

Planning Advice Note 2

Planning Application Requirements (PAR)

A guide to submitting a valid planning application

(Including applications for advertisement consent,
listed building and conservation area consent,
certificates of lawfulness and applications for works
to trees)

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Introduction

This planning advice note is a guide for applicants and their agents and sets out the information and documentation that must be submitted with all planning applications. Applicants are encouraged to read this document carefully before submitting an application.

This advice note is based on the **Department for Communities and Local Government (CLG)** publication 'The Validation of Planning Applications' (Dec 2007). The best practice guidance recommends that local planning authorities specify the scope of information necessary to enable them to determine different types of applications.

Section 62 (3) of the Town and Country Planning Act 1990 (as amended) empowers the council to require that planning applications include:

- such particulars as the council thinks necessary; and
- such evidence in support of anything in or relating to the application, as the council thinks necessary.

Further, Section 327A of that act provides that the council can not entertain any application if the application fails to comply with any requirement as to the form or manner in which the application is to be made of the form or content of any document or other matter which accompanies the application

In order for the council to formally consider an application, sufficient and accurate information and drawings must be submitted. Your application will be treated as invalid if you fail to submit all the information and documents required by this advice note. If your application is invalid then the council cannot start to determine the application and your application will be delayed. Poor quality drawings may also cause delay.

If your application is considered to be invalid we will normally notify you within 5 working days from our receipt of the application. When we notify you we will specify the outstanding information that must be provided in order to make the application valid. You will be given a timescale for the submission of the missing information. If the outstanding information is not submitted within the given timescale then the application will be withdrawn and returned to the applicant / agent and no further action will be taken on it. (You will need to apply separately to the Council for a refund of the application fee, if paid). If you have submitted a retrospective application in response to a planning enforcement investigation and it is returned to you prior to validation then formal enforcement action may be taken.

This advice note comprises two parts. Applicants are advised to read this advice note in association with the guidance notes attached to the relevant application forms

Part A - sets out the information that must be submitted with all applications, together with other information that may be required, depending on the type of application.

Part B - sets out the additional information that must be submitted depending on the type of development and application.

Further guidance on some of the criteria listed below can be found in the Lambeth [Adopted Unitary Development Plan 2007](#) and Lambeth Planning supplementary planning documents. A list of these and other relevant documents can be found at the end of this document and are available on the council's website, from the Council's Town Planning Advice Centre or by contacting the Department for Communities and Local Government.

If you require any further information then please contact us on Tel: 020 7926 1180 or email tpac@lambeth.gov.uk.

All the information contained in this document is correct at the date of publication. It is likely that some requirements may change over time due to the introduction of new legislation or policy and this document will be updated as necessary. However the Council reserves the right to request additional information not listed in this advice note but considered necessary to make a full assessment of an application.

A note about drawings

All drawings must be legible, accurate and up to date, and must be clearly marked with:

- A north point.
- A descriptive label (for example 'existing first floor plan' or 'proposed front elevation').
- Plan numbers (and revision letters where applicable) and date.
- The scale of the drawings (all drawings must be to a metric scale).
- Address of the property.
- Name of the architect or draftsman.

Existing and proposed drawings must be clearly distinguished and must be submitted in the same form, scale and orientation.

Changes relevant to the application must be clearly shown on the drawings. It is not generally necessary to show construction details or information required for building regulations approval as this can obscure the drawings and make interpretation difficult.

When an application is retrospective, the drawings should also clearly identify the condition of the land / buildings prior to the development being undertaken.

Numbers of Plans / Documentation Required.

Applications for planning permission, listed building consent, conservation area consent, advertisement consent and certificates of lawfulness.	4 copies of the relevant application forms and 4 copies of all plans and supporting information (including one set of plans at A3). 3 copies for applications for certificate of lawfulness
Combined applications for planning permission and listed building consent and planning permission and conservation area consent.	6 copies of the planning applications forms, 6 copies of the listed building consent / conservation area consent application forms and 6 copies of all plans and supporting information (including one set of plans at A3)
Applications for approval of details pursuant to conditions.	4 copies of all plans and supporting information (including one set of plans at A3)
Applications for works to trees. (Trees in a conservation area or subject to a Tree Preservation Order only).	1 copy of the application form, plans and supporting information
Applications made under the Rush Common Act (1806)	A covering letter stating that Rush Common consent is sought, 4 copies of all plans and supporting information (including one set of plans at A3)

Please note that prior to validating your application, additional sets of drawings / documents may be required to enable the Council to properly notify statutory consultees. Failure to provide these additional sets may result in delays in the determination of your application. You are therefore advised to discuss the requirements at pre-application stage.

Submitting an application via the planning portal

Please refer to the council's website www.lambeth.gov.uk/planning and the [Planning Portal](#) for guidance on how to submit an application on-line.

Please note that the council is currently only able to print drawings at a maximum of A3 size. If any drawings submitted cannot be printed out to the correct scale at A3, size then one set of full scale drawings with a covering letter should be sent in the post to: Lambeth Planning, Phoenix House, 10 Wandsworth Road, London, SW8 2LL.

Planning Performance Agreements (PPA)

Planning Performance Agreements (formerly Planning Delivery Agreements) were proposed in the Planning White Paper as a means of speeding up the delivery of large scale development. The PPA itself, is between the developer and local planning authority, and is designed to give applicants more certainty about the time-scale and requirements for processing large-scale major applications. If you are interested in entering into a PPA, please discuss this with the Council at pre-application stage.

Part A: The information required for all applications.

The following **MUST** be submitted for all applications.

Application Form

4 copies of the correct application forms, fully completed, signed and dated. All relevant certificates, including the agricultural holdings certificate (even for non agricultural sites), must be fully completed, signed and dated. All aspects of the proposed development must be accurately and concisely described.

An application form will not be required for the submission of an application for the approval of details pursuant to conditions. Please see the relevant section below to see what is required for these applications.

Copies of the [planning application forms](#) can be found on the Lambeth Planning website or at the Town Planning Advice Centre.

Fee

The correct fee (cheques payable to London Borough of Lambeth). Some applications, for example: listed building consent, conservation area consent, applications for works to trees, applications made under the Rush Common Act (1806), applications for disabled access or 'free go' applications do not require a fee. Please see the [planning application schedule of fees](#) for further information.

Drawings

Four copies of an Ordnance Survey style location map

- The location map must be at a scale of 1:1250 or 1:2500 or larger, or at an appropriate scale to show at least two main roads, the surrounding buildings and the street numbers of the properties.
- The application site must be edged clearly with a red line and a blue line must be drawn around any other land close to or adjoining the application site that is owned, occupied or controlled by the applicant.
- A-Z extracts and Google Earth style maps will not be accepted in place of an Ordnance Survey style map.

Four copies (inc. one set at A3) of a site plan (existing and proposed)

- The site plans must be at a scale of 1:100 or 1:200.
- The site plan must show the whole site and the footprint of all buildings, including adjacent buildings. The site boundaries must be clearly shown in addition to any other features of the site including outbuildings, vehicular and pedestrian access points, on site parking spaces, refuse and recycling storage (including details of capacity), hard surfacing, landscaping, trees, roads and footpaths.
- The location of all boundary walls, fences and hedges must be indicated.
- If any trees will be affected by the proposal (including their felling) either located within or adjacent to the site (including street trees), a full tree survey drawing and schedule in accordance with BS5837: 2005 'Trees in relation to construction – recommendations' must be submitted. The species, spread, root and position of the trees must be shown accurately on the site plan. A statement setting out the measures to be adopted during construction works to protect those trees to be retained must also be provided.

NB For applications where crossovers, vehicular access or forecourt parking is proposed, the following should be included on the site plan:

- Where a crossover or other works that affect the highway are proposed (including a new or amended on-site car parking area) the drawings must clearly show the location of the footway, carriageway and any street furniture that may be affected.
- Drawings must show that all vehicular accesses or any other works to the highway, are in accordance with any Highways Design Guide published by the Council, or in accordance with standards set out in the Manual for Streets.
- Where applicable visibility splays must be shown on the drawings (generally where the footway is narrower than 2m and/or there is a bend in the road or other obstruction to visibility) - details provided in the Manual for Streets.
- Where there is a difference in levels a long section should be provided.

Four copies (inc. one set at A3) of floor and roof plans (existing and proposed)

- All floor and roof plans must be at a scale of 1:50. (In the case of major applications 1:100 scale plans may be acceptable).
- The location of the adjoining properties, including the location and size of windows and doors, must be shown in order to demonstrate the relationship between the application site and the adjoining sites.
- The use of each room must be indicated on the existing and proposed floorplans.
- In the case of an extension, the floor layout of the whole of the existing building must be clearly shown on both the existing and proposed plans, and the new works clearly indicated.
- The lines of the section drawings must be indicated on the plans.
- Please note that roof plans will only be required when extensions or alterations are proposed to a roof.

Four copies (inc. one set at A3) of all elevations (existing and proposed)

- All elevations must be at a scale of 1:50. (In the case of major applications 1:100 scale elevations may be acceptable).
- The elevations of the adjacent properties, including the location and size of windows and doors, must be shown in order to demonstrate the relationship between the application site and the adjoining sites.
- The location and height of all boundary walls, fences and hedges must be indicated.
- Details of all proposed facing materials and finishes (including entrance doors and windows) must be clearly indicated. Simply stating 'to match existing' is not sufficient unless details of the 'existing' materials are clearly shown.
- In the case of an extension, all elevations of the existing building where the extension is to be built must be clearly shown on both the existing and proposed elevations, and the new works clearly indicated.
- In the case of large redevelopments and extensions, 3D visualisations to show the development in context with its surroundings should be provided.
- Please note that elevations will only be required when external extensions or alterations are proposed.

Four copies (inc. one set at A3) of all sections (existing and proposed)

- All sections must be at a scale of 1:50. (In the case of major applications 1:100 scale sections may be acceptable).
- Where new habitable rooms are to be created in roof spaces and/or where the conversion of existing roof rooms are proposed e.g. as part of flat conversions, section drawings to show floor to ceiling heights of the proposed rooms must be submitted.
- The location and size of all adjoining and neighbouring buildings must be shown on the section drawings. Sections (existing and proposed) must be provided through all relevant points of the application site and adjacent buildings and must show existing and finished floor and site levels.

General

NB In some cases drawings at A1 or A0 may be required. You are advised to discuss this requirement prior to the submission of your application.

Design and Access Statement

A design and access statement must accompany all planning applications and applications for listed building consent, except in the following circumstances:

- The change of use of land or buildings (provided no alterations or extensions are proposed).
- Alterations or extensions to an existing dwellinghouse, or the erection of a garage or outbuilding within the boundary of a dwellinghouse for any purpose incidental to the use of the dwellinghouse. (Except if the property is located within a conservation area in which case a statement must be submitted).
- Engineering or mining operations

For details of what a statement should include please refer to [Design and access statements - how to write, read and use them \(2006\)](#).

Other Requirements:

The following additional information MUST be submitted for specific types of development and application. Please discuss at pre-application stage whether any of the following information is required. Where such information is considered necessary it must be submitted with your application to ensure that the application can be properly assessed.

Air Quality assessment

The whole of the London Borough of Lambeth is designated an Air Quality Management Area (AQMA) where developments should contribute to the reduction of emission levels. Therefore an air quality assessment is a standard requirement where any new development or change of use would lead to an increase in emission levels. The assessment should provide details of proposed mitigation measures. Further guidance is available in Planning Policy Statement 23: Planning and Pollution Control, and policy 54 of the Lambeth [Adopted Unitary Development Plan 2007](#)

Archaeological assessment

Applicable when the site is located within an archaeological priority area. An evaluation / desktop study of the implications of the development upon archaeological remains on the site which has been undertaken by an approved contractor must be submitted. Please refer to the Lambeth Adopted Unitary Development Plan 2007 proposals map to ascertain whether the site is located within an archaeological priority area. Further guidance is also available in [Planning Policy Guidance note 15: Planning and the historic environment](#) and policy 48 of the Lambeth [Adopted Unitary Development Plan 2007](#).

Aviation report

Whilst Lambeth is not located close to an airport, parts of the borough are within the Civil Aviation Authorities aerodrome or airspace safeguarded area. Applicants are advised to consult the relevant Safeguarding Officer for applications that fall within this area (Heathrow: safeguarding@baa.com; London City: rob@londoncityairport.com; London Heliport 020 7228 0181) prior to the submission of an application. Applications within this area for e.g. tall buildings (150m and above), telecoms, cranes, wind turbines or lighting applications which would affect flight paths will need to be discussed with the relevant officer prior to submission. Please view the Civil Aviation Authority website for further guidance, in particular the documents [Safeguarding of Aerodromes](#) and [Safeguarding and Notification Procedure](#).

Contamination Survey

For sites where current/previous uses could result in the contamination of land e.g. general industry, petrol stations or sites adjacent to railways. Further guidance is available in Planning Policy Statement 23: Planning and Pollution Control, and policy 54 of the Lambeth [Adopted Unitary Development Plan 2007](#), or from the Council's Environmental Health, Environment, Culture and Community Safety, 2 Herne Hill Road, SE24 OAU)

Daylight/sunlight study

A report undertaken in accordance with the Building Research Establishment (BRE) guidelines 'Site layout planning for daylight and sunlight – a good practice guide 1991) must be submitted with all applications where the development has a potential adverse impact on the levels of daylight and sunlight currently enjoyed by neighbouring properties and buildings. A report must also be submitted where existing conditions and / or the development itself may lead to any new residential units having poor levels of daylight or sunlight.

Flood risk assessment

A flood risk assessment must be submitted in the following circumstances:

- In flood zones 2 and 3, with all applications, other than minor* developments.
- In flood zone 1, all applications other than minor* developments, if the site has critical drainage problems.
- All applications for development of land of 1 hectare or more.
- All applications for development within 20 metres of a main river.
- All applications for development involving the culverting or control of flow of any river or stream.

*Minor developments in this context are defined as:

- Non residential extensions to an existing building where the floorspace created does not exceed 250 sq metres.
- Alterations to an existing building where the alterations do not increase the size of the building.
- Alterations and extensions to an existing dwelling-house, or development within the boundary of a dwelling-house, for any purpose incidental to the use of the dwelling-house.

The flood risk assessment must identify and assess the risks of all forms of flooding to and from the development and demonstrate how those flood risks will be managed, taking climate change into account. The assessment must also identify opportunities to reduce the possibility and consequences of flooding.

Please refer to [Planning Policy Statement 25 - Development and flood risk \(2006\)](#), and the Environment Agency website: www.environment-agency.gov.uk, for further information and guidance including maps to show whether your site is located within a flood zone.

Health and Safety statement

Where development proposals adjoin areas in hazardous uses, including major development in the Oval Gasworks Potential Hazard Zone (as shown on the Unitary Development Plan Proposals map). Applicants are advised to consult with HSE in respect of certain proposals to develop land in this area because of the presence within the vicinity of toxic, highly reactive, explosive or flammable substances and have therefore been consulted on this application. A statement in relation to the risk must be submitted with such an application. Further guidance is available in policy 54 of the Lambeth [Adopted Unitary Development Plan 2007](#)

Landscape strategy

Details of proposals for both hard and soft landscaping treatment, listing the names, types and size of proposed new trees and planting. The strategy must also include details of the long-term maintenance and landscape management.

Lighting scheme

Details of any new external lighting (including floodlighting) proposed as part of the development must be submitted. The information must include a light pollution assessment and details of how the new lighting will affect the amenity of existing neighbouring residential properties e.g. light spillage to include measured/predicted lux levels, beam orientation, proposed hours when lighting would be in use.

Listed Buildings and or sites/buildings in Conservation Areas

If the site is within a conservation area, detailed drawings / manufacturer's brochures of certain proposed works, e.g. railings, shutters, metalwork, doors, windows, may also be required.

Photographs, whilst not compulsory (except for Listed Building Consent applications), are also useful in the consideration of an application.

If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application should be provided. Please indicate the dates of any correspondence or discussion, your reference number (if applicable) and the name of the officer. When an application has been submitted in response to an enforcement investigation, the details of the planning enforcement officer, and a brief summary of the case, should be submitted with the application.

Nature conservation / ecological assessment

For sites where protected species or a significant wildlife interest is known or suspected to be present. Where appropriate, accompanying plans should indicate any significant wildlife habitats or features and the location of habitats of any species protected under the Wildlife and Countryside Act 1981, the Conservation (Natural Habitats etc) Regulations 1994 or the Protection of Badgers Act 1992, etc. A report detailing how these habitats, and any protected species, are to be safeguarded during the site preparation and construction phases, and maintained in future, should be provided. Where proposals are being made for mitigation and/or compensation measures relating to protected habitats and species, information to support those proposals will be required. Please refer to policy 52 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Noise impact assessment

Development proposals that raise issues of disturbance, are considered to be a noise sensitive development, or are sited adjacent to noise generating uses or sites e.g. railways, nightclubs, general industry etc. should be supported by a noise impact assessment prepared by a suitability qualified acoustic expert. The statement should set out the measures proposed to mitigate the effects of noise. Details of all ventilation / extraction / plant and machinery must be included with details of how noise from such machinery will be mitigated. Please refer to [Planning Policy Guidance 24: Planning and Noise \(1994\)](#) and policy 54 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Planning obligations; heads of terms (S106/278 agreements)

Applicants should seek advice on draft heads of terms during pre-application discussions to confirm the requirement for planning obligations. In some instances, non-major applications may also require the owner to enter into a s106 agreement e.g. permit capping/permit free conversions. When an application is submitted, applicants should set out the agreed heads of terms and supply the contact details of the legal advisor who will be representing them. Confirmation that the applicant will meet the council's legal costs and the section 106 monitoring fee is also required. Further advice is available in the Council's Supplementary Planning Document: S106 Planning Obligations.

Refuse storage and collection / waste management strategy

A statement describing how refuse and recycling will be stored and removed from the site. Please refer to the [Lambeth architects code of practice for waste and recycling collection and](#)

[storage requirements \(2005\)](#) and policy 56 of the Lambeth [Adopted Unitary Development Plan 2007](#).

Regeneration assessment

A statement of any regeneration benefits from the proposed development and reference to any relevant regeneration strategies (if applicable) e.g. details of the number and type of new jobs, community benefits etc.

Schools (new or extensions to schools)

Applications for new schools require information relating to the current/proposed student numbers, details of the use of the site for non school use (e.g. community use) and all relevant information in Parts A and B.

Secure By Design statement

A statement to demonstrate how the principles of secure by design has been incorporated into the development. Please refer to [Secured By Design](#) and policy 32 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Strategic Views assessment

Evidence is required to confirm that the scheme does not adversely affect a strategic view, local view or local landmark. The [London View Management Framework SPG](#) provides guidance on the policies and provides details of the protected views. Please refer to policy 41 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Statement of Community Involvement

Consultation and community involvement is not a statutory requirement, however, where pre-application consultation with the public has taken place, you are advised to submit a statement setting out the consultation that took place and demonstrate how the views of the local community have been taken into account in the formulation of the proposal.

Sustainability assessment

The assessment should be submitted in two parts dealing separately with Renewable Energy (Policy 34) and Sustainable Design and Construction (Policy 35). It must include an explanation of how the scheme addresses sustainability principles in terms of its design and construction. This should include details of how the development will incorporate equipment for renewable power generation so as to provide a minimum of a 10% carbon reduction via the use of renewable energy systems against its predicted energy requirements, sustainable design and construction, and how the development meets eco homes standards. For residential developments, a preliminary EcoHomes “Estimator” checklist will be required. For non-residential development a BREEAM “Estimator” checklist will be required. Please refer to policies 34 and 35 of the Lambeth [Adopted Unitary Development Plan 2007](#) and the Interim Guidance Note on Sustainable Development (2007) for further guidance.

It should be noted, however, that whilst it is Council policy for a minimum of 10% carbon reduction, the Mayor’s requirement is 20%. For applications referable to the Mayor, you are advised to meet the 20% requirement.

Transport assessment

To include details of existing and proposed vehicular and pedestrian movements to and from the site, details of arrangements for loading, servicing, manoeuvring and parking of vehicles, and details of cycle parking proposed. A description and analysis of the existing transport conditions, how the development would affect these conditions and measures to overcome any problems.

If residential development is proposed then a parking survey undertaken in accordance with Lambeth’s ‘Parking Survey Methodology’ must be submitted. Alternatively the applicant must

provide written confirmation that they agree to enter into a Section 106 'permit free' or 'permit capping' agreement whereby future residents or business occupants of the development are not eligible for on-street parking permits (only applicable if the site is located within a controlled parking zone).

Transport Assessments should be in accordance with Transport for London's guidance note, [Transport Assessment Best Practice Guidance Document May 2006](#) unless justification can be provided otherwise.

In some cases a draft or full Travel Plan will be required that includes targets (in line with TA trip generation predictions), measures, means for monitoring and review.

For planning applications that are referable to the Mayor under the Mayor of London Orders of 2000 and 2008, TfL requires that the following documents be submitted to them in an electronic format. Applicants are advised to confirm that this information has been sent, in their covering letter:

- Transport Assessment and any associated appendices
- Travel Plan
- Site layout plans
- Layout plans for the ground floor and any basement levels.

Please refer to policies 8 – 14 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Tree survey / arboricultural statement

Where the proposal would affect or result in the loss of trees. The statement should include a full tree survey schedule to be read in conjunction with the submitted tree survey drawing and a tree constraints plan with accompanying arboricultural implication study. A description of the measures to be adopted during construction works to protect existing trees must also be submitted. A full justification should be provided for the removal of any trees within or adjacent to the site. Further guidance is provided in BS5837: 2005 Trees in relation to construction – Recommendations, and policy 39 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Utilities Statement

It is essential to ensure required water/sewerage infrastructure is in place ahead of development. Thames Water request that a letter from the utility company stating that capacity exists within its network or confirmation that agreements have been signed for the provision of the necessary infrastructure should form part of any statement. It would be the responsibility of the applicant to obtain these letters from the utility companies. For residential uses, this statement may only be required for major development (>10 properties), however, there may be circumstances where due to existing flooding / low water pressure problems in the catchment, Thames Water request that utilities statements for developments of less than 10 properties

Part B: The information that must be submitted depending on the type of development and application.

The following additional information **MUST** be submitted for specific types of development and application. Such information is considered compulsory in order for the application to be properly assessed. You are also advised to consider whether specific information under Part A is relevant to your application.

1. Householder applications

Further guidance for householder applications is available in Lambeth's Supplementary Planning Document (SPD) Residential Extensions and Alterations and policies 32 and 33 of the Lambeth [Adopted Unitary Development Plan 2007](#).

Extensions or alterations to a dwellinghouse, or the erection of a garage or outbuilding within the boundary of a dwellinghouse.

- All the information required in Part A above.

Roof terraces

- All the information required in Part A above.
- The drawings must show details of the alterations proposed to windows to provide doors, details of the means of enclosure around the terrace and details of any privacy screens proposed, including materials. Drawings must also show sight lines from the terrace to neighbouring windows etc.

Replacement of windows in flats and listed dwellinghouses - please see Section 3 'Replacement of windows' on page 14.

Forecourt Parking / Vehicular Crossovers

- All the information required in Part A above.
- All applications including a new/amended vehicular crossover must be accompanied by a letter from the Street Management Division stating that this is acceptable in principle
- Layout plan (existing and proposed) at a scale of 1:50 showing the exact location of the crossover and hardstanding in relation to the road, the footpath and the property. The plan should show the exact location of any street trees and street 'furniture', and road markings, or trees on the site.
- The layout plan should clearly show the areas of hard and soft landscaping, including trees, and boundary treatment.
- Elevations (existing and proposed) at a scale of 1:50 of the front elevation and side boundaries showing the context of the development with the immediately adjacent properties.
- The drawings should also show any changes to the existing boundary treatment e.g. fences / walls, and any changes in land levels.
- Photographs showing the position of the proposed crossover and the relationship with adjacent vehicular and pedestrian entrances / exits and road junctions / corners are helpful.

Installation of a satellite dish

- All the information required in Part A above.
- Manufacturers details of the satellite dish including details of the dimensions of the dish, supporting structure and how the dish will be affixed to the building.
- Roof plan to show the proposed location of the dish.
- A photograph of the building with the proposed location of the satellite dish identified is useful.

2. Conversion to flats

- All the information required in Part A above.
- The floor plans must be annotated with the use and net floor space of each room.
- The floor plans must clearly indicate whether the units are self-contained or non self-contained.
- If the conversion includes rooms in the roof space(s), either new or existing roof space, a sectional drawing (existing and proposed) at a scale of 1:50 must be submitted to include the floor to ceiling heights.
- If a basement conversion is proposed then sectional drawings (existing and proposed) at a scale of 1:50 must be submitted to include the location and size of lightwells and windows.
- If a basement conversion is proposed then a daylight / sunlight assessment in accordance with the British Research Establishment guidelines 'site layout planning for daylight and sunlight', must be submitted to demonstrate that the basement would receive sufficient daylight and sunlight for residential use.
- A parking survey must be submitted for all applications involving the creation of two or more residential units without on site parking. Alternatively written confirmation must be provided to confirm that the applicant will enter into a Section 106 'permit free' or 'permit capping' agreement whereby future residents of the development are not eligible for on-street parking permits (only applicable if the site is within a controlled parking zone). Please refer to Lambeth's 'Parking Survey Methodology' (2005) for guidance on producing a parking survey. (for details, please contact transportplanning@lambeth.gov.uk).
- If a parking survey is not provided, the applicant must submit written confirmation from Street Management that the lack of a parking survey has been agreed. Applicants should email transportplanning@lambeth.gov.uk to make this request including property address, details of the proposed development, and if any off-street parking is proposed.

Please refer to policy 17 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance for conversions.

3. Replacement of windows and doors

- All the information required in Part A above.
- Elevations (existing and proposed) of the whole building. (If the application proposes the replacement of windows within a block of flats then elevations of the whole block of flats must be provided).
- The windows / doors to be replaced must be clearly identified on the existing and proposed elevations.
- Drawings at a scale of 1:10 or 1:20 (existing and proposed) showing the pattern, including opening pattern, of the existing and proposed windows / doors.
- A detailed cross sectional drawing at a scale of 1:10 or 1:20 (existing and proposed) through the window / door frames. These should show the relationship of the window / doorframe to the reveal and the thickness of the window / door frames.
- Manufacturers brochures are helpful.

- If UPVC windows / doors are proposed a statement must be submitted to justify the use of this material in design and sustainability terms.

Please refer to policies 35 and 36 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

4. Shopfronts

- All the information required in Part A above.
- Floor plans and elevations (existing and proposed) at a scale of 1:50 must show the shopfront in the context of the whole property and the adjoining properties.
- When an access ramp is proposed in conjunction with the shopfront, the proposed drawings must show the full extent of the footway, to the kerbline, and the location of any street furniture.
- Sections (existing and proposed) at a scale of 1:10 or 1:20 through the shopfront.
- The location and size of the shutter box and canopy should be clearly indicated on the plans, elevations and sections (if applicable).
- Detailed drawings / manufacturers brochures of security grills and / or shutters (if applicable).
- If separate access to the upper floors is proposed then this must be indicated on the drawings.
- The location of any proposed CCTV cameras and lighting should be indicated on the drawings.
- If integral ATM's are proposed, details of their location, size and height must be indicated on the drawings.
- Please note that if signage or advertisements are proposed within the shopfront and / or as part of the ATM then advertisement consent will also be required (please refer to Section 14 of this advice note for guidance on submitting an application for advertisement consent).

Please refer to policy 37 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

5. Installation of plant, machinery and extract flues

- All the information required in Part A above.
- The location of the plant / machinery must be shown on the plans, elevations and sections (existing and proposed) in the context of the whole building and the neighbouring buildings.
- The location of neighbouring windows must be indicated on the plans (if applicable).
- Manufacturer's specification of the plant / machinery, its supporting structure, fixtures and finishes.
- An acoustic report providing details of background noise levels and details of the measures to be implemented to mitigate noise and / or fume emissions and vibration from the plant or machinery.
- The location of any associated work, including acoustic enclosures and / or screening must be shown on the drawings.

Please refer to policies 36 and 54 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

6. Change of use applications (with or without external alterations)

- All information required in Part A above.
- A detailed description of the existing use(s) and the floorspace for each use.

- A detailed description of the proposed use, to include details of any machinery to be used, ventilation equipment to be installed, hours and days of operation, number of vehicular movements together with servicing and refuse collection arrangements.
- All applications that would result in the loss of existing employment (B class) or retail sites/floorspace must be accompanied by a full marketing report to justify the loss of the use, and the potential to use the site for employment in the future. Please refer to policy 23 (employment floorspace) and policy 4 (retail) of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.
- All applications that would result in the loss of a public house must be accompanied by a full marketing report to justify the loss of the use and a map identifying all other public houses within a 400m radius of the site. Please refer to policy 27 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

In addition to the above, the following must be submitted for the following specific types of change of use application.

Changes of use to A3 (restaurants and cafes), A4 (pubs and bars) or A5 (takeaways) use.

- The location and size of all associated ventilation and fume extraction systems must be shown on the plans, elevations and sections.
- Manufacturers specifications of all proposed ventilation and fume extraction equipment, to include details of its supporting structure, fixtures and finishes.
- An acoustic report providing details of background noise levels, details of the measures to be implemented to mitigate noise and / or fume emissions and vibration (See Section 5 above).
- A refuse and recycling management plan to include details of refuse and recycling storage and removal, including the disposal of fats and oils from the cooking process. The location of the refuse and recycling storage should be shown on the plans and elevations. Please refer to the [Lambeth architects code of practice for waste and recycling collection and storage requirements \(2005\)](#) and policy 56 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.
- Details of door widths, access ramps including gradient, to enable disabled access.
- A description of the operation of the proposed use, to include details of the hours and days of operation, intended number of covers for restaurants, i.e. tables and chairs, anticipated number of staff, the estimated split between cold and hot food to be served, the anticipated number of service vehicles that will visit the property, details of any on-site parking proposed (the location of parking spaces must be shown on the submitted drawings).
- If no on-site parking/loading is proposed then the nearest on-street locations must be shown on a drawing including hours of operation of any waiting restrictions.
- If outside seating is proposed in front of the site full details including the footway width and location of any street furniture to be provided.
- If a new shopfront is proposed then all the information in Section 4 'shopfronts' must also be submitted.
- Please note that if signage or advertisements are proposed at the premises then advertisement consent may be required (please refer to Section 14 of this advice note for guidance on submitting an application for advertisement consent).

Please refer to policies 4, 29, 54, 60 (Brixton) and 64 (Clapham) of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Community facilities / places of worship / nightclubs

- A detailed description of the proposed use, to include details of the activities to be undertaken at the premises, (e.g. services, clubs, meetings), hours and days of operation, details of the number of people who are anticipated to attend the premises.
- Details of disabled access (ramps to include gradient) and toilet facilities must be shown on the floorplans.

- A Transport Impact Assessment giving a detailed description of how visitors will travel to the premises, including the number and type of vehicle movements anticipated, and details of servicing and refuse collection arrangements.
- For nightclubs, a queue/customer management plan is required together with details of delivery arrangements. If no on-site parking/loading is proposed then the nearest on-street locations must be shown on a drawing including hours of operation of any waiting restrictions.
- If outside seating is proposed in front of the site full details including the footway width and location of any street furniture to be provided.
- The location and capacity of the refuse and recycling storage provision must be indicated on the drawings.
- A Noise impact assessment providing sound attenuation details to be undertaken.

Please refer to policy 26 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Childcare nurseries

- A detailed description of the proposed use, to include details of the number and age of children who will attend, hours and days of operation, the location and use (including times of use) of outdoor play areas.
- A Transport Impact Assessment giving a detailed description of how visitors will travel to the premises, to include details of drop off and pick up times, expected split of transport types and numbers, and steps to be taken to minimise the impact of additional traffic generated by the use.
- A travel plan will be required as part of the application.
- If the application proposes a change of use from a dwellinghouse then details of the efforts made to seek alternative premises must be submitted, for example details of properties visited, correspondence from any agents appointed, and the length of search.
- A noise impact assessment and details of sound attenuation measures should be submitted.

Please refer to policy 26 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Shared housing / supported housing

- A detailed description of the proposed use, to include details of how the property will be managed, the proposed number of residents and the type of needs that they will have, the number of staff, whether staff will also live at the property or only visit on a daily basis, the number of vehicular movements to and from the property.

Please refer to policy 18 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Minicab uses / offices

- A detailed description of the proposed use, to include details of how the use will operate, including the hours and days of operation, details of whether the drivers will be radio controlled remote or office based drivers, details of whether customers will be able to walk into the premises to hire a minicab or whether orders will be taken via telephone only, details of where the vehicles will wait.
- If any on or off site parking is proposed then its location must be indicated on the site plan.
- If an antenna or aerial is proposed then this must be shown on the proposed plans and elevations.
- If any signage or advertisements are proposed then a separate application for advertisement consent may be required (please refer to Section 12 of this advice note for guidance on submitting an application for advertisement consent).

7. Alterations or extensions to non-residential buildings

Alterations, extensions or the erection of a garage or outbuilding within the boundary of the property.

- All the information required in Part A above.

Roof terraces

- All the information required in Part A above.
- The drawings must show details of the alterations proposed to windows to provide doors, details of the means of enclosure around the terrace and details of any privacy screens proposed, including materials. Drawings must also show sight lines from the terrace to neighbouring windows etc.

Forecourt Parking / Vehicular Crossovers

All the information required in Part A above.

- Layout plan (existing and proposed) at a scale of 1:50 showing the exact location of the crossover and hardstanding in relation to the road, the footpath and the property. The plan should show the exact location of any street trees and street 'furniture', and road markings, or trees on the site.
- The layout plan should clearly show the areas of hard and soft landscaping, including trees, and boundary treatment.
- Elevations (existing and proposed) at a scale of 1:50 of the front elevation and side boundaries showing the context of the development with the immediately adjacent properties.
- The drawings should also show any changes to the existing boundary treatment e.g. fences / walls, and any changes in land levels.
- Photographs showing the position of the proposed crossover and the relationship with adjacent vehicular and pedestrian entrances / exits and road junctions / corners are helpful.

Installation of a satellite dish

- All the information required in Part A above.
- Manufacturers details of the satellite dish including details of the dimensions of the dish, supporting structure and how the dish will be affixed to the building.
- Roof plan to show the proposed location of the dish.
- A photograph of the building with the proposed location of the satellite dish identified is useful.

8. Major applications

Major applications are defined as:

- Developments of 10 or more residential units.
- Residential development on sites of 0.5ha or more.
- The creation or change of use of 1000sq/m or more of non-residential gross floorspace.
- Development where the site area is 1 hectare or more.

In all cases applicants are encouraged to seek pre-application advice from the council prior to submitting a major application to ascertain whether the development is likely to be acceptable and in accordance with the council's planning policies. Details of the procedure for seeking [pre-application advice](#) can be found on the Lambeth Planning website. Applicants are advised to discuss validation requirements as part of the pre-application process.

More than the standard four sets of drawings and other documents may be required for major applications to enable the Council to properly consult with statutory bodies and amenity groups. A copy of all drawings and documentation submitted on disk is also useful. Please contact the case officer (if engaged in pre-application discussions) to establish how many sets are required. A model is also useful, showing the proposal in context with the surrounding area.

All major applications must be submitted with all relevant information required in Part A, and all relevant information required in Sections 1-7 (dependant on the type of development proposed, together with:

Supporting planning statement

A detailed history of the site and description of the proposed development, together with an explanation of how the proposed development complies with Lambeth's unitary development plans and other relevant planning policy. Details of consultations with the council and the wider community and statutory consultees undertaken prior to submission should be included. The planning statement should also include a floor space schedule (existing and proposed).

Access statement

A detailed description of how the principles and practices of inclusive design and access for all have been incorporated in the development. This should include details of the provision for entry to the development / building, parking and toilets for people with disabilities and details of how the development will meet lifetime homes standards (if applicable).

Affordable housing statement

Applicable for all applications proposing residential development. This must include details of both the affordable housing and market housing proposed, including relevant financial information (especially where the proposal will not comply with policy) so that an independent viability assessment can be undertaken (if necessary). Details of the different types of affordability or tenure proposed for different units should be clearly explained. The statement should also include details of any registered social landlords acting as partners in the development and details of the nomination rights for the units. The plans must show the designation of housing tenure i.e. private, social rented and intermediate. Information must be submitted in relation to the percentage split of tenure, of habitable rooms and units. Please refer to policy 16 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Archaeological assessment

Applicable when the site is located within an archaeological priority area. (see part A for details)

Conservation area appraisal

Applicable when a development is located within or adjacent to a conservation area. An analysis of the character and appearance of the conservation area and details of how the proposed development will preserve or enhance it. Please refer to the Lambeth planning website to ascertain whether the site is located within a [conservation area](#). Please refer to policy 47 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance for development within conservation areas.

Daylight / sunlight / shadowing study

See part A for details.

Design statement

An illustrative and written explanation of the design principles behind the scheme and its relationship to the site context and function and the wider surroundings. Photographs and independently verified photomontages of the site should be included.

Environmental Impact assessment

In certain circumstances an environmental impact assessment must be submitted with major applications to enable the council to fully assess the likely environmental effects of the proposed development. The [Town and Country Planning \(Environmental Impact Assessment\) \(England and Wales\) regulations 1999](#) provide details of the forms of development that require an environmental impact statement. The regulations also provide a checklist of matters that should be included in a statement. The statement must describe the likely effects of a development on the environment and set out the proposed mitigation measures. Where the Council has provided a screening opinion, please provide copies with your application. Further information can also be found in [Circular 02/99 Environmental Impact Assessment](#)

Landscape strategy

See part A for details

Lighting scheme

See part A for details

Listed building statement

For details of the documentation and information that must be submitted with an application for listed building consent please refer to Section 10 of this advice note. If a development is proposed within the setting of a listed building(s) then a statement must be provided to state how the development would affect the setting of the listed building(s). Please refer to the Lambeth planning website to ascertain whether the site located within the setting of any [listed building](#). Further guidance is also available in [Planning Policy Guidance note 15: Planning and the historic environment](#) and policy 45 and 46 of the Lambeth [Adopted Unitary Development Plan 2007](#).

Nature conservation / ecological assessment

See part A for details.

Noise impact assessment

See part A for details

Planning obligations; heads of terms (S106/278 agreements)

See part A for details

Refuse storage and collection / waste management strategy

See part A for details.

Regeneration assessment

See part A for details.

Retail impact study

An assessment of the need for the development and its potential impact upon existing retail centres (if applicable). Please refer to [Planning Policy Statement 6 - Town Centres \(2005\)](#) and policies 4 and 5 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

Secure by Design

See part A for details.

Strategic views assessment

See part A for details.

Sustainability assessment

See part A for details.

Transport assessment

See part A for details.

Tree survey / arboricultural statement

See part A for details.

9. Applications for other new build development

For other developments not covered within the other categories in this document, including new build residential and commercial developments.

- All information required in Part A above.
- All relevant information required in sections 1-8 above, dependant on the type of development.

10. Outline and reserved matters applications

Outline planning applications are generally only appropriate for new build developments outside conservation areas and are not appropriate for changes of use, or for proposals which are within or adjacent to a conservation area or involve development to or adjacent to a listed building. An Outline application must be accompanied by:

- 4 copies of the correct application forms, fully completed, signed and dated. All relevant certificates, including the agricultural holdings certificate, must be fully completed, signed and dated. All aspects of the proposed development must be accurately and concisely described. The matters to be considered as part of the application must be indicated on the application form and the information to support the application must be submitted in compliance with part A (and relevant parts of part B) of this document.
- The correct fee
- Four copies of an Ordnance Survey style location map (please see Part A for further details on what is required)
- Four copies of existing and proposed site plan. (Please see Part A for further details on what is required)
- A supporting planning statement (please see Section 8 for details of what is required).
- A design and access statement (please see Part A for further details on what is required).
- Floorplans, roofplans, elevations, sections (as applicable) clearly identifying the matters that you wish to be determined, i.e. layout, scale, external appearance and landscaping (Please see Part A for further guidance on the type of plans that should be provided).
- If access is to be determined at the outline stage all transport matters must be dealt with in detail, including the submission of a Transport Impact assessment where necessary.
- If the outline application is a major application then the information required in Section 8 above may also be required.
- For residential developments a preliminary EcoHomes “Estimator” checklist will be required at outline application stage.
- For non-residential development a BREEAM “Estimator” checklist will be required at outline application stage.
- The Council reserves the right to request further information in the form of e.g. indicative drawings and other supplementary documents, if it is not possible to

determine the application on the reserved matters indicated (Article 3 (2) of the GPDO 1995

- As a minimum, outline applications should always include information on the use, amount of development, indicative layout, scale parameters, indicative access points, and a Design and Access Statement in line with DCLG c01/06

A **reserved matters application** must be accompanied by:

- 4 copies of the correct application forms, fully completed, signed and dated. All relevant certificates, must be fully completed, signed and dated. All aspects of the proposed development must be accurately and concisely described.
- The correct fee
- Four copies of an Ordnance Survey style location map (please see Part A for further details on what is required)
- Four copies (inc one set at A3) of a site plan (existing and proposed). (Please see Part A for further details on what is required)
- Floorplans, roofplans, elevations, sections (as applicable) clearly identifying the matters that you wish to be determined, i.e. layout, scale, external appearance and landscaping (Please see Part A for further guidance on the type of plans that should be provided).
- If the outline application is a major application then the information required in Section 8 above may also be required.

11. Telecommunications applications for full Planning Permission

An application should be accompanied by:

- Completed planning application form.
- Plan indicating proposed location including an OS map (scale 1: 1250) with the application site outlined in red.
- The appropriate fee (£265 as at end of 2007).
- Plans/drawings (as per Code of Best Practice on Mobile Phone Network Development) and photomontages that are clear and of an appropriate scale to enable the visual impact of the proposal to be fully assessed and which will be suitable for effective consultation with local residents, etc. The ICNIRP boundary/exclusion zone should be clearly shown on all plans and elevations (as per UDP Policy 55).
- Noise levels from associated air-conditioning and other noise-emitting equipment should also be submitted.
- Existing and proposed elevational drawings, and close up drawings of the equipment; existing and proposed sections if appropriate. Drawings clearly labelled with any existing equipment, as well as proposed (including details of which operator uses the existing equipment).
- Details about the purpose of the site and why the particular development is required including details of any related mast proposals and how the proposal is linked to the network.
- Evidence to show that all other suitable alternative locations within the locality of the site search area have been investigated and considered with reasons being given as to why they have been rejected, or are not considered to be appropriate, for the type of telecommunication development proposed or an explanation if no alternatives have been considered.
- Map showing the relationship of the application site to schools and other telecommunication equipment in the vicinity.

- Where the proposal involves the installation, alteration or replacement of a mobile phone base station on or near a school or college, details and responses to consultation carried out with the school/college.
- Rating of site under Traffic Light Model
- Details of consultation carried out under the ten commitments.
- Signed declaration that the equipment and installation fully complies with the ICNIRP requirements. If the building has existing telecommunications equipment on it, a declaration showing cumulative levels is also required.
- Technical information including the frequency, modulation characteristics, power output and the height of the proposed antenna.
- If the proposal affects a nature conservation site or open space, is within the curtilage of a listed building (or affecting its setting), or any other environmentally sensitive locations, it should be accompanied by adequate information for assessment and clear justification demonstrating that there are no feasible alternative sites; together with a written visual impact assessment.
- Design and Access Statement to include explanation of the reasons for the choice of design.
- A fully completed Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development).
- If any equipment is proposed to be sited on the public highway then fully scaled site location plans must be submitted, at a scale of no smaller than 1:200.

For further guidance please refer to the ODPM [Code of Best Practice on Mobile Phone Network Development](#) (2002) and policy 55 of the Lambeth [Adopted Unitary Development Plan 2007](#).

Telecommunications proposals for Part 24 of the GPDO (Prior Approvals)

A prior approval application should be accompanied by:

- A written description of the proposal
- A plan indicating the proposed location
- The appropriate fee
- Evidence that the developer has given notice of the proposed development in accordance with A.3(1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995
- Where the proposed development consists of the installation of a mast within three kilometres of the perimeter of an aerodrome evidence that the developer has notified the Civil Aviation Authority, the Secretary of State for Defence or the Aerodrome operator in accordance with A.3(2) of Part 24 of Schedule 2 to the General Permitted Development Order 1995

For further guidance please refer to the ODPM [Code of Best Practice on Mobile Phone Network Development](#) (2002) and policy 55 of the Lambeth [Adopted Unitary Development Plan 2007](#).

12. Listed building consent

Listed Building consent is required for in the following circumstances, and cannot be applied for retrospectively:

- The demolition or partial demolition of a listed building, any object or structure fixed to the building, and structures such as boundary walls or gates. Unless they are listed in their own right, listed building consent is not required for the demolition of free-standing buildings erected within the grounds since 1st July 1948 (although conservation area consent may be required).
- Any alterations or extensions, both internal and external, to a listed building, this may include stripping out or preparatory works.

The following must be submitted with all applications for listed building consent:

- All the information required in Part A.
- All internal elevations (existing and proposed) at a minimum scale of 1:20 where alterations are proposed.
- Drawings must be clearly annotated to show the existing architectural details that are to be retained, these should be marked 'no change'. The proposed drawings must clearly show the proposed alterations, including all new walls, doors, windows and plasterwork.
- A schedule of works, providing a detailed list of all proposed works, a specification of the methods proposed and full details of the materials to be used. The schedule should include details of how the retained fabric will be protected during the works.
- Photographs of all exteriors and interiors affected by the proposed works and 'close ups' of any particular features such as doors, fireplaces and windows which are to be altered or removed. Photographs should be annotated and accompanied by a plan clearly indicating the position and direction from where each photo was taken.
- Detailed drawings and manufacturer's details of new or replacement architectural features (e.g.: railings, shutters, metalwork, doors, windows, joinery, cornices, and works required to meet the building regulations such as fire upgrading, sound proofing and insulation) at a minimum of 1:20 scale. Some features may require 1:5 scale or full size drawings.
- Any proposed demolition must be defined by hatching or shading on the existing drawings. All internal and external demolition must be identified.
- There is a presumption to retain listed buildings, therefore the design and access statement must justify the works by reference to the current national guidance contained in [Planning Policy Guidance note 15: Planning and the historic environment](#).
- It will be necessary to provide a structural engineers report if significant structural works are proposed.
- If the application proposes the demolition or substantial demolition of a listed building a statement in accordance with [Planning Policy Guidance note 15: Planning and the historic environment](#) must be submitted. This statement must include details of all practical attempts that have been taken to save and refurbish the building and evidence that no suitable alternative use can be found.
- Please refer to policy 45 and 46 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

13. Conservation area consent

If a development proposal involves total or substantial demolition of a building or other structure located within a conservation area then an application for conservation area consent must be submitted. Applications for conservation area consent should be submitted concurrently with a planning application for the development of the site. Please note that conservation area consent cannot be applied for retrospectively. An application for conservation area consent must include:

- All information in Part A.
- Existing plans, elevations and sections at a scale of 1:50 with the extent of the demolition clearly defined, usually by hatching or shading.
- Photographs of the building / or structure to be demolished. Photographs should be annotated and accompanied by a plan clearly indicating showing the position and direction from where each photo was taken.
- As there is a presumption to retain buildings in conservation areas, a justification for the demolition in accordance with the guidance in [Planning Policy Guidance note 15: Planning and the historic environment](#).
- Please refer to policy 47 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

14. Advertisement consent

- All information in Part A.
- Drawings of the advertisement(s) (existing and proposed) at a minimum scale of 1:50 showing the size, position on the land or building, materials to be used, colours, height above the ground, extent of projection, and context in relation to the adjoining buildings.
- Section drawings (existing and proposed) at a minimum scale of 1:50 through the advertisement, showing the position on the land or building
- Details of any illumination, stating whether it is to be internal; external, halo or floodlit, including details of the intensity levels (measured in candelas per square metre) of the illumination and whether it is to be static or intermittent.
- If the building is listed, details and / or drawings showing the method of attachment of the advertisement to the building, together with a specification of the works.
- If the building is listed then an accompanying application for listed building consent will be required.
- Please refer to policy 37 of the Lambeth [Adopted Unitary Development Plan 2007](#) for further guidance.

15. Certificates of lawfulness.

The burden of proof in an application for a certificate of lawfulness lies with the applicant and therefore sufficient, precise and unambiguous information must be provided.

Certificates of Lawfulness for a proposed use

- Three copies of an ordnance survey style location map (please refer to Part A)
- Three copies of a site plan at a scale of 1:100 or 1:200 (please refer to Part A)
- All floor plans (existing and proposed) at a scale of 1:50. The location where the use(s) would operate must be clearly indicated on the plans.
- A detailed description, clearly and unambiguously explaining the existing use and the proposed use, including details of any industrial processes, machinery involved, hours of operation, numbers of staff employed, numbers of callers to the premises, vehicle movements to and from the property.
- Information/evidence to support the existing use

Certificates of Lawfulness for a proposed development

- All the information required in Part A above.
- Any existing extensions and outbuildings built since 1948 should be clearly highlighted on the drawings and evidence that they were built prior to 1948 should be supplied.
- For all applications relying on the 40, 50 or 70 cubic metre rules, volume calculations of the proposed development must be provided.
- For all applications relying on the 10% or 15% rules, volume calculations of the whole of the original dwelling must be provided. (The original dwelling is defined as the dwelling 'as so built' or 'as existing' on 1 July 1948).
- For non-residential extensions, please provide a statement as to why you consider that planning permission is not required

Please refer to the [Planning Portal](#) for further guidance.

Certificates of Lawfulness for an existing use

- Three copies of an Ordnance Survey style location map (please refer to Part A)
- Three copies of a site plan at a scale of 1:100 or 1:200 (please refer to Part A)
- All floor plans at a scale of 1:50 with the location of the use(s) clearly indicated (if applying for the retention of self-contained flats the plans should clearly show how the individual flats are self-contained).
- A detailed description, clearly and unambiguously explaining the existing use, including the date that the use commenced,
- At least three types of documentary evidence in support of the application to prove that the use has been continual i.e. collaborative information for each year (4 years for the use as self contained flats or 10 yrs for all other uses) prior to the submission of the application, such as:
 - i. Statutory Declaration: to be signed by someone with personal knowledge of the continuous use who does not have a financial interest and will not benefit in any way from the application (e.g. a neighbouring resident). This must be witnessed by a notary if it is to be given any weight in the decision making process.
 - ii. Council tax records - essential.
 - iii. Electoral roll records - essential (residential uses only).
 - iv. Evidence of separate services (i.e. electricity, gas and water).
 - v. Rent book and tenancy agreements (where appropriate),
 - vi. Photographic evidence.
 - vii. Invoices.
- If the application is for the retention of self-contained flats then documentary evidence to demonstrate self-containment must be submitted.

Applicants are advised to provide as much documentary evidence as possible to accompany their application.

Certificates of Lawfulness for an existing development

- Three copies of an Ordnance Survey style location map (please refer to Part A).
- Three copies of a site plan at a scale of 1:100 or 1:200 (please refer to Part A.)
- 'Prior to works' and 'as built' floor plans, elevations and sections at a scale of 1:50.
- A detailed description, clearly and unambiguously explaining the existing development, including the date when the development was completed.
- At least three types of documentary evidence in support of the application, such as:
 - i. Statutory Declaration: to be signed by someone with personal knowledge of the continuous use who does not have a financial interest and will not benefit in any way from the application (e.g. a neighbouring resident). This must be witnessed by a notary if it is to be given any weight in the decision making process.
 - ii. Photographic evidence.
 - iii. Invoices.

- iv. Building records.
- v. Council Tax records
- vi. Rent book
- vii. Electoral role
- viii. Evidence of separate services

Applicants are advised to provide as much documentary evidence as possible to accompany their application.

Certificates of lawfulness for a vehicular crossover

- Three copies of an Ordnance Survey style location map (please refer to Part A)
- Layout plan (existing and proposed) at a scale of 1:50 showing the exact location of the crossover in relation to the road, the footpath and the property.
- A copy of the written assessment of the proposed crossover (and hardstanding) from the council's Transport & Highways department.
- Confirmation that any new boundary treatment adjacent to a highway will not be more than 1m high (if any new boundary treatment is more than 1m high then planning permission will also be required).
- A photograph showing the position of the proposed crossover is helpful.

16. Submission of details pursuant to conditions (approval of details)

- A covering letter clearly specifying the condition(s) you are seeking to discharge and the application that the condition refers to.
- A copy of the substantive planning permission containing the conditions that you are seeking to discharge, or the application reference number.
- Drawings and / or information must clearly deal with every aspect of the condition (or part of condition) that the applicant is seeking to discharge
- For approval of details of materials – submitted samples of materials must be clearly labelled with details of what the samples are (e.g. type / make of materials). The site address and condition number and planning approval reference number, should be clearly marked on all materials. Elevations at a scale of 1:50 or 1:100 clearly indicating the location of each of the materials proposed must be provided.

17. Variation or removal of conditions

- 4 copies of the relevant application forms, fully completed, signed and dated. All relevant certificates, including the agricultural holdings certificate, must be fully completed, signed and dated.
- The correct fee.
- The application must clearly refer to the condition, the proposed changes to the condition, and the relevant planning permission or consent
- A supporting statement setting out the reasons why the application has been submitted, giving justification for the variation or removal of the condition.

18. Renewal of a planning permission

In accordance with the Planning and Compulsory Purchase Act (2004), the Council cannot determine applications for the renewal of an expired planning permission. In such cases a new application for planning permission must be submitted accompanied by all the relevant drawings and documents.

For applications, which have not expired, the following information is required:

- Copy of the planning decision notice.

- Confirmation that conditions have been discharged.
- Copy of all approved plans and documents.
- Updated information to support the application (see Part A and B for relevant information required).

Changes to the Planning and Compulsory Purchase Act 2004 (in force on 24 August 2005) means that applications received on or after 24/8/05 do not have the right to renewal. These applications will have an expiry date of 3 years.

19. Amending implemented permissions and unimplemented permissions

The council cannot accept and therefore cannot determine applications for amendments to implemented or unimplemented permissions. In such cases a new application for planning permission must be submitted for the whole development with all the relevant drawings and documents (see Part A). In addition, this new application should also be accompanied by:

- Reference to the previous planning permission.
- A full description of the changes proposed.
- Copies of the previously approved plans (appropriately labelled).

20. Applications for works to trees subject to a tree preservation order or within a conservation area

- 1 copy of the relevant application form, fully completed, signed and dated.
- A detailed description of the works that you wish to carry out and the reason(s) for them (proposed crown thinning or crown reduction should be expressed as a percentage of the overall canopy, e.g. crown thin by 25%).
- Details of the tree(s), such as species of the tree(s) and the number of trees to be worked on.
- The TPO number and conservation area number (if known).
- Digital images / photographs are encouraged.
- A sketch plan (please see advice contained in the application form for details of what is required).

21. Applications made under the Rush Common Act (1806)

Rush Common Land is a unique area, a linear, green, and largely open space with some commercial and residential properties most of which is located to the south of Brixton Town Centre. It provides an important amenity space and green corridor. Most of the Rush Common Land is within conservation areas. Coldharbour, Herne Hill, Tulse Hill and Brixton Hill wards all contain some Rush Common land. The Council's aim is to ensure that the open character of Rush Common is maintained and enhanced.

There is a presumption in the Rush Common Act against building on Rush Common Land. However, under the LCC (General Powers) 1947 the Council has the power to grant consent for buildings or erections if it does not affect the open character of Rush Common.

The Council will resist all development proposals that could have a detrimental effect on the open character of Rush Common including the use of gardens for car parking and in accordance with the policy and guidance on specific issues set out in this document.

Examples of works requiring Rush Common consent may include extensions, freestanding buildings, new building, replacement buildings, garages, temporary structures, play

equipment, garages, fencing, walls, railings, garden structures (such as pergolas and dustbin stores), hardstandings / paving and lighting columns.

An application for Rush Common consent must include:

- A covering letter stating that your application is made under the Rush Common Act
- All aspects of the proposed development must be accurately and concisely described in the letter.
- Four copies of plans showing details of the proposals, details of materials and elevations if relevant.
- All the information required in Parts A and B above relevant to the type of development proposed.
- There is no fee requirement.
- For further information please see the Protocol for Rush Common Applications and Enforcement on the Council's website.

Where to obtain further information

BS5837: 2005 - Trees in relation to Construction – Recommendations

Building Research Establishment (BRE) guidelines 'Site layout planning for daylight and sunlight – a good practice guide (1991)

Circular 10/97 – Enforcing planning control, legislative provisions and procedural requirements (1997). (provides information in relation to Certificates of Lawfulness).

Circular 02/99 Environmental Impact Assessment

Code of best practice on mobile phone network development, ODPM, 2002

'Design and access statements - how to write, read and use them' (CABE 2006).

Lambeth adopted unitary development plan (2007)

Lambeth architects code of practice for waste and recycling collection and storage requirements (2005)

Lambeth Parking Survey Methodology (2005)

Lambeth Planning 'Schedule of Fees' (applicable from 1 April 2005)

Lambeth Supplementary Planning Documents:
Guidance and Standards for Housing Development and House Conversions 2007
Residential Extensions and Alterations
Shopfronts and Signage
Safer Built Environments
S106 and Planning Obligations
Sustainable Design and Construction

London County Council (General Powers) Act 1947 and Local Government Reorganisation (Miscellaneous Provisions) 1988

Planning Policy Guidance note 15 - Planning and the historic environment (1994)

Planning Policy Guidance 24 - Planning and Noise (1994)

Planning Policy Statement 6 - Town Centres (2005)

Planning Policy Statement 9 - Biodiversity and Geological Conservation (2005)

Planning for Biodiversity and Geological Conservation: A Guide to Good Practice (2006)
(<http://www.communities.gov.uk/publications/planningandbuilding/planningbiodiversity>)

Planning Policy Statement 25 - Development and flood risk (2006)

Planning Policy Statement 23 - Planning and Pollution Control

Rush Common Act (1806) and guidance

The Planning and Compulsory Purchase Act 2004

The Validation of Planning Applications DCLG 2007

Town and Country Planning Act 1990

Town and Country Planning (Applications) Regulations 1998

Town and Country Planning (Environmental Impact Assessment) (England and Wales) regulations 1999

Town and Country Planning (General Development Procedure) Order 1995 (as revised)

Town and Country Planning (Fees for applications and deemed applications) (amendment) regulations, 2005

Town and Country Planning Act (Use Classes Order) 2005