

**Application for approval of reserved matters following outline approval  
Article 21, Town and Country Planning (General Development Procedure) Order 1995**

**Guidance on Completing the Application Form**

**1. Applicant Name and Address**

Please enter the Applicant Details.

**2. Agent Name and Address**

Please enter the Agent Details.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

**3. Site Address Details**

Please enter the full postal address of the site.

If the application relates to open ground describe its location as clearly as possible (e.g. 'Land to rear of 12 to 18 High Street' and, if you can provide a grid reference).

**4. Pre-application Advice**

If you have received pre-application advice from the planning service please indicate the reference/date of any correspondence or discussion and the name of the officer. If you do not know these details then please state 'Unknown'.

Haringey Council may be able to offer (possibly for a fee) pre-application discussions before a formal application is submitted in order to guide applicants through the process. Please see our website [www.haringey.gov.uk/pre-application\\_planning\\_advice\\_services](http://www.haringey.gov.uk/pre-application_planning_advice_services) for more information.

**5. Development Description**

Please describe the proposal accurately and concisely. Provide details of all the uses/buildings proposed. Please note that we reserve the right to amend the descriptions if we feel that it does not accurately describe the development.

For example:

- erection of five, two-storey three bed houses
- demolition of existing warehouse and redevelopment of the site to provide 25 x two bed flats in two five-storey blocks with ancillary car parking, open space and new access from London Road

- change of use from Office (B1) to an Shop (A1) – *applications for change of use should include the current and proposed use and, if you are aware the relevant classes of the Use Class order*
- conversion of a semi-detached house to three self-contained flats installation of a new shop front

## 6. Neighbour and Community Consultation

The Council will consult your neighbours in most circumstances. It is often better to tell your neighbours prior to submitting the application rather than letting the Council's official letter of notification bring the application to their attention for the first time.

## 7. Council Employee /Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

## 8. Supporting Information

You should clearly make reference to drawings that formed part of the original decision and identify all plans submitted as part of this application. If applicable, an explanation or additional supplementary information highlighting changes and variations should also be provided in support of your submission.

In circumstances where the planning authority considers that variations substantially alter the original decision, your application may be considered to be invalid and the submission of a new application may be necessary.

### Layout

Details should explain and justify the proposed layout in terms of the relationship between buildings and public and private spaces within and around the site. An indication of how factors important to accessibility of the site for users (such as travel distances and gradients, and the orientation of block and units in relation to any site topography to afford optimum accessibility) should also be given.

### Scale

Details should explain and justify the scale of buildings proposed, including why particular heights have been settled upon, and how these relate to site surroundings and to the relevant skyline. The statement should also explain and justify the size of building parts, particularly entrances and facades, with regard to how they will relate to the human scale.

### Appearance

Details should explain and justify the appearance of the place or buildings proposed, including how this will relate to the appearance and character of the development's surroundings. It should explain how the decisions taken about appearance have considered accessibility. The choice of particular materials and textures will have a significant impact upon a development's accessibility. Judicious use of materials that contrast in tone and colour to define important features (such as entrances, circulation routes or seating, for example) will greatly enhance access for everyone. Similarly early

consideration of the location and levels of lighting will be critical to the standard of accessibility ultimately achieved.

### **Landscape**

Details should explain and justify the proposed landscaping scheme, explaining the purpose of landscaping private and public spaces on the site in terms of biodiversity, amenity, safety, appearance, accessibility and usability sustainability, and its relationship to the surrounding area.

### **Access**

Access is an important design issue. You should explain and justify the principles behind the intended access and explain how these have informed the final access arrangements. This might include, for example, a brief explanation of your approach to access, with particular reference to the inclusion of disabled people, and a description of how the sources of advice on design and accessibility and technical issues will be, or have been followed. Where, in exceptional circumstances, a design does not follow established good practice guidance, sufficient details should be included to identify which parts of the proposal do not follow good practice, and to explain why such guidance has not been followed in this instance, as well as explaining why the applicants believe that, in this particular instance, the design proposed still offers a level and standard of accessibility that is equal to, or better than, that suggested in established guidance documents.

You may also wish to identify any constraints imposed by the site and any existing structures, and propose compensatory measures where full access proves to be impracticable or unreasonable. Drawings or other details could be useful here to assist the explanation; demonstrate how prospective users will be able to access the existing transport network, and the reasons on which the main points of access to the site and the layout of access routes have been chosen. Issues relating to emergency access should also be addressed and include:

- access for the emergency services even where vehicular access is not provided
- circulation routes around the site in the event of emergency evacuation, and
- egress from buildings in the event of emergency evacuation

## **9. Planning Application Requirements**

Please use the checklist at the end of this document to ensure that the form has been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

### **10. Declaration**

Please sign and date your application.

### **11. Applicant Contact Details**

Please provide contact information for the applicant.

### **12. Agent Contact Details**

Please provide contact information for the agent.

### 13. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made. This will assist the Council in dealing with your application as quickly as possible.

## Planning Application Requirements Checklist

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications. It may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

You can use the tick boxes on the checklist to confirm the information you are providing with your application.

### National Planning Application Requirements

- A Completed Planning Application Form (3 copies to be supplied unless the application is submitted electronically)

Such plans and drawings as necessary, which may include:

- A Site location plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically), this should be at a scale of 1:1250 or 1:500, please see below for more information on the site location plan
- A copy of other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:
  - Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)

- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- The appropriate fee (please note: if you are paying by cheque please make it payable to Haringey Council and ensure that you put the site address and/or, if you have applied online, the Planning Portal reference number)

When you submit a location plan it should show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

### **Guidance on naming your drawings**

Please ensure that the drawings you provide as part of your application should be accurately described on the drawing itself.

The description should firstly indicate whether they are of the development or site as EXISTING or PROPOSED. It should then indicate whether they are PLANS or ELEVATIONS of the development or site. In the case of elevations they should indicate the orientation, e.g. FRONT, SIDE or REAR, or NORTH, SOUTH, EAST, WEST and in case of plans the floor, e.g. GROUND FLOOR, FIRST FLOOR, etc. For multiple drawings on the same page the description should describe all the drawings. Some example descriptions are shown below:

- Proposed ground floor plan
- Existing rear elevation
- Existing and proposed ground floor plans
- Existing and proposed North and South elevations
- Existing and proposed front and rear elevations and ground floor plans

### **Local Information Requirements**

May include some or all of the following

## 1. Photographs & Photomontages

### **When are these required?**

These provide useful background information that can help to show how developments can be satisfactorily integrated within the context of the streetscene or an existing development. Photographs should particularly be provided for larger developments of 10 or more units or 1,000m<sup>2</sup> or more floorspace or if the proposal involves the demolition of an existing building or is a development affecting a conservation area or a listed building.

## 2. Flood Risk (and Drainage) Assessment

### **When is this required?**

A Flood Risk Assessment is required for the following planning applications (as outlined in the Department for Communities and Local Government's (DCLG) [Planning Policy Statement 25](#), Annex E Paragraph E8-10):

- sites of one hectare or greater in Flood Zone 1; and
- all proposals for development located within Flood Zone 2 and 3 (including changes of use to a more vulnerable class)
- where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be a drainage problem.

Please note that for major developments (creation of 10 or more residential units, or where the number of units is not known, those with a site area of 0.5 hectares; or other developments with a floorspace of 1,000m<sup>2</sup> or more, or with a site area of 1 hectare or more) in Flood Zone 2 and 3 it is advised you first talk to a planning officer about the Sequential Test before undertaking the Flood Risk Assessment

For further information please see Map 3.1 'Indicative Flood Zones' in the [Unitary Development Plan](#) which is available to view on our website. You can also view the [pipenetworking website](#) produced by the Environment Agency for more advice.

Where the development is within 5 meters of an ordinary watercourse or 8 meters of a main river, plans showing the proposed development and setback from the watercourse should be submitted.

## 3. Tree Survey/Arboricultural (including Landscaping Statement)

### **When is this required?**

When developing within Haringey due regard must be had to the preservation of existing trees and tree masses and where relevant opportunities arise these should be taken to ensure that tree masses are added to. There will be instances where the loss of trees will be unavoidable in development, but where this is the case the Council will want to be satisfied that the loss is acceptable in terms of amenity and in terms of the value of the tree(s) that is being lost. We will also want to be satisfied that there is adequate replacement for any loss.

As such a statement is particularly required for proposals which include works to or removal of trees.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – recommendations'. Using the methodology set out in the BS should help ensure that development is suitably integrated with trees and that potential conflicts are avoided.

On larger proposals (residential developments involving the creation of 10 or more units or other developments with a floorspace of 1000m<sup>2</sup> or more) a landscaping statement setting out the approach to the design of landscaping for the site will be required. This would include proposals for replacement planting where existing trees are felled. Please see [Supplementary Planning Guidance document 8d](#) on the website for further information.

#### 4. Noise Impact Assessment and Sound Insulation Requirements

##### **When is this required?**

Proposals that raise issues of noise disturbance or are considered to be a noise sensitive developments in noise sensitive areas should be supported by a noise impact assessment prepared by a suitably qualified acoustician.

In particular such as statement may be relevant for applications for change of use to A3 or A4 uses.

For further information please see ENV 6 in the [Unitary Development Plan](#) which is available on the website.

#### 5. Sunlight/Day lighting Assessment

##### **When is this required?**

An assessment is required for all applications where there is a potential adverse impact upon the current levels of sunlight/day lighting enjoyed by adjoining properties and building(s).

The Council expects new development to allow for adequate sunlight and daylight to reach adjoining properties in line with the Building Research Establishment (BRE) Standards as set out in their publication entitled "Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice", BRE 1991.

#### 6. Ventilation/Extraction Details

##### **When is this required?**

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics, will be required to accompany all applications for the use of premises for purposes within Use Classes A3 (Restaurants and Cafes – use for the sale of food and drink for consumption on the premises), A4

(Drinking establishments – use as a public house, wine-bar or other drinking establishment) and A5 (Hot food takeaways – use for the sale of hot food for consumption off the premises). This information (including odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction equipment is proposed to be installed.

For more information please see [Supplementary Planning Guidance document 6c](#) on the website.

## 7. Environmental Impact Assessment

### **When is this required?**

Applications for development required to be accompanied by an Environmental Impact Assessment (EIA) is defined in the Environmental Impact Regulations 1999 as any development identified in Schedule 1 and Schedule 2 development likely to have significant impacts on the environment owing to factors such as its nature, size or location. Schedule 1 and 2 are appendices to the regulations. An application submitted with a supporting Environmental Statement (ES) is automatically considered EIA development.

The most likely development within Haringey that would require an Environmental Statement would fall within Schedule 2 (10(b)) – urban development projects, including the construction of shopping centres and car parks, sports stadiums, leisure centres and multiplex cinemas. The applicable threshold is that the area of development exceeds 0.5 hectares.

Haringey Council will require an environmental statement for all relevant development, including any submitted in Historic Parks and Gardens.

See [Unitary Development Plan](#) Consultation Policy OS6 and [Supplementary Planning Guidance document 8h](#) on the website for further information.

### **Explanatory note on Supplementary Planning Guidance**

This guidance document makes reference to Supplementary Planning Guidance (SPG).

The UDP sets out the policies for specific areas and core planning policies on topics for the whole borough. Much of the detail to support the UDP policies will be contained in accompanying documents called Supplementary Planning Guidance (SPG).

Supplementary Planning Guidance (SPG) is a material consideration for development control purposes and can take the form of design guides, area development briefs or supplement other specific policies in the UDP.

As of January 2008 five SPG have been adopted to bring them in line with the adopted UDP policies, the UDP Inspector's recommendations and changes to government legislation. The remaining SPG are still draft and will continue to be used for development control purposes. In addition, two codes of practice on employment and training and health planning obligations have been prepared and adopted. The two Code of Practice

Notes will assist in development control negotiations on planning obligations and relate to employment and health impacts of development proposals.

**The SPG and Codes of Practice Notes adopted in 2006 are:**

- SPG1a Design Guidance
- SPG3a Density, Dwelling Mix, Floorspace Minima, Conversions, Extensions and Lifetime Homes
- SPG8a Waste and Recycling
- SPG10a The Negotiation, Management and Monitoring of Planning Obligations
- SPG10b Affordable Housing
- Planning Obligation Code of Practice No 1: Employment and Training
- Planning Obligation Code of Practice No 2: Health

As Supplementary Planning Documents are introduced it may be necessary to review and amend the Local Information Requirements accordingly, any changes that are made will be publicised.

**Availability of SPG and Code of Practice Guidance Notes**

All SPG and Code of Practice Guidance Notes (draft and adopted) are available free of charge via our website: [www.haringey.gov.uk/planning](http://www.haringey.gov.uk/planning) ; on request via telephone (020 8489 1000); or in writing or in person at the following address:

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