

**Application for Planning Permission and listed building consent for alterations,  
extension or demolition of a listed building  
Town and Country Planning Act 1990  
Planning (Listed Buildings and Conservation Areas) Act 1990**

**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. Description of Proposed Works**

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

**4. 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).

## **5. 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.

## **6. Pedestrian and Vehicle Access, Roads and Right of Way**

You must indicate on your form whether you propose any new highway(s) and show the location of these on your plans. Any public highway or footpath that crosses or adjoins the site or is affected must be shown clearly on the plans, including any proposals that may require a closure or diversion. Legal procedures for diversion or closures must be completed prior to works commencing on site.

Extinguishment of a footpath or bridleway can only be achieved where it can be shown that there is no longer a need for the right of way.

If you are proposing to undertake any works that will affect the pavement or roadway then it is advisable to seek advice from our Highways Service.

## **7. Waste Storage and Collection**

Please identify what provision has been made for the storage of waste and recycling as part of the proposal, and demonstrate that these aid the collection of waste and recycling materials by the waste collection authority. The location of waste storage and recycling facilities should be clearly identified on the plans. Please refer to Local Information Requirement Number 18: Site Waste Management Plan.

## **8. 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.

## **9. 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.

## **10. Demolition**

If you have answered 'Yes' to the total or partial demolition of a listed building then you will need to indicate whether it is total or partial demolition of the listed building or buildings within the curtilage of the listed building.

If it is partial demolition you will need to provide details of the volume of the listed building and part to be demolished. You should calculate the cubic content figure on the basis of the external dimensions of the property.

Where an application includes demolition your attention is drawn to the guidance set out in *Planning Policy Guidance Note 15 'Planning and the Historic Environment'*:  
<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicyguidance8>

The analysis and justification in a supporting statement should address the issues raised in paragraphs 3.16-3.19 of *PPG15* including:

- a schedule of necessary works to preserve the building in its existing use or with a viable new use
- a schedule of necessary works to carry out the applicant's proposals
- a full structural engineer's report and appraisal of the building
- a comparable cost appraisal, produced by a Quantity Surveyor, or similarly qualified person and
- a comparison of the benefits of retaining the building with that of carrying out the proposed works

A written statement should also be provided, which analyses:

- the significance of archaeology
- the 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
- the setting both of the proposed works and of adjacent listed buildings

The scope and degree of detail necessary in the written justification will vary according to the particular circumstances of each application. It is strongly recommended that the applicant/agent and officers discuss the scope and degree of detail to be included in this justification before submission of the application.

## 11. Listed Building Alterations

A written explanation of the proposed works should include:

- an assessment of the impact of the works on the significance of the asset
- a statement of justification explaining why the works are desirable or necessary (this should include development appraisal where appropriate)
- an archaeological assessment or field evaluation and a mitigation strategy where important archaeological remains may exist, and
- (when works include significant elements of demolition or rebuilding,) a structural report by an engineer familiar with heritage assets, which identifies defects and proposes remedies

## 12. Listed Building Grading

Please confirm the grade of the listed building which is the subject of this application. If you are unsure as to the grade of the building please contact the planning authority.

### **13. Immunity from Listing**

Please identify whether a Certificate of Immunity from Listing been sought in respect of this building. If so, please also provide the result of this application.

### **14. Vehicle Parking**

Please specify the total number of existing parking spaces and the total number of proposed parking spaces (including spaces retained) by vehicle type. Please include garage spaces.

If no parking spaces are to be provided you should show on your plans or describe in a supporting statement where vehicles are to be parked.

### **15. Materials**

Please describe the materials you wish to use for walls, roofs, etc. including the type, colour and name of all materials to be used. You should try to use materials to blend with existing buildings.

Additional information may be provided in a design and access statement or planning supporting statement or shown on drawings and plans.

If the current site is vacant or is to be demolished then please indicate 'existing' materials as being not applicable.

### **16. Foul Sewage**

All new buildings need separate connections to foul and storm water sewers. If you propose to connect to the existing drainage system please show the details of the existing system on the application drawing(s). Note that in most circumstances surface water is not permitted to be connected to the public sewers. The use of soakaways will require satisfactory percolation tests to have been undertaken.

If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will need to be provided. This will include a location plan, cross sections/elevations and specifications. Building Regulations Approval will be required. 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.

### **17. Assessment of Flood Risk**

If you answer yes to any of the questions you may need to supply a Flood Risk Assessment. Please refer to the Local Information Requirement Number 5: Flood Risk (& Drainage) Assessment in the Planning Application Requirements section below.

## **18. Biodiversity and Geological Conservation**

If you answer yes to any of the questions you may need to supply a supporting statement. Please refer to the Local Information Requirement Number 11: Biodiversity/Geological Conservation/Landscape & Natural Beauty (Ecological Impact Assessment).

## **19. Existing use**

When describing the current use of the site please also include any details of the part(s) of any listed building(s)/structure(s) being affected.

When answering whether the site is currently vacant, this means whether the site is currently not in active use.

## **Land Contamination**

Land affected by contamination covers all cases where the actual or suspected presence of substances in, on or under the land may cause risks to people, property, human activities or the environment. Sensitive uses include housing with gardens, schools, nurseries or allotments, and consideration should be given to whether the use could be particularly vulnerable to the presence of any contamination.

If you have answered yes to any of the questions relating to land contamination please refer to Local Information Requirement Number 19: Land Contamination Assessment.

## **20. Trees and Hedges**

If you have answered yes to one or both of the questions please refer to Local Information Requirement Number 10: Tree Survey/Arboricultural (including Landscaping) Statement.

[PLEASE NOTE this is an application for planning permission. It is not an application or notification to remove or prune protected trees (i.e. trees which are included in a Tree Preservation Order or located in a conservation area). If you are granted full planning permission, you will not need to obtain separate consent for tree works which are required to implement the planning permission. However, works to protected trees which are not required to implement the planning permission must be the subject of a separate application or notification using the tree works form.]

## **21. Trade Effluent**

Please describe the type, quantities and means of disposal of any trade waste or effluent. If there is to be none please mark as 'NO'.

## **22. Residential Units (including Conversion)**

Please enter the total number of existing and proposed dwellings, that exist at present and the number which would exist after your development, by category, dwelling type and bedroom size.

The categories are classified as:

- Market housing – includes properties for sale where prices are set in the open market.
- Social rented – includes rented housing owned by local authorities and registered social landlords for which guideline target rents are determined through the national rent regime, set out in the ‘Guide to Social Rent Reforms’ published in March 2001. Also includes rented housing owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or funded with grant from the Housing Corporation, as provided for in the Housing Act 2004.
- Intermediate – includes housing at prices or rents above those of social rent but below market prices or rents. This can include shared equity products (e.g. HomeBuy) and intermediate rent (i.e. rents above social-rented level but below market rents). Intermediate housing differs from low cost market housing (which Government does not consider to be affordable housing).
- Key worker – includes those groups eligible for the Housing Corporation funded Key Worker Living programme and others employed within the public sector (i.e. outside of this programme) identified by the Regional Housing Board for assistance.

The types of dwellings are classified as:

- a) Houses - a house is a dwelling that is not a flat and includes single storey bungalows.
- b) Flats or maisonettes – includes separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is usually divided horizontally. Maisonettes are flats containing more than one storey.
- c) Live-work units - accommodation that is specifically designed to enable both residential and business use.
- d) Cluster flats/non-self contained - units with no separate or self contained living and sleeping accommodation within a larger building of which it forms a part.
- e) Sheltered housing - specifically designed housing in a group with services such as the support of a warden, communal facilities, alarm systems and laundry services. Also includes grouped housing schemes without the services of a warden and other communal facilities.
- f) Bedsits/studios – refers to a bedroom/living room containing cooking facilities. In addition, it may also contain washing facilities or even a shower.

## **23. All Types of Development: Non-Residential Floorspace**

### **Definitions:**

Gross internal floorspace is the internal area of the building, and should include circulation and service space such as lifts and floorspace devoted to corridors, toilets, storage, etc. It does not include any area external to the building(s).

Where more than one use class is proposed as part of any development, floorspace should be specified for each separate planning unit (by Use Class).

For proposed retail floorspace (Use Class A1) the amount of tradeable floor area of the total gross internal floorspace should also be provided. Tradeable floorspace is sales space which customers have access to (excluding areas such as storage).

For outline applications, please enter the maximum floorspace for each use for which you are applying.

For hotels, residential institutions and hostels please identify the number of Bedrooms.

All floorspace figures should be provided in square metres.

## **24. Employment**

Please give details of the total number of existing people (i.e. already employed on the site) and any additional staff to be employed (in both full-time and part-time employment) as a result of the proposal being implemented, and calculate the total full-time equivalent posts.

## **25. Hours of Opening**

Provide details of the proposed hours of opening for each non-residential use proposed on the site.

## **26. Site Area**

The area contained within the boundary of the site to which the application relates will normally be shown edged in red on the plan accompanying the application, while other land in the same ownership but not being developed is normally identified separately with a blue line. Site area should be provided in hectares.

For some application types the fee is based on the site area, in which case an accurate answer to this question is particularly important.

## **27. Industrial or Commercial Processes and Machinery**

If your proposal includes industrial or commercial processes and machinery please contact a planning officer who will advise you on what information you need to include with your application.

## **28. Hazardous Substances**

Please give details, including type and quantity of hazardous materials to be used or stored on site. If your application involves the use or storage of hazardous materials above a certain quantity, Hazardous Substances Consent will be required. A list of these materials and the permitted quantities is set out in the Planning (Hazardous Substances) Regulations 1992: [http://www.opsi.gov.uk/si/si1992/Uksi\\_19920656\\_en\\_3.htm](http://www.opsi.gov.uk/si/si1992/Uksi_19920656_en_3.htm)

## **29. Certificates**

If you are the sole owner of the land to which the application relates please complete Certificate A. (Owner means a person having a freehold or leasehold interest with at least seven years unexpired.) This Certificate is not appropriate unless you are the sole owner.

If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete Certificate B and serve notice on each of the owners, using the wording in Notice 1.

If you do not know the names of all of the owners you will need to complete Certificate C and Notices 1 and 2, or if you cannot trace any of the owners then Certificate D together with Notice 2.

**It is an offence knowingly or recklessly to complete a false or misleading certificate.**

## **30. 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.

## **31. Declaration**

Please sign and date your application.

## **32. Applicant Contact Details**

Please provide contact information for the applicant.

## **33. Agent Contact Details**

Please provide contact information for the agent.

## **34. 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)
- 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)
  - Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
  - Roof plans (e.g. at a scale of 1:50 or 1:100)
- The completed Ownership Certificate (A, B, C or D – as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990
- Design and Access Statement  
All applications need to submit a design and access statement, apart from the following proposals:
  - A material change in the use of land or buildings, unless it also involves operational development
  - Engineering or mining operations
  - Development of an existing dwelling house, or development within the curtilage of a dwelling house for any purpose incidental to the enjoyment of

the dwelling house, where no part of the dwelling house or curtilage is within a designated area. “Designated area” means a National Park, site of special scientific interest, conservation area, area of outstanding natural beauty, World Heritage Site and the Broads

- 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)
- In addition, where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 and by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation

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 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. Transport Assessment (inc. Parking & Access Statement)

#### When is this required?

A Transport Assessment would need to be submitted for developments attracting a high level of trips or if a development is likely to have a significant impact on the local highway network. Each application will be considered individually and the need for the Transport Assessment determined by the Council. However, as a guide, a Transport Assessment is likely to be required if a development generates over 1000 person trips per day or provides more than 2500 m<sup>2</sup> of gross floor space.

For more information please see **Supplementary Planning Guidance (SPG) 7c – Transport Assessment** on the website at:

[www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

### 3. Draft Travel Plan

#### When is this required?

The submission of a Draft Travel Plan will be required to support planning applications above certain thresholds, as follows:

Land use proposal	Floorspace in m <sup>2</sup> gross floor area
Food retail (A1)	1000
Non-food retail (A1)	2000
Business (B1)	1000
Industrial (B2)	2500
Warehousing (B8)	2500
Hotel (C1)	2500
Hospital (D1)	2000
School, higher and further education (D1)	2000
Cinema (D2)	2000
Other assembly and leisure (D2)	2000

A Draft Travel Plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts.

Further information is given in **Supplementary Planning Guidance (SPG) 7b – Travel Plans**, which is available to view on our website at:

[www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

#### 4. Planning Obligations (section 106 Draft Heads of Terms)

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

Planning obligations may be sought where they are:

- relevant to planning
- necessary to make a proposed development acceptable in planning terms
- directly related to a proposed development
- fairly and reasonably related in scale and kind to the proposed development, and
- are reasonable in all other aspects

The council will assess each application individually and on its merits to determine if planning obligations are needed. In particular planning obligations may be appropriate for major schemes. In these instances we would strongly encourage pre-application discussions. Further guidance is given in **Supplementary Planning Guidance (SPG) 10a – The negotiation, management and monitoring of planning obligations**, which is available to view on our website at:

[www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

#### 5. Flood Risk (and Drainage) Assessment

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

A Flood Risk Assessment is required for the following planning applications,

- 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 and/or other bodies have indicated that there may be a drainage problem.

For further information please see the Department for Communities and Local Government's (DCLG), **Planning Policy Statement 25: Development and Flood Risk** (Annex E Paragraph E8-10) which is available to view on the DCLG's website at:

<http://www.communities.gov.uk/publications/planningandbuilding/pps25floodrisk>

You can also view the Environment Agency website for more advice:

<http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx>

Where the development is within 8 meters of a watercourse, plans showing the proposed development and setback from the watercourse should be submitted.

## 6. Listed Building Appraisal & Conservation Area Assessment & Historical, Archaeological Features & Scheduled Ancient Monuments (Heritage Assessment)

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

For works affecting a listed building or the setting of a listed building a listed building appraisal will be required.

For any development in a conservation area or affecting the character of a conservation area a conservation area assessment will be required if it is not already referred to in the Design and Access Statement.

An assessment will also be required for developments within an Area of Archaeological Importance or a Historic Park, Garden or Landscape. More information can be found in **Supplementary Planning Guidance (SPG) 2: Conservation and Archaeology** which is available to view on our website at:

[www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance) or in **Planning Policy Statement (PPS) 5: Planning for the Historic Environment** which is available to view on the Department for Communities and Local Government's (DCLG) website at: <http://www.communities.gov.uk/publications/planningandbuilding/pps5>

## 7. Retail Assessment

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

A retail assessment is usually required for developments of over 2,500 m<sup>2</sup> gross floor space. They may occasionally be required for smaller developments (such as those likely to have a significant impact on smaller centres) and on the impact of the proposal on the vitality and viability of existing centres within the catchment area of the proposed development. The assessment should include the likely cumulative effect of recent permissions, developments under construction and completed developments.

For more information about when a retail assessment would be required please see **Supplementary Planning Guidance (SPG) 11c: Town Centre Retail Thresholds**, which is available on the website at: [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

## 8. Affordable Housing Statement

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

An Affordable Housing Statement is required for all developments of 10 or more residential and/or live/work units (new builds, conversions and change of use).

An Affordable Housing Statement is acceptable as part of a combined Planning Statement.

The Council will seek to achieve the maximum reasonable proportion of affordable housing through negotiating section 106 agreements (see planning obligations) on all suitable development sites.

The Council will seek to negotiate an element of affordable housing on all housing sites capable of providing 10 or more units. This applies to the gross number of units proposed. The aim will be to achieve a borough wide target of 50% of habitable rooms as affordable housing depending on location, scheme details or site characteristics. For further information please see the Housing Supplementary Planning Document on the Council's website at:

[www.haringey.gov.uk/housingspd](http://www.haringey.gov.uk/housingspd).

## 9. Sustainability Statement (including Energy Statement)

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

A sustainability statement will usually be required for any development falling in to the major category: creation of 10 or more residential units (whether by conversion, change of use or new build), 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.

The statement should demonstrate how sustainability issues have been addressed during the design process. In particular energy efficiency and renewable energy, water conservation and recycling, sustainable drainage systems, biodiversity, conservation and recycling of construction materials, having regard to **Policy UD2: Sustainable Design and Construction** in the **Unitary Development Plan (UDP) Written Statement** (available at: [www.haringey.gov.uk/udp-2](http://www.haringey.gov.uk/udp-2))

and **Supplementary Planning Guidance (SPG) 9: Sustainability Statement and Sustainability Checklist** which are available on the Haringey Council website at: [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance).

Further useful information is also available:

- **For residential developments:** The Code for Sustainable Homes which is available on the Department for Communities and Local Government website at: <http://www.communities.gov.uk/publications/planningandbuilding/codesustainabilitystandards>
- **For non-residential developments:** The BRE Environmental Assessment Method (BREEAM), further information is available at: [www.breeam.org](http://www.breeam.org)

## 10. 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. For further information please see **Supplementary Planning Guidance 8d – Biodiversity, Landscaping and Trees** which is available to view on our website at: [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance).

## □ 11. Biodiversity/Geological Conservation/Landscape & Natural Beauty (Ecological Impact Assessment)

### When is this required?

Haringey Biodiversity Action Group has produced a Biodiversity Action Plan (2009) that sets out the aims of the borough in terms of preserving and enhancing the quality and quantity of flora and fauna within the borough. The Council will have regard to this Plan in making an assessment on any application where it is considered that there is likely to be an impact on ecology whether that ecology is on the development site itself, or on an adjacent site upon which there might be some impact.

Haringey has a number of protected species and habitats and the protection of these will form part of the assessment of any application where there is likely to be an impact upon them. In making this assessment regard will be had to the provisions of the Biodiversity Action Plan.

You can view the Biodiversity Action Plan on our website at: [www.haringey.gov.uk/conservation\\_biodiversity\\_action\\_plan](http://www.haringey.gov.uk/conservation_biodiversity_action_plan).

### Ecological Impact Assessments

Where it is considered appropriate or where it is required as part of legislation, the Council will request that the applicant submits an ecological Impact Assessment as part of any planning application. This Ecological Impact Assessment may be subjected to an independent assessment as part of the Council's consideration of its comments.

The Council will expect all planning applications affecting sites of existing or potential nature conservation value to be accompanied by a statement which clearly demonstrates the ecological impact that the proposed development would have. Where there is a risk of harm to a designated site, use of conditions of planning obligations will be considered. For more information please see the **Supplementary Planning Guidance 8g – Ecological Impact Assessment** which can be viewed on the website at: [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance).

### Development Adjoining a Watercourse

Suitably scaled plan/drawing and cross sections of the existing site showing the watercourse is required. In addition suitably scaled plan/drawings and cross sections showing the proposed development in relation to the bank top of the watercourse (the bank top is defined as the point at which the bank meets normal land levels) needs to be provided as part of the planning application.

## **Water Environment and Wetland BAP Species**

For proposals where the nature conservation impacts may be significant or where there is a reasonable likelihood of legally protected or priority BAP species present ecological and species surveys will be required.

This is in line with the Department for Communities and Local Government (DCLG) Planning Policy Statement (PPS) 9 – Biodiversity and Geological Conservation Paragraph 5.7 and 5.11. This document is available to view on the DCLG’s website at: <http://www.communities.gov.uk/publications/planningandbuilding/pps9>

In addition the Council will have regard to the Association of Local Government Ecologists (ALGE) guidance on the validation planning applications and may make further requirements in line with the provisions of that document. More information is available on the ALGE website: <http://www.alge.org.uk/>

## **12. 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 development 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 (UDP) which is available at: [www.haringey.gov.uk/udp-2](http://www.haringey.gov.uk/udp-2)

## **13. Air Quality Assessment**

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

An air quality impact assessment should normally be undertaken in the following circumstances:

- Proposals that will result in an increase in vehicle trip generation in the local area, and which result in increases in traffic volumes (AADT) 3 of 5% or more on individual road links with more than 10,000 vehicles per day
- Proposals for new developments with 300 parking spaces or more or an increase in existing parking provision of 300 spaces to more
- Proposals for coach and lorry parks

- Proposals for industrial development / commercial development with a floor space of more than 2,500 m<sup>2</sup>
- As part of an EIA where there will be an impact on air quality and as part of any traffic assessment (see **Supplementary Planning Guidance document 8h: Environmental Impact Assessments** and **Supplementary Planning Guidance document 7c: Transport Assessments** both of which are viewable on the website at [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance))

For more information of when this is required please also see **Supplementary Planning Guidance document 8i: Air Quality** which is also available on our website: [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

#### 14. 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 which is available to purchase on the BRE bookshop website.

#### 15. 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) 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: Restaurants, Hot Food Premises -Use Class A3 – etc** on the website. [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

#### 16. Structural Survey of the Property

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

A structural survey may be required to support applications for proposals which involve substantial demolition (excavations to provide new basements), or to support tree works applications for the removal of a tree causing structural damage to a property.

## 17. Lighting Assessment

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

Proposals involving the provision of publicly accessible developments, in the vicinity of a residential property, a Listed Building or Conservation Area, where external lighting would be provided or made necessary by the development should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on.

These details should include a layout plan with beam orientation and a schedule of the equipment in the design.

Applications will also require evidence of the consideration of the effect of light from the proposed development to biodiversity, in particular when on or adjacent to a Site of Importance for Nature Conservation (SINC). Where detrimental effects are identified, suitable on-site mitigation will be required. Please refer to **The Royal Commission on Environmental Pollution (RCEP) document 'Artificial Light in the Environment' (2009)**, which is available to view on the RCEP website at <http://www.rcep.org.uk/index.htm> and **Institute of Lighting Professionals document 'Bats and Lighting in the UK' (2009)** which is available to view on the ILP website: <http://www.theilp.org.uk/index.php?page=environmental>

For further information please see **Supplementary Planning Guidance document 9: Sustainability Statement and Guidance** which are available to view on the website at [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

## 18. Site Waste Management Plan

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

The Council requires applications for major developments (residential developments (whether by conversion or new build), involving the creation of 10 or more units, where the number of units is not know, those with a site area of 0.5 hectares; or other developments with a floorspace of 1000m<sup>2</sup> or more, or with a site area of 1 hectare or more) to be accompanied by a Waste Management plan.

The form of the plan is at the discretion of the applicant but must include full details of the arrangements for the storage and collection of waste for disposal (residual waste) along with waste to be recycled (recyclate). The plan must make reference to the following:

- The number, type and size of receptacles to be dedicated to storage of residual waste.
- The number, type and size of receptacles to be dedicated to storage of recyclate.
- The position where both types of receptacles are to be stored between collections.
- The size, design and materials used in construction of any housing built for the storage of both types of receptacle.
- Access arrangements for persons using receptacles showing that consideration has been given to safety, equalities, convenience, user friendliness and maximum walking distances under building regulations.

- Access arrangements for persons collecting residual waste and recyclate giving consideration to the Health and Safety at Work Act, recommended maximum pulling distances for receptacles, vehicle access/height/turning requirements and the construction and width of pathways, doors and access ways.
- For mixed use developments, how commercial/industrial residual waste and recyclate will be stored

More information can be found in **Supplementary Planning Guidance document 8a: Waste and Recycling** on the Haringey website at:  
[www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

## □ 19. Land Contamination Assessment

### When is this required?

In Haringey there are a number of areas which may be contaminated e.g. former gas board land, land associated with engineering, brick and tile manufacture, refuse disposal sites, former utilities and sewage works, oil storage, car repair works, petrol filling stations, in-filled pits and industrial land adjacent to the River Lea.

Applications for development on these sites should be accompanied by a Land Contamination Assessment which details existing and previous land uses of the site, potential contamination and likely risks associated with the site. A desktop study (Steps 1 – 4 below) is recommended before making an application which should be submitted with the application.

Where contamination is known or suspected or proposed use is especially vulnerable the applicant should provide a preliminary risk assessment comprising:

- desk study
- walk over site reconnaissance
- conceptual model identifying potential pollutant sources, pathways and receptors as a basis for assessing the risks and appraising the options for remediation.

Please refer to the Department for Communities and Local Government's (DCLG) **Planning Policy Statement 23 (PPS23): Planning and Pollution Control**, Annex 2 Para 2.42- 2.45 for more details.

<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement23>

**Step 1** - Establish former uses of the site. Collect physical data and undertake walk-over survey. Consult regulatory authorities.

**Step 2** - Identify contaminants of concern; list industries identified in Step 1, identify industry-specific contaminants and geologically-based contaminants.

**Step 3** - Develop conceptual model of the site.

**Step 4** - Undertake Hazard Assessment. Review data and conduct exploratory investigations if further information is required.

Further details can be found in **Supplementary Planning Guidance document 8f: Land Contamination** available at: [www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

## □ 20. 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 the **Unitary Development Plan (UDP) Consultation Policy OS6**, which can be viewed on the website: [www.haringey.gov.uk/udp-2](http://www.haringey.gov.uk/udp-2) and **Supplementary Planning Guidance document 8h – Environmental Impact Assessment** which is also available on the website for further information:

[www.haringey.gov.uk/supplementary\\_planning\\_guidance](http://www.haringey.gov.uk/supplementary_planning_guidance)

## □ 21. Statement of Community Involvement

### When is this required?

Applications for major developments (residential developments (whether by conversion or new build), involving the creation of 10 or more units, where the number of units is not known, those with a site area of 0.5 hectares; or other developments with a floorspace of 1000m<sup>2</sup> or more, or with a site area of 1 hectare or more) may need to be supported by a statement stating how the applicant has complied with the requirements for pre-application consultation set out in Haringey's Statement of Community Involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.

The Statement of Community Involvement can be viewed on the website at:

[www.haringey.gov.uk/sci](http://www.haringey.gov.uk/sci)

### **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:

Planning  
Haringey Council  
Level 6  
River Park House  
Wood Green  
London  
N22 8HQ

Email: [planningcustomercare@haringey.gov.uk](mailto:planningcustomercare@haringey.gov.uk)