyond the footprint of the existing building	A survey plan showing the full site, calculation of the area (m ²) of any garden/unbuilt upon areas (as per original footprint of building), location of any structures (stairs, retaining walls, sheds etc.) and the relationship to adjoining sites (relative levels).	Strategic and Development Management Policy PLAN1 Islington Urban Design Guide SPD Islington Basement Development SPD

6.Plans and drawings (detailed / specific)

Which applications	What is required	Policy drivers, guidance and information
All applications	Submitted plans and drawings should include the following detail to allow for assessment against Islington's inclusive design policies:	London Plan Policy D5, D6, D7

Which applications	What is required	Policy drivers, guidance and information
	<ul style="list-style-type: none"> • Transport – including cycle storage and end of trip facilities, mobility scooter parking and charging, safe vehicular drop-off; • Approach to and exit from the building, and access to internal units; • Sizes of internal units; • Horizontal and vertical circulation within the part of the development affected by building works, including turning spaces and means of escape in case of fire; • Bathroom and kitchen facilities. <p>Minor applications should include any detail regarding the above not visible on plans within the cover letter or planning statement submitted.</p> <p>Major applications should provide further information on the inclusive design approach as part of the Design and Access Statement (see separate requirement below).</p>	<p>Strategic and Development Management Policy PLAN1, H4, H6, H10, SC1, SC2, B1, T1, T3, T4 as well as Appendix 4.</p> <p>Inclusive Design in Islington SPD</p> <p>Housing Design Standards LPG</p>
<p>All proposals with an element of public realm (even where provided on private land)</p>	<p>Detailed plans and cross sections of proposed external areas at 1:100 scale and explanation of strategy which addresses criteria in Strategic and Development Management Policy T4. Details of changes in levels, boundary treatment, street access arrangements, lighting and planting schemes, street furniture, as well as surfacing materials proposed will be assessed for each submission. Major developments require to also cover these details in the Design and Access submission (see separate requirement below).</p>	<p>Strategic and Development Management Policy T4</p> <p>Streetbook SPD</p> <p>Inclusive Landscape Design SPD</p>
<p>Proposals for residential development</p>	<p>All C3 and C4 proposals must include details of the tenure mix, unit sizes, room sizes and layouts of all units proposed, in line with Strategic and Development Management Policy H4.</p> <p>All proposals for residential development must provide details of location of waste and recycling facilities.</p> <p>Layouts demonstrating how each dwelling will accommodate private outdoor space and built-in storage requirements, standard-sized furniture and inclusive design features related to the proposed level of occupancy. Compliance with Building Regulations Approved Document M4(2) will need to be demonstrated for all dwellings, and M4(3) for wheelchair accessible and adaptable dwellings as per Strategic and Development Management Policy H4. Dimensioned drawings will be required whenever dimensions are directly referenced in relevant policies.</p>	<p>London Plan Policies D6 and D7</p> <p>Strategic and Development Management Policy H4 and ST2</p> <p>Inclusive Design in Islington SPD</p> <p>Housing Design Standards LPG</p> <p>Building Regulations Approved Document M4</p>
<p>Proposals for hotels, HMOs, student accommodation and other non-self-contained housing, visitor accommodation</p>	<p>Details of intended occupancy, proposed floorspace and room sizes are required. Layouts showing access to units, built-in storage space and breakdown of room sizes, as well as private outdoor space provision. Detailed layouts of all wheelchair-accessible units proposed.</p>	<p>Strategic and Development Management Policies H4, H6, H10, R1, R12.</p>
<p>Major developments</p>	<p>Layout plans of external areas showing arrangements for servicing, cycle storage and end of trip facilities, substations, refuse and recycling collection.</p>	<p>London Plan Policies D6, S17, T5 and T7</p> <p>Housing Design Standards LPG</p>

Which applications	What is required	Policy drivers, guidance and information
		<p>Strategic and Development Management Policies T5, T2, H4 and ST2</p> <p>Note: Also refer to the council's guidance for Recycling and Refuse Storage Requirements</p>
Plant, flues, ventilation, air conditioning	Plants, flues, ventilation and air conditioning – in addition to elevations and floor plans / roof plans. Applications should provide manufacturer's specifications and details of mounting (if attached to the upper floor that is occupied as residential use).	Strategic and Development Management Policies PLAN1, S6, DH3 and DH5. 1
Advertisements	In addition to elevations, advertisement application should show methods of illumination in cross-sectional drawings.	<p>NPPF</p> <p>Strategic and Development Management Policy DH6</p>
Outline planning application with 'layout' as a reserved matter	Illustrative/ indicative layout showing approximate layout of buildings, routes, including step-free routes, and open spaces.	Strategic and Development Management Policies PLAN1, T4 and G3
Outline planning application with 'scale' as a reserved matter	Scale parameter plans showing upper and lower limits for height width and length.	Strategic and Development Management Policy PLAN 1
Proposals involving the creation of new buildings, redevelopment of existing buildings or large extensions	<p>Landscape plans demonstrating:</p> <ul style="list-style-type: none"> • approach to hard and soft landscaping design • existing and proposed trees, hedges, shrubs and other vegetation • enhancement of biodiversity and habitat creation, including provision of swift bricks • SUDS • Green/blue and/or bio-solar roofs 	<p>Strategic and Development Management Policy G4</p> <p>Strategic and Development Management Policy PLAN 1 Part B (v)</p>

7. Photographs, photomontages and 3D models

Which applications	What is required	Policy drivers, guidance and information
All Development	Provide photographs of the existing building and relationship with neighbouring buildings	London Plan Policies D4, D9 and HC4 Strategic and Development Management Policy Policies PLAN1, DH1, DH2, and DH3
Major developments	<p>Include photographs and photomontages to show how large buildings can be satisfactorily integrated within the street scene and wider context, depending on building scale.</p> <p>The council uses Vu City software to analyse the design of developments. Applicants should submit the massing model of their building – simplified - in the *.fbx format, geolocated by either OS Grid Coordinates (preferred) or Lat/Long. Material details on identified layers, structural info etc. should be omitted. Details of the original software in which the model was generated should also be provided (for example SketchUp, AutoCAD, Rhino, Revit, 3DMax) and units of measures applied (m, cm, mm).</p>	London Plan Policies D4, D9 and HC4 Strategic and Development Management Policy Policies PLAN1, DH1, DH2, and DH3
Development affecting a heritage asset or its setting; demolition of an existing building	<p>Provide photographs of the existing building(s) including internal imagery where relevant.</p> <p>Please also refer to heritage statement.</p>	London Plan Policies D4, D9 and HC4 Strategic and Development Management Policy Policies PLAN1, DH1, DH2, and DH3 Note: See also Historic England’s ‘Historic Environment Good Practice Advice in Planning Note 3, and Advice Notes 2.
Proposals within strategic or local viewing corridors; or affecting views of landmarks	Provide annotated elevations relating to heights of viewing planes; photomontages; and verified visual montages. These should demonstrate the impact of the proposal on the quality of designated views and on views of designated landmarks.	London Plan Policies D4, D9 and HC4 Strategic and Development Management Policy Policies PLAN1, DH1, DH2, and DH3 London View Management Framework SPG

Part 2: Reports and Assessments

2. Construction

2.1 Construction management plan

Which applications	What is required	Policy drivers, guidance and information
Major applications, any other site which may cause disruption during its construction and applications with basement development	Details should include how on-site impacts will be managed during the demolition/construction phase. Plans must adhere to best practice construction techniques to limit negative impacts on air quality, reduce noise and vibrations from construction; minimise demolition and construction waste, minimise waste transportation and minimise the contamination of land and water and disturbance of local ecology. Information must be provided to identify and mitigate impacts.	<p>London Plan Policy T7</p> <p>Strategic and Development Management Policy DH4, S1, S7, S10, T5</p> <p>Environmental Design SPD</p> <p>Planning Obligations SPD</p> <p>TfL guidance for Construction Logistics Plans</p> <p>Note: See also the council's Code of Practice for Construction Sites (2018) and CMP proforma and TfL's Code of Construction Practice</p>

2.2 Structural Method Statement / Survey; Statement of justification; Schedule of works (for listed buildings)

Which applications	What is required	Policy drivers, guidance and information
Basement Development	A Structural Method Statement, in accordance with Strategic and Development Management Policy DH4 and Section 6 and Appendix B of the Basement Development SPD is required, which must be signed by a Chartered Civil Engineer (MICE) or Chartered Structural Engineer (MIStruct.E), appointed by the applicant. Details of the qualifications and experience of the person signing the statement should be clearly stated.	<p>Strategic and Development Management Policy DH4</p> <p>NPPF</p> <p>Islington Basement Development SPD</p>
Works to a listed building or structure (including demolition)	<p>A structural survey may be required in support of an application if the proposal involves substantial demolition, or where substantial excavations are to take place under or near existing buildings to accommodate development, especially if those buildings are listed.</p> <p>For applications for listed building consent, where structural works are proposed a structural statement/report justifying the proposed structural works and methods and indicating the intended method of ensuring the safety and stability of the building fabric throughout the works may be needed.</p> <p>If the proposed works would cause any harm or loss of significance to the listed building or structure, a method statement and justification must be provided.</p>	<p>London Plan Policy HC1</p> <p>Note: See also Historic England's Historic Environment Good Practice Advice in Planning Notes 2 and 3, and HEAN (Historic England Advice Notes) 2 and 16.</p>

Which applications	What is required	Policy drivers, guidance and information
	A schedule of works must be provided where proposals seek to remove any part of a building, indicating the location, extent and character of the items to be removed (cross-referenced to elevations, plans and sections).	

3. Design and Heritage

3.1 Archaeological Assessment

Which applications	What is required	Policy drivers, guidance and information
<p>Proposals within Archaeological Priority Areas likely to affect important archaeological remains.</p> <p>Proposals that involve any form of excavation or piling within an Archaeological Priority Area.</p> <p>Proposals in proximity to scheduled monuments.</p>	An assessment of potential archaeological heritage should be provided. This should be prepared by a qualified individual or organisation, and should use existing information to establish the archaeological significance of the site and the impact of the proposals on surviving monuments or remains. Archaeological Field Evaluation may be required to determine the actual extent and degree of survival on site.	Strategic and Development Management Policy DH2.

3.2 Daylight / sunlight assessment

Which applications	What is required	Policy drivers, guidance and information
<p>All new major residential development proposals.</p> <p>Proposals where there may be a potential adverse impact on current levels of sunlight / daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space.</p>	The assessment should conform to the methodology identified in the Building Research Establishment guidance 'Site layout planning for daylight and sunlight: A guide to good practice' (2021). It should identify and examine the impacts upon existing properties and sites with extant planning permissions. In restricted settings the report should also cover the final daylight and sunlight values achieved within the proposed scheme.	<p>Strategic and Development Management Policies PLAN1 and H4.</p> <p>BRE guidance: 'Site layout planning for daylight and sunlight: A guide to good practice' (2021).</p>

3.3 Design and Access Statement

Which applications	What is required	Policy drivers, guidance and information
<p>All applications which require a Design & Access Statement</p> <p>(Major developments and proposals within conservation areas of one or more residential units, or 100 square metres or more).</p>	<p>A design section which sets out:</p> <ul style="list-style-type: none"> • A description of the existing property or site • An explanation of the design principles and concepts behind the proposed development • A description of the intended use of the proposed development • A description of the layout of the proposed development • Details of the scale of the proposed development • A description of proposed landscaping (see also separate requirement for landscape plans) 	<p>Strategic and Development Management Policy PLAN1</p> <p>London Plan Policies D3, D5, D6, D7 and D8</p> <p>Strategic and Development Management Policies PLAN1, H4, H7, N7, H9, H11, SC1, T3, T4 and ST2</p> <p>Inclusive Design in Islington SPD</p> <p>Streetbook SPD</p>

Which applications	What is required	Policy drivers, guidance and information
	<ul style="list-style-type: none"> • A description of the appearance of the proposed development • An explanation of how local context has influenced the overall design. <p>Alongside the design section, an inclusive design statement referencing relevant details floorplans is required, in line with London Plan Policy D5. The statement should evidence compliance with Islington inclusive design policies and Approved Document M, and should cover the entirety of residents' journey through the development, including:</p> <ul style="list-style-type: none"> • Transportation details covering accessible drop-off locations and distance to principal and dwelling entrances, cycle parking and end of trip facilities, mobility scooter parking and charging • Public realm elements of the scheme • Approach and access to the building and internal units, including any control systems • Stepped and step-free circulation across the development • Inclusivity of the sanitary, kitchen, and development-specific facilities provided • Safe and independent egress and exit • Built-in storage space • Details of outdoor amenity • Details of waste and recycling facilities. <p>A schedule of accommodation section will be required for all residential accommodation, including C3 and C4 new build, Sui Generis accommodation (e.g. Large Scale HMOs and Purpose Built Student Accommodation, redevelopments, refurbishments and conversions. This should cover the mix of housing sizes, tenure mix, numbers and sizes of habitable rooms and wheelchair accessible units to be achieved.</p> <p>Dimensioned drawings will need to be submitted whenever dimensions are directly referenced in relevant policies. Any maintenance solutions required to sustain the inclusive design of the development have to also be covered in this submission.</p>	<p>Inclusive Landscape Design SPD</p>
<p>Major developments</p>	<p>Site Appraisal</p> <p>Major Developments should set out how site appraisal has been carried out as part of the Design and Access Statement which addresses key design principles: contextual, connected, inclusive and sustainable. Information requirements set out in PLAN1.</p> <p>Public Realm statement</p> <p>Major proposals with an element of public realm (including on privately owned public spaces) will require a public realm statement showing how the application complies with Strategic and Development Management Policies PLAN1, SC1 and T4 and responds to local guidance/SPDs, specifically, to the values set out in Streetbook SPD and London Plan Policy D8, including:</p> <ul style="list-style-type: none"> • Layout plan indicating types of materials used 	<p>Strategic and Development Management Policy PLAN1</p> <p>London Plan Policies D3, D5, D6, D7 and D8</p> <p>Strategic and Development Management Policies PLAN1, H4, SC1, T3, T4 and ST2</p> <p>Inclusive Design in Islington SPD</p> <p>Streetbook SPD</p> <p>Inclusive Landscape Design SPD</p>

Which applications	What is required	Policy drivers, guidance and information
	<ul style="list-style-type: none"> Plans of changes in level and any relevant sections Details of urban furniture, waste and recycling facilities, car parking and cycle storage Eyelevel perspective drawings of public realm elements. Lighting and play features proposed will need to be covered in separate submissions as detailed below. 	
Tall buildings (over 30m in height)	<p>The Design and Access Statement must set out how the proposal meets Strategic and Development management Policy DH3 Part E and London Plan Policy D9, part C.</p> <p>Townscape Visual Impact Assessment (TVIA) and separate Heritage Impact Assessments (HIA).</p> <p>Alongside proposals for tall buildings separate Heritage Impact Assessments (which include heritage-related visuals) and Townscape Visual Impact Assessments should be provided. Having separate assessments can ensure that impacts are understood and assessed in relation to harm to the significance of the historic environment, and effects on townscape character. Historic England’s Good Practice Advice in Planning Note 2: Managing Significance in Decision-Taking in the Historic Environment and 3: The Setting of Heritage Assets provides useful guidance on understanding the significance of heritage assets. It is important that both assessments are carried out at the earliest possible stage. Zones of Visual Influence (ZVI), also known as Zones of Theoretical Visibility (ZTV) should be included as part of visualisations of tall buildings and their impacts. The GLAs GLA Planning Practice Note on Heritage Impact Assessments and the Setting of Heritage Assets should also be followed.</p>	<p>Strategic and Development Management Policy DH3</p> <p>London Plan Policy D9</p> <p>See also Historic England’s guidance and advice, particularly HEAN (Historic England Advice Notes) 4 and Historic England GPA (Good Practice Advice in Planning) 2: Managing Significance in Decision-Taking in the Historic Environment and 3: The Setting of Heritage Assets.</p> <p>GLA Planning Practice Note on Heritage Impact Assessments and the Setting of Heritage Assets.</p>
Proposals providing public art	The Design and Access Statement must set details outlined in Strategic and Development Management Policy DH8 para 8.104.	Strategic and Development Management Policy DH8
All Listed Building Consent applications	<p>All Listed Building Consent applications require their own specific Design and access statement. Consistent with national requirements, Design and Access Statements accompanying applications for listed building consent must include an explanation of the design principles and concepts that have been applied to the proposed works, and how they have taken account of:</p> <ul style="list-style-type: none"> (a) the special architectural or historic importance of the building; (b) the particular physical features of the building that justify its designation as a listed building; and (c) the building’s setting. <p>Unless the proposed works only affect the interior of the building, Design and Access Statements accompanying applications for listed building consent must also explain how issues relating to access to the building have been dealt with. They must explain the applicant’s approach to access, including what alternative means of access have been considered, and how relevant Local Plan policies have been taken into account. Statements must also explain how the applicant’s approach to access takes account of matters (a)-(c) above.</p> <p>Design and Access Statements accompanying applications for listed building consent must provide information on any consultation undertaken, and how the outcome of this consultation has informed the proposed works. Statements must also explain how any specific issues which might affect access to the building have been addressed.</p>	Strategic and Development Management Policy DH1

3.4 Fire Statement

Which applications	What is required	Policy drivers, guidance and information
All Major development applications	<p>A Fire Statement should be provided detailing an independent fire strategy, produced by a third party, suitably qualified assessor.</p> <p>The statement should detail how the development proposal will function in terms of:</p> <ul style="list-style-type: none"> • The building’s construction; • The means of escape for all building users, including disabled users, users with reduced mobility, blind and partially sighted users, and deaf and hard of hearing users • Features which reduce the risk to life; • Access for fire service personnel and equipment; • How provision will be made within the curtilage of the site to enable fire appliances to gain access to the building; • Ensuring potential future modifications to the building will take account and not compromise base build fire safety/protection measures. 	London Plan Policy D12
Minor developments providing two or more dwellings, educational dwellings or being more than 18m or 7 stories in height.	<p>Provide a fire statement consistent with the requirements of London Plan Policy D12, Fire Safety and contain the following information:</p> <ul style="list-style-type: none"> • The principles, concepts and approach relating to fire safety that have been applied to each building in the development; • The site layout; • Emergency vehicle access and water supplies for firefighting purposes; • What, if any, consultation has been undertaken on issues relating to the fire safety; of the development; and what account has been taken of this; • How any policies relating to fire safety have been taken into account. 	<p>London Plan Policy D12</p> <p>Government guidance on Fire Safety</p>

3.5 Heritage Statement

Which applications	What is required	Policy drivers, guidance and information
Listed building consent	<p>A written statement that should include:</p> <ul style="list-style-type: none"> • An analysis of the significance of the listed building and any other heritage assets affected (e.g. conservation area), including its setting and current condition of all elements to be affected; • A schedule of all works proposed and specification of materials and methodologies to be used; 	<p>London Plan Policy HC1 and HC2</p> <p>Strategic and Development Management Policies DH21, DH2 and DH3</p> <p>Islington’s Conservation Area Design Guidelines</p>

Which applications	What is required	Policy drivers, guidance and information
	<ul style="list-style-type: none"> • An analysis of how the proposed works would impact on that significance, including why mitigation or alternatives could not be accommodated if harm is proposed; • Photographs of the affected areas where works are proposed with annotations referencing the locations within the building and linking to locations on plans / drawings; • Justification for the works, including the principles and methodology which informed the proposals and subsequent implementation. <p>Where reinstatement of lost or damaged features is proposed, where possible, historic evidence to support the detail of reinstatement should be provided i.e. historic plans or photographs. Where desk top analysis is unsuccessful, efforts should be made to identify original features on similar properties.</p> <p>Note: For any alterations, replacement, or installation of features such as windows, doors, shopfronts, existing and proposed elevation plans and sectional drawings to a scale of 1:20 or less will be required. Further details of features such as window frames, architraves, cills, lintels, transom, mullions, panelling, mouldings, meeting rails, skirting boards and cornices etc. may need to be at a scale of 1:5 or less; glazing bars should be at a scale of 1:2.</p>	<p>Islington Urban Design Guide SPD</p> <p>Note: See also Historic England’s guidance and advice, particularly HEAN (Historic England Advice Notes) 2 and 16.</p>
Applications for removal or variation of a listed building consent condition	A written statement that includes an analysis of the significance of the heritage asset, the principles of and justification for the proposed removal or variation of condition and its impact on the special architectural or historic interest of the listed building/structure may be required.	<p>London Plan Policy HC1 and HC2</p> <p>Strategic and Development Management Policies DH21, DH2 and DH3</p> <p>Islington’s Conservation Area Design Guidelines</p> <p>Islington Urban Design Guide SPD</p> <p>Note: See also Historic England’s guidance and advice, particularly Advice Notes 2 and 16.</p>
Applications affecting significance of any heritage assets, including any contribution made by their setting.	<p>A written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments; and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.</p> <p>An assessment of the impact of the development on the character and appearance of the area may be required, where appropriate.</p> <p>Development proposals that affect London View Management Framework Views, designated Islington Local Views, or views of Local Landmarks must provide appropriate supporting material – including 3D modelling - to verify the visual impact of proposed development on protected views.</p>	<p>London Plan Policy HC1 and HC2</p> <p>Strategic and Development Management Policies DH21, DH2 and DH3</p> <p>Islington’s Conservation Area Design Guidelines</p> <p>Islington Urban Design Guide SPD</p> <p>Note: See also Historic England’s guidance and advice, particularly HEAN (Historic England Advice Notes) 2, 4 and 16 and Historic England GPA (Good Practice Advice in Planning) 2 The Setting of Heritage Assets.</p>

Which applications	What is required	Policy drivers, guidance and information

3.6 Landscape Design Strategy

Which applications	What is required	Policy drivers, guidance and information
<p>Development proposals involving the creation of new buildings, redevelopment of existing buildings or large extensions (100sqm or larger)</p>	<p>The requirements for Landscape Design Strategies are set out in policy G4, part C. The Landscape Design Strategy should demonstrate how the application complies with Strategic and Development Management Policies PLAN 1, G1, G4, G5, S1, S2 S9 and DH4 and show how the design and layout of all outdoor areas responds to local guidance/SPDs.</p> <p>The submission should also address the loss of any open/amenity space in line with the requirement of Strategic and Development Management Policy G2.</p> <p>The landscape design strategy should provide details of any formal and informal play space/playable space. All play spaces should provide inclusive play equipment accessible for children of different capabilities to use and enjoy in line with the Landscape Design SPD. Details of play equipment, surfacing materials used, light fittings, and seating provided are required.</p> <p>Major development should provide details of appropriate on-site provision of free-to-use, publicly accessible play space as required under Strategic and Development Management Policy SC2 Part C.</p>	<p>London Plan Policies G1, G5, G6 and G7</p> <p>Strategic and Development Management Policies Plan 1, G1, G4, G5, S1, S2, S9 and DH4.</p> <p>Environmental Design SPD</p> <p>Inclusive Design in Islington SPD</p> <p>Inclusive Landscape Design SPD</p> <p>Streetbook SPD</p> <p>Urban Design SPD</p> <p>Islington Basement Development SPD</p> <p>London Plan Policy S4</p> <p>Strategic and Development Management Policy SC2</p> <p>Inclusive Landscape Design SPD</p>

3.7 Site appraisal

Which applications	What is required	Policy drivers/guidance and information
<p>Minor developments</p>	<p>Minor developments should provide a site appraisal commensurate with the scale, location and potential impact of the proposal; in a planning statement or cover letter as appropriate which addresses key design principles set out in PLAN 1. Sites in prominent or sensitive locations will likely be required to provide more information.</p>	<p>Strategic and Development Management Policy PLAN 1</p>

4. Environment and health

4.1 Biodiversity / Ecological survey / report

Which applications	What is required	Policy drivers, guidance and information
All developments, (including refurbishment) that are likely to have an impact on protected species; habitats or priority species in the boroughs Biodiversity Action Plan; and/or is within or in close proximity to a SINC(s)	Ecological surveys must identify potential development impacts likely to harm the ecology of the site and recommend mitigation and enhancement measures. Ecological surveys must occur early in the design process of a proposal and be undertaken by an appropriately qualified ecologist.	<p>London Plan Policy G6</p> <p>Strategic and Development Management Policy G4</p> <p>Environmental Design SPD</p> <p>Islington Basement SPD</p> <p>Note: Environmental Design SPD provides more information on survey triggers and guidance for surveys.</p>

4.2 Biodiversity Net Gain Assessment

Which applications	What is required	Policy drivers, guidance and information
<p>Major Developments from February 2023.</p> <p>Small developments from April 2024¹.</p>	<p>A BNG assessment which sets setting out:</p> <ul style="list-style-type: none"> • Statement of applicability - if the development would be subject to the biodiversity net gain condition. • The pre-development biodiversity value onsite, including completed metric calculation tool, the assessment should include current conditions on site including a Habitat Baseline Plan showing where the habitat units occur (and GIS layer). This should include a plan to scale showing existing onsite habitat, including any irreplaceable habitat (if applicable). Where the application proposes to use an earlier date than the application date for the pre-development biodiversity value the proposed earlier date and the reasons for proposing that date should be specified; • How a minimum of 10% Biodiversity Net Gain will be met. This should include provision of the full biodiversity net gain Excel spreadsheet calculations (using the most up to date version of 	<p>Strategic and Development Management Policy G4.</p> <p>NPPF</p> <p>Planning Practice Guidance</p> <p>Environment Act</p>

¹ As set out in [Planning Practice Guidance](#) a small development means:

- residential development where the number of dwellings is between 1 and 9, or if this is unknown, the site area is less than 0.5 hectares
- commercial development where floor space created is less than 1,000 square metres or total site area is less than 1 hectare
- development that is not the winning and working of minerals or the use of land for mineral-working deposits
- development that is not waste development

Which applications	What is required	Policy drivers, guidance and information
	<p>the metric), with detailed justifications for the choice of habitat types, distinctiveness and condition, connectivity and ecological functionality. There is a Small Sites metric which is a simplified version of the metric designed for small sites, however the statutory metric may still be required on small sites including where there are priority habitats or European protected species present;</p> <ul style="list-style-type: none"> • Steps taken to minimise adverse biodiversity impacts and a commitment to the Mitigation Hierarchy and evidence of its application to maximise benefits to biodiversity; • How the Biodiversity Net Gain Hierarchy has been followed; • The proposed approach to enhancing biodiversity on-site in line with statutory requirements and other policy considerations; • A statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation')The statement should include a statement to the effect that these activities have been carried out; <ul style="list-style-type: none"> ○ the date immediately before these activities were carried out; ○ the pre-development biodiversity value of the onsite habitat on this date; ○ the completed metric calculation tool showing the calculations, and ○ any available supporting evidence of this; ○ a description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) on the land to which the application relates, that exists on the date of application, (or an earlier date); • Any proposed off-site biodiversity enhancements (including the use of credits) that have been planned or arranged for the development; • Design details which must be supported by a Proposed Habitats Plan (habitats lost enhanced and created); • Details of the implementation measures and management of proposals; • Details of any off-site provision to be secured by a planning obligation; and • Details of any monitoring and auditing measures. <p>Exempt developments</p> <p>Details of developments considered exempt from mandatory BNG have been published at Biodiversity Net Gain - what are the exemptions? Exempt development includes:</p> <ul style="list-style-type: none"> • householder applications, 	

Which applications	What is required	Policy drivers, guidance and information
	<ul style="list-style-type: none"> • Developments below the 'de minimis' threshold (less than 25m² of area habitat or 5m linear (hedgerow, line of trees, watercourse) habitat and no priority habitat). • Self-build and custom build applications which meet the exemption criteria (no more than 9 dwellings, site no larger than 0.5ha, consists exclusively of dwellings which are self-build or custom housebuilding as defined in section 1(A1) of the Self-build and Custom Housebuilding Act 2015). <p>If the applicant believes the proposal is exempt from the biodiversity gain condition, they must provide a statement explaining the reasons for the exemption.</p>	

4.3 Contaminated land assessment

Which applications	What is required	Policy drivers, guidance and information
Proposals on potentially contaminated land.	<p>An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:</p> <ul style="list-style-type: none"> • Site inspection scope • Review of historical land use • Review of environmental setting • Consultation with relevant regulatory authorities • Qualitative environmental risk assessment • Review of existing relevant reports 	<p>London Plan Policy SD1 and E7</p> <p>Strategic and Development Management Policy S9 H3</p> <p>Building Regulation Approved Document C</p> <p>Note: For the assessment the following will be used: BS10175:2011+A2:2017 'Investigation of potentially contaminated sites - Code of practice' 'Model Procedures for the Management of Land Contamination', Contaminated Land Report (CLR) 11, DEFRA Circular 01/2006, "Contaminated Land: A Guide to help developers meet planning requirements" and Environmental Protection Act 1990: Part 2A - Contaminated Land.</p>

4.4 Health Impact Assessment

Which applications	What is required	Policy drivers, guidance and information
All major developments and minor developments which may have health impacts.	To complete screening assessment.	<p>Strategic and Development Management Policy SC3.</p> <p>Note: The council's HIA guidance note provides more details on information to be included within screening assessments / HIAs.</p>

4.5 Lighting Assessment

Which applications	What is required	Policy drivers, guidance and information
<p>Proposals for external lighting or floodlighting in connection with publicly accessible development or development which is in the vicinity of a residential property, listed building, conservation area or Site of Importance for Nature Conservation</p>	<p>An assessment to be provided setting out details of the external lighting or floodlighting including:</p> <ul style="list-style-type: none"> • Layout plan with beam orientation • A schedule of the equipment in the design • Hours of operation • Light spillage • Light levels • Column heights • Method, type and colour of illumination • Method, type and colour of illumination • The size of the light fitting • Shielding of the fittings • For projecting signs mark the distance from the edge of the sign to the kerb edge. <p>Evidence demonstrating that consideration has been given to the effect of light from the proposed development on biodiversity, in particular when on or adjacent to a Site of Importance of Nature Conservation, or where roosting or foraging bats are known to frequent or live. Where detrimental effects are identified, suitable on-site mitigation will be required.</p>	<p>London Plan Policies D8 and S5</p> <p>Strategic and Development Management Policy G4</p> <p>Note: Further guidance is available from the Institute of Lighting Engineers' 'Guidance Notes for the Reduction of Obtrusive Light' and the Institute of Lighting Professionals Guidance Note 08/18 Bats and artificial lighting in the UK (2018)</p>

4.6 Noise impact assessment; Acoustic Design Statement; Vibration assessment

Which applications	What is required	Policy drivers, guidance and information
<p>Proposals for residential and other noise sensitive development close to existing sources of noise; noise generating uses that raise disturbance issues to existing buildings; applications involving installation of flues, air conditioning, plant, extraction etc.</p>	<p>Noise impact assessments and acoustic design statements should address the relevant requirements for the proposal set out in appendix 2 of the Strategic and Development Management Policies. All noise impact assessments and acoustic design statements should be prepared by a suitably qualified acoustician.</p>	<p>London Plan Policy D14</p> <p>Strategic and Development Management Policy DH5</p> <p>Note: See Appendix 2 of Strategic and Development Management Policies for detailed guidance.</p>

4.7 Recycling and waste management

Which applications	What is required	Policy drivers/guidance and information
Major developments	A Recycling and Waste Management Strategy may be required where necessary which sets out details on refuse and recycling (waste) storage locations, dimensions and access, as well as arrangements for collection, including locations for the collection vehicles.	Strategic and Development Management Policies H4 and ST2. Islington's Recycling and Refuse Storage Requirements

4.8 Sustainable Design and Construction Statement

Which applications	What is required	Policy drivers, guidance and information
All development proposals	A Sustainable Design and Construction Statement must be submitted to demonstrate the proposal meets all relevant sustainable design policies, and that these have been considered with a level of detail proportionate to these requirements.	London Plan Policies SI1 to SI5, SI7, SI13 Strategic and Development Management Policies S1, S2, S3, S4, S6, S7, S8, S9, S10, G1, G4 and G5
Planning Applications for residential extensions and refurbishments involving: <ul style="list-style-type: none"> • more than 500m² of floorspace (gross); or • five or more dwellings (gross). 	BREEAM Domestic Refurbishment pre-assessment conducted by a certified BREEAM Assessor submitted at application stage demonstrating "Excellent" will be achieved. In circumstances where the property concerned is a listed building, it is expected that an accompanying listed building consent application will be submitted at the same time. If not, the information set out below for listed buildings will still be required for a planning application.	Strategic and Development Management Policy S3.
Listed Building Consent (LBC) applications accompanying a planning application in line with the BREEAM thresholds above.	For listed buildings the BREEAM pre-assessment should clearly identify any fabric/material changes so that this can be considered as part of both the listed building and full planning application process. Where a BREEAM domestic refurbishment pre-assessment is required, this should also be submitted as part of the parallel listed building consent application and should clearly identify any fabric/material changes required. This should also be addressed in the heritage statement.	Strategic and Development Management Policy S3.
Major developments, minor developments creating new residential and extensions of 100m ² or greater.	Sustainable Design and Construction Statements must be submitted in accordance with Strategic and Development Management Policy S2 Part B. The statement must include the requirements below. a) Sustainable Design Standards Assessment of relevant BRE/BREEAM sustainable design standards. See Policy S3, Sustainable Design Standards for more details) plus Fabric Energy Efficiency	London Plan Policies SI1 to SI5, SI7, SI13 Strategic and Development Management Policies S1, S2, S3, S4, S5, S6, S7, S8, S9, S10, G1, G4 and G5 Mayor's Sustainable Design and Construction SPG

Which applications	What is required	Policy drivers, guidance and information
	<p>Standard (Policy S4, Minimising Greenhouse Gas Emissions) for residential development.</p> <p>Major and minor developments creating new residential units should provide a BRE Home Quality Mark pre-assessment setting out how at least a four-star rating has been achieved.</p> <p>b) Energy Statement An Energy Strategy utilising the energy hierarchy and the heating hierarchy. See Policy S4, Minimising Greenhouse Gas Emissions and S5, Energy Infrastructure for more details. Details of any carbon offsetting should be provided. Minor new build residential developments should provide a Unilateral Undertaking agreeing to payment of contributions in respect of carbon offsetting and undertaking to pay council's legal checking fees Operational sustainability to demonstrate how the development will be designed to facilitate ongoing effective and sustainable use, management and maintenance. See Policy S4: Minimising greenhouse gas emissions and Policy S6: Managing Heat Risk.</p> <p>c) Air Quality Demonstrate how the development complies with Strategic and Development Management Policy S7. Submission of details of the Air Quality Assessment (AQA) as part of the SDCS must be provided. The level of detail must be proportionate to the scale of proposed development. AQAs should refer to the findings of the preliminary AQA. AQAs must include how Air Quality Neutral will be achieved. Minor new build developments should provide a statement setting out how they are Air Quality Neutral (AQN) referring to GLA Air Quality Neutral Guidance (paragraph 3.1.1). If they are not able to fulfil these criteria, they must submit an AQA. Developments in excess of 200 net additional residential units or 10,000sqm net additional gross external floorspace must demonstrate how they are Air Quality Positive within the AQA.</p> <p>d) Adaptive Design/Circular economy An Adaptive Design Strategy- demonstrating how circular economy principles have been addressed, including impact and efficiency of construction materials. See Policy S10: Circular Economy and Adaptive Design for more details. Major applications must, in addition to the above, refer to and comply with the GLAs Circular Economy guidance by providing a Circular Economy statement and completing the GLA assessment template.</p> <p>e) Integrated Water Management</p>	<p>Environmental Design SPD</p> <p>London Plan Guidance Air Quality Neutral, 2023</p> <p>London Plan Guidance Air Quality Positive, 2023</p> <p>Islington Air Quality Strategy 2019 - 2023</p> <p>Note: Air Quality Assessments are carried out in line with guidance issued by DEFRA and other non-governmental organisations (EPUK, IAQM), and are made against air quality objectives set out in regulations.</p> <p>GLA Circular Economy Statement Guidance</p>

Which applications	What is required	Policy drivers, guidance and information
	<p>Integrated Water Management and Sustainable Drainage demonstrating holistic approach to water management which considers sustainable drainage, water efficiency, water quality and biodiversity (Policy S9).</p> <p>Major developments must submit Surface Water Drainage Pro-forma to ensure surface water drainage proposals meet the drainage requirements.</p> <p>This should refer to a site-specific Flood Risk Assessment if one is required (See validation requirement 11. Flood Risk Assessment.)</p> <p>f) Landscape Design Strategy</p> <p>There is a separate requirement for the submission of a Landscape Design Strategy. This should be cross referenced in the SDCS. Particular consideration should be given to the relationship between the landscape design strategy and the Integrated Water Management and Sustainable Drainage Strategy.</p> <p>Summaries of the following validation requirements should be presented together: 12. Landscape Design Strategy, 4. Ecological / Biodiversity Survey, 18. Open Space, Play Space and sports and recreation facility information, 32. Tree Survey, 33. Urban Greening Assessment and 34. Biodiversity Net Gain. The SDCS should consider the different requirements in a holistic and integrated way with regard to landscape.</p>	

4.9 Tree survey, Tree Constraints Plan, Arboricultural Impact Assessment and Arboricultural Method Statement

Which applications	What is required	Policy drivers, guidance and information
<p>Proposals that affect trees within the application site or on land adjacent to the site (including street trees).</p>	<p>A tree survey and arboricultural impact assessment (AIA) to BS 5837:2012 Trees in Relation to Design, Demolition and Construction.</p> <p>The tree survey is an appraisal of the pre-construction arboricultural situation that includes an assessment of tree quality.</p> <p>The arboricultural impact assessment (AIA) is required to quantify and suggest solutions to minimise the impacts to trees. It includes a tree retention/removal plan (finalised).</p> <p>If the impacts identified require tree protection or identify special working methods within the root protection area of retained trees, an arboricultural method statement (AMS) and tree protection plan to BS 5837:2012 are also required.</p> <p>All tree planting must comply with the requirements of BS8545:2014 - Trees: from Nursery to Independence in the Landscape.</p>	<p>London Plan Policies G1, G5, G7, D8</p> <p>Strategic and Development Management Policy G4</p> <p>Islington Basement Development SPD</p> <p>Islington Tree Policy (planning guidance)</p> <p>Note: Tree quality assessment should accord with British Standard BS5837:2012</p>

4.10 Urban Greening Factor Assessment

Which applications	What is required	Policy drivers, guidance and information
<p>Major development proposals</p>	<p>The assessment must demonstrate how Urban Greening has been incorporated into proposals, following London Plan guidance and how this meets the Urban Greening Factor targets set out in London Plan Policy G5, Strategic and Development Management Policy G1 or any subsequently adopted target.</p>	<p>London Plan Policy G5</p> <p>Strategic and Development Management Policy G1</p>

Which applications	What is required	Policy drivers, guidance and information
		Environmental Design SPD UGF London Plan Guidance.

4.11 Ventilation/extraction statement

Which applications	What is required	Policy drivers, guidance and information
Proposals for premises within the Restaurant/Café, bar/public house, hot food take-away or B2 uses; significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed	<p>Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics are required. The assessment should be undertaken as per the methodology laid out in British Standard BS4142 (Methods for Rating and Assessing Industrial and Commercial Sound) 2014.</p> <p>Note: odour abatement techniques are not usually required for non-A or B use development.</p> <p>Natural ventilation should be designed in rather than mechanical. Where mechanical ventilation is proposed, it must be demonstrated that it is absolutely necessary and options for passive design/ventilation have been considered.</p>	Strategic and Development Management Policy S6. Strategic and Development Management Policies Appendix 2.

4.12 Whole life-cycle carbon assessments

Which applications	What is required	Policy drivers, guidance and information
Planning Applications referable to the Mayor/All major applications	Proposals should provide a Whole Life-Cycle Carbon Assessment, following the GLAs guidance which includes calculations of whole life-cycle carbon emissions through a nationally recognised assessment and demonstrated actions taken to reduce life-cycle emissions.	London Plan policy SI2 Strategic and Development Management Policy S4 GLA Whole Life-Cycle Carbon Assessment guidance

5. Housing

5.1 Affordable housing statement

Which applications	What is required	Policy drivers, guidance and information
<p>Development proposals which would provide 10 or more new residential units / proposals for residential development on sites with the potential to provide 10 or more residential units.</p> <p>Applications for large-scale HMOs.</p>	<p>Affordable Housing statement</p> <p>Affordable housing statements should include number, tenure, bedroom mix, and size of proposed on-site affordable housing provision, numbers of habitable rooms, and floorspace of habitable areas. The statement should also set out the approach to delivering the affordable housing requirements set out in Strategic and Development Management Policy H3 from development value alone and demonstrate how all potential public subsidy options for maximising the delivery of on-site affordable housing have been achieved; and details of additionality secured through public subsidy. Statement to provide details of Registered Providers acting as partners in the development along with details of nomination rights and a schedule of accommodation. For shared ownership housing units details about annual housing costs as a proportion of household income should be provided including detail of mortgage, rent, service charges and the caps necessary for maintaining ongoing affordability.</p> <p>Viability information will only be accepted in exceptional circumstances with robust justification provided for this in the affordable housing statement. The affordable housing statement should also set out the approach to review mechanisms.</p> <p>Large-scale HMOs where on-site affordable housing is provided would be required to provide all the above information and comply with the amount of affordable housing set out in Policy H10.</p>	<p>London Plan Policies H4, H5, H6 and H7</p> <p>Strategic and Development Management Policies H3, H6, H7, H8, H10, H11.</p> <p>Development Viability SPD</p> <p>Planning Obligations SPD</p> <p>GLA viability guidance.</p>
<p>Residential developments of under 10 new units</p> <p>(C3 and C4 use classes. Note: for C4 uses the unit will be assessed based on the number of HMOs provided rather than number of bedrooms)</p>	<p>Statement of how applicant will comply with provisions of the affordable housing contributions for small sites, plus either:</p> <ul style="list-style-type: none"> • A statement to make the required payment accordingly and to pay the council's legal fees, or • A Viability Assessment (see separate validation requirement) and agreement to pay for an independent examination of the assessment, plus draft unilateral undertaking and undertaking to pay council's legal checking fees. 	<p>London Plan Policy H2 and H4</p> <p>Strategic and Development Management Policy H3</p> <p>Affordable Housing Small Sites Contributions SPD</p> <p>Development Viability SPD</p> <p>Planning Obligations SPD</p> <p>Note: Appendix A to Affordable Housing - Small Sites Contributions SPD provides a template for a Unilateral Undertaking.</p>
<p>Applications for large-scale HMOs (all HMOs above 6 unrelated people)</p>	<p>Where on-site affordable housing provision is not possible (see Affordable Housing Statement section above) a statement should be provided setting out how cash in lieu payments will comply with policy, plus either:</p> <ul style="list-style-type: none"> • A completed agreement to pay fees and to sign a Unilateral Undertaking using the council's template, or • A Viability Assessment (see separate validation requirement) and agreement to pay for an independent examination of the assessment, plus draft unilateral undertaking and undertaking to pay council's legal checking fees. 	<p>Strategic and Development Management Policies H10.</p>

5.2 Student accommodation statement

Which applications	What is required	Policy drivers, guidance and information
Student Accommodation proposals	A statement setting out how each element of Strategic and Development Management Policy H6 part B, iii to vii are addressed.	Strategic and Development Management Policy H6.

5.3 Specialist older peoples residential accommodation statement

Which applications	What is required	Policy drivers, guidance and information
Applications for specialist older peoples accommodation	A statement setting out how each element of Strategic and Development Management Policy H7 parts C, D and E.	Strategic and Development Management Policy H7.

5.4 Supported housing statement

Which applications	What is required	Policy drivers, guidance and information
Applications where new supported housing is proposed or supported housing is proposed to be lost	A statement setting out how Strategic and Development Management Policy H9 part A or part B have been addressed as appropriate.	Strategic and Development Management Policy H9.

5.5 Large-scale Houses of Multiple Occupation (HMO) management plan

Which applications	What is required	Policy drivers, guidance and information
Applications for large-scale HMOs (all HMOs above 6 unrelated people)	<p>A detailed management plan setting out:</p> <ul style="list-style-type: none"> • How adverse amenity impacts on the surrounding area will be prevented; • How the HMO will be managed by a single company/organisation with minimum six-month tenancy lengths; • How the HMO element of the development will interact with any on-site genuinely affordable housing; • How all other facets of the development will operate, from move-in and move-out arrangements and maintenance of communal areas, to staffing and security arrangements and responsibilities. <p>A management plan must be submitted as early as possible, ideally at pre-application stage. The exact scope of a management plan must be agreed with the Council on a case-by-case basis. Where applications for large-scale HMOs are permitted, adherence to the provisions set out in the management plan will be secured through S106 agreement.</p>	Strategic and Development Management Policy H10.

5.6 Purpose Built Private Rented Sector development statement

Which applications	What is required	Policy drivers, guidance and information
All proposals for Purpose Built Private Rented Sector development (PRS)	A statement setting out how the requirements of Strategic and Development Management Policy H11 will be met. This should include details of the covenant and how this will be enforced and how unified management and ownership will be secured for the length of the covenant period. Details of the approach to tenancies should also be provided.	Strategic and Development Management Policy H11.

6. Inclusive Economy

6.1 Affordable Workspace Statement

Which applications	What is required	Policy drivers, guidance and information
Applications for office and/or research and development and/or a Sui Generis use akin to office/ research of development floorspace which trigger the different thresholds for the relevant locations set out in Strategic and Development Management Policy B4.	<p>The council's affordable workspace team must be engaged at an early stage and can provide further detail on the specification which will ensure the space is of high quality and suitable for occupation as affordable workspace.</p> <p>The statement should confirm the space is to be provided in line with the council's affordable workspace specification as a minimum. The statement must set out basic information on the size, term and quality of the space as well as key information on how affordable workspace will be delivered and how its future operation will co-exist alongside other uses proposed. Information on how affordable workspace requirements have informed and influenced the design and layout of proposals must also be provided. Details of Service Charges and maximum rate of increase/cap in service charge should be provided.</p>	<p>Strategic and Development Management Policy B4.</p> <p>London Plan policy E3.</p> <p>Islington Council affordable workspace guidance.</p>

6.2 Business Floorspace Statement

Which applications	What is required	Policy drivers, guidance and information
<p>All proposals resulting in the net loss of business floorspace anywhere in the borough.</p> <p>Proposals for new business floorspace must set out how the proposed new floorspace achieves high quality design.</p>	<p>Proposals for net loss of business floorspace within the CAZ, Bunhill and Clerkenwell AAP area, PELs, LSISs, Town Centres, LSAs, and non-designated locations, either through change of use or redevelopment should provide evidence consistent with Strategic and Development Management Policy B3 and where relevant Appendix 1 - marketing and vacancy criteria.</p> <p>Proposals for involving non-industrial business floorspace business floorspace should set out how the criteria of Strategic and development management policy B2 have been met.</p>	Strategic and Development Management Policies B1, B2 and B3.

6.3 Retail Statement

Which applications	What is required	Policy drivers, guidance and information
Applications for Main Town Centre Uses (retail, professional services, café/restaurants, assembly and leisure, and Sui Generis uses) in out-of-centre locations, edge of centre locations outside Local Shopping Areas (LSAs) and main town centre uses over 200sqm within Local Shopping Areas.	<p>Sequential test assessment to be provided which thoroughly investigates alternative sites in Town Centres, Local Shopping Areas and edge-of-centre locations, to demonstrate that there are no more preferable sites for development.</p> <p>This should be accompanied by an impact assessment which determines whether there would be likely significant adverse impacts on relevant Town Centres and/or LSAs. The scope of impact assessments and sequential assessments should be discussed and agreed with the council prior to submission to reflect the specific proposals being considered.</p>	<p>London Plan Policy E9 and SD7</p> <p>Strategic and Development Management Policies Plan R3, R4</p>
Applications for non Class E main town centre uses or Class E uses which do not contribute to the retail function within Primary Shopping Areas or Local Shopping Areas (ground floor only)	<p>An analysis of the resulting proportion of retail units in the relevant Primary Shopping Area and retail function of that PSA.</p> <p>For Local Shopping Areas the analysis should consider the individual or cumulative adverse impact on the vitality, viability, character, vibrancy and function of the LSA.</p>	<p>London Plan Policies E9 and SD7</p> <p>Strategic and Development Plan Policies R1, R2, R4 and R5 Location and Concentration of uses SPD</p> <p>Note: Essential services are defined in the glossary of the Strategic and Development Management Policies.</p>
Applications for change of use from retail use, for dispersed retail and leisure units outside a designated Town Centres and Local Shopping Area (LSA)	<p>Plan to be provided showing provision of essential daily goods within a 300 metre radius.</p>	<p>London Plan Policies E9 and SD7</p> <p>Strategic and Development Plan Policies R1, R2, R4 and R5 Location and Concentration of uses SPD</p> <p>Note: Essential services are defined in the glossary of the Strategic and Development Management Policies.</p>
Major retail developments; redevelopment of existing small shop units.	<p>Information to be provided on existing and proposed small shop units, including:</p> <ul style="list-style-type: none"> • Existing number of units / floorspace • Proposed number of units / floorspace • Information on current occupants including any vacancy periods 	<p>London Plan Policies E9</p> <p>Strategic and Development Plan Policies R1 & R6</p>
<p>Proposals for change of use from all main town centre uses to residential use in a Primary Shopping Area (PSA), Local Shopping Area (LSA) or Specialist Shopping Area (SSA).</p> <p>Proposals for change of use of a conditioned retail E use to another E use in either the PSA or LSA</p> <p>Proposals for change of use of an E use to a non E main town centre use in either the PSA, LSA or SSA</p>	<p>A statement which addresses the required period for marketing and where relevant vacancy in line with Strategic and Development Management Policies R2, R4 and R7 and criteria set out in appendix 1.</p>	<p>Strategic and Development Management Policies R2, R4 and R7</p> <p>Strategic and Development Management Policies: Appendix 1</p>
Proposals involving the loss of dispersed retail units or café/restaurants	<p>Proposals for a change of use of retail units and cafés/restaurants (including ground floor, basement and first floor space) located outside designated Town Centres and Local Shopping Areas to non-Class E main town centre use, Part A (i) of Policy R5 outlines the required marketing and vacancy requirements.</p>	<p>Strategic and Development Management Policy R5</p> <p>Strategic and Development Management Policies: Appendix 1</p>

Which applications	What is required	Policy drivers, guidance and information
	Proposals for a change of use from retail or café/restaurants units located outside Town Centres or Local Shopping Areas to residential must also meet the marketing and vacancy requirements outlined in Part of Policy R5.	
Proposals involving the loss and/or change of use of cultural facilities	Part C (i) of Policy R10 outlines the required marketing and vacancy evidence.	Strategic and Development Management Policy R10 Strategic and Development Management Policies: Appendix 1
Applications for the change of use, redevelopment and/or demolition of a public house	Part B (i) of Policy R11 outlines the marketing and vacancy evidence requirements.	Strategic and Development Management Policy R11 Strategic and Development Management Policies: Appendix 1

6.4 Inclusive Economy Statement

Which applications	What is required	Policy drivers, guidance and information
Major developments incorporating employment uses	<p>A statement should be provided on economic impacts and potential inclusive economy benefits of the proposal. The Inclusive Economy Statement should include:</p> <ul style="list-style-type: none"> • Details of any jobs that might be created, supported or lost; • Information on existing and proposed employment uses and occupants, including floorspace quantum and the range of workspace typologies; • Information on potential occupiers, lease terms, potential to accommodate start-ups and small businesses etc; • Information on how local procurement will be achieved; • Potential community benefits including local employment; • Any other social value initiatives or strategies that might lie behind or be supported by the proposal. 	<p>London Plan Policies E1-E11, SD1-SD10 and S1</p> <p>Strategic and Development Management Policies B1 – B5, R1, R3, R4, R6, R12</p> <p>Planning Obligations SPD</p>

7. Infrastructure

7.1 Community Infrastructure Levy information

Which applications	What is required	Policy drivers, guidance and information
Proposals including new buildings or extensions which involve the creation of 100 square metres or	CIL is a charge on new development to pay for infrastructure (e.g. sports facilities, schools, parks, health facilities and transport). Proposals must include a completed Planning Application Additional	Planning Act 2008 (as amended), Part 11

Which applications	What is required	Policy drivers, guidance and information
more of gross internal floorspace, or involve the creation of one or more dwellings (even where this is below 100 square metres)	Information Requirement Form to assist the council in determining whether a development is CIL liable and to calculate the CIL charge amount.. Further information can be found on the CIL webpage and government guidance on CIL .	Community Infrastructure Levy Regulations 2010 (as amended) London Plan Policy DF1 Strategic and Development Management Policy ST1 LBI CIL Charging Schedule (2014) Mayor of London MCIL2 Charging Schedule (2019)

7.2 Electronic Communications Code Operators supplementary information

Which applications	What is required	Policy drivers, guidance and information
Planning applications for mast and antenna development by Electronic Communications Code Operators and mobile phone network operators in England	<p>Supplementary information to be included is as follows:</p> <ul style="list-style-type: none"> • Area of search • Details of any consultation undertaken • Details of the proposed structure • Technical justification and information about the proposed development. <p>Applicants must provide a signed declaration that the equipment and installation has been designed in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p>	London Plan Policy SI6 Strategic and Development Management Policy ST3 Islington Urban Design Guide SPD Note: Further guidance on information that may be required is set out in The Code of Best Practice on Mobile Network Development in England (2016)

7.3 Planning Obligations

Which applications	What is required	Policy drivers, guidance and information
Applications which require the council and applicant to enter into a legal agreement (a planning obligation); for example, to secure affordable housing on site.	Provide a statement of the proposed Heads of Terms which will form the basis of a Section 106 agreement to be entered into in respect of the application. Clarify any advice provided at pre-application stage and provide details of the applicant's solicitors.	London Plan Policy DF1 Strategic and Development Management Policies ST1, H3, B4, B5 and T3 Planning Obligations (Section 106) SPD Environmental Design SPD Affordable Housing Small Sites Contributions SPD Note: Further guidance can be found on the council's website including a standard agreement template.

7.4 Social and community infrastructure statement

Which applications	What is required	Policy drivers, guidance and information
<p>Applications involving loss of social and community infrastructure without replacement.</p> <p>New and/or extended social and community infrastructure facilities.</p>	<p>Where the proposal would result in the loss of social and community infrastructure the applicant must provide evidence as required under Strategic and Development Management Policy SC1, part E and part F as appropriate. Depending on the relevant policy route any or all of the following may be required:</p> <ul style="list-style-type: none"> • Marketing and vacancy evidence, • Community Needs Assessment, • Suitable evidence of a public sector body's estates programme, • Evidence that provision of at least equivalent quality, quantity and accessibility has been secured by the applicant. <p>The appropriate route for the loss of any social infrastructure should be discussed and agreed with the Local Planning Authority prior to submission.</p> <p>The details of the requirements for Communities Needs Assessments are set out in paragraph 3.145 of the Strategic and Development Management Policies document.</p> <p>Proposals for new and/or extended social and community infrastructure facilities should provide information on need, design and accessibility that addresses the requirements of Strategic and Development Management Policy SC1 parts A and H.</p>	<p>London Plan Policies D1, D2, D3, D8, G4, S4 and S5</p> <p>Strategic and Development Management Policies G2, SC1 and SC2</p>

7.5 Transport Assessment and full or local level travel plan

Which applications	What is required	Policy drivers, guidance and information
<p>All proposals above the following thresholds:</p> <p>E(a) Retail: 1,000sqm or greater</p> <p>E(b)/ Sui Generis hot food takeaway and bar/public house use: 750sqm or greater</p> <p>B2/B8/E(c)/E(g): 2,500sqm or greater</p> <p>C1: 50 beds or greater</p> <p>C3: 50 residents or greater</p> <p>E(e): hospitals/medical centres: 50 staff or greater</p> <p>F1(a) schools: all developments to have a school travel plan</p> <p>F1(a) higher/further education: 2,500sqm or greater</p>	<p>The Transport Assessment should identify the impact of the proposal on the transport infrastructure including road capacity, public transport and walking and cycling infrastructure.</p> <p>Coverage and detail should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, the transport aspects of the application should be outlined. For Major proposals, appropriate baseline data should be considered, alongside cumulative effects of existing and potential development in the area.</p> <p>Accessibility to the site by all modes of transport should be outlined, considering needs of all users, including disabled residents and including likely modal splits of journeys to and from the site, desire lines for both stepped and step-free routes to and across the site and accessible transport options such as blue badge parking, accessible drop-off, accessible cycle parking, mobility scooter parking and charging, and public transportation. Step-free public transport solutions should be identified; with bus connections detailed since they are one of the most accessible public transport modes to both residents with reduced mobility as well as blind and partially sighted residents.</p> <p>The Travel Plan should identify how travel to the development will be managed. It must contain proposals to manage sustainably the levels of movement generated with the aim of reducing the environmental impact of vehicles, and promote public transport, walking and cycling opportunities for all users.</p> <p>All Major applications shall be accompanied by a PERS Audit. This should be undertaken with reference to BS8300:2009 and Inclusive Mobility (DfT).</p>	<p>London Plan Policy T4</p> <p>Strategic and Development Management Policies T1, T2, T3</p> <p>Planning Obligations (Section 106) SPD</p> <p>Islington's Transport Strategy</p> <p>Streetbook SPD</p> <p>Inclusive Design in Islington SPD</p> <p>Further guidance is provided in Transport for London's Travel Plan Guidance and in the National Planning Practice Guidance on 'Transport evidence bases in plan making and decision taking'.</p> <p>Note: Strategic and Development Management Policies Appendix 3 identifies thresholds for Transport Assessments and Travel Plans.</p>

Which applications	What is required	Policy drivers, guidance and information
<p>F1(c) and F1(e) museum/gallery: 100,000 or greater visitors annually</p> <p>F1(f) places of worship: 200 or greater members/attendees</p> <p>E(d) and F2 (c-d) and Sui Generis uses Assembly and Leisure: 1,000sqm or greater</p> <p>General Class E (unspecified activity): 750sqm or greater</p>	Residential development providing wheelchair accessible units must demonstrate the possibility of providing at least 1 blue badge parking bay for each M4(3) flat. Locations must be marked on plans, and developer contributions will cover the delivery of the parking spaces if and when the need emerges, in line with the Strategic and Development Management Policy T3.	

7.6 Parking, servicing provision

Which applications	What is required	Policy drivers, guidance and information
Major developments	<p>Applications are required to provide details of:</p> <ul style="list-style-type: none"> Existing and proposed vehicle parking including provision for accessible parking; Details of the proposed servicing to be provided including the location, access/circulation and an indication of vehicle types and expected numbers of deliveries and times per day. These details could also be shown on a site layout plan and within supporting written information. 	<p>London Plan Policy T6 and T7</p> <p>Strategic and Development Management Policies T1 and T2 together with Appendix 4.</p> <p>Building Regulation Approved Document M, H</p>
Major development, minor development creating new residential and/or commercial units, and extensions of 100m ² or greater.	<p>Applications are required to provide details of:</p> <ul style="list-style-type: none"> Information setting out how and where the development will provide cycle parking, including long stay and short stay, accessible parking, and end of trip facilities for each planning use proposed. Accessible vehicular drop-off providing dropped kerbs and wheelchair transfer space. Mobility scooter parking and charging facilities. 	<p>London Plan Policy T5</p> <p>Strategic and Development Management Policies T1 and T2 together with Appendix 4.</p>
All applications which include car parking provision	A parking design and management plan should be provided.	London Plan Policy T6

7.7 Utilities and foul sewage assessment

Which applications	What is required	Policy drivers, guidance and information
Major developments involving connection to utilities infrastructure; e.g. electricity, gas, telecommunications and water supply	<p>The applicant will be required to demonstrate that:</p> <ul style="list-style-type: none"> Following consultation with the service provider, the availability of utility services has been examined and the proposal would not result in undue stress on infrastructure; 	<p>London Plan Policy SI5</p> <p>Strategic and Development Management Policies ST1-ST4</p>

Which applications	What is required	Policy drivers, guidance and information
	<ul style="list-style-type: none"> Proposals incorporate utility company requirements for substations, telecommunications equipment or similar; Service routes have been planned to avoid (as far as possible) damage to trees and archaeological remains; Where development impinges on existing infrastructure, provisions for relocating or protecting that infrastructure have been agreed with the service provider 	<p>Note: Guidance on what should be included in a non-mains drainage assessment is provided in current Building Regulations Approved Document Part H and in British Standard BS6297.</p>
Proposals involving the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer	A full foul drainage assessment is required, including details of the method of storage, treatment and disposal, and the suitability of the site for storing, transporting and treating sewage. It should be demonstrated why connection to the mains sewer is not practical and show satisfactory alternative means of disposal. Details of the existing system should be shown on the application drawing(s). It should be noted that in most circumstances surface water is not permitted to be connected to the public foul sewers.	<p>London Plan Policy SI5</p> <p>Strategic and Development Management Policies ST1-ST4</p> <p>Note: Guidance on what should be included in a non-mains drainage assessment is provided in current Building Regulations Approved Document Part H and in British Standard BS6297.</p>
Proposals involving any changes / replacement to the existing drainage system or the creation of a new drainage system	Scale plans of the new foul drainage arrangements to be provided, including a location plan, cross sections/elevations and specification. Drainage details for Building Regulations Approval will be required to be submitted. If connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.	<p>London Plan Policy SI5</p> <p>Strategic and Development Management Policies ST1-ST4</p> <p>Note: Guidance on what should be included in a non-mains drainage assessment is provided in current Building Regulations Approved Document Part H and in British Standard BS6297.</p>

8.Planning Statements

Which applications	What is required	Policy drivers, guidance and information
Minor applications for full planning permission	A short written description and explanation of the proposal, including a justification of the scheme against key planning policies and why any other submission documents are not appropriate in the particular circumstances. The statement should also cover issues of crime prevention / safer places and what consultations have been undertaken with neighbouring properties at the pre-application stage	<p>London Plan, Strategic and Development Management Policies, Bunhill and Clerkenwell Area Action Plan and Site Allocations</p> <p>Islington's Statement of Community Involvement (2017)</p>

Which applications	What is required	Policy drivers, guidance and information
Major developments (including applications for outline permission and approval of reserved matters)	<p>A summary (no more than 20 pages in length) of the proposed development, its key impacts and the contents of other supporting application documents for applications where the entire submission exceeds 100 pages in length and where that summary is not already provided in an Environmental Statement's non-technical summary:</p> <ul style="list-style-type: none"> • A description of the site, its context and planning history; • A summary of relevant national, regional and local planning policies and guidance (without reproducing their full text) and • Explanations as to how/why the proposed development accords or fails to accord with them; • Details of consultations with the wider community, local planning authority and statutory and other consultees (if not described separately in a Statement of Community Involvement); • Any other information that is materially relevant to planning and to the proposed development but which is not addressed in other submission documents; and • Where an application is not accompanied by the information required by this local list, a short written justification explaining why it is not appropriate in these particular circumstances. 	<p>London Plan, Strategic and Development Management Policies, Bunhill and Clerkenwell Area Action Plan and Site Allocations</p> <p>Islington's Statement of Community Involvement (2017)</p> <p>Note: Details used to assess the acceptability of marketing and vacancy evidence is set out in Appendix 1 of Strategic and Development Management Policies.</p>
Proposals involving restaurant/cafés, public house or hot food takeaway uses, nightclubs, places of worship, minicab offices, community facilities or other uses with the potential for significant impacts upon neighbouring residential amenity.	As per the requirements for other applications for full planning permission, together with details of opening hours, covers, staff and customer numbers, means of transport used by staff and customers, refuse storage and collection, activities to be held on the premises, and ancillary uses; and where it involves a minicab office details of the number of minicabs operating and whether drivers will be remote or office based.	London Plan, Strategic and Development Management Policies, Bunhill and Clerkenwell Area Action Plan and Site Allocations
Applications for variation or removal of conditions and for material and non-material amendments	An explanation as to how the proposed development differs to the approved scheme; a summary of relevant national, regional and local planning policies and guidance adopted since the previous permission was issued (without reproducing their full text) and explanations as to how/why the proposed development accords or fails to accord with them; and an explanation as to why the alterations are required.	London Plan, Strategic and Development Management Policies, Bunhill and Clerkenwell Area Action Plan and Site Allocations
Applications for Lawful Development Certificates	A description of the site and its planning history; a clear description of the use(s) or work(s) to which the application relates; an explanation as to why the use(s) or work(s) are believed to be lawful (with reference to planning legislation, where relevant); and appendices containing a dated floor plan, sworn affidavits, rent records, evidence of council tax and utility bills, receipts relating to works, advertisements relating to a business, invoices, tax returns and dated photographs, as appropriate.	<p>London Plan, Strategic and Development Management Policies, Bunhill and Clerkenwell Area Action Plan and Site Allocations</p> <p>Note: Details used to assess the acceptability of marketing and vacancy evidence is set out in Appendix 1 of Strategic and Development Management Policies.</p>

9 Viability

Which applications	What is required	Policy drivers, guidance and information
<p>All proposals which trigger the on-site affordable housing requirement or affordable workspace requirement and where an exceptional case has been demonstrated and accepted by the council prior to submission of an application.</p> <p>If an applicant wishes to make a case for an exceptional circumstance this should be done well in advance of submission at an early stage within the pre-application process. (See Viability SPD Section 4).</p>	<p>Viability Assessments should be undertaken in line with the Islington Development Viability SPD and should comprise of the information requirements set out in the SPD (see in particular Sections 4, 5, 6 and Appendix B).</p> <p>This should include an agreement to pay for the council's assessment of the submitted viability information. The cost of any additional expertise needed by LBI to inform its review in relation to specialist matters such as construction costs, the development programme or property valuation should also be met by the applicant.</p> <p>An itemized electronic version of the viability appraisal that can be fully tested and interrogated must be provided in the digital file type used to create the assessment — preferably WCFX. While the evidential burden lies with the applicant, for LBI officers to properly interpret financial viability assessments tests must be run using an editable version of the file..</p> <p>In submitting viability information, applicants should do so in the knowledge that this will be made publicly available alongside other application documents.</p> <p>Viability assessments provided after the submission of an application are unlikely to be considered.</p> <p>For proposals involving the delivery of on-site affordable housing the viability assessment should demonstrate whether the proposed level of affordable housing is the maximum reasonable that can be delivered. The approach to review mechanisms should follow the requirements of Strategic and Development Management Policy H3.</p>	<p>London Plan Policies H4, H5, E1, E2, E3, E9, S4, SI2 and DF1</p> <p>Strategic and Development Management Policies H3 and B4.</p> <p>GLA affordable housing and viability guidance and future updates.</p> <p>Planning Obligations SPD</p> <p>Development Viability SPD</p> <p>Affordable Housing Small Sites Contributions SPD</p> <p>Sustainable Design SPD</p> <p>NPPF</p> <p>NPPG</p>
<p>Residential developments of less than 10 units where a Unilateral Undertaking is not being submitted for the full required affordable housing or carbon offset contribution is not being submitted.</p>	<p>Demonstrate whether the required financial contributions towards affordable housing and carbon offsetting are not viable and that if the full required contribution is not agreed to at the validation stage, any lower payment is the maximum reasonable amount based on quantifiable site specific characteristics and constraints.</p> <p>This should include an agreement to pay for the council's assessment of the submitted viability information. The cost of any additional expertise needed by LBI to inform its review in relation to specialist matters such as construction costs, the development programme or property valuation should also be met by the applicant.</p> <p>An itemized electronic version of the viability appraisal that can be fully tested and interrogated must be provided: the evidential burden lies with the applicant.</p> <p>In submitting viability information, applicants should do so in the knowledge that this will be made publicly available alongside other application documents.</p>	<p>London Plan Policies H4, H5 and DF1</p> <p>Strategic and Development Management Policies H3 and S4</p> <p>GLA affordable housing and viability guidance and future updates.</p> <p>Planning Obligations SPD</p> <p>Development Viability SPD</p> <p>Affordable Housing Small Sites Contributions SPD</p> <p>Environmental Design SPD</p> <p>NPPF</p> <p>NPPG</p>

Which applications	What is required	Policy drivers, guidance and information
Other proposals where development viability is a relevant consideration.	A Viability Assessment will be required for other proposals where an applicant makes the case that policy requirements cannot be met or the full level of planning obligations cannot be provided, where viability is a relevant consideration.	<p>London Plan</p> <p>Strategic and Development Management Policies</p> <p>GLA affordable housing and viability guidance and future updates.</p> <p>Planning Obligations SPD</p> <p>Development Viability SPD</p> <p>NPPF</p> <p>NPPG</p>