

Enfield Council

Local Validation Requirements for planning applications
25th March 2024

All Applications Except Householder Applications

PLANNING APPLICATION CHECKLIST

All Applications Except Householder Applications

This checklist sets out the information you need to submit with your application, except for householder applications. For extensions to flats, maisonettes or more than one house you will need to apply using the full planning permission application.

Applications involving more than one single house, including joint applications must be made on the full planning permission application. It lists the statutory National Planning Application Requirements that must accompany all applications and may include additional Local Planning Authority information that Enfield Local Planning Authority requires for this type of application.

Pre-application Service

You can engage in [pre-application discussions](#) with Enfield Local Planning Authority to identify whether or not your proposal is likely to be acceptable, what can be done to make your application acceptable, how we will apply our policies to your proposal and which type of application form you will need and the related or supporting information you will need to submit.

Submitting applications

You can use the [Planning Portal](#) to submit most applications for planning consent online. As soon as payment for the application has been confirmed, it will be passed to the Enfield Local Planning Authority for the application process to begin.

Alternatively, application forms can be printed, filled in by hand and sent to the Enfield Local Planning Authority directly. Please note there is a fee for applications received by post or email. If the correct requirements are provided, your application will be validated within 5 working days of receipt.

If your application is missing items or has errors, we will send you an email explaining why your application is invalid and what you need to do next. If you do not provide the information required within 21 days of submission and your application is therefore withdrawn as invalid, we will retain an administration fee to cover our costs.

If you think certain documents are not required to accompany your application, please complete an Article 12 notice and provide a brief explanation why (for Article 12 form see Section 3 - Guidance on validation process).

Plans and drawings

Please read the Local Validation List carefully before submitting a planning application, as not all the information is required for every application.

There are requirements for plans/drawings in both the National and Local Planning Application Requirements.

Please ensure that you satisfy both lists.

Supporting documents

Guidance on our core policies for guiding patterns of development can be found in [Enfield Core Strategy \(2010\)](#), [Enfield Development Management Document \(2014\)](#) and [Supplementary Planning Documents](#).

The [Local Plan Policies Map](#) provides information for your location including site constraints (e.g. Conservation Area, Tree Preservation Orders).

Text on plans and statements should be of a reasonable size and in a clear font to be easily read (e.g. Arial 12).

Publicly accessible information

The information submitted as part of a planning application will be published online and made publicly available, but if there are exceptional circumstances, the Enfield Local Planning Authority must be consulted. Advice on sensitive information in planning applications can also be found in [Planning Practice Guidance \(NPPG\)](#).

How to use this document

The **first section** sets out the **national requirements that are required for your application to be validated**; these are defined by Statutory Instruments.

The **second section** sets out the **local requirements** that may be necessary for the successful processing of your application, depending upon its precise nature, constraints or scale. The matters set out in this section are **not needed for your application to be validated** but may be required to demonstrate that relevant planning policies have been satisfied by your proposals - failing to submit them at the outset, with your application, could jeopardise what could otherwise be a favourable decision on your application.

Section One

- National Validation Requirements - plans and documents for all applications

Section Two

- Local Validation Requirements - plans and documents for all applications
- Validation Requirements Checklist - quick guide for all applications

Section Three

- Guidance on supporting documents for applications
- Guidance on planning statements
- Guidance on biodiversity net gain
- Glossary
- Guidance on validation requirements
- Guidance on validation process

SECTION ONE

NATIONAL VALIDATION REQUIREMENTS - YOU MUST PROVIDE THE FOLLOWING AS PART OF YOUR APPLICATION:

If any of the necessary information listed in SECTION ONE is not provided, then it is likely that your application will be invalid.

Requirement	When	Reason	Notes
1. Completed 1APP National Standard Application Form	Required for all applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	The Application must include: <ul style="list-style-type: none"> • Completed Ownership Certificate • Agricultural Land Declaration (A, B, C or D as applicable) signed and dated Where Ownership Certificate B, C or D has been completed, the correct Notice (under DMPO 2015) must be given and served on the owner(s) and/or published in a local newspaper. The application form must include data required by the Greater London Authority Data Standard .

2.Application fee	Required for all applications liable for a fee	The Town and Country Planning (fees for Applications, deemed applications, Requests and Site Visits) (England) Regulations 2012 (as amended)	Refer to Planning Portal Planning Fee Calculator
3.Location Plan	Required for all applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	<p>A Location Plan must include:</p> <ul style="list-style-type: none"> • The direction north • A unique reference number • An up-to date Ordnance Survey map at scale (typically 1:1250 or 1:2500 for larger sites) • Sufficient name roads and/or buildings on land adjoining the application site • The application site boundaries and all land necessary to carry out the proposed development e.g., land required for access to the site from the road, outlined in red • A blue line drawn around any other land owned by the applicant that is close to or adjacent to the property <p>Refer to Planning Portal maps, plans and planning applications</p>

4.Design and Access Statement	Required for all applications: <ul style="list-style-type: none"> • In a Conservation Area and comprising 100m² or more new floor space • Affecting the setting, appearance or character of a Listed Building, an historic park or garden or a Scheduled Ancient Monument. 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	A design and access statement must explain: <ul style="list-style-type: none"> • The design principles, concepts and policies applied • The appraisal of the context • The accessibility principles, concepts and policies applied Refer to Planning Portal Design and Access Statements .
5.Additional plans and drawings necessary to describe the proposed development	Required for all applications	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	Plans or drawings must be drawn to an identified scale and show The direction of north. Linear scale bar and site address should be shown, especially for electronic submissions.
6.Fire Statement	Required for all applications involving: <ul style="list-style-type: none"> • The provision of one or more relevant buildings • Development of an existing relevant building • Development within the curtilage of a relevant building • Relevant buildings are defined as: Contain two or more dwellings or educational accommodation • Meet the height condition: 18m or more in height, or 7 or more storeys 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)	Refer to Fire safety: guidance for those with legal duties

7.Environmental Statement	Projects requiring an Environmental Impact Assessment (EIA)	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017	<p>Applicants can request a ‘screening opinion’ to establish whether an EIA is required before submitting a planning application and/or a ‘scoping opinion’ to establish the scope and level of detail of information to be provided in the environmental statement.</p> <p>Refer to EIA guidance</p>
8.Biodiversity Net Gain (BNG)	Required for all applications* involving: <ul style="list-style-type: none"> • Major development (From 12th February 2024 onwards) • Minor development (From 2nd April 2024 onwards) 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended by The Biodiversity Gain Town and Country Planning (Modifications and Amendments) (England) Regulations 2024)	<ul style="list-style-type: none"> A. a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition; B. where the applicant believes that planning permission, if granted, would not be subject to the biodiversity gain condition, the reasons for that belief; C. in cases where the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition - <ul style="list-style-type: none"> i. the completed biodiversity metric calculation tool or tools (as the case may be) showing the calculation of the biodiversity value of the onsite habitat, for the purpose of the biodiversity gain plan required to be submitted under paragraph 13 of Schedule 7A to the 1990 Act if permission is granted, on – <ul style="list-style-type: none"> a. the date of the application, or b. an earlier date proposed by the applicant, and

			<ul style="list-style-type: none"> c. in either case, the date immediately before any activities of the type mentioned in paragraph 6 or 6A of Schedule 7A to the 1990 Act have been carried out on the land; ii. the biodiversity value or values (as the case may be) referred to in paragraph (i); iii. the publication date of the biodiversity metric calculation tool or tools (as the case may be) used to calculate the values referred to in paragraph (i), iv. if an earlier date is proposed by the applicant under paragraph (i)(b), the reasons why that earlier date is proposed; v. if any activities of the type mentioned in paragraph 6 or 6A of Schedule 7A to the 1990 Act have been carried out on the land - <ul style="list-style-type: none"> a. a statement that such activities have been carried out; b. confirmation of the date immediately before those activities were so carried out, and c. any available supporting evidence for the date referred to in sub-paragraph (b) and for the value referred to in paragraph (i)(c). vi. a description of any irreplaceable habitat, corresponding to the descriptions in Table 1 or in column 1 of Table 2 of the Schedule to the
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			<p>Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024, that -</p> <ul style="list-style-type: none"> a. is on the land to which the application relates; and b. exists on the date referred to in paragraph (i)(a) or (b) (as applicable); <p>vii. a plan showing the location, on the date referred to in paragraph (i)(a) or (b) (as applicable), of –</p> <ul style="list-style-type: none"> a. the onsite habitat included in the calculations referred to in paragraph (i), and b. any irreplaceable habitat. <p>*See Guidance on biodiversity net gain section below for more details.</p> <p>BNG exemptions are set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024.</p>
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SECTION TWO

LOCAL VALIDATION REQUIREMENTS - PLANS AND DOCUMENTS

Providing the necessary information of the right quality is essential to the decision-making process particularly where pre application advise has not been sought.

If the information listed in Section One and Section Two is not submitted, or is submitted but in inadequate form, and is found by the Local Planning Authority to be necessary to demonstrate relevant policies have been satisfied, then your application will usually be refused.

Applicants need to demonstrate a key policy has been satisfied, or a certain key consideration properly addressed as part of their application. It is important to remember “in the absence of...” or “failure to demonstrate that...” is a common Reason for Refusal, and normally an avoidable outcome. It can be an unnecessary cost and frustration to both applicants and neighbours for an application to be refused because drawings or other documents are either inadequate, or absent.

If you think certain documents are not required to accompany your application, please provide a brief explanation why in your submission (see Section 3 - Guidance on validation process).

Requirement	When	Reason	Notes
1.Existing and Proposed Block Plan - Scale 1:100, 1:200 or 1:500 clearly showing all the site boundaries and the direction of North	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed.	Plans should include: <ul style="list-style-type: none"> • footprint of new building works and existing structures • roads / parking areas / dropped kerbs and footpaths • landscaping / position of trees - label any individually protected trees (TPO) • fences / site boundaries / street furniture • location of signage (for advertisement applications)

2.Existing and Proposed Elevations - Scale 1:50 or 1:100	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed.	Plans should be proportionate and annotated, showing the proposed works in relation to existing structures, highlighting any structures to be demolished (cross-hatched in red on existing plans only), and showing the relationship to neighbouring buildings including relative building heights.
3.Existing and Proposed Floor Plans - Scale 1:50 or 1:100	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed.	Plans should be proportionate and annotated, showing the proposed works in relation to existing structures, and highlighting any structures to be demolished (cross-hatched in red on existing plans only).
4.Existing and Proposed Roof Plan - Scale 1:50 or 1:100	All proposals that involve any alterations or extensions to the roof of the building(s)	In order to describe the development proposed.	Plans should be proportionate and annotated, showing the proposed works in relation to existing structures, and highlighting any structures to be demolished (cross-hatched in red on existing plans only).
5.Existing and Proposed Sections - Scale 1:50 or 1:100	All applications involving building work, alterations to buildings or display of advertisements	In order to describe the development proposed	Plans should be proportionate and annotated, showing the proposed works in relation to existing structures, and highlighting any structures to be demolished (cross-hatched in red on existing plans only) and finished floor, ceiling and site levels. Cross and long sections should be provided for all new and altered buildings to reveal construction details. These should be shown in context with ground levels and adjacent buildings where necessary.

VALIDATION REQUIREMENTS - CHECKLIST

Validation Requirement		Application Type											
		Full Application	Outline Application	Listed Building Consent	Advertisement Consent	Certificate of Lawful Use (Existing)	Certificate of Lawful Use (Proposed)	Prior Notification	Approval of Reserved Matters	Removal or Variation of Condition(s) (S73/S19)	Approval of Details (Conditions)	Tree Works (including TPO consent)	Non-Material Amendment (S96A)
National Planning Application Requirements													
1-8	Documents and Drawings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Local Application Requirements													
1-5	Plans and Drawings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Local Application Requirements													
1	Air Quality Assessment (AQA)								✓	✓	✓		
2	Archaeological Assessment		✓						✓	✓	✓		
3	Basement Impact Assessment (BIA)	✓							✓	✓	✓		

4	Biodiversity/Ecology Assessment	✓	✓						✓	✓	✓		
5	Biodiversity Net Gain	✓	✓						✓	✓	✓	✓	
6	Community Infrastructure Levy Information	✓	✓						✓				
7	Contaminated Land Assessment	✓	✓						✓	✓	✓		
8	Daylight / Sunlight assessment	✓							✓	✓	✓		
9	Electronic Communications Code Operators supplementary information	✓						✓					
10	Energy Assessment	✓							✓	✓	✓		
11	Environmental Statement / Environmental Impact Assessment (EIA)	✓	✓										
12	Enfield Epping Forest SAC Recreation Mitigation Strategy	✓	✓	✓				✓	✓	✓	✓		
13	Financial Viability Assessment (FVA)	✓	✓						✓	✓	✓		
14	Flood Risk Assessment	✓	✓						✓	✓	✓		
15	Highway Safety Impact Assessment	✓							✓	✓	✓		
16	Heritage Statement	✓	✓	✓					✓	✓	✓		
17	Lighting Assessment	✓							✓	✓	✓		
18	Marketing Assessment	✓	✓						✓	✓	✓		

19	Noise and Ventilation Impact Assessment	✓							✓	✓	✓		
20	Planning Statement	✓	✓	✓					✓	✓	✓		
21	Sustainable Drainage Strategy (SuDS)	✓							✓	✓	✓		
22	Tall Building Statement	✓	✓						✓	✓	✓		
23	Transport assessment	✓	✓						✓	✓	✓		
24	Tree Assessment	✓	✓						✓	✓	✓	✓	

✓ Instances where such details could be required (See 'When' in tables below).

It is recommended you engage in [pre-application discussions](#) with Enfield Local Planning Authority to confirm whether the related or supporting information is required.

SECTION THREE

GUIDANCE ON SUPPORTING DOCUMENTS FOR APPLICATIONS

Requirement	When	Reason	Notes
Air Quality Assessment (AQA)	<p><u>Proposals</u> involving:</p> <ul style="list-style-type: none"> • major developments • any development that could have a significant impact on air quality, either directly or indirectly. 	<p>London Plan (2021) - S11</p>	<p>You must submit detailed AQAs on the following types of development:</p> <ul style="list-style-type: none"> • major applications where the occupants will be exposed to poor air quality where the development is located along a busy road, diesel railway lines, or generally congested area • development involving substantial earthworks or demolition • development with the potential to significantly change road traffic on any busy roads • development that introduces sensitive uses into an area of poor air quality <p>Refer to Control of Dust and Emissions</p>

<p>Archaeological Assessment</p>	<p><u>Proposals</u> involving extensive demolition or groundworks to:</p> <ul style="list-style-type: none"> • Listed Buildings • Registered Parks and Gardens • Registered Battlefields • Non-designated heritage assets (including those identified by Enfield’s Local Heritage List or the Greater London Historic Environment Record. <p><u>Proposals</u> involving extensive demolition or groundworks within an Archaeological Priority Area (APA) or within 50m of Scheduled Monuments.</p> <p><u>Proposals</u> involving new basements, extensions to basements or other extensive groundworks within an Archaeological Priority Area (APA)</p> <p><u>Proposals</u> involving major developments over 0.5 hectares</p> <p><u>Proposals</u> in which an Environmental Impact Assessment (EIA) (screening or scoping) is required.</p>	<p>London Plan (2021) - D10, HC1</p>	<p>An assessment of potential archaeological heritage should be provided. This should be prepared by a qualified individual or organisation and should use existing information to establish the archaeological significance of the site and the impact of the proposals on surviving monuments or remains. Small-scale archaeological fieldwork may be required to determine the actual extent and degree of survival on site.</p> <p>You can check the Historic England APA constraint map and guidance</p> <p>Refer to Scheduled Monuments</p> <p>Refer to the Greater London Archaeological Advisory Service</p>
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<p>Basement Impact Assessment (BIA)</p>	<p><u>Proposals</u> that include new basements, extensions to basements or other extensive groundworks</p>	<p>London Plan (2021) - D10</p> <p>Enfield Development Management Document (2014) – DMD59, DMD60 and DMD62</p>	<p>The BIA must include the following stages to accurately assess the scale, location and complexity of a scheme:</p> <ul style="list-style-type: none"> • Stage 1 - Screening • Stage 2 - Scoping • Stage 3 - Site investigation and study • Stage 4 - Impact assessment • Stage 5 - Review and decision making. <p>The purpose of a BIA is to assess whether any predicted damage to neighbouring properties and the water environment is acceptable or can be corrected by the developer. Basement development may affect groundwater flows, and even though the displaced water will find a new course around the area of obstruction this may have other consequences for nearby properties, trees, etc.</p> <p>Therefore, a BIA should include:</p> <ul style="list-style-type: none"> • Onsite geological investigation • Depth to groundwater and relative depth of the basement level • Identification of groundwater flow routes, and demonstration that the proposed basement will not impact these • Measures to reduce the impact of the basement on groundwater flows and flooding <p>Applicants should provide a non-technical summary of the evidence against each stage of the BIA in a format that can be understood by those without technical knowledge.</p> <p>This should be prepared by a suitably qualified individual or organisation. Where a new basement, extensions to basements or other extensive groundworks are proposed to a Listed Building, or immediately adjacent to a Listed Building, this should be peer reviewed by a Conservation Accredited Engineer.</p>
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<p>Biodiversity / Ecology Assessment</p>	<p><u>Proposals</u> within:</p> <p><i>Internationally designated sites</i></p> <ul style="list-style-type: none"> • Special Protection Area (SPA)** • Special Area of Conservation (SAC) ** • Ramsar Site <p><i>Nationally designated sites</i></p> <ul style="list-style-type: none"> • Site of Special Scientific Interest (SSSI) • National Nature Reserve (NNR)* <p><i>Regionally and locally designated sites</i></p> <ul style="list-style-type: none"> • Sites of Importance for Nature Conservation (SINCs) • Local Nature Reserve (LNR) • Green Corridors <p><u>Proposals</u> within sites, such as river/canal corridors, that can have an impact on wildlife and biodiversity, especially where protected species are affected.</p>	<p>London Plan (2021) - G1-G9</p> <p>Enfield Core Strategy (2010) - CP36</p> <p>Enfield Development Management Document (2014) - DMD78, DMD79</p>	<p>The assessment should consider the risk of the development creating adverse effects on the stability of adjacent land and/or infrastructure, which should include canal infrastructure, and identify the extent to which mitigation measures may be needed to minimise such risks.</p> <p>This includes demolition and refurbishment works which may impact species using the existing building, such as swifts or bats. Surveys should be undertaken at the appropriate time of year.</p> <p>All major developments are required to evaluate the quantity and quality of urban greening provided by a development proposal. Refer to the Urban Greening Factor (UGF) calculator</p> <p>You can check these constraints on our Local Plan Policies Map and Natural England</p> <p>Refer to Ecological assessments for planning applications</p> <p>* Not in Enfield. Unlikely to be impacted in neighbouring London Planning Authority</p> <p>** Not in Enfield. May be affected in a neighbouring London Planning Authority, depending on the size of the development.</p>
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<p>Biodiversity Net Gain</p>	<p><u>Proposals</u>: All major development and minor developments (exemptions apply) *</p>	<p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended by The Biodiversity Gain Town and Country Planning (Modifications and Amendments) (England) Regulations 2024)</p>	<p>The following list of validation requirements below captures the documents/content which Enfield Local Planning Authority considers necessary to be submitted in order to validate a BNG-liable planning application:</p> <ul style="list-style-type: none"> • Arboriculture Report • BNG Statement • BNG plans and drawings • Completed Biodiversity Metric • Declaration Form • Wildlife / Ecology Survey <p>BNG exemptions are set out in the Biodiversity Gain Requirements (Exemptions) Regulations 2024.</p> <p>*See Guidance on biodiversity net gain section below for more details.</p>
<p>Community Infrastructure Levy Information</p>	<p><u>Proposals</u> comprising 100m² or more new floor space, or comprises one or more new dwellings (even where this is below 100m²)</p>	<p>Required by National Planning Practice Guidance: Paragraph: 098 Reference ID: 25-098- 20190901</p>	<p>For more information, see where CIL charges apply.</p> <p>CIL is a charge on new development to pay for infrastructure (e.g., sports facilities, schools, parks, health facilities and transport).</p> <p>If your proposal meets any of the requirements for the payment of CIL, then you will need to complete the additional information form on the Planning Portal, in addition to demonstrating the potential CIL charges using the CIL calculator.</p>

<p>Contaminated Land Assessment</p>	<p><u>Proposals</u> on potentially contaminated land. This could include:</p> <ul style="list-style-type: none"> • former landfill sites • railway land • waste disposal sites/scrapyards • petrol stations • land used for chemical or industrial processes 	<p>London Plan (2021) - SD1 and E7</p> <p>Enfield Core Strategy (2010) - CP22, CP32</p> <p>Enfield Development Management Document (2014) - DMD66</p>	<p>The amount of information required to assess potential site contaminants should be sufficient to determine the existence, nature, risks, and whether they can be reduced to an acceptable level.</p> <p>To assess potential site contaminants, at a minimum a Preliminary risk assessment (PRA), in the form of a Desk Top Study must include:</p> <ul style="list-style-type: none"> • a description of the site and the scope of the site inspection • a full review of historical land use and the potential for contamination, contaminant type and characteristics • details of consultation with the relevant regulatory authorities • an outline Conceptual Site Model (CSM) identifying potential risks <p>This assessment should be prepared by a suitably qualified individual or organisation in consultation with the Enfield Local Planning Authority.</p>
<p>Daylight / Sunlight Assessment</p>	<p><u>Proposals</u> involving: major developments required only in exceptional cases,</p> <p><u>Proposals</u> that may have a potentially adverse effect on the daylight and/or sunlight enjoyed by adjoining properties</p>	<p>London Plan (2021) - D1-D9</p> <p>Enfield Core Strategy (2010) - CP4, CP30, CP32</p> <p>Enfield Development Management Document (2014) - DMD6, DMD8, DMD10, DMD37, DMD43, DMD69</p>	<p>The assessment should identify and examine the impacts on existing properties and sites with extant planning permissions.</p> <p>The Enfield Local Planning Authority may use an external party to independently assess the submission, the assessment fees shall be paid by the applicant.</p> <p>Refer to: Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice BRE (2022)</p>

<p>Electronic Communications Code Operators Supplementary Information</p>	<p><u>Proposals</u> for mast and antenna development by Electronic Communications Code Operators and mobile phone network operators in England</p>	<p>London Plan (2021) - SI6</p> <p>Communications Act 2003 (as amended)</p> <p>Electronic Communications Code 2017</p>	<p>Supplementary information to be included is as follows:</p> <ul style="list-style-type: none"> • Area of search • Details of any consultation undertaken • Details of the proposed structure • Technical justification and information about the proposed development • A copy of the correct Notice (under DMPO 2015) <p>Applicants must provide a signed declaration that the equipment and installation have been designed in full compliance with the requirements of the radio frequency public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP).</p>
<p>Energy Assessment</p>	<p><u>Proposals</u> involving:</p> <ul style="list-style-type: none"> • major developments • minor developments creating new residential and/or commercial units • commercial/community/industrial extensions of 250m² or greater. 	<p>London Plan (2021) - SI1-SI5</p> <p>Enfield Core Strategy (2010) - CP20-CP22, CP31</p> <p>Enfield Development Management Document (2014) - DMD49, DMD50, DMD51, DMD52</p> <p>Approved Document L, Conservation of fuel and power, Volume</p>	<p>An Energy Assessment should demonstrate how the development will minimise CO2 emissions in line with the Mayor's energy hierarchy.</p> <p>For all major and referable developments this should include:</p> <ul style="list-style-type: none"> • Non-technical summary describing the proposed development summarising number of units and floor areas • Set out the commitments to each stage of the energy hierarchy • Details of how the fabric efficiency is maximised, including compliance with any reduction targets • Evidence of engagement with the decentralised energy network (DEN) provider with confirmation of proposed or future connection opportunities • A detailed feasibility analysis of renewable energy and low carbon heating technologies, demonstrating the maximisation of the roof space for renewables in coordination with any green roof requirements • Details setting out the compensation (financial or in the form of offsite carbon reduction projects) for the residual CO2 emissions to be secured with S106 agreement/draft heads of terms

		<p>1: Dwellings, 2021 edition incorporating 2023 amendments</p>	<ul style="list-style-type: none"> Submission of the GLA's carbon emissions reporting spreadsheet in Excel format along with supporting energy assessment calculation software worksheets (e.g. SAP or BRUKL) <p>For minor residential developments demonstrate how the development will minimise CO2 emissions in line with adopted targets and the latest Part L of Building Regulations.</p> <p>Refer to Sustainable Design and Construction and Energy Assessment Guidance</p>
<p>Environmental Statement / Environmental Impact Assessment (EIA)</p>	<p><u>Proposals:</u></p> <ul style="list-style-type: none"> listed within Schedule 1 of the 2017 Regulations; or listed within Schedule 2 of the 2017 Regulations and likely to have a significant effect on the environment. 	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p>	<p>You should request a screening opinion before submitting a planning application if the development area is over 0.5ha to determine if an Environmental Impact Assessment (EIA) is required.</p> <p>See national guidance on Environmental Impact Assessment which sets out the circumstances in which an Environmental Impact Assessment (EIA) is required.</p> <p>Applicants can request a 'screening opinion' to establish whether an EIA is required before submitting a planning application and/or a 'scoping opinion' to establish the scope and level of detail of information to be provided in the environmental statement.</p> <p>Refer to EIA guidance</p>

<p>Enfield Epping Forest SAC Recreation Mitigation Strategy</p>	<p><u>Proposals</u> creating new residential* units within the identified Zone of Influence</p> <p>*Residential developments subject to screening include all applicable uses within Use Classes C2 (Residential institutions), C3 (Dwellinghouses), C4 (House in multiple occupation), Sui Generis, such as:</p> <ul style="list-style-type: none"> • Dwellinghouses • Student Accommodation (including co-living and hostels) • Residential care homes and residential institutions (excludes nursing homes) • Residential caravan sites (excludes holiday caravans and campsites) • Gypsies, travellers and travelling show people plots • Permanent residential boat Moorings 	<p><u>Conservation of Habitats and Species Regulations 2017 (the 'Habitats Regulations') as amended</u></p>	<p>Natural England has issued <u>formal advice</u> concerning the handling of Habitats Regulations Assessment (HRA) in the vicinity of Epping Forest Special Area of Conservation (SAC) and the impacts on the integrity of the conservation that may arise from new residential development.</p> <p>Natural England's advice has great weight, and the Local Planning Authority has a duty to follow it. At present, in order to comply with the 2017 regulations and March 2019 advice, all residential* development that falls within the 6.2km 'zone of influence' will be subject to a project-level HRA screening and where necessary, appropriate assessment.</p> <p>From 1st April 2019, the Enfield Local Planning Authority (as the 'competent authority' under 2017 regulations) will carry out the screening and any required appropriate assessment at the planning application stage.</p> <p>Our starting point considers that residential development applications within the 6.2 km zone are likely to have a significant effect on the integrity of the Epping Forest SAC - as a result of increased recreational pressure. As such, suitable mitigation will be required in order for a conclusion to be reached, via appropriate assessment, that no adverse effects on the integrity of the SAC will arise in order for planning permission to be granted.</p> <p>'Suitable mitigation' may be in the form of financial contributions for:</p> <ul style="list-style-type: none"> • Strategic access management and monitoring measures (SAMM) at the SAC itself to mitigate on site recreational impacts; and • The provision of suitable alternative natural greenspaces (SANG) to divert visitors away from the SAC and avoid recreational impacts
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			<p>Alternatively, you could also submit an alternative approach to habitat mitigation to allow further appropriate assessment under Habitats Regulations by the Local Planning Authority in consultation with Natural England. Please note this may require additional fees to ensure compliance with legislation.</p> <p>For more details, including the 'zone of influence' map, please see here.</p> <p>This affects the following application types: Full Planning Permission, Outline Planning Permission, Applications for reserved matters, Applications for the discharge of conditions (pre-commencement conditions only) Applications for prior approval / permitted development rights and Applications for minor Amendment).</p> <p>You are required to pay a sum at the point of submission of your application. You can make this payment here.</p> <p>If your decision is refused, we will refund your SAMMs/SANGs payment after 6 months from the date on the decision notice, to account for the appeal process.</p>
<p>Financial Viability Assessment (FVA)</p>	<p><u>Proposals</u> involving:</p> <ul style="list-style-type: none"> major developments those triggering a requirement to provide affordable housing enabling development to secure the future conservation of a heritage asset those where viability is relied upon as a material consideration (e.g. public houses and community facilities) 	<p>London Plan (2021) - H4, H5, H6, H15</p> <p>Enfield Core Strategy (2010) - CP3 and CP5</p> <p>Enfield Development Management Document (2014) - DMD6, DMD8, DMD1 and DMD4</p>	<p>Viability assessments are used to establish the maximum amount of affordable housing that can be delivered on-site; establish whether the loss of certain uses is justified from a viability perspective; and also establish a build cost so that officers can assess whether a proposal is capable of being delivered as designed.</p> <p>Specifically, it should contain detailed information on the following:</p> <ul style="list-style-type: none"> Gross Development Value Build Costs (QS Schedule) Land Value (existing use value plus) Residual values (including comparables) Commercial yields /rents (including comparables) Competitive return to developers

		<p>The Mayor of London's Affordable Housing and Viability Supplementary Planning Guidance (SPG)</p>	<ul style="list-style-type: none"> • Professional Fees/Marketing costs • Evidence and benchmarks to support all values and costs included in the assessment • Justification for all assumptions used in the FVA • A viability assessment model which is capable of full interrogation by the Enfield Local Planning Authority and its advisor • Itemised S106 Heads of Terms and Community Infrastructure Levy (CIL) • Any capital/grant contributions • Build/sale programme • Details of any Registered Housing Provider Scenario testing of the deliverability of the development if the FVA shows a deficit <p>The assessment should be undertaken using a recognized program such as Argus.</p> <p>Applicants must provide the appraisal within the fully testable and editable electronic/software model which allows for full analysis of all the cost and values, inputs and outputs, calculations and assumptions used in the viability appraisal.</p> <p>The assessment should also include a declaration from assessors that the appraisal provides a fair and true reflection of viability and that this complies with professional and ethical standards.</p> <p>Discussions regarding viability are fundamental to a proposed development being found acceptable at planning stage. It is therefore crucial that this is discussed at pre-application stage with officers</p> <p>You should send an un-redacted affordable housing financial viability assessment. The financial viability statement will be published online. When preparing the assessment, you should remove any personal data you do not want published on our website.</p>
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<p>Flood Risk Assessment</p>	<p><u>Proposals</u> involving a change of use, creating new residential and/or commercial units, creating new buildings, basements, extensions to basements or ground level extensions with the following constraints:</p> <ul style="list-style-type: none"> • Surface Water Flood Risk • Flood Zone 2 • Flood Zone 3a • Flood Zone 3b <p><u>Proposals</u> comprising 1 hectare or more in Flood Zone 1</p> <p><u>Proposals</u> creating new buildings, basements, extensions to basements or ground level extensions within 8m of a watercourse (including culverted)</p>	<p>London Plan (2021) - SI 12, SI 13</p> <p>Enfield Core Strategy (2010) - CP21, CP28, CP29</p> <p>Enfield Development Management Document (2014) - DMD59, DMD60, DMD61, DMD62, DMD63</p> <p>The Enfield Strategic Flood Risk Assessment (2008).</p>	<p>The assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account. Those proposing developments should take advice from the emergency services when producing an evacuation plan for the development as part of the flood risk assessment.</p> <p>It is advised:</p> <ul style="list-style-type: none"> • Finished floor levels must be at least 150mm above the 1 in 100 year (plus climate change) surface water flood depth and 300mm above the 1 in 100 year (plus climate change) fluvial flood depth • The development must not reduce flood storage on site – therefore level for level flood compensation will be required • A Flood Management/Evacuation Plan must be provided demonstrating that the evacuation route is in the “Very Low Hazard Level” according to FD2320 • Flood resistant and resilient measures should be utilised where appropriate <p>You can check these constraints on our Local Plan Policies Map and Flood Mapping</p> <p>Refer to Flood Management and Strategic Flood Risk Assessment</p> <p>Refer to Flood Map and Flood Risks</p>
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<p>Highway Safety Impact Assessment</p>	<p><u>Proposals</u> involving:</p> <ul style="list-style-type: none"> • minor developments creating new residential and/or commercial units, changes of use • commercial/community/industrial extensions 	<p>London Plan (2021) - T1-T9, SI7-SI9</p> <p>Enfield Core Strategy (2010) - CP22, CP24, CP25 and CP36</p> <p>Enfield Development Management Document (2014) - DMD45, DMD46-DMD48, DMD57</p>	<p>All relevant proposals require a completed Highway Safety Impact Assessment using the proforma, available here.</p> <p>The Highway Safety Impact Assessment proforma must be used and be submitted to the planning portal in an <u>.xlsm</u> format.</p>
<p>Heritage Statement</p>	<p><u>Proposals</u> that have the potential to affect a heritage asset or its setting.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Listed Buildings • Conservation Areas • Registered Parks and Gardens • Registered Battlefields • Non-designated heritage assets (including those identified by Enfield’s Local Heritage List or the Greater London Historic Environment Record. 	<p>London Plan (2021) - HC1-HC7</p> <p>Enfield Core Strategy (2010) - CP37, CP38</p> <p>Enfield Development Management Document (2014) - DMD44</p> <p>Enfield Heritage Strategy 2019 - 2024 (2019) - Objection 11</p>	<p>A Heritage Statement should:</p> <ul style="list-style-type: none"> • Identify which heritage asset(s) are affected (both positively and negatively) • Assess the significance and condition of the affected heritage asset(s) and the contribution of setting to significance • Describe the works proposed including, where appropriate, large scale details; a material schedule; and methodologies • Specify how the proposal avoids and/or minimises harmful impacts • Determine the impact of the proposal upon the significance of affected heritage asset(s) • Justify any harmful impacts <p>A Heritage Statement can be integrated into a Design and Access Statement.</p> <p>Where a Townscape and Visual Impact Assessment (TVIA) is also provided, this should be cross-referenced within the Heritage Statement. Applicants are discouraged from integrating Heritage Statements into a TVIA.</p>

			<p>Further sources of information include:</p> <ul style="list-style-type: none"> • Development Management Document (2014) Appendix 6 • Historic England (2019) HEAN 12 Statements of Heritage Significance • Historic England (2017) GPA 3 The Setting of Heritage Assets <p>Refer to Listed Buildings</p> <p>You can check these constraints on our Local Plan Policies Map</p>
Lighting Assessment	<p><u>Proposals</u> for external lighting or floodlighting in connection with publicly accessible development or development which is in the vicinity of a residential property, Listed Building, Conservation Area, Registered Park, protected view or biodiversity protected area.</p>	<p>London Plan (2021) - D8, D9, S5</p> <p>Enfield Core Strategy (2010) - CP32</p> <p>Enfield Development Management Document (2014) - DMD43 and DMD69.</p>	<p>An assessment to be provided setting out details of the external lighting or floodlighting including:</p> <ul style="list-style-type: none"> • Layout plan with beam orientation • A schedule of the equipment in the design • Hours of operation • Light spillage / Light levels • Column heights • Method, type and colour of illumination • The size of the light fitting • For projecting signs mark the distance from the edge of the sign to the kerb edge <p>Evidence demonstrating that consideration has been given to the effect of light from the proposed development on biodiversity. Where detrimental effects are identified, suitable on-site mitigation will be required.</p> <p>You can check these constraints on our Local Plan Policies Map</p>

<p>Marketing Assessment</p>	<p><u>Proposals</u> involving the loss of:</p> <ul style="list-style-type: none"> • public houses • community facilities* • commercial space (Class E) • industrial uses • change of use of Listed Buildings 	<p>London Plan (2021) - E1-E11, HC7</p> <p>Enfield Core Strategy (2010) - CP13, CP18</p> <p>Enfield Development Management Document (2014) - DMD19-DMD34, Appendix 13</p>	<p>The purpose of a Marketing Assessment is to demonstrate that all efforts have been made and options explored to prevent the loss of buildings and uses that make a valuable contribution to the Borough.</p> <p>The length of the continuous marketing period and its requirements should be reviewed against the relevant Development Plan Policy for the use. It should generally contain:</p> <ul style="list-style-type: none"> • the period of time the marketing process lasted for this should typically be 24 months unless otherwise agreed with Enfield Local Planning Authority • the asking price/rent; the property should have been marketed at an agreed price following an independent valuation • evidence of the independent valuation • details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards Properties should be offered for sale/rent both locally and London-wide in appropriate publications and through relevant specialised agents • details of the conditions of the building - the property should have been marketed in a condition that allows it to continue functioning in the designated or appropriate alternative use • the terms of sale and/or lease (i.e., any ties on the freehold and leasehold options or restrictive covenants) • copies of all details of approaches and offers with full reasons as to why any offer has not been accepted • details of community consultation exercises • include comparable sites/marketing <p>*An informative guide as to the types of uses this includes is set out in 3.1.1 of the Development Management Document</p>
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<p>Noise And Ventilation Impact Assessment</p>	<p><u>Proposals</u> for residential and other noise sensitive development close to existing sources of noise; noise generating uses that raise disturbance issues to existing buildings (e.g., involving the installation of flues, air conditioning, plant, extraction and mechanical gates).</p>	<p>London Plan (2021) - D14</p> <p>Enfield Core Strategy (2010) - CP4, CP30, CP32</p> <p>Enfield Development Management Document (2014) - DMD8, DMD68</p>	<p>A noise assessment should be prepared by a qualified acoustician detailing Noise Exposure Categories and associated impact and mitigation measures. If the proposal involves installing equipment that may create noise, it is important to ensure that noise levels are no greater than 10 dBA below background noise levels. If noise levels rise above this level, it is important to explain in a statement what the levels are and when, and what mitigation measures are proposed.</p> <p>This should include:</p> <ul style="list-style-type: none"> • plans to scale showing the position and design of ventilation and extraction equipment • full manufacturers details of the equipment proposed including odour abatement techniques • a Noise and Vibration Impact Assessment (see Noise and Vibration Impact Assessment requirements) <p>The assessment should be undertaken as per the methodology laid out in British Standard BS4142 (Methods for Rating and Assessing Industrial and Commercial Sound) 2014.</p>
<p>Planning Statement</p>	<p>Required for all relevant applications*</p>	<p>London Plan (2021)</p> <p>Enfield Core Strategy (2010)</p> <p>Enfield Development Management Document (2014)</p>	<p>Scope and content are dependent on the nature of the proposed development, the type of application and the sensitivity of the proposed development's location.</p> <p>May vary in format from a short summary (e.g., a covering letter) to a detailed document that includes information and commentary on all planning issues relevant to the proposal. Enfield Local Planning Authority will exercise proportionality when advising what should be included in the statement and will only require inclusion of information necessary to enable the assessment of the proposed development.</p> <p>*See Guidance on planning statements section below for more details.</p>

<p>Sustainable Drainage Strategy (SuDS)</p>	<p>Proposals involving:</p> <ul style="list-style-type: none"> major developments, commercial/community/industrial changes of use or new buildings or extensions to basements or ground level extensions new residential buildings or extensions to basements or ground level extensions 	<p>London Plan (2021) - SI 12, SI 13</p> <p>Enfield Core Strategy (2010) - CP28, CP28</p> <p>Enfield Development Management Document (2014) - DMD45, DMD59, DMD60, DMD61, DMD62, DMD63</p>	<p>All relevant proposals require a completed SuDS pro-forma.</p> <p>All developments should incorporate source control SuDS measures (e.g. green roofs, rain gardens and permeable paving) where practicable.</p> <p>Proposals requiring a strategy should contain the following:</p> <ul style="list-style-type: none"> A plan of the existing site A topographical plan of the area Plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks) The controlled discharge rate for a 1 in 1-year event and a 1 in 100-year event (with an allowance for climate change), this should be based on the estimated greenfield runoff rate The proposed storage volume Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible and follow the drainage hierarchy in the London Plan Geological information including borehole logs, depth to water table and/or infiltration test results Details of overland flow routes for exceedance events A management plan for future maintenance
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<p>Tall Building Statement</p>	<p>All applications for tall buildings, those over 6 storeys or 18m in height measured from ground to the floor level of the uppermost storey</p>	<p>London Plan (2021) - D3, D9, HC1</p>	<p>The statement must include the following:</p> <ul style="list-style-type: none"> • A Townscape and Visual Impact Assessment (TVIA) - which must assess the proposed development from relevant local and strategic designated views, and should analyse the historic and emerging pattern of development to establish important undesignated local views • Views provided should be verified Accurate Visual Representations (AVRs) and include, where appropriate, winter/summer and diurnal views. The viewpoints and AVR classification (level 0-1) should be agreed through the pre-application process to avoid abortive work • A Zone of Theoretical Visibility and VU.City model should also be shared with officers • A Wind micro-microclimate study. - the type of assessment required will depend on the height of the building proposed and should be discussed with officers at pre-application stage. It is however advised that tall buildings of 30 metres or more are likely to require either Wind Tunnel testing or Computational (CFD) Simulations • The assessment should be prepared by a suitably qualified wind engineer using the relevant assessment methodology • A lighting assessment ensuring that any lighting needed to contribute to a safer environment is balanced against the need to be sensitive to the surrounding area, avoiding excessive lighting and the potential for light pollution and protecting residential amenity and biodiversity. • Additionally, some schemes incorporate internal lighting which, due to the design of the development, would illuminate exterior areas of the site or wider locality. Examples include large, glazed extensions with extensive internal lighting <p>The assessment should be carried out by a qualified professional in accordance with up-to-date guidance</p>
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			<p>Where appropriate, the TVIA this should be informed by, and cross referenced with, a separate Heritage Statement.</p> <p>If you are proposing a tall building or are unsure whether the proposal would be considered a tall building, is it strongly recommended that this is discussed as part of pre-application engagement.</p>
Transport Assessment	<p><u>Proposals</u> involving:</p> <ul style="list-style-type: none"> major developments 	<p>London Plan (2021) - T1-T9, SI7-SI9</p> <p>Enfield Core Strategy (2010) - CP22, CP24, CP25 and CP36</p> <p>Enfield Development Management Document (2014) - DMD45, DMD46-DMD48, DMD57</p>	<p>The Transport Assessment should identify the impact of the proposal on the transport infrastructure including road capacity, public transport and walking and cycling infrastructure.</p> <p>The coverage and scale of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal.</p> <p>The Transport Assessment should be in accordance with the guidance from Transport for London (TfL).</p> <p>The assessment should provide an assessment of the transport and servicing impact of the development (if applicable) and include:</p> <ul style="list-style-type: none"> Baseline conditions including PTAL of the site Accessibility to the site by all modes of transport should be outlined, likely modal splits of journeys to and from the site provided and needs of all users (including people with a disability) considered Description and analysis of existing transport conditions An analysis on how the proposal will affect the transport conditions Existing and proposed vehicle parking including provision for accessible parking and swept paths Details of the existing and proposed servicing Any mitigation / planning obligations required

		<p>For major developments creating 50+ new residential units, the report shall also include:</p> <ul style="list-style-type: none"> • a Healthy Streets Assessment - policies and strategies to deliver a healthier, more inclusive city, where people choose to walk, cycle and use public transport • a Vision Zero action plan - a plan to reduce road danger for everyone and create streets safe for walking and cycling • a Travel Plan - proposals to manage sustainably the levels of movement generated with the aim of reducing the environmental impact of vehicles, and promote public transport, walking and cycling opportunities for all users • An Active Travel Zone (ATZ) Assessment - assessing the availability, quality and safety of short neighbourhood journeys likely to be made on foot or bike by a new development's land users, and then identifying and discussing delivery of potential improvements to those journeys <p>For all other major developments, the report shall also include:</p> <ul style="list-style-type: none"> • An Active Travel Zone (ATZ) Assessment - assessing the availability, quality and safety of short neighbourhood journeys likely to be made on foot or bike by a new development's land users, and then identifying and discussing delivery of potential improvements to those journeys <p>Early consultation with National Highways is recommended where there is potential for impacts on the National Highways Strategic Road Network (SRN).</p>
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<p>Tree Assessment</p>	<p><u>Proposals</u> involving:</p> <ul style="list-style-type: none"> the removal or pruning of any existing trees* or hedges within a Conservation Area or protected by a Tree Preservation Order (TPO) on site and/or within 15m of the building works. Proposals that include new basements, extensions to basements or other extensive groundworks or engineering operations where these may affect trees* or hedges within a Conservation Area or protected by a Tree Preservation Order (TPO) on site and/or within 15m of the building works. 	<p>London Plan (2021) - G6 and G7</p> <p>Enfield Core Strategy (2010) - CP34, CP36</p> <p>Enfield Development Management Document (2014) - DMD37, DMD79, DMD80 and DMD81</p> <p>British Standard BS 5837:2012 Trees in relation to design, demolition and construction - Recommendations</p>	<p>*The tree needs to have a trunk diameter of 75mm or more when measured at 1.5m above ground level.</p> <p>The Tree Assessment should include:</p> <ul style="list-style-type: none"> a full tree survey an Arboricultural Impact Assessment (AIA) evaluation of tree constraints trees proposed for retention / removal, with Root Protection Areas and shade segments shown on proposed layout plans (Tree Constraints Plan) Arboricultural Method Statement (AMS) to demonstrate how retained trees would be protected Tree Protection Plan including location(s) of proposed new utility / drainage services <p>All reports must be prepared by a suitably qualified arboriculturist and in accordance with policy DMD80 and British Standard BS 5837:2012 Trees in relation to design, demolition and construction - Recommendations.</p> <p>Refer to Tree Protection and Planning</p> <p>You can check these constraints on our Local Plan Policies Map</p>
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GUIDANCE ON PLANNING STATEMENTS

A Planning Statement sets out your development in greater detail and is an opportunity to explain your proposal. The statement should contain headed sections on the following (where applicable):

1. Affordable Housing

When Expected: Proposals which would provide 10 or more new residential units / proposals for residential development on sites with the potential to provide 10 or more residential units.

The statement should assess the appropriateness of the amount, design, deliverability, and type of affordable housing (in conjunction with the Financial Viability Assessment where relevant). The statement must include:

- the number of residential units and where relevant tenure mix
- the mix of unit types with numbers of habitable rooms and bedrooms and the floor space of habitable areas of residential units.
- the number, size and tenure of wheelchair dwellings
- the location of the affordable units on a plan to scale, identifying the size and layout of the affordable units
- details of rent levels for affordable rent units
- details of any discussions with any affordable housing providers and the details of any Registered Providers acting as partners in the development

Note: non-conventional housing units such as student housing may also apply

Refer to: London Plan (2021) - D7, H1-H11, H15; Enfield Core Strategy (2010) - CP3, CP46; Enfield Development Management Document (2014) - DMD1; The Enfield Strategic Housing Market Assessment (2015); The Mayor of London's Affordable Housing and Viability Supplementary Planning Guidance (SPG)

2. Circular Economy Statement

When Expected: Proposals [referable](#) to the Mayor of London.

The statement should demonstrate:

- how all materials arising from demolition and remediation works will be re-used and/or recycled
- how the proposal's design and construction will reduce material demands and enable building materials, components and products to be disassembled and re-used at the end of their useful life
- opportunities for managing as much waste as possible on site
- adequate and easily accessible storage space and collection systems to support recycling and re-use
- how much waste the proposal is expected to generate, and how and where the waste will be managed in accordance with the waste hierarchy
- how performance will be monitored and reported

Refer to: London Plan (2021) -SI 7

3. Community Audit

When Expected: Proposals resulting in the loss of social infrastructure.

The purpose of the Audit is to identify buildings that have community uses or other uses of social / economic value. Social infrastructure includes health provision, education, community, play, youth, early years, recreation, sports, faith, criminal justice and emergency facilities, public houses. If a proposal would result in the loss of social infrastructure, it is strongly recommended that this is discussed with officers as at pre-application stage.

4. Construction Management Plan (CMP)

When Expected: Proposals involving major developments and/or commercial/community/industrial extensions of 250m² or greater

Details should be included of how on-site impacts will be managed during the demolition/construction phase (particularly on homes, other sensitive uses and biodiversity), including traffic management, dust, noise, vibration and stability.

The CMP should include details on the following:

- Scope of works
- Provision of boundary hoarding
- Hours of operation
- Means to control dust and emissions to air
- Means to control noise and vibration
- Proposed working hours
- Any Personal Protective Equipment (PPE) required
- Work programme

It is recognised that the details provided within the CMP, at the application stage, may be subject to change following the appointment of contractors at the development stage should permission be granted. However, it is good practice to consider construction management prior to the submission of an application.

The CMP should be in accordance with the GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction' and also include measures to deal with protection of trees, biodiversity and contaminated land where relevant.

In circumstance where vehicles are required to cross the footway, refer [here](#)

Refer to: London Plan (2021) - T1-T7; Enfield Core Strategy (2010) - CP24-CP25 CP36; Enfield Development Management Document (2014) - DMD45-DMD48; The Revised Technical Standards for Footway Crossovers (2013) and the Section 106 Supplementary Planning Document (2016); GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction.

5. Designing Out Crime Statement

When Expected: Proposals involving major developments and/or commercial/community/industrial extensions of 250m² or greater

The statement must detail how secured by design principles have informed the design and how impacts on crime and anti-social behaviour have been considered.

Refer to: London Plan (2021) - D11.

6. Economic Statement

When Expected: Where there is a proposed loss/reduction of jobs, commercial floorspace and/or industrial capacity

Details of the existing jobs provided on site and the potential jobs that the existing space could provide based on the existing floor area (to include any mezzanine floors and upper floors) in addition to:

- details of any new jobs that might be created or supported
- the relative commercial floorspace, and where relevant industrial capacity, totals for each proposed use (where known)
- any community benefits
- reference to any regeneration strategies that might lie behind or be supported by the proposal
- where employment uses on site would not be replaced on-site or in other Employment Locations, marketing information to prove that the site is no longer suitable or viable for continued employment use

Refer to: London Plan (2021) - E1-E11, SD1-SD10 and S1

7. Green Belt /Metropolitan Open Land Assessment

When Expected: Required for all development within Green Belt or Metropolitan Open Land and/or affecting the openness of the Green Belt or Metropolitan Open Land

The statement should demonstrate the impacts of the proposal upon the openness of the Green Belt or Metropolitan Open Land.

Refer to: London Plan (2021) - G1-G9; Enfield Core Strategy (2010) - CP31-CP33; Enfield Development Management Document (2014) - DMD82, DMD83, DMD89-DMD91.

8. Heads of Terms (S106 Agreement)

When Expected: Proposal which require Enfield Local Planning Authority and applicant to enter into a legal agreement (a planning obligation); for example, to secure affordable housing on site.

Refer to: London Plan (2021) - DF1; Section 106 Supplementary Planning Document

9. Health Impact Assessment

When Expected: Any proposal for major residential developments or of a scale [referable](#) to the Mayor of London

The statement should demonstrate the impacts of the proposal on health, wellbeing and health inequalities. Requirements for planning applications are as follows:

- All major residential developments between 10 and 199 units must complete the Enfield Local Planning Authority HIA screening assessment at pre-application stage, to assess whether a full HIA is necessary and submitted with the application
- All large residential developments (over 200 units or 10,000m²) must submit a more detailed 'Watch out for Health' screening assessment at pre-application stage, with a full HIA submitted where a need has been identified through the screening process

A HIA should be undertaken as early as possible in the plan making or design process to identify opportunities for maximising potential health gains, minimising harm, and addressing health inequalities.

The HIA should:

- identify the impacts of the development proposal on health (including obesity, mental health and physical wellbeing)
- identify opportunities to reduce health inequalities as a result of the development including in their design, construction and management
- detail necessary mitigation (inherent with the scheme as well as through the use of conditions and/or obligations)
- Where a scheme is accompanied by an Environmental Statement, the details may be provided within the document as part of a socioeconomic chapter.

London Healthy Urban Development Unit (HUDU) guidance on desktop HIA should be used. For development proposals of a scale referable to the GLA, a full HIA will be required.

Refer to: London Plan (2021) - HC1, HC2 and GG3, SG2; Enfield Core Strategy (2010) - CP 7

10. Open, play space and recreation assessment

When Expected: Where the loss of open space is proposed, the following must be provided:

- details of existing open space in the vicinity of the site
- details of any open space lost as a result of the development (in sqm)
- details of the area of any open space proposed by the development (in sqm)
- details of the type of open space provided by the development and how it will meet the Open Space standards and targets set out London Plan
- any necessary mitigation - this may include financial contributions to enhance routes to existing open space or to improve the space
- If proposals include the loss of open space, it is strongly recommended that this is discussed with officers at pre-application stage

Where open space is proposed, details of and justification should be provided for proposed play space. This should identify formal and informal play space provision, demonstrating how quantity standards have been met, and should include information on the location and design of the space (including layout, landscaping and materials). Maintenance arrangements should be included.

In relation to playing fields, please refer to [Sport England's Playing Fields Policy](#)

Refer to: London Plan (2021) - D1, D2, D3, D8, G4, S4 and S5; Enfield Core Strategy (2010) - CP32; Enfield Development Management Document (2014) - DMD43 and DMD69

11. Photographs and Photomontages

When Expected: All proposals

Provide photographs of the existing building and relationship with neighbouring building

Refer to: London Plan (2021) - D4, D9 and HC4

12. Schedule of Accommodation and Operation

When Expected: All applications where residential, student or shared living accommodation is proposed.

This should:

- Identify each residential dwelling, its total size and the size of; private external amenity space, bedrooms, living rooms, kitchens (or LKDs), and storage
- Identify their tenure and whether the dwelling is M4(3) or M4(2) compliant
- The residential units must be numbered so that they can be cross referenced to the proposed floor plans
- Operational details to be provided regarding shared circulation spaces, travel distance between drop off points and dwelling entrances, security arrangements (including access control systems), refuse and recycling storage and mailbox locations

Refer: London Plan (2021) - D5, D6, D7, H10

13. Statement of Community Engagement

When Expected: Proposals involving major developments and/or commercial/community/industrial extensions of 250m² or greater

The statement should demonstrate how the applicant has complied with Enfield's Statement of Community Involvement (SCI) and show how the views of the local community have been sought and considered in the development proposals.

The statement shall include:

- Information on how the applicant has complied with the requirements for pre-application consultation set out in NPPG on pre-application engagement
- How the views of the local community have been sought and considered in the formulation of development proposals
- Identification of the number and type of engagements and number of attendees at those engagements
- Pre-application engagement with the Enfield Local Planning Authority

14. Structural Method Statement / Survey

When Expected: Required for all applications involving substantial works where the retained structure is changing significantly, there is a basement, or the development is affecting the foundations.

This should fully assess the impact of the proposal on structural stability including potential impacts on adjacent/nearby properties. This assessment should be prepared and self-certified by a suitably qualified chartered engineer, who is a member of the relevant professional body.

Note: If 50% of the original structural walls of the house are being demolished, or where the original property could not stand following the works proposed (i.e., the original walls left could not self-support whilst the works take place), then the application is not a householder extension.

Refer to: London Plan (2021) - D10

15. Sustainable design and construction statement

When Expected: Major developments, minor developments creating new residential and/or commercial units, and extensions of 100m² or greater.

The statement should set out how the application complies with relevant sustainable design and construction policies and guidance.

For major developments this should include:

- A full Energy Statement
- Assessment of sustainable design standards for new residential and BREEAM pre-assessments (as appropriate)
- draft Green Performance Plan

Refer to: London Plan (2021) - SI1 to SI5, SI7, SI13; Enfield Core Strategy (2010) - CP10, Enfield Development Management Document (2014) - DMD49

16. Utilities and foul sewage assessment

When Expected: Major developments involving connection to utilities infrastructure, e.g., electricity, gas, telecommunications and water supply. The applicant will be required to demonstrate that:

- Following consultation with the service provider, the availability of utility services has been examined and the proposal would not result in undue stress on infrastructure
- Proposals incorporate utility company requirements for substations, telecommunications equipment or similar
- Service routes have been planned to avoid (as far as possible) damage to trees and archaeological remains
- Where development impinges on existing infrastructure, provisions for relocating or protecting that infrastructure have been agreed with the service provider

Refer to: London Plan (2021) - SI5

17. Urban Greening Factor

When Expected: The applicant will be required to demonstrate how Urban Greening has been incorporated into proposals and how this meets the Urban Greening Factor targets set out in London Plan Policy G5 or any subsequently adopted target.

Refer to: London Plan (2021) - G5

18. Whole Lifecycle Carbon Assessment

When Expected: Development proposals [referable](#) to the Mayor of London should calculate whole life-cycle carbon emissions through a nationally recognised Whole Life-Cycle Carbon Assessment and demonstrate actions taken to reduce life-cycle carbon emissions.

Refer to: London Plan (2021) – SI2

GUIDANCE ON BIODIVERSITY NET GAIN

This section sets out the planning validation requirements relating to the implementation of mandatory Biodiversity Net Gain (BNG) from 12th February 2024.

The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended by The Biodiversity Gain Town and Country Planning (Modifications and Amendments) (England) Regulations 2024) sets out the nationally required information to support validation of planning applications in relation to the national biodiversity gain condition. These requirements are the national minimum information requirements.

The **national section** below sets out the interpretation of national requirements that are required for your application to be validated; these are defined by the Environment Act 2021 and any subsequent secondary legislation.

The Planning Practice Guidance sets out that Local Planning Authorities may seek further information (beyond the national minimum information requirements) about the proposed approach to meeting the biodiversity gain objective for the development.

The **local section** below sets out the local requirements of Enfield Local Planning Authority that may be necessary for the successful processing of your application, depending upon its precise nature, constraints or scale. The matters set out in this section are not needed for your application to be validated but may be required to demonstrate that relevant planning policies/legislation have been satisfied by your proposals - failing to submit them at the outset, with your application, could jeopardise validation or what could otherwise be a favourable decision on your application.

National Requirements

- A. a statement as to whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition;
- B. where the applicant believes that planning permission, if granted, would not be subject to the biodiversity gain condition, the reasons for that belief;
- C. in cases where the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition -
 - viii. the completed biodiversity metric calculation tool or tools (as the case may be) showing the calculation of the biodiversity value of the onsite habitat, for the purpose of the biodiversity gain plan required to be submitted under paragraph 13 of Schedule 7A to the 1990 Act if permission is granted, on –
 - a. the date of the application, or
 - b. an earlier date proposed by the applicant, and
 - c. in either case, the date immediately before any activities of the type mentioned in paragraph 6 or 6A of Schedule 7A to the 1990 Act have been carried out on the land;
 - ix. the biodiversity value or values (as the case may be) referred to in paragraph (i);
 - x. the publication date of the biodiversity metric calculation tool or tools (as the case may be) used to calculate the values referred to in paragraph (i),
 - xi. if an earlier date is proposed by the applicant under paragraph (i)(b), the reasons why that earlier date is proposed;
 - xii. if any activities of the type mentioned in paragraph 6 or 6A of Schedule 7A to the 1990 Act have been carried out on the land -
 - a. a statement that such activities have been carried out;
 - b. confirmation of the date immediately before those activities were so carried out, and
 - c. any available supporting evidence for the date referred to in sub-paragraph (b) and for the value referred to in paragraph (i)(c).
 - xiii. a description of any irreplaceable habitat, corresponding to the descriptions in Table 1 or in column 1 of Table 2 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024, that -

-
- a. is on the land to which the application relates; and
 - b. exists on the date referred to in paragraph (i)(a) or (b) (as applicable);
- xiv. a plan showing the location, on the date referred to in paragraph (i)(a) or (b) (as applicable), of –
- a. the onsite habitat included in the calculations referred to in paragraph (i), and
 - b. any irreplaceable habitat.

Note, the above requirements do not apply to an application for permission to develop land without compliance with conditions previously attached made under Section 73 of the 1990 Act.

In accordance with regulations and national guidance, if this information has not been provided, the Enfield Local Planning Authority will likely refuse to validate the application.

This means that for applications where the applicant believes their application, if approved, would be subject to the biodiversity gain condition, they must submit the information set out under clauses (A) and (C) (i-viii) to comply with the national minimum information requirements.

For applications where the applicant believes their application, if approved would not be subject to the biodiversity gain condition, they must submit the information set out under clauses (A) and (B).

Further guidance on the above is provided within the Government's [Planning Practice Guidance](#).

Local Requirements

Justification for requiring further information at validation locally

The Planning Practice Guidance sets out that Local Planning Authorities may seek further information (beyond the national minimum information requirements) about the proposed approach to meeting the biodiversity gain objective for the development. In particular, this may be the case where a Local Planning Authority believes BNG would be a material consideration of the application, and the PPG states that BNG will often be a material consideration.

Local Planning Authorities should take a proportionate approach and set out requirements on their local validation checklist, focused on only necessary additional information. Smaller developments should generally be subject to fewer information requirements than major development unless the development would have an adverse impact on valuable onsite habitats.

It recognises that there is often a strong link between on-site interventions (including the retention of distinctive on-site habitats and significant on-site enhancements) to support BNG and wider planning policies which conserve and enhance biodiversity and protect the environment.

The PPG states that, where relevant, Local Planning Authorities will want to consider whether the biodiversity gain condition is capable of being discharged successfully, particularly where significant on-site biodiversity enhancements or off-site biodiversity gains are proposed. It states that if planning obligations are going to be used, it is good practice to submit information about any potential planning obligations which may need to be entered into connected to the application, and that Local Planning Authorities may seek this via their own local validation checklists.

Information in local validation checklists could include information requirements around:

- any particular BNG matters which will be relevant when determining the planning application, or
- responding to local policies which could influence how the BNG objective is to be met.

The biodiversity gain condition applies to any relevant planning permission and requires pre-commencement determination of the Biodiversity Gain Plan. As such, the Planning Practice Guidance sets out that “it would generally be inappropriate for decision makers, when determining a planning application for a development subject to biodiversity net gain, to refuse an application on the grounds that the biodiversity gain objective will not be met. However, decision makers may need to consider more broadly whether the biodiversity gain condition is capable of being successfully discharged.”

It sets out that a number of matters may reasonably be considered in determining the application in this regard including (though not limited to):

- the appropriate balance between on-site, off-site gains and credits, taking account of the biodiversity gain hierarchy;
- the appropriateness of the type and location of any significant on-site enhancements and associated gains, taking account other policies to support biodiversity (including local nature recovery strategies) and other wider objectives (for example policies for design, open space and recreation, and retention of trees); and
- any planning conditions or S106 planning obligations which may be needed to secure significant on-site or off-site gains for at least 30 years (including any conditions relating to any subsequent reserved matters in relation to phased developments).

If establishing the strategy for delivering BNG requirements is left too late in the site development process, this can lead to increased costs and in the worst cases may lead to an unnecessary reliance upon Statutory Credits. Failing to embed BNG into site selection and design from the start can therefore increase the viability impacts of complying with the requirement. As BNG is a legal requirement, this may unreasonably impact upon a site's ability to respond to / meet other policy objectives.

If such considerations are left to be dealt with entirely at the point of pre-commencement condition discharge, then the relationship with and implications on wider policy objectives and the ability of the application to deliver sustainable development (in the round) cannot be considered.

This runs the risk of approving Biodiversity Gain Plans which in turn trigger S73 applications to vary applicability of other planning conditions.

Given the above, it is essential that sufficient information about the proposed strategy for delivering at least 10% BNG (including the expected balance between on-site, off-site and credits) is submitted as part of a planning application.

This does not mean that the applicant has to have a fully developed Biodiversity Gain Plan or Habitat Management and Monitoring Plan by the point of validation or even determination, but the applicant does need to demonstrate that it has sufficient understanding of how it will approach compliance with the statutory requirement, and justifications associated. There should be a particular focus on the on-site provision, and at least an understanding of the quantum and type of off-site units that may be required and why this is justified as well as proposals for how any such off-site units will be legally secured in relation to the development (see chapter 8 for more information). Ideally, applicants will have an idea of where they plan on sourcing any off-site units, but this cannot be insisted upon at validation.

The full headline list of validation requirements below captures both the national requirements and the documents/content which Enfield Local Planning Authority considers necessary to be submitted in order to validate a BNG-liable planning application:

- Arboriculture Report
- BNG Statement
- BNG plans and drawings
- Completed Biodiversity Metric
- Declaration Form
- Wildlife / Ecology Survey

In detail the information required is as follows:

Item	Commentary
Arboriculture Report	Necessary to help inform accurate baseline, proposals and management plans.
Biodiversity Net Gain Statement	<ul style="list-style-type: none"> • Including all statutory information relevant to the application in relation to the biodiversity gain condition, as set out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). • In addition to this, the Statement should include the following information: <ul style="list-style-type: none"> ○ The steps taken to minimise adverse biodiversity impacts in line with the mitigation hierarchy and Biodiversity Gain Hierarchy; ○ The proposed strategy for meeting the biodiversity gain condition, including the anticipated balance between on-site, off-site gains and credits; ○ The proposed approach to enhancing, managing, maintaining and monitoring biodiversity on-site; ○ The proposed post-development biodiversity value of the on-site habitat to the extent known; ○ A clear definition of any on-site enhancements the applicant believes would be classified as 'significant' and as such need to be legally secured for at least 30 years;

	<ul style="list-style-type: none"> ○ The likely quantum of off-site biodiversity units anticipated to be required to discharge the biodiversity gain condition, together with any justification in relation to the Biodiversity Gain Hierarchy; ○ Where available, any information about potential off-site biodiversity units being targeted; ○ The likely quantum of statutory credits anticipated to be required to discharge the biodiversity gain condition, together with any justification in relation to the Biodiversity Gain Hierarchy ○ Where an application is for a phased development, the proposed strategy for how at least 10% gain is broadly expected to be achieved across the entire development site, including: <ul style="list-style-type: none"> ● the key principles that will be followed to ensure biodiversity gain commitments are achieved through subsequent detailed design; ● how biodiversity net gain delivery will be tracked on a phase-to-phase basis, including the target percentage gains to be delivered at each stage (expectation for “frontloading” into earlier stages); ● the approach to be taken in the event that subsequent phases do not proceed or fail to achieve their biodiversity net gain targets; ● Taking a precautionary approach where the specific definitive number of units/floorspace and / or full site layout are not yet known; ○ Where irreplaceable habitat is present on-site: <ul style="list-style-type: none"> ● A description of any irreplaceable habitat, considerations and calculations relating to any irreplaceable habitat on-site, ● Any details of pre-application discussion with the Enfield Local Planning Authority about bespoke compensation arrangements as appropriate, and ○ Where Habitat Regulations Assessment or other legislative requirement stipulates that an application is also required to deliver mitigation and/or compensation for likely significant effects upon a protected site/species: <ul style="list-style-type: none"> ● Transparency over which on-site and off-site enhancements are related to the habitat mitigations and compensations, and which are related to net gains and counted for BNG purposes. ● This should draw directly on information within any associated Ecological Impact Assessment and make direct links across to relevant information in any Nutrient Neutrality Assessment and Mitigation Strategy, Bat Mitigation Strategy or other appropriate documentation.
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<p>Biodiversity Net Gain plans and drawings</p>	<ul style="list-style-type: none"> • On-site baseline habitat plan; • On-site post-intervention proposed habitat plan; • Where significant on-site enhancements are proposed and as such need to be legally secured, these should be clearly defined on the post-intervention proposed habitat plan; • Where anticipating a reliance upon off-site units and the applicant proposes to legally secure these on a bespoke off-site solution as part of the planning application: <ul style="list-style-type: none"> ○ an off-site baseline habitat plan ○ an off-site post-intervention proposed habitat plan • Plans should be to scale and in line with other validation checklist conventions for site plans. • Plans should identify all different habitats referred to within the Metric submission on the relevant date, including any irreplaceable habitat so the size and location of habitat parcels can be fully understood spatially as well as through the Metric. • Where Habitat Regulations Assessment or other legislative requirement stipulates that an application is also required to deliver mitigation and/or compensation for likely significant effects upon a protected site/species: • A plan clearly identifying mitigations and compensations and, where relevant, how these relate and count for BNG purposes.
<p>Completed Biodiversity Metric</p>	<ul style="list-style-type: none"> • Must be the latest published national statutory Metric appropriate for the size and type of development. • In addition to the statutory requirement to provide the biodiversity value of the onsite habitat on the relevant date asset out in Article 7 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended), this should include: <ul style="list-style-type: none"> ○ the proposed post-development biodiversity value of the on-site habitat to the extent known; and ○ where available, any information about potential off-site biodiversity units being targeted; • Must be submitted as a Microsoft Excel Workbook (versions with macros disabled must be provided) and also as a PDF (note both must be provided). • Any red flag errors relating to non-compliance with trading rules or on-site elements will result in the Metric being returned and the application not being validated.

Declaration Form	<ul style="list-style-type: none"> • A signed declaration form (available here) confirming that: <ul style="list-style-type: none"> ○ to the best of the applicant’s knowledge, the BNG Statement includes all of the information required; ○ the habitat information provided within the submitted Biodiversity Metric is consistent with the information shown on the submitted BNG plans and drawings. ○ the applicant has checked whether the baseline habitat has deteriorated significantly since 30 January 2020, and how the baseline date has been appropriately adjusted to reflect (such as to disregard) any deterioration; ○ the Metric and other Biodiversity Gain Information have been completed by a suitably competent person ○ (Enfield Local Planning Authority Council defines a competent person as being a member of CIEEM or other reputable membership body for ecology professionals (e.g. ALGE, MRSB)); ○ Where necessary, the watercourse part of the Metric and other associated Biodiversity Gain Information have been completed by a suitably competent person (requires specialist training to undertake).
Wildlife / Ecology Survey	All ecological reports should follow CIEEM guidance on the lifespan of ecological reports and surveys

GLOSSARY

A **Major** development is any application that involves:

- Development of floorspace of 1,000m² or more
- Development on sites over 1 ha or more
- Residential development of 10 or more dwellings
- Residential development on a site area of 0.5 hectare or more and the number of dwellings is unknown
- Change of use over 1,000m² or more
- Mineral extraction
- Waste development

A **Minor** development is any application that involves:

- Residential development of between one and nine dwellings
- Development where the floorspace is less than 1,000m²
- Development on sites less than one hectare
- Changes of use less than 1,000m²

Listed Building

Buildings are [listed](#) when they have special architectural or historical interest. Government listing gives a building statutory protection, meaning that you must get Listed Building Consent before undertaking any work that affects its significance. Listed Building consent applications run in parallel with your Full application.

Conservation Area

Conservation areas exist to manage and protect the special architectural and historic interest of a place - in other words, the features that make it unique. Enfield has 22 [conservation areas](#) which we have a duty to preserve and enhance. Part of this duty involves reviewing 'character appraisals' of each area, as well as management proposals. In conservation areas there are some extra planning controls and considerations in place to protect the historic and architectural elements which make the place special.

Article 4 Directions

To protect particularly important features in a conservation area, we may issue an Article 4 Direction. This means that if you are planning any development, you will have to submit a planning application for certain works that would not normally require it. You will find links to [Article 4 Directions](#) in the relevant conservation area pages.

Non-designated heritage assets

Every borough will contain a number of buildings, designed landscapes and archaeological sites that are not on Historic England's National Heritage List for England, but have been identified locally as having some heritage interest meriting consideration on planning decisions. Creating a [Local List](#) is a way for local councils and communities to identify these local landmarks. Many property owners see the recognition of their buildings' heritage character as a positive benefit.

GUIDANCE ON VALIDATION REQUIREMENTS BY APPLICATION TYPE

1. Certificate of Lawful Use (Existing)

Provide a description of the site and its planning history; a clear description of the use(s) or work(s) to which the application relates; an explanation as to why the use(s) or work(s) are believed to be lawful (with reference to planning legislation, where relevant); and appendices containing a dated floor plan, sworn affidavits, rent records, evidence of council tax and utility bills, receipts relating to works, advertisements relating to a business, invoices, tax returns and dated photographs, as appropriate.

Protecting Your Information - As this application may require the submission of documents containing personal information, we recommend you provide a summary list of your evidence setting out the document name(s) and dates for publishing on the council's website.

2. Certificate of Lawful Use (Proposed)

Provide a checklist demonstrating how the proposal meets all restrictions, limitations and conditions of the class of permitted development.

For residential extensions, provide the following (where applicable):

- plans to include critical dimensions such as depth, eaves height and roof height of new extension (s)
- Details of any rooflight projection
- Distance from eaves
- Roof volume calculations
- Internal head heights
- Juliet balcony (or similar) - Include projection from dormer face

3. Advertisement Consent

Provide details of the method (e.g., static), type (e.g., externally/ internally lit) and colour. For projecting signs mark the distance from the edge of the sign to the pavement and kerb edge.

For external illuminations - Detailed drawings of the external lights are required to show design, size, luminosity, position in relation to the proposed sign and projection from the building wall / sign.

For internal illuminations - A section drawing of the proposed sign is required to show its internal illumination.

4. Tree Works (including TPO consent)

If you are proposing to undertake works to trees where one or more are protected by a Tree Protection Order (TPO) and others are not subject to a TPO but are in a Conservation Area, we will consider these as two separate applications. You will need to submit all mandatory documents and local requirement information.

If you are proposing removal or reduction of any protected trees, you will need to submit a separate TPO or Tree in a Conservation Area (TCA) application and provide:

- A sketch plan identifying individual trees using numbers or letters and making sure sketch plans match information on your application form
- For TPO, specific reasons for the works being undertaken
- Crown reduction must be shown by metric dimensions and not expressed as a percentage or fraction
- the desired height / span of the tree after the proposed works, in addition to the proposed amount being removed (TPO and TCA)
- proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant. (TPO)
- If there is a mix of TPO and Conservation Area works, you will need submit 2 applications, one for the TPO work and one for the TCA work

For guidance, please refer to [Tree protection and planning](#)

5. Minor Amendments (S73/S19) and Non-Material Amendments (S96A)

An explanation as to how the proposed development differs to the approved scheme; a summary of relevant national, regional and local planning policies and guidance adopted since the previous permission was issued (without reproducing their full text) and explanations as to how/why the proposed development accords or fails to accord with them; and an explanation as to why the alterations are required.

A set of the relevant approved plans (drawing numbers matching those cited on the approved decision notice) should be provided. These plans should be marked up and annotated with the proposed amendments. If an approved supporting document requires amendments, this should be submitted in its approved form

6. Outline Applications

The Enfield Local Planning Authority reserves the right to request further information in the form of e.g., indicative drawings and other supplementary documents. In accordance with Article 4(2) of the Town and Country Planning (Development Management Procedure)(England) Order 2010, where the Local Planning Authority are of the opinion that, in the circumstances of the case, the application ought not to be considered separately from all or any of the reserved matters, we shall within the period of 1 month beginning with the receipt of a valid application notify the applicant that they are unable to determine it unless further details are submitted, specifying the further details required. All applications should include the following matters:

- Layout - proposed drawings to show approximate location of buildings, routes and open spaces (scale 1:50 or 1:100)
- Scale - proposed drawings to show upper and lower limits for height, width and length of each building (scale 1:50 or 1:100)
- Access - proposed drawings to show areas where access points are situated (scale 1:50 or 1:100)
- Landscaping - proposed layout drawings indicating areas of hard and soft landscaping, fencing or other boundary treatments, and any other amenity features (scale 1:50 or 1:100)
- Appearance - proposed drawings to show elevations of buildings, including materials to be used
- Other illustrative material that demonstrates to the Local Planning Authority that the type and amount of development proposed can be accommodated on the site in accordance with the planning policy framework.

7. Hardstanding

A plan of your front garden is required drawn to a scale of not less than 1:100 (if not drawn to scale all key dimensions must be given in metric). On this drawing, details of levels, drainage, planting areas and direction of surface water flow are required. In addition, a cross section drawing is required, to show the construction of the hardstand/parking area indicating the materials to be used. Advice and guidance are available [here](#).

8. Crossover works

In circumstance where vehicles are required to cross the footway, a plan of your front garden is required to show the size of the garden, the width and position of the crossover, and the distance from either side of crossover to property boundaries. Any features such as walls, pathways, parking areas, trees, and lamp posts must also be marked on this plan. The plan should ideally be drawn to a scale of not less than 1:100 although a hand drawn plan is acceptable if all the dimensions specified are included and shown in metric.

You are advised that the Highways, Traffic & Parking Team should be consulted regarding the construction of the crossover on the public highway and any other work to, under, or over, the public highway, including vaults and thresholds. For further advice and information please see [here](#).

9. Listed Building Consent

When a building is listed all of the building is protected, including the inside, its internal features and any later extensions. This means consent is required from the Local Planning Authority for changes that would affect the building's character - as listed buildings are a crucial part of England's national heritage it is a criminal offence to carry out works which affect their interest without consent.

Whilst regular maintenance and some repairs do not require listed building consent, larger scale changes such as extensions and removing internal walls will. Advice on maintenance, repairs and what will require listed building consent is available from the Local Planning Authority. Because all listed buildings are different and unique, what is actually protected can vary widely from one building to the next; residents can save time and money on proposed changes you can engage in [pre-application discussions](#) with Enfield Local Planning Authority.

Your building does not have to be preserved exactly as it is now, but alterations and extensions must be carried out in a manner that respects the building's historical and architectural importance. If you are not sure whether listed building consent is required, please engage in [pre-application discussions](#) with Enfield Local Planning Authority.

GUIDANCE ON VALIDATION PROCESS (NOTICE UNDER ARTICLE 12)

If you think any of the documents in the local list are not needed or you have received an invalidation letter from the Local Authority you are entitled under the Development Management Procedure Order to ask for waiver.

You must first send the Local Planning Authority a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. This must set out the reasons why the applicant considers that the information requested by the Local Planning Authority, in refusing to validate the planning application, does not meet the statutory tests.

A challenge must be on the following grounds:

- that the requirement(s) are unreasonable having regard, in particular, to the nature and scale of the proposed development; and,
- that the requirement(s) are about a matter which it is unreasonable to think will be a material consideration in the determination of the application.

The Local Authority will consider your request for a waiver and will then confirm that either the information is not required or maintain that the information is required.

Once the validation or non-validation notice has been issued, there is no statutory requirement for the applicant to provide further information nor the local Authority to ask for it, including those matters set out in the Article 12 notice. The application will be determined as submitted.

Notice under Article 12:

Request for Waiver of Planning Application Requirement (Local List) under Article 12 of The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2015

The applicant (name).....hereby requests Enfield Council to waive the requirement to include those particulars or evidence in the submitted application, at:

(Site address)

<p>(i) List below Enfield's local planning application requirements which you do not consider are needed as part of your application submission. Please list each item separately</p>	<p>(ii) explain below the reasons why you do not think the information is needed, setting out a reason for each requirement.</p>