

The Royal Borough of Kensington and Chelsea

Submission Requirements for Planning Applications

18 January 2022



Introduction

The following table is a comprehensive list of the potential information you may need to make for the local planning authority to be able to process your planning application successfully. This document is divided into three sections – do read through all three parts carefully.

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. 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.

The **third section** contains useful additional guidance for submission of applications.

Should you require further information as to whether your proposal requires a certain document, please contact **‘Planning Line’**, on **020 7361 3012**.

Compulsory requirements for validation of applications

You are advised to submit applications electronically, using the Planning Portal.

<http://www.planningportal.gov.uk/planning/applications>

When using the Planning Portal, please be aware that the Council will **NOT ACCEPT** any documents that need to be printed on paper greater than size A3. Please DO NOT submit drawings to us that are not formatted for printing at A3 or less, as your application will be deemed invalid, and you will be asked to resubmit in line with our requirements.

For applications submitted electronically via The Planning Portal you **must** adhere to the following guidelines:

1. Submit all necessary documents in one 'go'.
2. Maximum print size for any drawing of A3. **DO NOT** submit drawings that have to be printed at A2, A1 or A0, as we will not accept these, and your application will be deemed **invalid**. For drawings at A2, A1 or A0, please submit the application form online and submit hard copies of the plans by post. Please make it clear within your online application that hard copies are in the post.
3. Maximum single attachment file size of 5MB Maximum application file size of 25MB.
4. All drawings should be attached as .pdf files (file types for non-drawings are .jpg, .doc and .xls will also be accepted).
5. Ensure all drawings are categorised by type, as presented on the Portal.

For all applications, please note the following:

1. All drawings, reports, and supporting information should be clearly titled and include unique reference numbers with clearly labelled revision references. All plans, elevations, and sections must be drawn to an identified scale. All drawings must include a scale bar and plans should include a North arrow.
2. Information submitted in support of any application will be published online and made publicly available. If you believe exceptional circumstances mean a particular piece of information should not be disclosed, you must discuss this with the local planning authority before you submit the application.

If any of the necessary information listed in SECTION ONE is absent, then it is likely that your application will NOT BE VALIDATED.

Validation requirement	Applications that require this information	What information is required	Policy driver and where to find further information	Additional advice in section 3
Application Form	All applications	Completed application form	National requirements DMPO 2015 NPPG Making an application - GOV.UK (www.gov.uk)	NOTE 1
Site Location Plan	All applications	Up to date map at a scale of 1:1250 or 1:2500. Application site must be clearly edged with a red line & include all land required for the proposed development. Any other land within the control or ownership of the applicant, that is adjacent or close to the application site, should be edged with a blue line.	National requirements DMPO 2015 NPPG Making an application - GOV.UK (www.gov.uk)	NOTE 2

Validation requirement	Applications that require this information	What information is required	Policy driver and where to find further information	Additional advice in section 3
Site Plan	All applications	A site plan at a scale of either 1:200 or 1:500 accurately showing direction of north, proposed development in relation to the site boundaries and other existing buildings on site, all neighbouring buildings, roads and footpaths on land adjoining the site including access arrangements, all public rights of way crossing or adjoining the site.	National requirements DMPO 2015 NPPG Making an application - GOV.UK (www.gov.uk)	NOTE 3
Existing and Proposed Elevations	All applications that involve the creation of new or changes to external aspects of the property	Drawings at a scale of 1:50 or 1:100 (1:50 often preferable), illustrating all relevant external parts. Show existing and proposed elevations beside each other if possible. Where a proposed elevation adjoins another building, or is in close proximity, the drawing should clearly show the relationship between the buildings & detail the relative positions of openings, parapets, levels etc on each property. Blank elevations should also be included for clarity. All drawings must include a scale bar showing lengths of 1m and 10m, and key dimensions. All plans should include the paper size, scale and must show the direction of north.	National requirements DMPO 2015 NPPG Making an application - GOV.UK (www.gov.uk)	NOTE 4

Validation requirement	Applications that require this information	What information is required	Policy driver and where to find further information	Additional advice in section 3
<p>Existing and Proposed Floor Plans</p>	<p>All applications that involve the creation of new or changes to the floor plans of a property</p>	<p>Drawings at a scale of 1:50 or 1:100 showing floorplans of the existing buildings & the proposed building, identifying each relevant floor/ part floor, roof, and means of access. Where existing buildings or walls are to be demolished, these should be clearly shown.</p> <p>The proposed plans should be shown in context with the site boundary and any existing adjacent buildings. Applications for change of use need to be accompanied by floor plans, annotated where helpful, to indicate the extent of the existing and proposed use within the land or building.</p> <p>All drawings must include a scale bar showing lengths of 1m and 10m, and key dimensions. All plans should include the paper size, scale and must show the direction of north.</p>	<p>National requirements DMPO 2015</p> <p><u>NPPG Making an application - GOV.UK (www.gov.uk)</u></p>	<p>NOTE 4</p>

Validation requirement	Applications that require this information	What information is required	Policy driver and where to find further information	Additional advice in section 3
Existing and Proposed Section Drawings	Where a proposal involves a change in ground levels, a change in height, on sloping sites, or sites involving different levels such as lower ground floors or basements, with lightwells and garden levels often best shown in section.	<p>Drawings at a scale of 1:50 or 1:100 (1:50 often preferable) showing cross-sections through the proposed buildings containing details of existing site levels, and finished floor levels with the levels related to a fixed datum point off-site and showing the proposals in relation to adjoining buildings. Use spot levels and cross/long sections as necessary. Annotation may be very useful.</p> <p>All drawings must include a scale bar showing lengths of 1m and 10m, and key dimensions.</p> <p>All plans should include the paper size, scale and must show the direction of north.</p>	<p>National requirements DMPO 2015</p> <p><u>NPPG Making an application - GOV.UK (www.gov.uk)</u></p>	NOTE 4
Appropriate Fee	Any application that requires a fee to be paid – please see the current fee regulations (November 2012 onwards) available at: <u>A Guide to the Fees for Planning Applications in England (planningportal.co.uk)</u>	<p>Full payment at the time of submission by cheque, debit or credit card.</p> <p>Cheques made payable to RBKC.</p> <p>A covering letter is useful.</p>	<p>National requirements DMPO 2015</p> <p><u>NPPG Making an application - GOV.UK (www.gov.uk)</u></p>	NOTE 5

Validation requirement	Applications that require this information	What information is required	Policy driver and where to find further information	Additional advice in section 3
<p>Design and Access Statement (DAS)</p>	<p>Recently the need for these has been reduced to apply only to certain applications – see Note 6 for details.</p>	<p>Report to illustrate the process that has led to the finally submitted development proposal, explaining the approach, justification, and detail of the design, and to describe the standards of accessibility that would be designed into the development.</p>	<p>National requirements DMPO 2015</p> <p><u>NPPG Making an application - GOV.UK (www.gov.uk)</u></p>	<p>NOTE 6</p>
<p>Environmental Impact Assessment (EIA)</p>	<p>National requirement - A Statutory requirement in certain cases of large-scale development.</p> <p>Major projects such as nuclear power stations, chemical installations, motorways, railway lines and ports are all ‘Schedule 1’ development and always require an EIA.</p> <p>For other large projects, covered by Schedule 2, the local planning authority has a responsibility to determine whether EIA is required through the ‘Screening’ process. Examples would be industrial development on a site over 0.5 ha. or urban development projects such as a shopping centre, sports centre, or leisure centre or cinema development over 0.5 ha.</p>	<p>Requirements will vary according to the site context and specific development proposals – it would be very rare for an application involving an EIA to be submitted without a thorough pre-application discussion, and particular requirements should be identified in that process.</p>	<p>European Directive (2011/92/EU as amended by 2014/92/EU). The 2020 Environmental Impact Assessment Regulations:</p> <p><u>Environmental Impact Assessment - GOV.UK (www.gov.uk)</u> <u>The 2020 EIA Regulations - GOV.UK (www.gov.uk)</u></p> <p>MHCLG Direction 2021</p>	<p>NOTE 7</p>

SECTION TWO

Information likely to be needed in order for your application to be assessed by this authority

If the information listed in SECTION TWO is not submitted, or is submitted but in inadequate form, and is found by the 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 “*Failure to demonstrate that...*” is a common Reason for Refusal, and normally an avoidable outcome. It should 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. This information has been prepared having regard to Department for Levelling Up, Housing and Communities Guidance on ‘Making an application’.

If you received pre-application advice through the Planning Advice Service then it would be worth reviewing your advice letter again, to make sure any recommendations within it regarding information needed to assess an application have not been overlooked. **If any areas of advice in the pre-application letter have not been followed, this would put your application at risk unless a convincing justification is presented as to why.**

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Acoustic Report	Any application that involves noise generating development including new development and changes of use that may involve the installation of plant, motors or filters, and/or other machinery including air conditioning units and air source heat pumps on residential or commercial properties.	<ul style="list-style-type: none"> • National Planning Policy Guidance on Noise • RBKC Local Plan policy CL5 • RBKC Noise SPD 	NOTE 8
Affordable Housing Details	<p>Affordable housing statement for all applications for residential development where the floorspace proposed exceeds the Council's threshold of 650 sq m gross internal area (GIA) residential floorspace.</p> <p>In other cases where the proposal includes affordable housing.</p>	<ul style="list-style-type: none"> • National Planning Policy Framework • National Planning Policy Guidance on Viability • London Plan - policy H4, H5, H6. • Mayor of London's Affordable Housing and Viability SPD August 2017 • RBKC Local Plan policy CH2 • RBKC Planning Contributions SPD September 2019 • RBKC Community Housing SPD June 2020 	NOTE 9
Air Quality Assessment	All major and large-scale developments.	<ul style="list-style-type: none"> • National Planning Policy Framework • London Plan policies SI 1, SI 2 • Mayor of London's Control of Dust and Emissions during Construction and Demolition SPG 2014 • Mayor of London's Air Quality Positive guidance pre consultation draft March 2021 • RBKC Local Plan policy CE5 • RBKC Air Quality SPD June 2009 	NOTE 10

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Archaeological Assessment	Any major developments in Tier 1 and 2 Archaeological Priority Areas (APAs).	<ul style="list-style-type: none"> • National Planning Policy Framework • RBKC Local Plan policy CL4 	NOTE 11
Biodiversity Survey and Report	<p>Required if a proposal impacts biodiversity, particularly protected species, whether scheduled or not, affects any Site of Importance for Nature Conservation (Local Site) or any other Local Green Space (park or open space), priority habitat, waterbody or green corridor.</p> <p>This includes refurbishment works which may impact species using the existing building, such as swifts or bats.</p> <p>The Council can provide advice at pre-application regarding whether proposals are likely to have an ecological impact and the need for an ecological assessment.</p>	<ul style="list-style-type: none"> • National Planning Policy Framework • Protected Species and Sites list – Planning and development: Protected sites and species - detailed information - GOV.UK (www.gov.uk) • London Plan policy G6 • RBKC Local Plan policies CR5 and CE4 • RBKC Greening SPD • RBKC Local Biodiversity Action Plan • Natural England Natural England - GOV.UK (www.gov.uk) 	NOTE 12
Community Engagement Strategy	All developments (the level of detail should be proportionate to the scale of the proposed development).	<ul style="list-style-type: none"> • National Planning Policy Framework • RBKC Statement of Community Involvement 	NOTE 13

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Community Infrastructure Levy liability form	All developments that add 100sqm or more of new floorspace or, one or more dwellings (this can be less than 100sqm).	<ul style="list-style-type: none"> Community Infrastructure Levy Regulations 2020 	N/A
Construction Method Statement (CMS)	All developments that include new or enlarged basements.	<ul style="list-style-type: none"> National Planning Policy Framework RBKC Local Plan policy CL7 RBKC Basements SPD 	NOTE 14
Construction Traffic Management Plan (CTMP)	<p>All developments including basements and those with the potential to cause disruption during construction including substantial demolition.</p> <p>All major applications.</p>	<ul style="list-style-type: none"> RBKC Local Plan policies CL7 and CT1 RBKC Basements SPD RBKC Transport and Streets SPD 	NOTE 15
Daylight/Sunlight Assessment	<p>All applications where there is potential for a material impact upon the current levels of sunlight / daylight enjoyed by occupants of adjoining properties, gardens, or amenity space.</p> <p>Consider also where the application site itself is subject to impact from adjoining buildings or features, or where one part of the development is affected by another part of the same development.</p>	<ul style="list-style-type: none"> RBKC Local Plan policy CL5 Building Research Establishment – BRE home - BRE Group 	NOTE 16

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Energy Strategy	<p>For major residential development the requirement is to meet the carbon reduction requirements set out in the London Plan.</p> <p>For non-residential development of 1,000 sqm the requirement is to meet BREEAM very good with 60 per cent of the unweighted credits available in the energy, water and materials sections and conversions and refurbishments of 1,000 sqm or more non-residential development achieve BREEAM very good rating.</p>	<ul style="list-style-type: none"> • London Plan Policy SI 3 • RBKC Local Plan Policy CE1 	NOTE 17
Fire Statement	All major applications.	<ul style="list-style-type: none"> • London Plan Policy D12 	NOTE 18
Flood Risk Assessment	All development proposals of 1 hectare or greater in Flood Zone 1, all proposals for new developments located in Flood Zones 2 and 3, and Critical Drainage Areas which are at risk from surface water and sewer flooding.	<ul style="list-style-type: none"> • National Planning Policy Framework • RBKC Local Plan Policy CE2 	NOTE 19
Floorspace/ Accommodation Schedule	Applications for the creation of new residential units, also very useful to present floorspace details in retail development.	N/A	NOTE 20

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Heritage Statement	<p>All listed building consent applications.</p> <p>Applications for substantial or total loss of a building in a conservation area.</p> <p>Applications for works affecting the setting of a listed building or conservation area.</p>	<ul style="list-style-type: none"> • Planning (Listed Buildings and Conservation Areas) Act 1990 • National Planning Policy Framework • RBKC Local Plan policies CL1, CL2, CL3 and CL4 • Relevant Neighbourhood Plans 	NOTE 21
Land Contamination Assessment	<p>All applications (including change of use) for a proposed use that will be particularly vulnerable to the presence of contamination, OR for any development (including change of use) where contamination is known OR contamination is suspected on site and/or in the surrounding area, an appropriate land contamination assessment prepared by a competent person needs to be submitted with the application.</p>	<ul style="list-style-type: none"> • National Planning Policy Framework • National Planning Policy Guidance – <u>Contamination</u> • RBKC Local Plan Policy CE7 • Mayor of London’s Contaminated Land Process note (June 2020) • Part 2A of Environmental Protection Act 1990 – Contaminated Land Statutory Guidance 	NOTE 22
Lighting Information	<p>All applications involving provision of publicly accessible space, in the vicinity of residential property, a Listed Building or a Conservation Area, a Site of Importance for Nature Conservation or advertisements, where external lighting would be provided or made necessary by the development.</p>	<ul style="list-style-type: none"> • RBKC Local Plan policies CL1, CL2, CL3, CL5, CL11 	NOTE 23

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Marketing and use viability information	<p>For all applications involving loss of:</p> <ul style="list-style-type: none"> • Social and community facilities; • Offices; • Pubs; • Employment space; and • Shops 	<ul style="list-style-type: none"> • National Planning Policy Framework • London Plan • RBKC Local Plan • Relevant Neighbourhood Plans 	NOTE 24
Parking and Access Arrangements	<p>All applications that would result in loss, increase or change in parking provision.</p> <p>Applications for change of use, or for new residential units.</p>	<ul style="list-style-type: none"> • RBKC Local Plan policy CT1 • RBKC Transport and Streets SPD 2016 	NOTE 25
Photographs	<p>Useful for most applications. Photographs should be annotated and accurately reflect what is on and around the site.</p>	N/A	N/A
Planning Contributions: Obligations/ Draft Heads of Terms	<p>Any development that may not be acceptable in planning terms may require an Obligation under S.106 in order to make it acceptable – please see SPD for further information.</p>	<ul style="list-style-type: none"> • Town and Country Planning Act 1990 • Community Infrastructure Levy Regulations 2020 • London Plan policy DF1 • RBKC Local Plan policy C1 • RBKC Planning Contributions SPD 2019 • RBKC Planning Obligations Calculator 	NOTE 26

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Planning Statement	Major developments proposals contrary to policies of the development plan/ Local Development Framework (LDF), and any other situation where approach to certain policies, or rationale behind certain details or approaches, or links to other sites/previous permissions etc, need to be explained.	<ul style="list-style-type: none"> • National Planning Policy Framework • London Plan • RBKC Local Plan 	NOTE 27
Planting and Landscaping Details	Applications that involve significant works to outdoor areas (apart from change of uses & alterations to existing buildings). Minor developments which contain a significant element of landscaping or that result in a loss of private open space. Major proposals with an element of public realm (even where provided on private land).	<ul style="list-style-type: none"> • National Planning Policy Framework • London Plan Policies D8, G7 • RBKC Local Plan policy CR6 • RBKC Trees and Development SPD • RBKC Greening SPD 	NOTE 28
Servicing Management Plan	All sites with off-street servicing facilities and all developments likely to generate significant servicing on-street such as supermarkets, tourist attractions and large hotels.	<ul style="list-style-type: none"> • RBKC Local Plan CR7 • RBKC Transport and Streets SPD 2016 	NOTE 29
Site Waste Management Plan	All major applications.	<ul style="list-style-type: none"> • RBKC Local Plan Policy CE3 	NOTE 30
Waste Storage and Collection Details	Major applications. Other applications that will have an impact on the generation of waste and an increase in demand, for example – conversion of properties, changes of use to restaurants, bars and takeaways.	<ul style="list-style-type: none"> • RBKC Local Plan Policy CE3 	NOTE 30

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Sustainable Drainage Systems (SuDS) Strategy	Major applications. Applications with drainage implications.	<ul style="list-style-type: none"> • National Planning Policy Framework • National Planning Policy Practice Guidance on Flood risk and coastal change • RBKC Local Plan policy CE2 • RBKC Greening SPD 	NOTE 31
Sustainability Statement	All development.	<ul style="list-style-type: none"> • National Planning Policy Framework • London Plan • RBKC Greening SPD 	NOTE 32
Tall Buildings Impact Assessment	Any application for a new tall building (as defined in the London Plan and RBKC Local Plan).	<ul style="list-style-type: none"> • London Plan policy D9 • RBKC Local Plan policy CL12 • RBKC Building Heights SPD 2010 	NOTE 33
Town Centre Impact Assessment	Applications for leisure and tourism developments over 2,500 square metres gross floorspace outside of designated town centre. Applications which include the creation of more than 400 sq m of additional retail floorspace (gross external) when not within an existing town centre.	<ul style="list-style-type: none"> • RBKC Local Plan policies CK2, CK3, CF1, CF2, CF3, and CF4 	NOTE 34

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Townscape and Visual Impact Assessment	Major applications.	<ul style="list-style-type: none"> • National Planning Policy Framework • London Plan • RBKC Local Plan 	NOTE 35
Transport Assessment	Major applications. Applications that have an impact on transport, for example: changes of use or extensions to places such as educational buildings, places of worship and community facilities.	<ul style="list-style-type: none"> • National Planning Policy Framework • London Plan • RBKC Local Plan policy CT1 • RBKC Transport and Streets SPD 2016 	NOTE 36
Travel Plan	30 residential units or more, commercial developments of more than 1000m ² (10,758ft ²) gross floor area (GFA), or schools (of any size) and restaurants with more than 100 seats or more than 200m ² (2152ft ²) GFA.	<ul style="list-style-type: none"> • RBKC Local Plan policy CT1 • RBKC Transport and Streets SPD 2016 	NOTE 36
Tree Survey/ Arboricultural Implications	Where there are trees within the application site, or on land adjacent to the application site, that could influence, or be affected by, the development (including street trees).	<ul style="list-style-type: none"> • National Planning Policy Framework • National Planning Policy Guidance – Tree Preservation Orders and trees in conservation areas • RBKC Local Plan policy CR6 • RBKC Trees and Development SPD 	NOTE 37

Needed for assessment	Types of application and when required	Policy driver and where to find further information	Additional advice in section 3
Ventilation/ Extraction Details	<p>Applications for use as a Café, restaurant, pub, drinking establishment or hot food takeaway, and any other uses where cooking will take place on a commercial scale or where substantial ventilation, or extraction is proposed to be installed.</p> <p>Details also needed for significant retail, business, industrial or leisure or similar developments close to residential properties.</p>	<ul style="list-style-type: none"> • RBKC Local Plan policies CL5, CE6 • RBKC Noise SPD 	NOTE 38
Digital 3D-Model	<p>All developments considered to have significant townscape impacts.</p>	<ul style="list-style-type: none"> • London Plan • RBKC Local Plan policies CR2, CL1, CL11, CL12 	NOTE 39

SECTION THREE

Advice notes

Between planning advice, the table of documents in Sections One and Two, and the further advice presented here in Section Three, you should be clear as to what information you need to submit, and why. If you think certain documents or information might sometimes be useful for assessing similar proposals but, in this case, they do not apply, make this clear in your covering letter.

If you are choosing to submit your application electronically via the Planning Portal, please be aware that the Council will NOT ACCEPT any documents that need to be printed on paper greater than size A3. Please DO NOT submit drawings to us that are not formatted for printing at A3 or less, as your application will be deemed invalid, and you will be asked to resubmit in line with our requirements.

NOTE 1 – Completed Application Form

All the relevant questions should be completed and if not relevant to the application, then the words “Not Applicable” or N/A should be inserted for clarity.

Please ensure that the Description of Development is both full and accurate.

Under the 1990 Town and Country Planning Act (read in conjunction with Article 7 of the General Development Procedure Order 2015) all applications for planning permission must be accompanied by the relevant certificates concerning the ownership of the application site.

Please complete the Ownership Certificate (A, B, C or D as applicable), the Agricultural Holdings Certificate (except for advertisement consent only applications), and the declaration. Ensure **you sign and date each of these sections** – otherwise your application is likely to be invalid.

For a certificate an ‘owner’ is anyone with a freehold interest or a leasehold interest the unexpired term of which is not less than 7 years.

- Certificate A must be completed when the applicant is the sole owner of the site.
- Certificate B must be completed when all the owner(s) of the site are known

If Certificate B has been completed notice must be served on all the owners of the site in question.

- Certificate C must be completed when some of the owners of the site are known but not all.
- Certificate D must be completed when none of the owners of the site are known.

The Agricultural Holdings Certificate is required whether or not the site includes an agricultural holding. Please sign part a) if the site is not an Agricultural Holding.

Applications through the Planning Portal can be made via: <http://www.planningportal.gov.uk/planning/applications>

For applications for ‘prior approval’ for rear extensions outside conservation areas under the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015 the application form and relevant information can be found on the Planning Portal at:

http://www.planningportal.gov.uk/uploads/1app/guidance/guidance_note-larger_home_extension.pdf

NOTE 2 – Site Location Plan

All applications must be accompanied by a site location plan based upon an up-to-date map at a scale of 1:1250 or 1:2500. Where possible the location should show at least two named roads and surrounding buildings identified by road and building number.

The application site must be clearly edged with a red line. It should include all the land required to carry out the proposed development. Any other land within the control or ownership of the applicant that is adjacent or close to the application site should be edged with a blue line.

Site Location Plans can be obtained from the Central Library. There is a charge for this service. More details can be found here:

<https://www.rbkc.gov.uk/libraries-0/our-libraries/kensington-central-library>

NOTE 3 – Site Plan

All applications should include a site plan at a scale of either 1:200 (Householder Application) or 1:500 (Other Applications). This should accurately show:

- The direction of north.
- The proposed development in relation to the site boundaries and other existing buildings on site, with written dimensions including those to the site boundaries.
- All the buildings, roads and footpaths on land adjoining the site including all points of access.
- All public rights of way crossing or adjoining the site.

NOTE 4 – Existing and Proposed Plans, Elevations, and Sections

The submitted drawings should be clearly titled and dated, be at a scale of 1:50 or 1:100 (1:50 preferred), and identify the print (paper) size, the relevant scale at that print size (1:50 at A3 or 1:100 at A3), a scale bar showing lengths of 1m and 10m, and key dimensions. Sometimes it will be appropriate for the scale bar to be broken down into tenths (0.1m) to allow for more accurate measuring. Keep drawing number sequences logical, and simple. 1:20 details (or larger) should be included as appropriate, particularly for listed buildings.

The drawings should show the existing and proposed buildings in elevation, floorplan, and section (as many sections as necessary) with each existing/proposed being at the same scale and including adjoining buildings so that relative heights and positions are clear. For elevations, where relevant, the entirety of the adjoining buildings should be shown. Clearly identify datum points. The direction of north must be shown on all floorplan drawings.

It is recommended that existing and proposed elevations are shown beside each other, for ready comparison. Perspective drawings and CGIs may also be very useful.

Where a proposal involves a change in ground levels drawings should be submitted to show both the existing and finished levels. On sloping sites full information is required concerning alteration to levels, the way in which a proposal would sit within the site and the relative levels between existing and proposed buildings and gardens.

The proposed development should be shown in context with the site boundaries and any existing adjacent buildings including property numbers/names where appropriate. Where roofs or parapets or building lines are being raised/extended, also show the line of the existing as a dotted/coloured line.

Where existing buildings or walls are to be demolished, show these clearly by hatching or colour, and annotation. It is most important that all demolition is clearly identified, as demolition not so identified will not be authorised under any planning permission granted.

Drawings should be annotated clearly to label rooms, show dimensions, and provide useful details and explanations such as materials, as required for the proposal. The use of clouds or bubbles is recommended.

Applications for change of use will need to be accompanied by floor plans where it is necessary to indicate the extent of the use and its relationship to adjacent development, for example, where it is proposed to change the use of part of a floor or building.

NOTE 5 – Appropriate fee

Every application should be submitted with the appropriate fee. You are strongly advised to include a covering letter to explain how you have calculated the fee or explaining why you think a fee is not required in this instance.

Where it is necessary to pay a fee for the application this can be paid by cheque or credit/debit card. If paying by cheque, please write the application address clearly on the back of the cheque. All cheques should be made payable to Royal Borough of Kensington and Chelsea. Further information on the correct fee payable for each development can be found at: http://www.planningportal.gov.uk/uploads/english_application_fees.pdf

NOTE 6 – Design and Access Statement (DAS)

A design and access statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal, and to explain the proposal in a structured way. The level of detail required in a design and access statement depends on the scale and complexity of the application, and the length of the statement varies accordingly. Statement lengths should be proportionate to the complexity of the application.

Design and Access Statements are required for:

- (1) development which is ‘major’ development, as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015;
- (2) all applications for listed building consent
- (3) development in a conservation area, consisting of:
 - one or more dwellinghouses; or
 - a building or buildings where the floor space created by the development is 100 square metres or more.

The design and access statement should cover both the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with. It should:

- (i) explain the design principles and concepts that have been applied to the development;
- (ii) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- (iii) explain the approach taken to access, and how policies relating to access in relevant local development documents have been taken into account;
- (iv) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and
- (v) explain how any specific issues which might affect access to the development have been addressed.

Access for the emergency services should also be explained where relevant. Such information may include circulation routes round the site and egress from buildings in the event of emergency evacuation.

For outline applications, where access is reserved, the application should still indicate the location of points of access to the site. Statements accompanying such applications should, however, clearly explain the principles which will be used to inform the access arrangements for the final development at all scales from neighbourhood movement patterns where appropriate to the treatment of individual access points to buildings.

A DAS is NOT REQUIRED for applications to develop land without compliance with conditions previously attached, made pursuant to s.73 of the 1990 Act, or for applications proposing a material change in use of existing buildings or land.

NOTE 7 – Environmental Impact Assessment

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 – also known as the EIA Regulations – form part of the development control system in England and relate to certain types of development.

The EIA Regulations relate to a European Union Directive (2011/92/EU as amended by 2014/92/EU) on the assessment of the effect of certain public and private projects on the environment) and give planning authorities a means of ensuring that they can take account of the environmental, economic and social implications of individual developments in their decisions on planning applications.

Detailed guidance can be found in the governments' guide to Environmental Impact Assessments at:

<https://www.gov.uk/guidance/environmental-impact-assessment-and-the-2020-eia-regulations> - GOV.UK (www.gov.uk)

Schedule 1 projects require an EIA in every case; Schedule 2 projects require an EIA only if the project in question is judged likely to give rise to significant environmental effects. Definitions of Schedule 1 and Schedule 2 Projects can be found at Appendices 2 and 3.

Where an EIA is required, Appendix 4 to the guidance sets out the information that should be included in an Environmental Statement. The information in the Environmental Statement must be taken into consideration when the local planning authority decides whether to grant planning consent. It may be helpful for a developer to request a 'screening opinion' (i.e., to determine whether EIA is required) from the local planning authority before submitting a planning application. In cases, where a full EIA is not required, the local planning authority may still require environmental information to be provided.

NOTE 8 – Acoustic Report

In accordance with the requirements of the adopted Noise SPD (2009), applications for residential and commercial developments including places of entertainment and all applications where external plant and equipment are proposed should be submitted with a noise survey and report prepared by a competent acoustician, normally a member of the Institute of Acoustics.

This report should contain results of noise surveys to determine the range of ambient and background noise levels. This report should also contain time periods and parameters measured in accordance with this SPD. It should also contain details of noise assessments, predictions and calculations. The report should give recommendations and specifications of works, where necessary, that are required for the development to comply with this SPD.

Any works necessary to control noise should be detailed on the planning application drawings. Where external noise attenuation equipment is proposed, such as acoustic enclosures or acoustic screens, the noise survey report should demonstrate the location, size and visual impact of such equipment on the host building and shown on the drawings accompanying the application. This is especially important regarding historical buildings or buildings situated in conservation areas. Noise measurement surveys undertaken to establish ambient and background noise levels should be undertaken in accordance with the recommendations of BS 4142:2019.

Noise surveys and reports will generally be required for developments including:

1. Building services and other external plant
2. Residential and noise sensitive developments
3. Basement developments
4. New places of entertainment
5. Where there are increases in road traffic

The Noise SPD is available here: <https://www.rbkc.gov.uk/planning-and-building-control/planning-policy/supplementary-planning/noise-spd>

NOTE 9 – Affordable Housing

A full description of the affordable housing offer, to comply with the relevant policies, will be necessary in support of all applications for residential development where the residential floorspace proposed exceeds the Council's threshold of 650 sq m gross internal area (GIA), and in other cases where the proposal specifically provides for affordable housing. Policies may change, and this advice will be updated when that occurs.

The statement should explain what, if any provisions are to be made for affordable housing including details of the location, number and mix of the affordable housing units, including numbers of habitable rooms, bedrooms, and the floorspace (GIA) of each unit and total residential floorspace (GEA).

Statements should consider the advice in the Council's Local Plan, the Planning Contributions SPD, the Community Housing SPD, the NPPG on viability and the London Plan.

See our SPDs on Planning Contributions and Community Housing available at: [Section 106 | Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](#)

[Community Housing Supplementary Planning Document \(SPD\) | Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](#)

And the London Plan at: https://www.london.gov.uk/sites/default/files/the_london_plan_2021.pdf

NOTE 10 – Air Quality Assessment

In accordance with the requirements in Local Plan policy CE5 and London Plan policy SI 1, the Council will require that applicants for planning permission for major development (as defined in the London Plan) demonstrate a reduction in the expected emissions during demolition, construction and operation. An air quality and dust assessment (including an air quality neutral assessment and a dust assessment) should be produced. Where a development is likely to result in increased emissions, developers will be expected to include proposals for the reduction/mitigation of these emissions in a detailed emissions assessment within which an air quality and dust management plan and low emission strategy should be included.

It needs to explain the strategy for reducing emissions from all areas of the development, including transport, heating and energy use, using a range of low emissions strategies or mitigation proposals.

This may be included within an Environmental Impact Assessment (EIA), or as advised at pre application stage.

Further advice is available in the Mayor of London's Supplementary Planning Guidance:

<https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/planning-guidance-and-practice-notes>

NOTE 11 – Archaeological Assessment

You will need to submit a desk-based assessment in line with the requirements set out in the National Planning Policy Framework.

You can find more information about the Archaeological Priority Areas (APAs) in the Local Plan Proposals map. For any small developments (below the threshold of a major) and major developments outside of the APAs you are advised to seek pre application advice from the Greater London Archaeological Advisory Service (GLAAS) to determine whether a desk-based assessment would be required.

NOTE 12 – Biodiversity Survey and Report

It is expected that developers follow the recommendations and guidance set out in the British Standards for Biodiversity: BS42020, to ensure that best practice can be implemented at each stage of the planning process and that developments are informed by sufficient and appropriate ecological information.

It is expected that all development within the Royal Borough consider their impact on biodiversity at all stages of development, from demolition to construction. It is also expected that all developments contribute to the enhancement of biodiversity in the Borough through habitat creation, improved connectivity of ecological features and greening of the built environment, helping to achieve a net gain, these should be proportionate to the scale and impact of a development.

All developments should be achieving a biodiversity net gain, whereby habitats for wildlife are enhanced and left in a measurably better state than they were pre-development.

To do this, you must assess the type of habitat and its condition before submitting plans, and then demonstrate how they are improving biodiversity using an accepted metric.

Before making an application, you should:

- a) Determine whether the proposal is likely to affect biodiversity; and
- b) Establish what information needs to be submitted

Information should be provided on existing biodiversity interests and possible impacts on them to allow full consideration of those impacts.

A) Biodiversity & Protected Species

Certain proposals, which include work such as the change of use/modification/demolition (including part of) of older buildings or roof spaces, removal of trees, scrub, hedgerows or alterations to watercourses, or any of the below, may affect protected species and will need to provide information on them, any potential impacts for them and any mitigation proposals for such impacts. The report should be undertaken by a suitably qualified professional, in accordance with good practice guidelines.

- Buildings with wooden cladding or hanging tiles within 200m of woodland or water, pre-1960 buildings within 200m of woodland or water; or pre-1919 buildings within 400m of woodland or water;
- Tunnels, kilns, ice houses, air raid shelters, and similar underground structures;
- Bridges, aqueducts and viaducts;
- Lighting of Churches and listed buildings or flood lighting within 50m of woodland, water;
- Hedgerows/lines of trees with a connection to woodland or water;
- Works involving felling or lopping veteran trees, trees with obvious cracks, holes and cavities or trees with a diameter greater than 1m at chest height;
- Major proposals within 500m of the perimeter of a pond, or 200m of rivers, streams, canals, lakes or other aquatic habitats;
- Minor proposals within 100m of a pond or adjacent to rivers, streams, canals, lakes or other aquatic habitats.

B) Designated Sites, Habitats and Geological Features

Applications that would affect any of the following must provide an ecological survey assessment and mitigation report, unless an exception applies. The report should be undertaken by a suitably qualified professional, in accordance with good practice guidelines.

If your application affects any of the following:

- Special Area of Conservation (SAC) or Site of Special Scientific Interest (SSSI);
- Site of Nature Conservation Importance (SNCI) - which there are 24 in RBKC;
- Priority habitats – as defined in the RBKC Local Biodiversity Action Plan and London Environment Strategy (2018)

<https://www.rbkc.gov.uk/environment/holland-park-ecology-centre/environment/holland-park-ecology-centre/about-holland-park-ecology-centre/biodiversity-kensington-and-chelsea>

- Secondary woodland or trees or scrub used for nesting by breeding birds;
- Urban greenspace (e.g., parks, allotments, flower-rich road verges, embankments etc).

You must provide an ecological survey and assessment to identify existing biodiversity features and any likely impacts a development may have on biodiversity. You should identify:

- Existing habitats and wildlife features (including trees) on and adjacent to a development.
- Presence or likely absence of protected species on and nearby a development.
- Location of any designated Site of Nature Conservation Importance or other statutory designated site
- Other local habitat and wildlife features in the nearby vicinity, including parks, open spaces, woodlands and gardens (including communal gardens and garden squares) as these may also be impacted by the proposals (for example, through increased lighting or shading from a development)
- Identify any impact on them
- Provide details of any measures proposed to mitigate or compensate for the impacts.

Surveys should be carried out using recognised survey methodology and following good practice guidelines i.e., in suitable weather conditions, at an appropriate time and of appropriate duration and frequency.

Reports must use up to date surveys that are based on the latest legislation and carried out by a suitably qualified ecologist registered with the Chartered Institute of Ecology and Environmental Management (CIEEM).

Ecological surveys are expected to be submitted at the outset of any planning application and will be used to assess a development's impacts and contribution towards enhancing biodiversity. Ecological surveys should also be submitted to Greenspace Information for Greater London (GiGL <https://www.gigl.org.uk>) so that results can contribute to building up the biodiversity information for the borough and Greater London.

For major applications we will require an Ecological Constraints and Opportunities Plan (ECOP) and a balance table setting out habitats lost and gained as well as their relative importance as detailed in the British Standard for Biodiversity (BS42020:2013). The ECOP report can be used to help guide the design of the different elements of a development whilst taking account of its impacts on biodiversity.

Applications that would affect any of the following geological features below must provide a geological survey, assessment and mitigation report, undertaken by a suitably qualified professional, unless an exception applies:

- River and stream sections;
- Underground tunnels;
- Buried geological interest;
- Road, rail and canal cuttings;

Please seek advice if you are uncertain whether a piece of land is a Priority Habitat or covered by other designation. Detailed guidance on dealing with the impact of development on biodiversity and geological conservation is provided in the NPPF (in particular Chapter 11)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

And the accompanying Guide to Good Practice for biodiversity (2006)

<https://www.gov.uk/government/publications/planning-for-biodiversity-and-geological-conservation-a-guide-to-good-practice>

A Biodiversity and Species report may be waived if, following consultation at the pre-application stage, it is confirmed in writing by the Council that a survey/report is not required, or a risk assessment, undertaken by a suitably qualified person, is submitted demonstrating that no protected species are present, or that none would be adversely affected by the proposal.

Further Information and guidance:

Draft Environment Bill, July 2019 – <https://www.gov.uk/government/publications/draft-environment-principles-and-governance-bill-2018/environment-bill-summer-policy-statement-july-2019>

Natural England Standing Advice – Protected species and sites – <https://www.gov.uk/topic/planning-development/protected-sites-species>

CIEEM Guide to ecological surveys and their purpose – <https://cieem.net/resource/guide-to-ecological-surveys-and-their-purpose>

CIEEM Guidelines for ecological report writing – <https://cieem.net/resource/guidelines-for-ecological-report-writing>

CIEEM Biodiversity Net gain: Good Practice Principles for Development – <https://cieem.net/resource/biodiversity-net-gain-good-practice-principles-for-development>

Defra Biodiversity Metric 2.0 – <http://publications.naturalengland.org.uk/publication/5850908674228224>

NOTE 13 – Community Engagement Strategy

Details of community and resident engagement will be needed for all proposed developments but should be proportionate to the scale of the development. It must explain how, where appropriate, the applicant has addressed the requirements for pre- application consultation set out in the Council’s Statement of Community Involvement (SCI) and seek to demonstrate that the views of the local community have been sought, and considered, in the formulation of development proposals. Remember that the NPPF encourages consultation with neighbours, and it is helpful to the Council to understand what contact you have had with neighbours about proposals even with smaller householder schemes. This information can be incorporated in a Planning Statement, or in a covering letter for the application. For smaller applications, you may wish to use the consultation pro-forma which is available on the planning pages of our website.

We have introduced Development Forums for large scale proposals. More information about these including what types of development would require a forum can be found here: <https://www.rbkc.gov.uk/planning-and-building-control/planning-applications/development-forums>

Our SCI can be found here: [Statement of Community Involvement | Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](#)

NOTE 14 – Construction Method Statement (CMS)

A CMS is required for all applications involving a new or enlarged basement. Details of what is required in a CMS can be found in our Basements SPD – [Basements SPD, April 2016 | Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](#)

NOTE 15 – Construction Traffic Management Plan (CTMP)

CTMPs are required with planning applications for basements, major applications for development works and any other development proposals that have the potential to cause disruption including substantial demolition. The need for a CTMP will depend on the nature of a development given the circumstances of the site.

Draft CTMPs submitted with planning applications must provide sufficient detail to demonstrate that the construction traffic and activity associated with the proposed development works would not cause unacceptable harm to pedestrian, cycle, vehicular and road safety, adversely affect bus or other transport operations (e.g. cycle hire), significantly increase traffic congestion, nor place unreasonable inconvenience on the day-to-day life of those living, working and visiting nearby.

CTMPs (whether draft or final) should be prepared using the Council's CTMP proforma. The completion of this template, which covers all pertinent construction traffic issues, will result in a comprehensive plan, suitable for consideration. The document is structured as a questionnaire and includes vital guidance and explanatory text for each question. Failure to complete the pro forma could result in the submitted document being rejected by the Council for being inadequate.

NOTE 16 – Daylight/Sunlight Assessment

Given the tight proximity of buildings in the borough, impact upon daylight and sunlight, as well as sense of enclosure, are frequently controversial issues with proposed development. Planning permission may be refused unless it is demonstrated that the living conditions of nearby residents will not be harmed. Where there is potential for a material impact a daylight, vertical sky component, sunlight availability and shadow study should be undertaken and assessed against the criteria set out in the British Research Establishment document on sunlight and daylight: 'Site Layout Planning for Daylight and Sunlight – A Guide to Good Practice'. It is often necessary to include both VSC and ADF predictions. There are other methodologies, but the BRE guidance is the most used methodology and the one favoured by the Council in presenting a sunlight/daylight analysis.

Further advice is available at: <http://www.brebookshop.com/details.jsp?id=326792>. The BRE Guide to Good Practice can be purchased through this link. Anyone can prepare an assessment, but you are advised to use a competent daylight professional to do this for you.

Impact upon daylight and sunlight levels enjoyed by occupants of neighbouring property can be measured mathematically. Impact in terms of an increased 'sense of enclosure' to neighbours is measured by judgement rather than calculation; if you can see that there may be an increased enclosing effect to neighbouring property, then you can explain, in a Planning Statement or as an attachment to a daylight assessment, what you have done to mitigate such an effect and how you consider the development would satisfy this part of policy CL5.

NOTE 17 – Energy Strategy

Required for all major applications to provide an assessment of how they will contribute towards energy and carbon reduction targets. The energy assessment should be produced in accordance with the GLA's guidance on preparing energy assessments. This will ensure that energy remains an integral part of the development's design and evolution.

https://www.london.gov.uk/sites/default/files/energy_assessment_guidance_2018_-_update.pdf

This guidance relates to domestic and non-domestic applications.

For major residential development the requirement is for zero carbon (see London Plan Policy SI 2).

For non-residential development of 1,000 sqm the requirement is to meet BREEAM very good with 60 per cent of the unweighted credits available in the energy, water and materials sections and conversions and refurbishments of 1,000 sqm or more non-residential development achieve BREEAM very good rating (Local Plan Policy CE1).

A BREEAM assessment certified by an accredited assessor is required for all non-residential major developments, which would establish the sustainability performance of your buildings.

<https://www.breem.com>

All schemes must consider sustainable development principles from the start of the design process and include these in their Design and Access Statement or a Sustainability Statement. Any proposal involving substantial demolition of a building should demonstrate why it is not possible to retain and improve the existing building.

It is recommended that applicants aim to achieve the relevant scores as set out in Policy CE1 in both the pre-assessment and design stage assessment to ensure that any points lost through the construction phase of a development do not result in a lower rating being achieved than what is intended.

Note 18 – Fire Statement

A Fire Statement is required for all major development proposals and should be a standalone document defining the fire safety objectives and performance requirements of a development and the methods by which these objectives will be provided/satisfied. It must be produced by a third party, suitably qualified assessor. The full requirements are set out in policy D12 of the London Plan which can be found here: [the_london_plan_2021.pdf](#)

NOTE 19 – Flood Risk Assessment (FRA)

A Flood Risk Assessment identifies and assesses the risks of all forms of flooding to and from the development and demonstrates how these flood risks will be managed, taking climate change into account. An FRA needs to accompany development proposals (including change of use to a more vulnerable use) of one hectare or greater in Flood Zone 1, all proposals for new developments located in Flood Zones 2 and 3 and development in Critical Drainage Areas. The location of the borough's Critical Drainage Areas can be seen here:

<https://www.rbkc.gov.uk/planning-and-building-control/planning-policy/flooding/critical-drainage-areas>

An FRA should be specific to the development being proposed and proportionate to its scale and location. In some cases, sequential and exception tests may be needed. You need to do a sequential test if both of the following apply:

- development is in flood zone 2 or 3
- a sequential test hasn't already been done for a development of the type you plan to carry out on your proposed site

If your sequential test shows that it isn't possible to use an alternative site, you'll need to do another test called the exception test if your development is:

- highly vulnerable and in flood zone 2
- essential infrastructure in flood zone 3a or 3b
- more vulnerable in flood zone 3a

Ideally this should be completed at the earliest stage of a pre-application process. The planning application may need to be withdrawn or it could be refused if an FRA is not included when required.

Further information on sequential and exception text can be found on the following webpage:

<https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants>

For further information please see the following webpages:

Government webpage: <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications>

Planning Practice Guidance checklist:

<https://www.gov.uk/guidance/flood-risk-and-coastal-change#Site-Specific-Flood-Risk-Assessment-checklist-section>

NOTE 20 – Floor Space/Accommodation Schedule

In accordance with Policy CH2 of the Local Plan, applications for the creation of new residential units should include a schedule of accommodation in table form presenting residential unit types, mix, tenure, and floor space – listed in both GEA and GIA. A Schedule will be needed whether new units are being proposed, OR the number of units is being reduced through ‘deconversion’. In the case of ‘deconversion’ of buildings currently divided into small flats, a full schedule of the number, type and size of existing and proposed units should be provided to enable the net change in the number and size of units to be assessed.

NOTE: Other policies within the Local Plan set out where the Council will permit new residential uses and floorspace. Refer to policy CF3 in relation to introducing new residential use at ground floor level within town centres; CK2 in relation to loss of shops outside of town centres; CF5 in relation to business uses and in relation to new development within employment zones; CF8 in relation to hotels and policy CK1 in relation to social and community uses.

NOTE 21 – Heritage Statement

Heritage assets include listed buildings, buildings within Conservation Areas, or buildings of particular merit or interest outside designated Conservation Areas. The Government’s expectations for applications that affect heritage assets are set out in paragraph 189 of the National Planning Policy Framework (NPPF).

To meet these expectations, applications for Listed Building Consent need to include a Heritage Impact Assessment, which is likely to need to include:

- a schedule of works to the listed building, and an analysis of the impact of these works on the significance of the archaeology, history, architecture and character of the building/structure along with a statement explaining the justification for the proposed works and principles which inform the methodology proposed for their implementation;
- contextual and detailed photographs of the buildings/structure as existing to illustrate any features which are proposed to be altered or removed;
- where reinstatement of lost or damaged features is proposed, where possible, historic evidence to support the detail of reinstatement should be provided i.e. historic plans or photographs;
- for any alterations, replacement, or installation of features such as windows, doors and shopfronts, elevation plans and sectional drawings to a scale of 1:20 or less. Further details of features such as architrave, cills, horns, glazing bars, lintels, transom, mullions, panelling, mouldings, meeting rails etc may need to be at a scale of 1:5 or less;
- a detailed specification for all proposed materials including, where appropriate samples.
- details of any works involving underfloor heating, tanking, installation of recessed downlighters or new service or drainage runs

For applications either related to or impacting on the setting of heritage assets, a written statement that includes plans showing historic features, listed buildings, historic parks & gardens, scheduled ancient monuments, an analysis of significance for archaeology, history & character of building/structure, justification for proposed works, & impact on the special character of listed building, its setting & setting of adjacent listed buildings, or upon character or appearance of a Conservation Area.

The scope and degree of detail necessary in the appraisal will vary according to the particular circumstances of each application. Applicants are advised to discuss proposals at pre-application stage with a planning officer and/or a conservation officer.

For assessing impact upon archaeology, applications that involve development which will lead to intrusive ground works in an area identified as being of known archaeological interest, potential archaeological importance, or affecting nationally important archaeological remains, whether scheduled or not, should provide an archaeological desktop assessment; a field evaluation report should be provided if that has been advised at pre-application enquiry.

Geodiversity sites should be recognised for their importance in providing habitats for biodiversity and in allowing delivery of ecosystem services.

For further guidance in the NPPF see: <https://historicengland.org.uk/images-books/publications/gpa2-managing-significance-in-decision-taking/gpa2>

and: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf

General and technical advice on making changes to listed buildings is available on the Historic England website, including here:

<https://historicengland.org.uk/advice/technical-advice/buildings>

<https://historicengland.org.uk/advice/your-home>

<https://www.spab.org.uk/advice>

NOTE 22 – Land Contamination Assessment

For all new development (including change of use) with a sensitive end use (e.g., residential, nurseries, schools, hospitals, play areas) that is particularly vulnerable to contamination, a minimum of a Preliminary Risk Assessment (PRA) prepared by a competent person will be required regardless of the history of the site or the surrounding area, whether it is suspected of being contaminated or otherwise. The same minimum requirement of a PRA applies for all new development (including change of use) on land known to be contaminated or suspected of being contaminated due to historical uses on site and/or in the surrounding area.

Furthermore, dependent on the site and the end use and the potential for contamination to affect the development proposals, the minimum requirement may be expanded to also include submission of a Site Investigation and Quantitative Risk Assessment and Remediation Strategy with a Verification plan prepared by a competent person(s) to clarify the contamination risks and the feasibility of the application.

It is essential for applicants to address potential contamination matters early in pre-application discussions with planning officers. Further advice on land contamination and contaminated land can be found on the GOV.UK website:

<https://www.gov.uk/guidance/land-affected-by-contamination>

<https://www.gov.uk/government/collections/land-contamination-technical-guidance>

And in the ‘Environment’ part of the Council’s website:

<https://www.rbkc.gov.uk/environment/land-contamination/land-contamination>

NOTE 23 – Lighting Information

When designing external lighting, whether to illuminate advertisements or to illuminate buildings or spaces, give careful thought as to the position of neighbours’ windows, and how neighbouring properties might be affected. Lighting may be very useful to highlight the architecture of a building but can also have a deleterious effect upon the living conditions enjoyed by neighbours, the enjoyment of greenspaces including communal gardens and garden squares, as well as local biodiversity.

In accordance with the general requirements of Policy CL2 of the Local Plan, all proposals involving the provision of publicly accessible developments, in the vicinity of residential property, a Listed Building or a Conservation Area, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on. These details should include a clear layout plan with light spread and beam orientation if applicable, and a diagram showing the intensity of illumination – can be annotated on submitted plans.

See government advice on lighting at: <http://www.planningportal.gov.uk/permission/commonprojects/lighting>

NOTE 24 – Marketing and Use Viability information

Marketing evidence should cover a reasonable period which is usually, but not always limited to 12 months. The site should be marketed at a realistic price or rent, to demonstrate there is no longer a demand for the use. If you intend to use viability to justify failure to meet policy requirements, you must also provide a viability report to support your application.

NOTE 25 – Parking and Access Arrangements

In accordance with the details set out in the Transport and Streets SPD 2016, all non-householder applications should include details of existing and proposed parking provision, including cycle parking, and a justification of the level of provision – best included upon submitted plans as annotations.

Applications that include new additional residential units should be accompanied by a draft permit-free legal agreement.

You should also include up to date office copy entries from the Land registry for all parties who have an interest in the development site, including leaseholders and freeholders and anyone who has a charge over the site. The legal agreement should clearly identify which units within a development are to be permit-free if the requirement does not apply to all properties (for example where there are additional residential units being created in an existing residential use). The draft legal agreement will then be considered by the Director of Law who will liaise with the applicant before confirming it is satisfactory and ready for signature. The legal agreement will generally need to be signed and completed to the satisfaction of the Director of Law before planning permission is granted otherwise the application may be refused.

The Council's Transport and Streets SPD (2016) can be found here:

<https://www.rbkc.gov.uk/planning-and-building-control/planning-policy/transport-and-streets-spd-april-2016>

NOTE 26 – Planning Contributions: Obligations/Draft Heads of Terms

Planning obligations are secured through legally binding agreements between the Council as the local planning authority and a developer and can involve financial or non-financial obligations. Their purpose is to make development acceptable which would otherwise be unacceptable in planning terms. They can be used to specify the nature of a development, compensate for loss or damage created by a development or address a development's impact on the local area.

In accordance with the adopted Planning Contributions SPD, in appropriate cases where s106 requirements are known, developers will be required to submit draft or executed unilateral planning obligations as part of their planning application. Where a unilateral obligation is not appropriate, developers should use the SPD and Planning Contributions Calculator to identify and submit the heads of terms of the legal agreement with their planning application. More information can be found here:

[Section 106 | Royal Borough of Kensington and Chelsea \(rbkc.gov.uk\)](#)

NOTE 27 – Planning Statement

A planning statement is a key part of many planning applications, identifying the context for a proposed development and including an assessment of how the proposed development accords with relevant national, regional and local planning policies.

A planning Statement should support all “major” developments, any developments contrary to policies of the development plan, and any other situation where approach to certain policies, or rationale behind certain details or approaches, or links to other sites/previous permissions etc, need to be explained. Also, where specified in pre-application advice, and any application requiring some written description and justification, including Certificates of Lawfulness, or any proposal necessitating balancing of policies or considerations that pull in different directions.

If the application is, in some way(s), departing from pre-application advice, a planning statement is where an explanation should be presented as to why. The statement should detail any benefits and/or harm arising from the development, and if there is any identified harm, how this would be addressed/mitigated.

The statement should explain how the proposal relates in policy terms to national and regional planning guidance, the development plan (meaning both London Plan and the Local Plan) and adopted Supplementary Planning Documents but should not just look to repeat the Council’s policies word for word. It should also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission, including how consultation took place, its outcomes and how any issues which arose have been dealt with (see Note 13 relating to a Community Engagement Strategy).

Applications which involve the loss of retail use, loss of commercial use, or loss of social and community uses will need to demonstrate that harm will not be caused by weighing market and other economic information alongside environmental and social benefits, take full account of any longer term factors and benefits, as well as the costs of development, such as job creation or improved productivity including any wider benefits to national, regional or local economies; and explain why the proposals would help to meet the wider objectives of the development plan.

A planning statement can accompany almost any application, including an application for a Certificate of Lawful Development, where some explanation of background, fact, detail, balance, probability, or argument is relevant. The information provided therein should be proportionate to the proposed development.

NOTE 28 – Planting and Landscaping Details

In accordance with Policy CR6 of the Local Plan, applications for planning permission that involve significant works to the outdoor areas (apart from change of use and alterations to existing buildings) should be accompanied by details of landscaping, hard and soft. The details can be depicted/annotated on submitted plans.

Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development see note 37 - Tree Survey/Arboricultural Implications. New trees and shrubs should be identified clearly in their positions, by species, size and densities, on proposed garden plans.

NOTE 29 – Servicing Management Plans (SMP)

Servicing management plans should include the following:

- how delivery vehicles and servicing will be managed at the site;
- the hours of deliveries and servicing, timed to avoid peak traffic hours;
- how deliveries will be controlled to ensure the development does not adversely affect the highway;
- an explanation of the controls on the types and sizes of vehicles accessing the site to ensure they are appropriate to the local area and environmentally acceptable in terms of exhaust and noise emissions.

The SMP must be consistent with the London Lorry Control Scheme, operated by London Councils and, if applicable, TfL's 'Code of practice for quieter out of hours deliveries'. The latter was developed in conjunction with traffic management measures implemented during the London 2012 Olympics and remains valuable.

Where no off-street servicing space is provided, but where on-street servicing is likely to occur, a drawing showing when and where servicing can take place on-street must be provided. Developers should produce swept path drawings to demonstrate that the loading will operate satisfactorily and can accommodate all those vehicles that need to access the development.

More detail can be found within the adopted Transport and Streets SPD:

<https://www.rbkc.gov.uk/planning-and-building-control/planning-policy/supplementary-planning/transport-and-streets-spd-april>

NOTE 30 – Site Waste Management Plan (SWMP) and Waste Storage and Collection Details

All major development must prepare and implement a Site Waste Management Plan (SWMP) for demolition, excavation and construction waste. This should be submitted with your application to demonstrate the proposal will accord with Policy CE3 of the Local Plan. A SWMP should identify type & volume of material to be demolished and/or excavated, opportunities for reuse & recovery of materials & demonstrate how off-site disposal of waste will be minimised & managed. You should not start large scale construction work until you have an SWMP in place. The SWMP must include as a minimum:

- what kind of waste your site produces
- how you dispose of the waste, e.g., reuse, recycle, landfill
- who your waste carrier is and their registration number
- the address and environmental permit or exemption number of the site where your waste is going

The SWMP should identify the type and volume of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed. See: <https://www.gov.uk/site-waste-construction-plans> and for SWMP guidance go to: <https://webarchive.nationalarchives.gov.uk/ukgwa/20130403020108/http://archive.defra.gov.uk/environment/waste/topics/construction/pdf/swmp-guidance.pdf>

Waste Storage and Collection Details

All new development must provide innovative well designed, functional and accessible refuse and recycling storage space which allows for ease of collection in all developments. It is important this is designed into the scheme early on to ensure adequate and satisfactory provision.

NOTE 31 – Sustainable Drainage Systems (SuDS) Details

Policy CE2 requires the reduction of surface water run-off through the implementation of sustainable drainage systems (SuDS).

CE2g explains that major development should achieve greenfield run-off rates and minor development achieve a reduction of 50% of existing rates, ensuring that surface water run-off is managed as close to its source as possible, through:

- i. the increase of permeable surfaces;
- ii. recognising opportunities for SuDS to provide other environmental benefits;

iii. factoring all flows into the sewer system (including swimming pools discharges, groundwater or other flows) in the calculations of greenfield run-off rates.

There are different ways of implementing our SuDS policy which are explained in our dedicated SuDS webpage:

<https://www.rbkc.gov.uk/planning-and-building-control/planning-policy/flooding/sustainable-drainage-systems>

Applications for major development should be accompanied by a SuDS proforma which is available at the GLA website:

<https://www.london.gov.uk/what-we-do/environment/climate-change/surface-water/london-sustainable-drainage-proforma>

NOTE 32 – Sustainability Statement

All applications will need to demonstrate the sustainability principles of the proposal development including the positive and negative environmental, social and economic considerations. Depending on the scale of the proposal this could be included in a planning statement rather than a separate statement however all major planning applications will require a standalone Sustainability Statement.

A BREEAM assessment certified by an accredited assessor is required for all non-residential major developments, which would establish the sustainability performance of your buildings.

An assessment is also required to demonstrate that major residential development meets the carbon reduction requirements set out in the London Plan.

See the following links:

<https://www.bregroup.com>

<https://www.breem.com>

NOTE 33 – Tall Buildings Impact Assessment

All applications for new tall buildings (as defined by the London Plan) should include an assessment of the following:

- Visual impact assessment study to illustrate the impact on the context, especially on heritage assets and significant views, including computer-generated zone of visual influence and impact on local, medium and long distance views from relevant assessment points defined by the Council. Proposals should be shown in daylight, and night conditions, and in different seasons. Please see also Note 19 for information on how to handle the setting of designated heritage assets.
- Physical impact assessment study to illustrate the impact on micro climatic conditions (wind tunnel studies, sun path studies, overshadowing, heat island and glare studies), privacy and overlooking, telecommunications, and subterranean service infrastructure.
- Movement statement that provides a traffic impact assessment, including car parking, pedestrian movement and public transport needs, and a servicing strategy.
- Building services strategy, including building systems and enclosure, energy consumption and efficiency, lighting (day and night-time), waste storage and disposal, and maintenance.
- Sustainability statement outlining how the building will apply best sustainable practices, including energy management and production, resource conservation, materials specification and waste management. A recognised method of sustainability assessment should be used (e.g., BREEAM, EcoHomes).

The greater the scale, impact and complexity of the proposals, the more detailed and comprehensive the statements should be. An Environmental Impact Assessment (EIA) is likely to be required for tall building proposals. To avoid duplication, on submission the applicants may wish to include the above impact studies within the EIA. Applications submitted without the above supporting information may lead to a planning refusal on the grounds of insufficient information to allow the application to be fully and effectively assessed.

Applicants are strongly encouraged to discuss their proposals for tall buildings with planning and design officers as pre-applications, with discussions beginning as early as the concept stage. Draft plans and initial design statement and impact studies are important to these discussions and should be made available to the officers at the earliest opportunity.

Historic England Advice Note 4 provides guidance on applications for tall buildings which may affect heritage assets:

<https://historicengland.org.uk/images-books/publications/tall-buildings-advice-note-4>

NOTE 34 – Town Centre Impact Assessment

Applications for main town centre uses (as defined below) which are proposed to be located outside designated town centres, where not in accordance with the Local Plan, should be accompanied by evidence providing:

- a needs assessment, including quantitative and qualitative need, justifying the development;
- details of the sequential approach undertaken that have led to the proposed site being selected site (excluding extensions to existing developments if they are less than 200 sq. m);
- an assessment of the proposed development’s impact on the vitality and viability of existing centres;
- the nature of the assessment should be proportionate to the scale of the development proposed.

Main town centre uses in this context, are defined as:

- retail;
- leisure, entertainment facilities, and more intensive sport and recreation uses such as cinemas, restaurants, bars and pubs, night-clubs, casinos, or health and fitness centres;
- arts, culture and tourism (theatres, museums, galleries and concert halls, hotels, and conference facilities);
- office development is normally considered to be a town centre use. However, in this context the creation of additional office floorspace will not require a town centre impact assessment.

Further advice on town centres can be found in the National Planning Policy Framework (NPPF), with Chapter 7 of relevance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740441/National_Planning_Policy_Framework_web_accessible_version.pdf

It can also be found within the “Ensuring the vitality of town sections” section of the National Planning Policy Guidance (NPPG):

<https://www.gov.uk/guidance/ensuring-the-vitality-of-town-centres>

NOTE 35 – Townscape and visual impact assessment

All major applications must be accompanied by an assessment of the character of the surrounding townscape and effect of the proposed development on views from locations around the site, including the effects on heritage assets, where applicable.

To ensure they fairly represent what people will perceive, photographs should be taken using a 50mm lens as advised by the Landscape Institute.

NOTE 36 – Transport Assessments and Travel Plans

In accordance with the requirements of the Transport and Streets SPD 2016, and ensure new development is consistent with Local Plan Policy CT1 a full Transport Assessment (TA) will be required for developments likely to have significant transport impacts. These are likely to include the following scales of development but may include other types of development as necessary: 30 residential units or more; commercial developments of more than 1000m² (10,758ft²) gross floor area (GFA); schools of any size; hotels with 50 beds or more resulting from a proposal, and restaurants with more than 100 seats or more than 200m² (2152ft²) GFA.

A shorter Transport Statement (TS) will still be required when the development is expected to generate relatively low numbers of trips or traffic flows with minor transport impacts. Its purpose would be to cover matters such as trip generation resulting from the development, description of PTAL levels, improvements to site accessibility, car parking provision and internal vehicular circulation, traffic impacts of servicing requirements and the net level of change over any current development within the site.

Transport Assessments should be based on TfL's current Transport Assessment Guidance

<https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessments?intcmp=10094>

In order to avoid unnecessary duplication of survey data applicants should contact the Highways and Transportation Team using the Planning Advice service at the earliest opportunity.

Further information on the thresholds involved can be found within the Transport and Streets SPD 2016 available at:

<https://www.rbkc.gov.uk/planning-and-building-control/planning-policy/supplementary-planning/transport-and-streets-spd-april>

A Travel Plan is a package of practical measures to reduce car travel to and from a proposed site, and to encourage the promotion of more sustainable forms of transport by increasing the awareness of travel options. Travel Plans should be submitted as part of the application alongside the Transport Assessment. The Travel Plan will be secured by way of a condition on the permission, or by inclusion within a Planning Obligation under s.106. Travel Plans should be produced in accordance with TfL's current guidance of travel plans.

<https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans>

It is accepted that Travel Plans submitted along with an initial application are likely to be in outline form, but where full details of the occupant are known, or where the application is for the expansion of an existing use, a full Travel Plan would be preferred.

A Travel Plan will be required for the following scales and types of development: those of 80 residential units or more; commercial developments of more than 2500m² (26,896ft²) GFA; retail developments of 1000m² (10,758ft²) or more; hotels with 50 beds or more; schools of any size; other types of development that the Council may determine from time to time.

NOTE 37 – Tree Survey/Arboricultural Implications

Where there are trees within the application site, or on land adjacent to the application site that could influence, or be affected by the development (including street trees), regard should be given to the Council's 'Trees and Development – Supplementary Planning Document' SPD:

<https://www.rbkc.gov.uk/planning-and-building-control/planning-policy/supplementary-planning/trees-and-development>

Seeking pre-application advice from the Council's Arboricultural team is recommended to enable applicants to establish what level of information they will be required to submit. The following information should normally be submitted as part of a planning application:

- Land Survey – Land surveys should be precise and show all relevant site features, including accurate location and identification of all trees, hedgerows and shrubs over 2m in height and/or with a stem diameter of 7.5cm measured at 1.5m above ground level. This survey should be made available as scale drawings (preferably 1:100 or 1:200) and in a commonly agreed digital format, if available, before any application for planning permission is submitted. The survey should also include spot heights of ground level throughout the site and location of trees on adjoining land less than half a tree height from the site boundary.
- Tree Survey – All trees should be numbered on the land survey plan. Where appropriate, due to dense tree cover, tags with a corresponding number should be attached to all trees. A tree survey should only be undertaken by a suitably qualified Arboriculturist with experience of trees on development sites and will be expected to meet the requirements of sections 4.4 of British Standard 5837:2012 Trees in relation to design and construction. It should assess all existing trees, including those on neighbouring land that may be affected by the development.

- Species Details – Tree species, height (in metres), diameter of the trunk (measured at 1.5m above ground level on single stem trees and immediately above the root flare on multi-stemmed trees), canopy spread in metres in relation to all four compass points (to be recorded on tree survey plan), height of crown base (i.e. clearance above ground of lowest branches; in metres), age class (young, middle age, mature, over mature, veteran), assessment of condition (physiological and structural), tree management recommendations (e.g. Remove deadwood, crown lift etc), desirability for retention in accordance with Table 1 of BS 5837: 2012. Retention categories should be clearly differentiated on plans.
- Arboricultural Method Statement (AMS).
- Landscaping/tree planting scheme (see note 28 - Planting and Landscaping details).

For further advice contact:

The Arboricultural Section

Planning and Place

Royal Borough of Kensington and Chelsea

Town Hall, Hornton Street, London W8 7NX

Telephone: 020 7361 2767 **Email:** trees@rbkc.gov.uk

NOTE 38 – Ventilation/Extraction Equipment Details

Given the tight proximity of residential and commercial uses in the borough, noise and odour are frequently controversial issues. Planning permission may be refused, unless it is demonstrated that the living conditions of occupants of new, existing and neighbouring buildings will not be harmed.

In accordance with the requirements of Policy CL5 of the Local Plan, details of the position and design of ventilation and extraction equipment, including elevational plans of the ducting, odour abatement techniques and acoustic (noise) characteristics, will be required to accompany all applications for the use of premises as restaurants, cafes, drinking establishments and hot food takeaways and any other uses where cooking will take place on a commercial scale. This information (excluding odour abatement techniques unless specifically required) will also be required for significant retail, business, industrial or leisure or other similar developments where substantial ventilation or extraction is proposed to be installed.

Further guidance as to how this Council approaches the issue of noise can be found in the Noise SPD (2009):

<https://www.rbkc.gov.uk/planning-and-building-control/planning-policy/supplementary-planning-documents-and-guidance>

Note 39 – Digital 3D-Model

Required for major developments to improve visualisation of the development and its impacts.

Please follow the requirements for Vu.City

Checklist for VU.CITY Model Import:

- FBX (Filmbox) Versions 2011-2016 only
- Size Limit: 128MB per file
- Files must be geo-located in OS space
- Models must be imported in the same scale they were created in
- You will need to know the source program (VU.CITY currently accepts AutoCad, 3DSMax, Rhino, SketchUp and Revit)

Further info available here:

<https://kb.vu.city/home/modelling-101>

