



## London Borough of Sutton Local Validation List

In addition to the National requirements, the Local Validation List clarifies the additional information required to accompany a planning application so that it can be validated. This will then enable the Local Planning Authority (Development Management) to begin its determination of the planning application. The scope and degree of the information required will vary for each application. The London Borough of Sutton asks that you submit applications electronically using the [Planning Portal](#) as its preferred submission method.

Developers and applicants are encouraged to engage in pre-application discussions with the Council before an application is made through the [pre-application advice service](#). The pre-application advice service will assist in tailoring the list of requirements that apply to your development. Please read the Local Validation List carefully before submitting a planning application and please note that not all the information itemised in the local list will be required for every application. This document is divided into four parts as follows:

[Part 1](#) - This is a quick guide for the most common types of applications.

[Part 2](#) - The application types guide will provide details of when specific documents are required based on the proposed scheme.

- [Advertisement](#)
- [Change of Use](#)
- [Householder](#)
- [Lawful Development Certificate](#)
- [Major](#) (10 or more dwellings or 999+sqm floorspace)
- [Minor](#) (1-9 dwellings or up to 999sqm of floorspace)

[Part 3](#) - The document guide will detail what is expected for each requirement and offer further help and guidance.




[Part 4](#) - A guide for all other types of application.

- [Details Reserved by Condition](#)
- [Listed Building Consent](#)
- [Minor Material Amendment \(S73\)](#)
- [Non-Material Amendment](#)
- [Permission in Principle](#)
- [Prior Approval](#)
- [Works to Protected Trees](#)
- Outline Permission - Please email [planningvalidation@sutton.gov.uk](mailto:planningvalidation@sutton.gov.uk) to agree the required documents prior to submitting

If the relevant information contained within the Local List is not provided with your submission, the processing of your application will be delayed and the application will be made invalid. If you have a query with any of the requirements listed below, or feel that a certain element is not required on your submission, please contact us prior to submission and we can advise the best way forward. You should email us at [planningvalidation@sutton.gov.uk](mailto:planningvalidation@sutton.gov.uk)

**Please note that if your application is found to be invalid on submission, an administration fee will be charged and you will be given 28 days in which to make the required changes to the application and pay the administration charge. Failure to either make the required changes to the application, or to pay the administration charge will result in your application being returned.**

# Validation Quick Guide

 Required
  See guidance note for requirements
  Generally not required

	<u>Major</u>	<u>Minor</u>	<u>Change of Use</u>	<u>Householder</u>	<u>Advertisement</u>	<u>Listed Building (Extend/Alter)</u>	<u>Listed Building Demolish</u>	<u>Demolition in Conservation Area</u>	<u>Lawful Development Certificate</u>
<b>Forms &amp; Fees</b>									
<a href="#">Application Form</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">CIL Additional Information Form 1</a>	✓	✓	✓	✓	✗	✓	✗	✗	✓
<a href="#">Application Fee</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">Administration Fee</a>	?	?	?	?	?	?	?	?	?
<b>Plans &amp; Photos</b>									
<a href="#">Block Plan (1:500)</a>	?	?	?	?	?	?	?	?	?
<a href="#">Elevations - Existing &amp; Proposed (appropriately scaled)</a>	✓	✓	?	?	✓	?	?	?	?
<a href="#">Floor Plans - Existing &amp; Proposed (appropriately scaled)</a>	✓	✓	✓	✓	✗	✓	✓	✓	✓
<a href="#">Photos</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓
<a href="#">Roof Plans - Existing &amp; Proposed (appropriately scaled)</a>	?	?	?	?	✗	?	?	?	?
<a href="#">Sections - Existing &amp; Proposed (appropriately scaled)</a>	?	?	?	?	✗	?	?	?	?
<a href="#">Site Location Plan (1:1250)</a>	✓	✓	✓	✓	✓	✓	✓	✓	✓

	<u>Major</u>	<u>Minor</u>	<u>Change of Use</u>	<u>Householder</u>	<u>Advertisement</u>	<u>Listed Building (Extend/Alter)</u>	<u>Listed Building Demolish</u>	<u>Demolition in Conservation Area</u>	<u>Lawful Development Certificate</u>
<a href="#">Streetscenes - Existing &amp; Proposed (appropriately scaled)</a>	?	?	?	?	⊗	?	?	?	⊗
<a href="#">Window Sections - Existing &amp; Proposed</a>	?	?	?	?	⊗	?	⊗	⊗	?
<b>Supporting Documents</b>									
<a href="#">Acoustic and Vibration - Impact Assessment</a>	?	?	?	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Air Quality Assessment (AQA) and Air Quality Neutral Assessment (AQNA)</a>	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Archaeological Desk Based Assessment</a>	?	?	⊗	?	⊗	?	?	?	⊗
<a href="#">Basement Impact Assessment</a>	?	?	⊗	?	⊗	?	?	?	⊗
<a href="#">Biodiversity Net Gain (BNG) Statement, Habitat Plan and Metric Calculation Tool</a>	✓	✓	✓	✓	⊗	⊗	⊗	✓	⊗
<a href="#">BREEAM[1] Pre- Assessment Report or BREEAM Interim (Design Stage) Certificate</a>	?	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Construction Logistics Plan (CLP) - Highway Considerations</a>	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Construction Management Plan (CMP) - Environmental Health Considerations</a>	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Contaminated Land Assessment</a>	?	?	?	?	⊗	?	⊗	⊗	⊗
<a href="#">Crossover Agreement</a>	⊗	⊗	⊗	?	⊗	⊗	⊗	⊗	⊗
<a href="#">Cycle Store Plans (appropriately scaled) / Details</a>	?	?	?	⊗	⊗	⊗	⊗	⊗	⊗

	<u>Major</u>	<u>Minor</u>	<u>Change of Use</u>	<u>Householder</u>	<u>Advertisement</u>	<u>Listed Building (Extend/Alter)</u>	<u>Listed Building Demolish</u>	<u>Demolition in Conservation Area</u>	<u>Lawful Development Certificate</u>
<a href="#">Daylight and Sunlight Assessment</a>	✓	✗	✗	✗	✗	✗	✗	✗	✗
<a href="#">Delivery and Servicing Management Plan</a>	✓	✗	✗	✗	✗	✗	✗	✗	✗
<a href="#">Demolition Method Statement</a>	?	?	✗	✗	✗	✗	✓	✗	✗
<a href="#">Design and Access Statement (DAS)</a>	✓	?	✗	✗	✗	✓	✓	✗	✗
<a href="#">Drainage Assessment Form (DAF)</a>	✓	✗	✗	✗	✗	✗	✗	✗	✗
<a href="#">Ecological Assessment</a>	✓	?	✗	?	✗	?	✓	✓	✗
<a href="#">Energy Statement</a>	✓	?	✗	✗	✗	✗	✗	✗	✗
<a href="#">Environmental Impact Assessment (EIA)</a>	?	✗	✗	✗	✗	✗	✗	✗	✗
<a href="#">Financial Viability Assessment (FVA) and Affordable Housing Statement</a>	?	✗	✗	✗	✗	✗	✗	✗	✗
<a href="#">Fire Safety Strategy (Part A)</a>	✗	✓	✓	✓	✗	✓	✗	✗	✗
<a href="#">Fire Statement (Part B)</a>	✓	?	✗	✗	✗	✗	✗	✗	✗
<a href="#">GLA Environmental Policy Requirements</a>	?	✗	✗	✗	✗	✗	✗	✗	✗
<a href="#">Heritage Statement</a>	?	?	?	?	?	✓	✓	✓	✗

	<u>Major</u>	<u>Minor</u>	<u>Change of Use</u>	<u>Householder</u>	<u>Advertisement</u>	<u>Listed Building (Extend/Alter)</u>	<u>Listed Building Demolish</u>	<u>Demolition in Conservation Area</u>	<u>Lawful Development Certificate</u>
<a href="#">Landscaping Scheme</a>	✓	?	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Lighting Assessment</a>	?	?	?	?	?	?	⊗	⊗	⊗
<a href="#">Parking Management Plan / Strategy</a>	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Planning Statement</a>	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Refuse Store Plans (appropriately scaled) / Details</a>	?	?	?	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Retail Impact Assessment</a>	?	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Schedule of proposed changes</a>	?	?	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Site specific Flood Risk Assessment (FRA)</a>	?	?	?	?	⊗	?	?	?	⊗
<a href="#">Skills and Employment Strategy</a>	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Statement of Community Engagement</a>	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">SUDS (Sustainable Urban Drainage System) Strategy</a>	✓	?	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Telecommunication Report</a>	?	?	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Transport Assessment (TA)</a>	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗

<a href="#">Travel Plan (TP)</a>	✓	⊗	⊗	⊗	⊗	⊗	⊗	⊗	⊗
<a href="#">Tree survey, Arboricultural Impact Assessment (AIA) and Arboricultural Method Statement (AMS)</a>	✓	?	⊗	?	⊗	?	?	?	⊗
<a href="#">Waste Management, Storage and Collection Strategy</a>	✓	?	?	⊗	⊗	⊗	⊗	⊗	⊗
	<a href="#">Major</a>	<a href="#">Minor</a>	<a href="#">Change of Use</a>	<a href="#">Householder</a>	<a href="#">Advertisement</a>	<a href="#">Listed Building (Extend/Alter)</a>	<a href="#">Listed Building Demolish</a>	<a href="#">Demolition in Conservation Area</a>	<a href="#">Lawful Development Certificate</a>

# Application Type Guide

## [Advertisement - Click to start your application](#)

To be used for advert applications.

[Forms & Fees](#)

[Plans & Photos](#)

[Supporting Documents](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	
<a href="#">Application Fee*</a>	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	You must submit supporting documents if applying for an exemption *Plus service charge due for using the Planning Portal
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>Mandatory if an administration fee is charged</li> </ul>	
Plans & Photos	Requirement	Tips
<a href="#">Block Plan (1:500)</a>	<ul style="list-style-type: none"> <li>Mandatory if the proposed work extends beyond the current external walls</li> </ul>	
<a href="#">Elevations - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	You must submit elevations from all sides where the new elements are visible.
<a href="#">Photos</a>	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	Photos should show all sides of the application property.
<a href="#">Site Location Plan (1:1250)</a>	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	The application site must be edged in red, and the plan must include a north point and should show the site in relation to adjoining properties and the nearest road junctions.
Supporting Documents	Requirement	Tips
<a href="#">Heritage Statement</a>	<ul style="list-style-type: none"> <li>Mandatory if the works are within a Conservation Area or the property is a Listed or Locally Listed Building</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Lighting Assessment</a>	<ul style="list-style-type: none"> <li>Mandatory if the application involves new or replacement external spotlights or floodlights</li> </ul>	Please note this does not include internally lit adverts, shopfronts and trough lighting.

## [Change of Use - Click to start your application](#)

To be used for changing the use of a commercial property (except for a change to residential, please refer to the Minor applications guide), where there are no further works requiring footings. Before applying you should read the Planning Portal's [Use Class Guide](#) to gauge whether Planning Permission, Lawful Development or Prior Approval is more appropriate.

[Forms & Fees](#)

[Plans & Photos](#)

[Supporting Documents](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">CIL Additional Information Form 1</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<a href="#">CIL Additional Information Form 1</a>
<a href="#">Application Fee*</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	You must submit supporting documents if applying for an exemption *Plus service charge due for using the Planning Portal
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>• Mandatory if an administration fee is charged</li> </ul>	
Plans & Photos	Requirement	Tips
<a href="#">Block Plan (1:500)</a>	<ul style="list-style-type: none"> <li>• Mandatory if the proposed work extends beyond the current external walls or a new outbuilding is proposed</li> </ul>	
<a href="#">Elevations - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if any of the proposed work is visible externally</li> </ul>	You must submit elevations from all sides where the new elements are visible.
<a href="#">Floor Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	These should show the internal layout existing and proposed
<a href="#">Photos</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	Photos should show the whole site and all sides of any buildings on site, plus front and rear streetscene photos showing the site and the neighbouring properties
<a href="#">Site Location Plan (1:1250)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	The application site must be edged in red, and the plan must include a north point and should show the site in relation to adjoining properties and the nearest road junctions.
<a href="#">Window Sections - Existing &amp; Proposed</a>	<ul style="list-style-type: none"> <li>• Mandatory if new windows are proposed on a Listed Building or Locally Listed Building.</li> <li>• Mandatory if replacement windows are proposed within a Conservation Area or on a Listed Building or Locally Listed Building</li> </ul>	
Supporting Documents	Requirement	Tips
<a href="#">Acoustic and Vibration - Impact Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory on applications involving new or replacement flues, air conditioning or plant extraction</li> <li>• Mandatory on applications proposing a public house/bar or</li> </ul>	



	food takeaway	
<a href="#">Biodiversity Net Gain (BNG) Statement, Habitat Plan and Metric Calculation Tool</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Contaminated Land Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if site is on Contaminated Land</li> </ul>	This can be checked by contacting our <a href="#">Environmental Health team</a>
<a href="#">Cycle Store Plans (appropriately scaled) / Details</a>	<ul style="list-style-type: none"> <li>• Mandatory if providing new or amended external store provisions</li> </ul>	<p>This does not include stores contained within buildings, for these you should follow the standard Floor/Elevation Plan guidance.</p> <p>For validation purposes, an indicative drawing/brochure/photo may be provided for stores not contained within an external outbuilding.</p>
<a href="#">Fire Safety Strategy (Part A)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<p>You must submit <b>either</b> a '<a href="#">Reasonable Exception Statement</a>' <b>or</b> a Fire Safety Strategy</p> <p>A Fire Safety Strategy should indicate;</p> <ul style="list-style-type: none"> <li>• where fire and rescue service pumping appliances can be sited.</li> <li>• outside evacuation assembly point</li> </ul> <p>You must also submit a strategy statement which covers the following points and how they have been considered;</p> <ul style="list-style-type: none"> <li>• Features to reduce risk to life, including fire alarms and passive and active fire safety measures</li> <li>• Construction in a manner to minimise risk of fire spread</li> <li>• Suitable and convenient means of escape</li> <li>• An evacuation strategy</li> <li>• Provision of suitable access and equipment for firefighting which is appropriate for the size and use of the development</li> </ul>
<a href="#">Fire Statement (Part B)</a>	<ul style="list-style-type: none"> <li>• Mandatory on works to buildings either 18m in height or 7 or more storeys <b>and</b> contain two or more residential dwellings or educational accommodation.</li> </ul>	A Fire Statement is an independent fire strategy produced by a third party who is suitably qualified. <a href="#">Government advice on Fire Statements</a>
<a href="#">Heritage Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if the works are within a Conservation Area or the property is a Listed or Locally Listed Building</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Lighting Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the application involves new or replacement external spotlights or floodlights</li> </ul>	Please note this does not include internally lit adverts or shopfronts
<a href="#">Refuse Store Plans (appropriately scaled) / Details</a>	<ul style="list-style-type: none"> <li>• Mandatory if providing new or amended external store provisions</li> </ul>	<p>This does not include stores contained within buildings, for these you should follow the standard Floor/Elevation Plan guidance.</p> <p>For validation purposes, an indicative drawing/brochure/photo may be provided for stores not contained within an external outbuilding.</p>
<a href="#">Waste Management, Storage and Collection Strategy</a>	<ul style="list-style-type: none"> <li>• Mandatory if new dwellings are being created</li> </ul>	Our waste planning guidance document can be downloaded from the council website - <a href="#">Waste provision planning guidance - Sutton Council</a>

## [Householder Applications - Click to start your application](#)

To be used for residential extensions to single family dwellinghouses.

*\*Householder application form not to be used for extensions to flats or maisonettes, please submit a full planning permission application form alongside the other Householder validation requirements.*

[Forms & Fees](#)

[Plans & Photos](#)

[Supporting Documents](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	You should use the Householder Planning form
<a href="#">CIL Additional Information Form 1</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<a href="#">CIL Additional Information Form 1</a>
<a href="#">Application Fee*</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	You must submit supporting documents if applying for an exemption *Plus service charge due for using the Planning Portal
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>• Mandatory if an administration fee is charged</li> </ul>	
Plans & Photos	Requirement	Tips
<a href="#">Block Plan (1:500)</a>	<ul style="list-style-type: none"> <li>• Mandatory if the proposed work extends beyond the current external walls or a new outbuilding is proposed</li> </ul>	This must show any new extension elements or buildings proposed, showing the proposed works drawn in relation to the main dwelling house and existing buildings.
<a href="#">Elevations - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if any of the proposed work is visible externally</li> </ul>	You must submit elevations from all sides where the new elements are visible.
<a href="#">Floor Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Photos</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	Photos should show all sides of the application property, plus front and rear streetscene photos showing the application property and the neighbouring properties.
<a href="#">Roof Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if <b>any</b> new roof element is proposed</li> </ul>	Not required on residential outbuildings with a proposed flat roof.  Where a ground floor extension is proposed, a first floor plan showing the roof of the proposed extension would be sufficient.
<a href="#">Sections - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if there is a change in floor to ceiling heights (eg. loft conversion, dormer extensions)</li> <li>• Mandatory when land levels differ significantly across the site</li> </ul>	Existing and proposed sections must include the front and rear garden area, including the level changes in relation to the adjacent properties to the left and right.
<a href="#">Site Location Plan (1:1250)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	The application site must be edged in red, and the plan must

		include a north point and should show the site in relation to adjoining properties and the nearest road junctions.
<a href="#">Streetscenes - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory on applications which propose an additional new storey</li> </ul>	Please note this does not include loft conversions and dormer extensions.
<a href="#">Window Sections - Existing &amp; Proposed</a>	<ul style="list-style-type: none"> <li>• Mandatory if new windows are proposed on a Listed Building or Locally Listed Building.</li> <li>• Mandatory if replacement windows are proposed within a Conservation Area or on a Listed Building or Locally Listed Building</li> </ul>	
<b>Supporting Documents</b>	<b>Requirement</b>	<b>Tips</b>
<a href="#">Archaeological Desk-based Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if site is within 50m of an Ancient Monument and new or additional footings are required</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Basement Impact Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the application proposes any new <b>or</b> extended subterranean levels</li> </ul>	
<a href="#">Biodiversity Net Gain (BNG) Statement, Habitat Plan and Metric Calculation Tool</a>	<ul style="list-style-type: none"> <li>• Mandatory exemption to be completed on application form.</li> </ul>	<p>Please note that flats and maisonettes do not qualify for the BNG Householder exemption. Please review other possible exemptions here - <a href="#">Government guidance - Biodiversity Net Gain exempt developments</a></p> <p>If the exemptions above do not apply, full BNG documents will be needed for validation.</p>
<a href="#">Contaminated Land Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if site is on Contaminated Land</li> </ul>	This can be checked by contacting our <a href="#">Environmental Health team</a>
<a href="#">Crossover Agreement</a>	<ul style="list-style-type: none"> <li>• Mandatory if the application proposes a new vehicular crossover or amendment to an existing vehicular crossover</li> </ul>	<p><a href="#">Apply for a dropped kerb</a></p> <p><a href="#">Further information on whether a dropped kerb is acceptable</a></p> <p>Please note that it can take up to 4 weeks to receive a decision on a crossover agreement once you have applied online.</p>
<a href="#">Ecological Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if converting loft space or other roof alterations within a Site of Nature Conservation Interest (SINC) or a Green Corridor.</li> </ul>	<p>You can check constraints on our <a href="#">Local Plan Policies Map</a></p> <p>A Preliminary Roost Assessment should be undertaken by a suitably qualified ecological professional</p>
<a href="#">Fire Safety Strategy (Part A)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<p>You must submit <b>either</b> a '<a href="#">Reasonable Exception Statement</a>' <b>or</b> a Fire Safety Strategy</p> <p>A Fire Safety Strategy should indicate;</p> <ul style="list-style-type: none"> <li>• where fire and rescue service pumping appliances can be sited.</li> <li>• outside evacuation assembly point</li> </ul> <p>You must also submit a strategy statement which covers the</p>

		<p>following points and how they have been considered;</p> <ul style="list-style-type: none"> <li>• Features to reduce risk to life, including fire alarms and passive and active fire safety measures</li> <li>• Construction in a manner to minimise risk of fire spread</li> <li>• Suitable and convenient means of escape</li> <li>• An evacuation strategy</li> <li>• Provision of suitable access and equipment for firefighting which is appropriate for the size and use of the development</li> </ul>
<a href="#">Flood Risk Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the site is within Flood Zones 2 or 3 <b>and</b> work involves new footings being dug</li> <li>• Mandatory if the application proposes any new subterranean levels</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Heritage Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if the works are within a Conservation Area or the property is a Listed or Locally Listed Building</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Tree survey, Arboricultural Impact Assessment (AIA) and Arboricultural Method Statement (AMS)</a>	<ul style="list-style-type: none"> <li>• Mandatory if any trees are <b>within 7.5m</b> of closest point of proposed footings</li> <li>• For trees <b>within 7.5-15m</b> of the proposed works we require a plan showing the tree location/s marked (you may use the site or block plan) and labelled photos showing each tree*</li> </ul>	<p>For the Local List purposes trees should have a minimum circumference of at least 75mm</p> <p>*Our Tree Officer may still request a survey depending on the size and species of the trees shown</p>

[Lawful Development Certificate for Proposed Use or Development - Click to start your application](#)

To see whether your proposal meets Lawful Development regulations please use the Planning Portal's [Common Projects guide](#).

*\*Certificate for Existing Use - Whilst there are no official validation requirements for this application type other than the application form, application fee and site location plan, you will be expected to provide the necessary evidence for your proposal, failure to do so will result in your application being refused for lack of evidence.*

[Forms & Fees](#)

[Plans & Photos](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">CIL Additional Information Form 1</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<a href="#">CIL Additional Information Form 1</a>
<a href="#">Application Fee*</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	You must submit supporting documents if applying for an exemption  *Plus service charge due for using the Planning Portal
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>• Mandatory if an administration fee is charged</li> </ul>	
Plans & Photos	Requirement	Tips
<a href="#">Block Plan (1:500)</a>	<ul style="list-style-type: none"> <li>• Mandatory if the proposed work extends beyond the current external walls or a new outbuilding is proposed</li> </ul>	This must show any new extension elements or buildings proposed, showing the proposed works drawn in relation to the main dwelling house and existing buildings.
<a href="#">Elevations - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if any of the proposed work is visible externally</li> </ul>	You must submit elevations from all sides where the new elements are visible.
<a href="#">Floor Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Photos</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	Photos should show all sides of the application property, plus front and rear streetscene photos showing the application property and the neighbouring properties
<a href="#">Roof Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if <b>any</b> new roof element is proposed</li> </ul>	Where a ground floor extension is proposed, a first floor plan showing the roof of the proposed extension would be sufficient.
<a href="#">Site Location Plan (1:1250)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	The application site must be edged in red, and the plan must include a north point and should show the site in relation to adjoining properties and the nearest road junctions.

## [Major Applications - Click to start your application](#)

To be used for;

- Proposals of 10 or more new residential units
- Proposals over 999sqm of new non-residential floor space
- Site areas over 1ha

[Forms & Fees](#)

[Plans & Photos](#)

[Supporting Documents](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	Please use the full Planning Permission form
<a href="#">CIL Additional Information Form 1</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<a href="#">CIL Additional Information Form 1</a>
<a href="#">Application Fee*</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<p>You must submit supporting documents if applying for an exemption</p> <p><a href="#">Planning Portal Fee Calculator</a></p> <p>*Plus service charge due for using the Planning Portal</p>
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>• Mandatory if an administration fee is charged</li> </ul>	
Plans & Photos	Requirement	Tips
<a href="#">Block Plan (1:500)</a>	<ul style="list-style-type: none"> <li>• Mandatory if the proposed work extends beyond the current external walls or a new building is proposed</li> </ul>	This must show any new extension elements or buildings proposed, showing the proposed works drawn in relation to the main dwelling house and existing buildings
<a href="#">Elevations - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if any of the proposed work is visible externally</li> </ul>	You must submit elevations from all sides where the new elements are visible
<a href="#">Floor Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Photos</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	Photos should show all sides of the application property, plus front and rear streetscene photos showing the application property and the neighbouring properties
<a href="#">Roof Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if <b>any</b> new roof element is proposed</li> </ul>	Where a ground floor extension is proposed, a first floor plan showing the roof of the proposed extension would be sufficient
<a href="#">Sections - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if there is a change in floor to ceiling heights (eg. loft conversion, dormer extensions)</li> <li>• Mandatory when land levels differ significantly across the site</li> </ul>	Existing and proposed sections must include the front and rear garden area, including the level changes in relation to the adjacent properties to the left and right.

<a href="#">Site Location Plan (1:1250)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	The application site must be edged in red, and the plan must include a north point and should show the site in relation to adjoining properties and the nearest road junctions
<a href="#">Streetscenes - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory on applications proposing a new building, or additional storeys to an existing building fronting a public highway</li> </ul>	These plans should provide a view of the development site showing relative height and land levels of the new development in comparison to neighbouring properties from the public highway
<a href="#">Window Sections - Existing &amp; Proposed</a>	<ul style="list-style-type: none"> <li>• Mandatory if new windows are proposed on a Listed Building or Locally Listed Building.</li> <li>• Mandatory if replacement windows are proposed within a Conservation Area or on a Listed Building or Locally Listed Building</li> </ul>	
<b>Supporting Documents</b>	<b>Requirement</b>	<b>Tips</b>
<a href="#">Acoustic and Vibration - Impact Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory on applications involving new or replacement flues, air conditioning or plant extraction</li> <li>• Mandatory on applications proposing a public house/bar or food takeaway</li> </ul>	
<a href="#">Air Quality Assessment (AQA) and Air Quality Neutral Assessment (AQNA)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	Please note that the whole borough has been declared as an Air Quality Management Area
<a href="#">Archaeological Desk-based Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if work involves the disturbance of ground within an Area of Archaeological Priority</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Basement Impact Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the application proposes any new <b>or</b> extended subterranean levels</li> </ul>	
<a href="#">Biodiversity Net Gain (BNG) Statement, Habitat Plan and Metric Calculation Tool</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">BREEAM[1] Pre- Assessment Report or BREEAM Interim (Design Stage) Certificate</a>	<ul style="list-style-type: none"> <li>• Mandatory <b>except</b> on residential-only schemes</li> </ul>	This must be issued by the <a href="#">Building Research Establishment (BRE)</a> or equivalent authorising body
<a href="#">Construction Logistics Plan (CLP) - Highway Considerations</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Construction Management Plan (CMP) - Environmental Health considerations</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Contaminated Land Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if site is on Contaminated Land</li> </ul>	This can be checked by contacting our <a href="#">Environmental Health team</a>
<a href="#">Cycle Store Plans (appropriately scaled) / Details</a>	<ul style="list-style-type: none"> <li>• Mandatory if providing new or amended external store provisions</li> </ul>	<p>This does not include stores contained within buildings, for these you should follow the standard Floor/Elevation Plan guidance.</p> <p>For validation purposes if the store is contained within an external outbuilding, metric scaled floor plans and elevations will be required.</p> <p>If the store is not contained within an external outbuilding, an indicative drawing/brochure/photo may be provided.</p>

<a href="#">Daylight and Sunlight Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<b>PLEASE NOTE:</b> The London Borough of Sutton may use an external party to independently assess the submission, the assessment fees shall be paid by the applicant.
<a href="#">Delivery and Servicing Management Plan</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Demolition Method Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if demolishing a building above 2-storeys</li> <li>• Mandatory if demolishing a Locally or Nationally Listed Building</li> </ul>	
<a href="#">Design &amp; Access Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if any new dwelling is proposed</li> <li>• Mandatory if more than 100sqm of new floor area is proposed</li> </ul>	
<a href="#">Drainage Assessment Form (DAF)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<a href="#">Drainage Assessment Form (DAF)</a>
<a href="#">Ecological Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Energy Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Environmental Impact Assessment (EIA)</a>	<ul style="list-style-type: none"> <li>• You may be asked to supply an EIA based on the complexity of the proposal</li> </ul>	Individual case by case assessment by the Planning Officer assigned following initial validation check.
<a href="#">Financial Viability Assessment (FVA) and Affordable Housing Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if proposal includes residential accommodation providing less than 35% Affordable Housing</li> </ul>	<b>PLEASE NOTE:</b> The London Borough of Sutton may use an external party to independently assess the submission, the assessment fees shall be paid by the applicant.
<a href="#">Fire Statement (Part B)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	A Fire Statement is an independent fire strategy produced by a third party who is suitably qualified. <a href="#">Government advice on Fire Statements</a>
<a href="#">Flood Risk Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the site is within Flood Zones 2 or 3 <b>and</b> work involves new footings being dug</li> <li>• Mandatory if the application proposes any new subterranean levels</li> <li>• Mandatory on developments 1 hectare or more</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">GLA Environmental Policy Requirements</a> <ul style="list-style-type: none"> <li>• <b>Circular Economy Statement Report and Template Spreadsheet</b></li> <li>• <b>Whole Life-Cycle Carbon Assessment Template</b></li> <li>• <b>Energy Assessment and Carbon Emissions Reporting Spreadsheet</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory if development falls within any of Part 1 as listed below                             <ul style="list-style-type: none"> <li>- 150 or more residential units are proposed</li> <li>- total floorspace of 15,000sqm or more</li> <li>- proposed building over 30m high</li> <li>- if increasing height of an existing building by over 15m and the total height will be over 30m</li> </ul> </li> <li>• Mandatory if development falls within Part 2 (Major Infrastructure), Part 3 (Development which may affect strategic policies) or Part 4 (Under direction of Secretary of State)</li> </ul>	Please refer to legislation if works fall in Part 2, Part 3 or Part 4.  If any of the required documents are provided within other submitted documents, please confirm to us where they can be located.



<a href="#">Heritage Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if the works are located within a Conservation Area or the property is a Listed or Locally Listed Building</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Landscaping Scheme</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Lighting Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the application involves new or replacement external spotlights or floodlights</li> </ul>	Please note this does not include internally lit adverts or shopfronts
<a href="#">Parking Management Plan / Strategy</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Planning Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	The planning statement should explain the principles of and justification for the proposed works.
<a href="#">Refuse Store Plans (appropriately scaled) / Details</a>	<ul style="list-style-type: none"> <li>• Mandatory if providing new or amended external store provisions</li> </ul>	<p>This does not include stores contained within buildings, for these you should follow the standard Floor/Elevation Plan guidance.</p> <p>For validation purposes if the store is contained within an external outbuilding, metric scaled floor plans and elevations will be required.</p> <p>If the store is not contained within an external outbuilding, an indicative drawing/brochure/photo may be provided.</p>
<a href="#">Retail Impact Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory on applications proposing more than 2,499sqm of commercial floorspace outside of the town centre</li> </ul>	<b>PLEASE NOTE:</b> The London Borough of Sutton may use an external party to independently assess the submission, the assessment fees shall be paid by the applicant.
<a href="#">Schedule of proposed changes</a>	<ul style="list-style-type: none"> <li>• Mandatory if applying for a Non-Material Amendment (NMA) or a Minor Material Amendment (S73)</li> </ul>	
<a href="#">Skills and Employment Strategy</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Statement of Community Engagement</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">SUDS (Sustainable Urban Drainage System) Strategy</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Telecommunication Report</a>	<ul style="list-style-type: none"> <li>• Mandatory if your application includes masts, base stations and cabinets.</li> </ul>	
<a href="#">Transport Assessment (TA)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Travel Plan (TP)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Tree survey, Arboricultural Impact Assessment (AIA) and Arboricultural Method Statement (AMS)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<p>For the Local List purposes trees should have a minimum circumference of at least 75mm</p> <p>If no trees are present on site, please confirm in writing.</p>
<a href="#">Waste Management, Storage and Collection Strategy</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<p>Our waste planning guidance document can be downloaded from the council website by visiting <a href="#">Waste provision planning guidance - Sutton Council</a></p>

**[Minor Applications - Click to start your application](#)**

To be used for;

- Works to flats and maisonettes
- Proposals of up to and including 9 new residential units
- Proposals of up to and including 999sqm of new non-residential floor space
- Site areas less than 1ha

*\*For extensions to flats or maisonettes, please submit a full planning permission application form alongside the other Householder validation requirements.*

- [Forms & Fees](#)
- [Plans & Photos](#)
- [Supporting Documents](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	Please use the full Planning Permission form
<a href="#">CIL Additional Information Form 1</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<a href="#">CIL Additional Information Form 1</a>
<a href="#">Application Fee*</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	You must submit supporting documents if applying for an exemption <a href="#">Planning Portal Fee Calculator</a> *Plus service charge due for using the Planning Portal
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>• Mandatory if an administration fee is charged</li> </ul>	
Plans & Photos	Requirement	Tips
<a href="#">Block Plan (1:500)</a>	<ul style="list-style-type: none"> <li>• Mandatory if the proposed work extends beyond the current external walls or a new building is proposed</li> </ul>	This must show any new extension elements or buildings proposed, showing the proposed works drawn in relation to the main dwelling house and existing buildings
<a href="#">Elevations - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if any of the proposed work is visible externally</li> </ul>	You must submit elevations from all sides where the new elements are visible
<a href="#">Floor Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Photos</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	Photos should show all sides of the application property, plus front and rear streetscene photos showing the application property and the neighbouring properties
<a href="#">Roof Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if <b>any</b> new roof element is proposed</li> </ul>	Where a ground floor extension is proposed, a first floor plan showing the roof of the proposed extension would be sufficient
<a href="#">Sections - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if there is a change in floor to ceiling heights (eg. loft conversion, dormer extensions)</li> <li>• Mandatory when land levels differ significantly across the site</li> </ul>	Existing and proposed sections must include the front and rear garden area, including the level changes in relation to the adjacent properties to the left and right.

<a href="#">Site Location Plan (1:1250)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	The application site must be edged in red, and the plan must include a north point and should show the site in relation to adjoining properties and the nearest road junctions
<a href="#">Streetscenes - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory on applications proposing a new building, or additional storeys to an existing building fronting a public highway</li> </ul>	These plans should provide a view of the development site showing relative height and land levels of the new development in comparison to neighbouring properties from the public highway
<a href="#">Window Sections - Existing &amp; Proposed</a>	<ul style="list-style-type: none"> <li>• Mandatory if new windows are proposed on a Listed Building or Locally Listed Building.</li> <li>• Mandatory if replacement windows are proposed within a Conservation Area or on a Listed Building or Locally Listed Building</li> </ul>	
<b>Supporting Documents</b>	<b>Requirement</b>	<b>Tips</b>
<a href="#">Acoustic and Vibration - Impact Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory on applications involving new or replacement flues, air conditioning or plant extraction</li> <li>• Mandatory on applications proposing a public house/bar or food takeaway</li> </ul>	
<a href="#">Archaeological Desk-based Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if work involves the disturbance of ground within an Area of Archaeological Priority</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Basement Impact Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the application proposes any new <b>or</b> extended subterranean levels</li> </ul>	
<a href="#">Biodiversity Net Gain (BNG) Statement, Habitat Plan and Metric Calculation</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Contaminated Land Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if site is on Contaminated Land</li> </ul>	This can be checked by contacting our <a href="#">Environmental Health team</a>
<a href="#">Cycle Store Plans (appropriately scaled) / Details</a>	<ul style="list-style-type: none"> <li>• Mandatory if providing new or amended external store provisions</li> </ul>	<p>This does not include stores contained within buildings, for these you should follow the standard Floor/Elevation Plan guidance.</p> <p>For validation purposes if the store is contained within an external outbuilding, metric scaled floor plans and elevations will be required.</p> <p>If the store is not contained within an external outbuilding, an indicative drawing/brochure/photo may be provided.</p>
<a href="#">Demolition Method Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if demolishing a building above 2-storeys</li> <li>• Mandatory if demolishing a Locally or Nationally Listed Building</li> </ul>	
<a href="#">Design &amp; Access Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if any new dwelling is proposed</li> <li>• Mandatory if more than 100sqm of new floor area is proposed</li> </ul>	

<a href="#">Ecological Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if site is located within, adjacent or near (within 100m) a Site of Importance for Nature Conservation</li> <li>• Mandatory if converting loft space or other roof alterations</li> </ul>	<p>You can check constraints on our <a href="#">Local Plan Policies Map</a></p>
<a href="#">Energy Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if a new dwelling/s will be created</li> </ul>	
<a href="#">Fire Safety Strategy (Part A)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<p>You must submit <b>either</b> a '<a href="#">Reasonable Exception Statement</a>' or a Fire Safety Strategy</p> <p>A Fire Safety Strategy should indicate;</p> <ul style="list-style-type: none"> <li>• where fire and rescue service pumping appliances can be sited.</li> <li>• outside evacuation assembly point</li> </ul> <p>You must also submit a strategy statement which covers the following points and how they have been considered;</p> <ul style="list-style-type: none"> <li>• Features to reduce risk to life, including fire alarms and passive and active fire safety measures</li> <li>• Construction in a manner to minimise risk of fire spread</li> <li>• Suitable and convenient means of escape</li> <li>• An evacuation strategy</li> <li>• Provision of suitable access and equipment for firefighting which is appropriate for the size and use of the development</li> </ul>
<a href="#">Fire Statement (Part B)</a>	<ul style="list-style-type: none"> <li>• Mandatory on works to buildings either 18m in height or 7 or more storeys <b>and</b> contain two or more residential dwellings or educational accommodation.</li> </ul>	<p>A Fire Statement is an independent fire strategy produced by a third party who is suitably qualified. <a href="#">Government advice on Fire Statements</a></p>
<a href="#">Flood Risk Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the site is within Flood Zones 2 or 3 <b>and</b> work involves new footings being dug</li> <li>• Mandatory if the application proposes any new subterranean levels</li> </ul>	<p>You can check constraints on our <a href="#">Local Plan Policies Map</a></p>
<a href="#">Heritage Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if the works are located within a Conservation Area or the property is a Listed or Locally Listed Building</li> </ul>	<p>You can check constraints on our <a href="#">Local Plan Policies Map</a></p>
<a href="#">Landscaping Scheme</a>	<ul style="list-style-type: none"> <li>• Mandatory if BNG applies (i.e. '<a href="#">decreases the Biodiversity Value</a>' of 25m<sup>2</sup> or more of garden land / vegetation / natural habitat)</li> </ul>	
<a href="#">Lighting Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the application involves new or replacement external spotlights or floodlights</li> </ul>	<p>Please note this does not include internally lit adverts or shopfronts</p>
<a href="#">Refuse Store Plans (appropriately scaled) / Details</a>	<ul style="list-style-type: none"> <li>• Mandatory if providing new or amended external store provisions</li> </ul>	<p>This does not include stores contained within buildings, for these you should follow the standard Floor/Elevation Plan guidance.</p> <p>For validation purposes if the store is contained within an external outbuilding, metric scaled floor plans and elevations will be required.</p>

		If the store is not contained within an external outbuilding, an indicative drawing/brochure/photo may be provided.
<a href="#">Schedule of proposed changes</a>	<ul style="list-style-type: none"> <li>• Mandatory if applying for a Non-Material Amendment (NMA) or a Minor Material Amendment (S73)</li> </ul>	
<a href="#">SUDS (Sustainable Urban Drainage System) Strategy</a>	<ul style="list-style-type: none"> <li>• Mandatory if application involves an increased building footprint of 5sqm or more</li> <li>• Mandatory if use changing from commercial to residential</li> </ul>	
<a href="#">Telecommunication Report</a>	<ul style="list-style-type: none"> <li>• Mandatory if your application includes masts, base stations and cabinets.</li> </ul>	
<a href="#">Tree survey, Arboricultural Impact Assessment (AIA) and Arboricultural Method Statement (AMS)</a>	<ul style="list-style-type: none"> <li>• Mandatory if any trees are <b>within 7.5m</b> of closest point of proposed footings</li> <li>• For trees <b>within 7.5-15m</b> of the proposed works we require a plan showing the tree location/s marked (you may use the site or block plan) and labelled photos showing each tree*</li> </ul>	<p>For the Local List purposes trees should have a minimum circumference of at least 75mm</p> <p>*Our Tree Officer may still request a survey depending on the size and species of the trees shown</p>
<a href="#">Waste Management, Storage and Collection Strategy</a>	<ul style="list-style-type: none"> <li>• Mandatory if a new dwelling/s will be created</li> </ul>	<p>Our waste planning guidance document can be downloaded from the council website by visiting <a href="#">Waste provision planning guidance - Sutton Council</a></p>

# Document Guide

- [Forms & Fees](#)
- [Plans & Photos](#)
- [Supporting Documents](#)

Forms & Fees	Requirements	Further Advice
<b>Application Form</b>	<p>Choose the relevant application form from the <a href="#">Planning Portal</a>. Please ensure all sections are completed accurately in full including data required by the GLA planning data standard.</p> <p>Please pay particular attention to the description and ensure all proposed elements are included and the correct <a href="#">Ownership Certificate</a> has been signed.</p>	<p><a href="#">Planning Portal submission guidance</a></p> <p><a href="#">Government guidance - Making an application</a></p> <p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015</a></p>
<b>CIL Additional Information Form 1</b>	This must be completed to help assess whether the proposal is liable for the Community Infrastructure Levy.	<a href="#">CIL Additional Information Form 1</a>
<b>Application Fee</b>	<p>Applications will not be validated without the appropriate application fee being received.</p> <p>You can use the <a href="#">Planning Portal Calculator</a> to check the fee due.</p> <p>Please note that if you plan on applying an exemption you will need to submit accompanying evidence.</p> <p><b>We do not accept cheque/cash payments</b></p>	<a href="#">Planning fees</a>
<b>Administration Fee</b>	<p>Applications will not be validated without the appropriate administration fee being received.</p> <p>Administration fee charges can be applied for the following reasons;</p> <ul style="list-style-type: none"> <li>• Each time an application is made invalid</li> <li>• If an application is withdrawn after notification that it is invalid (this charge will be deducted from any refund)</li> </ul>	<p>Charges;</p> <p>£264 - Major applications</p> <p>£132 - Minor applications</p> <p>£66 - All other applications</p>
Plans & Photos	Requirements	Further Advice
<b>Block Plan (also known as a Site Plan)</b>	<p>A plan at scale 1:200 or 1:500 showing the direction of north and the proposed development in relation to the site boundaries and other existing buildings in the proximity.</p> <ul style="list-style-type: none"> <li>• All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files, will not be accepted.</p>
<b>Cycle Store Plans (appropriately scaled) / Details</b>	<p>These plans should show the detail of the proposed layout and the full exterior/elevations of all sides of any store proposed that is contained within an external outbuilding.</p> <p>If the store is not contained within an external outbuilding, an indicative drawing/brochure/photo may be provided.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> <li>• Scaled appropriately (metric) including the stated scale or scale bar</li> </ul>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files, will not be accepted.</p>

	<ul style="list-style-type: none"> <li>Given a unique drawing number</li> <li>Titled</li> <li>All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	
<b>Elevations - Existing &amp; Proposed (appropriately scaled)</b>	<p>These plans should show the full exterior of all sides, and any elements being altered (this can include buildings, fencing etc), including window and door detailing.</p> <p>Elevations for proposed new mobile homes and caravans are not required.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> <li>Scaled appropriately (metric) including the stated scale or scale bar</li> <li>Given a unique drawing number</li> <li>Titled</li> <li>All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files, will not be accepted.</p>
<b>Floor Plans - Existing &amp; Proposed (appropriately scaled)</b>	<p>These plans should explain the proposal in detail, showing where existing buildings or walls are to be demolished (if applicable) and details of the layout of existing building(s) as well as those for the proposed development.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> <li>Scaled appropriately (metric) including the stated scale or scale bar</li> <li>Given a unique drawing number</li> <li>Titled</li> <li>All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files, will not be accepted.</p>
<b>Location Plan</b>	<p>An up to date plan at scale 1:1250 or 1:2500 which includes the following:</p> <ul style="list-style-type: none"> <li>Direction of north</li> <li>Scaled appropriately (metric) including the stated scale or scale bar</li> <li>At least two named roads (where possible).</li> <li>All the surrounding buildings, roads and footpaths on land adjoining the site</li> <li>The property and its neighbours are numbered</li> <li>A red line around all land required for the development (including access to the public highway where relevant)</li> <li>A blue line around all other land owned by the applicant close to or adjoining the site</li> <li>All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files, will not be accepted.</p>
<b>Photos</b>	<p>Photos should show all sides of the application property, plus front and rear streetscene photos showing the application property and the neighbouring properties.</p>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<b>Refuse Store Plans (appropriately scaled) / Details</b>	<p>These plans should show the detail of the proposed layout and the full exterior/elevations of all sides of any store proposed that is contained within an external outbuilding.</p>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files,</p>

	<p>If the store is not contained within an external outbuilding, an indicative drawing/brochure/photo may be provided.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> <li>• Scaled appropriately (metric) including the stated scale or scale bar</li> <li>• Given a unique drawing number</li> <li>• Titled</li> <li>• All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	will not be accepted.
<b>Roof Plans - Existing &amp; Proposed (appropriately scaled)</b>	<p>Showing the shape of the roof and details of the roofing materials and any features such as chimney positions, extensions or windows.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> <li>• Scaled appropriately (metric) including the stated scale or scale bar</li> <li>• Given a unique drawing number</li> <li>• Titled</li> <li>• All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files, will not be accepted.</p>
<b>Sections - Existing &amp; Proposed (appropriately scaled)</b>	<p>Where a proposal involves a change in floor to ceiling heights (such as loft conversions and dormer extensions) or where land levels differ significantly at the site, section drawings must show both existing and finished levels including the level changes in relation to the adjacent properties.</p> <p>The sections through a building should include all floors, including the basement, loft space and roof, along with any terraces.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> <li>• Scaled appropriately (metric) including the stated scale or scale bar</li> <li>• Given a unique drawing number</li> <li>• Titled</li> <li>• All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files, will not be accepted.</p>
<b>Streetscenes - Existing &amp; Proposed (appropriately scaled)</b>	<p>These plans should provide a view of the development site showing relative height and land levels of the new development in comparison to neighbouring properties from the public highway.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> <li>• Scaled appropriately (metric) including the stated scale or scale bar</li> <li>• Given a unique drawing number</li> <li>• Titled</li> <li>• All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	<p><a href="#">Government guidance - Plans and drawings</a></p> <p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files, will not be accepted.</p>
<b>Window Sections - Existing &amp; Proposed (appropriately scaled)</b>	<p>Where a proposal involves new or replacement windows on a Listed Building or a Locally Listed Building, or replacement windows within a Conservation Area, section drawings must show the depth of the existing and</p>	<a href="#">Government guidance - Plans and drawings</a>



	<p>proposed window and any frame/sill.</p> <p>Each plan should be;</p> <ul style="list-style-type: none"> <li>• Scaled appropriately (metric) including the stated scale or scale bar</li> <li>• Given a unique drawing number</li> <li>• Titled</li> <li>• All plans must be accurate and correlate with partner drawings and other supporting documentation submitted.</li> </ul>	<p>All plans must be submitted as separate single page PDF files. Other document types, or multiple page combined PDF files, will not be accepted.</p>
<b>Supporting Documents</b>	<b>Requirements</b>	<b>Further Advice</b>
<b>Acoustic and Vibration - Impact Assessment</b>	<p>An Impact Assessment will likely be required where there is significant noise use such as food/ drink/ entertainment and leisure uses, industrial uses, day nurseries, places of worship, schools and colleges. An Impact Assessment will also likely be required where a proposal generates a significant amount of traffic and EIA development. Vibration impacts will likely have to be considered on certain types of applications such as those adjacent to railway lines or busy roads and where there are vibration sensitive uses.</p> <p>The Impact Assessment should be carried out by a qualified person and include, among other matters, an assessment of the existing background noise/vibration level over a 24 hour period, predicted noise levels, predicted vibration levels and identification of any mitigation required. The assessment should demonstrate compliance and make reference to relevant British Standards.</p> <p>In addition, for applications for new developments where late night premises are structurally attached or in close proximity to proposed residential properties and live or recorded music (other than background) is likely to form part of the proposed use the applicant should submit an acoustic and vibration report as part of their application. This would apply to applications where new residential properties are being introduced above, adjacent or in close proximity to existing late night premises that currently provide live or recorded music. The report shall demonstrate a sound insulation scheme that ensures that a (1) typical maximum noise levels of the music in each octave band from 63Hz to 4kHz will be no higher than the pre-existing L90 noise level (music off) as measured or calculated in the residential dwelling and (2) there should be no increase in the L90 (music playing) over the background L90 (music off) in any 1/3 octave band between 40Hz-160Hz.</p> <p>Prior to the commencement of development further information should be sought from the Environmental health team through the pre-application process.</p>	<p><a href="#">The Institute of Acoustics</a></p> <p><a href="#">The Association of Noise Consultants</a></p> <p><a href="#">Sutton's Environmental Health webpage</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<b>Air Quality Assessment (AQA) and Air Quality Neutral Assessment (AQNA)</b>	<p>The whole of the borough has been declared as an Air Quality Management Area.</p> <p>If the application relates to a major development then an Air Quality Neutral Assessment will be required. The Air Quality Neutral Assessment will need to be prepared in line with the guidance contained within Section 4.3 of the Mayor's Supplementary Planning Guidance on Sustainable Design and Construction.</p>	<p><a href="#">Sutton's Environmental Health webpage</a></p> <p><a href="#">Mayor's Supplementary Planning Guidance on Sustainable Design and Construction</a></p> <p><a href="#">Institute of Air Quality Management</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<b>Archaeological Desk Based Assessment</b>	<p>An archaeological desktop assessment should contain plans showing historic features, listed buildings &amp; structures, historic parks &amp; gardens, historic battlefields &amp; scheduled ancient monuments, an analysis of the significance of archaeological, history &amp; character of building/structure, principles of and justification for proposed work.</p>	<p><a href="#">Greater London Archaeological Advisory Service (GLAAS)</a></p> <p><a href="#">Local Plan Policies Map</a></p>

	<p>The assessment should be prepared by a qualified individual or organisation. Small-scale archaeological fieldwork may be required to determine the actual extent and degree of survival on site.</p>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Basement Impact Assessment</b></p>	<p>The assessment should include details of;</p> <ul style="list-style-type: none"> <li>• Investigations into groundwater levels</li> <li>• Impact on groundwater flows</li> </ul>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Biodiversity Net Gain (BNG) Statement, Habitat Plan and Metric Calculation Tool</b></p>	<p>Biodiversity Net Gain (BNG) is nationally required since 12 February 2024 for major applications and 2 April 2024 for minor applications under a statutory framework introduced by <a href="#">Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021)</a>. Following this, you must submit <b>either</b> Biodiversity Net Gain (BNG) details, as outlined below, <b>or</b>, a valid exemption.</p> <p>Where an applicant believes the development would be subject to the biodiversity gain condition, the application must be accompanied by minimum information set out in <a href="#">Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015</a>:</p> <ul style="list-style-type: none"> <li>• confirmation that the applicant believes that planning permission, if granted, the development would be subject to the biodiversity gain condition;</li> <li>• the pre-development biodiversity value(s), either on the date of application or earlier proposed date (as appropriate);</li> <li>• where the applicant proposes to use an earlier date, this proposed earlier date and the reasons for proposing that date;</li> <li>• the completed metric calculation tool showing the calculations of the pre-development biodiversity value of the onsite habitat on the date of application (or proposed earlier date) including the publication date of the biodiversity metric used to calculate that value;</li> <li>• a statement whether activities have been carried out prior to the date of application (or earlier proposed date), that result in loss of onsite biodiversity value ('degradation'), and where they have:             <ul style="list-style-type: none"> <li>• a statement to the effect that these activities have been carried out;</li> <li>• the date immediately before these activities were carried out;</li> <li>• the pre-development biodiversity value of the onsite habitat on this date;</li> <li>• the completed metric calculation tool showing the calculations, and</li> <li>• any available supporting evidence of this;</li> </ul> </li> <li>• a description of any irreplaceable habitat on the land to which the application relates, that exists on the date of application, (or an earlier date); and</li> <li>• plan(s), drawn to an identified scale and showing the direction of North, showing onsite habitat existing on the date of application (or earlier proposed date), including any irreplaceable habitat (if applicable)</li> </ul> <p>In addition, the London Borough of Sutton requests all onsite and offsite (if applicable) Habitat Plans to be submitted as a GIS shapefile, containing the redline boundary and all onsite habitat, to Greenspace Information for Greater London (GiGL) <a href="#">Data Standards</a>, particularly <a href="#">G021 Site Surveys</a> and <a href="#">G081 Habitat Data Standards</a>.</p> <p><b>Exemptions</b> - Where applicants consider that the development would not be subject to the biodiversity gain condition, Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015 provides that the applicant must provide a statement as part of the planning application setting out the reasons why they believe this is the case.</p>	<p><a href="#">Government guidance - Biodiversity Net Gain</a></p> <p><a href="#">Government guidance - Biodiversity Net Gain Exemptions</a></p> <p><a href="#">Government guidance - Statutory Biodiversity Metric Tool</a></p> <p><a href="#">Government guidance - Irreplaceable Habitats</a></p> <p><a href="#">The Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024</a></p> <p><a href="#">Planning Portal - Submitting the BNG Metric Calculation Tool</a></p> <p>Applicants are encouraged to engage with LBS <a href="#">before submitting their application</a> in order to identify, understand and seek to resolve issues; this will help to improve both the efficiency and effectiveness of the planning application process, reduce issues around validation, and improve the quality of the application.</p>

	<p>The planning application form, prescribed by the Secretary of State, provides for these reasons to be set out. An applicant would be expected in this statement to set out what exemption(s) or transitional provision(s) apply to the development. In some cases, the exemption or transitional provision will be evident as they relate to the type of permission. For example, the planning application form for household development already includes a pre-populated statement. In other cases, evidence may need to be provided, especially for the de minimis exemption.</p>	
<p><b>BREEAM[1] Pre- Assessment Report or BREEAM Interim (Design Stage) Certificate</b></p>	<p>A BREEAM Pre-Assessment Report or BREEAM Interim (Design Stage) Certificate is required for all major non-residential developments in order to demonstrate that an 'Excellent' rating will be achieved in line with Local Plan Policy 31e. This must be issued by the Building Research Establishment (BRE) or equivalent authorising body.</p>	<p><a href="#">Sutton Local Plan Policy 31 (Carbon and Energy)</a> <a href="#">Building Research Establishment (BRE) website</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Construction Logistics Plan (CLP) - Highway Considerations</b></p>	<p>The CLP should include details on the following:</p> <ul style="list-style-type: none"> <li>● Scope of works (including measures for traffic management)</li> <li>● Details of access arrangements</li> <li>● Loading and unloading of plant and materials</li> <li>● Storage of plant and materials</li> <li>● Provision of boundary hoarding behind any visibility zones of construction traffic routing.</li> <li>● Proposed working hours</li> <li>● Any Personal Protective Equipment (PPE) required.</li> <li>● Means to prevent deposition of mud on the highway</li> <li>● Work programme</li> </ul> <p>It is recognised that the details provided within the CLP, at the application stage, may be subject to change following the appointment of contractors at the development stage should permission be granted. However, it is good practice to give consideration to construction logistics prior to the submission of an application.</p> <p>The CLP should be in accordance with TfL's 'Construction Logistic Plan Guidance'.</p>	<p><a href="#">TfL's 'Construction Logistic Plan Guidance'</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Construction Management Plan (CMP) - Environmental Health Considerations</b></p>	<p>The CMP should include details on the following:</p> <ul style="list-style-type: none"> <li>● Scope of works</li> <li>● Provision of boundary hoarding</li> <li>● Hours of operation</li> <li>● Means to control dust and emissions to air</li> <li>● Means to control noise and vibration</li> <li>● Proposed working hours</li> <li>● Any Personal Protective Equipment (PPE) required.</li> <li>● Work programme</li> </ul> <p>It is recognised that the details provided within the CMP, at the application stage, may be subject to change following the appointment of contractors at the development stage should permission be granted. However, it is good practice to give consideration to construction management prior to the submission of an application.</p> <p>The CMP should be in accordance with the GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction' and also include measures to deal with protection of trees, biodiversity and contaminated land where relevant.</p>	<p><a href="#">GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction'</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>

<p><b>Contaminated Land Assessment</b></p>	<p>A Contaminated Land Assessment should be carried out by a competent and qualified person in consultation with the council's Environmental Health team.</p> <p>The amount of information required should be sufficient to determine the existence or otherwise of the contamination, the nature of the contamination, risks it may pose, and whether these can be satisfactorily reduced to an acceptable level.</p>	<p><a href="#">Government guidance - Contamination risk management</a></p> <p><a href="#">Government guidance - Land affected by contamination</a></p> <p><a href="#">Sutton's Environmental Health webpage on contamination</a></p>
<p><b>Crossover Agreement</b></p>	<p>If you want to install or amend a dropped kerb, you'll need to apply to our Highways department first.</p> <p>Please be aware that your application may be refused if any of the following apply:</p> <ul style="list-style-type: none"> <li>• you don't have at least 4.8 metres (depth) by 2.7 metres (width) of driveway parking (or 4.6 metres depth providing 3 metres opening width can be achieved)</li> <li>• if there are trees or grass verges close to your dropped kerb exit,</li> <li>• you're not able to see clearly from your driveway to the road</li> <li>• there's something like a lamp post or a phone box within 1 metre of your dropped kerb exit</li> <li>• your parking area has gates that will open outwards</li> <li>• your dropped kerb is within 10 metres of a junction or other road features</li> <li>• your property is in a <a href="#">controlled parking zone (CPZ)</a></li> <li>• you live on a <a href="#">Transport for London Red Route</a></li> </ul> <p>Once you have the Crossover Agreement this will need to be included within your Planning Application supporting documents.</p>	<p><a href="#">LBS Vehicle Crossover Policy</a></p> <p><a href="#">LBS Crossover guidance</a></p> <p>Please note that it can take up to 4 weeks to receive a decision on a crossover agreement once you have applied online.</p>
<p><b>Daylight and Sunlight Assessment</b></p>	<p>The report needs to be prepared in line with the adopted British Standard BS 2018 EN17037:2018 – Daylight in buildings. It should identify and examine the impacts upon existing properties, future occupiers and sites with extant planning permissions.</p> <p><b>PLEASE NOTE:</b> The London Borough of Sutton may use an external party to independently assess the submission, the assessment fees shall be paid by the applicant.</p>	<p><a href="#">Site Layout Planning for Daylight and Sunlight "A guide to good practice" (BRE) 2011</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Delivery and Servicing Management Plan</b></p>	<p>As a minimum the plan should include:</p> <ul style="list-style-type: none"> <li>• The location of loading and unloading</li> <li>• The hours of loading and unloading</li> <li>• The frequency and size of vehicles</li> <li>• Swept paths</li> </ul>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Demolition Method Statement</b></p>	<p>The Demolition Method Statement should describe in full the following:</p> <ul style="list-style-type: none"> <li>• Reasons for demolition</li> <li>• Scope of works</li> <li>• Method and sequence of demolition</li> <li>• Details of access arrangements</li> <li>• Proposed working hours</li> <li>• Any identified hazards</li> <li>• Any Personal Protective Equipment (PPE) required.</li> <li>• Work programme</li> </ul>	<p><a href="#">GLA's Supplementary Planning Guidance 'Control of Dust and Emissions during Demolition and Construction'</a></p> <p><a href="#">Prior Approval - Applications for demolition</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>

<p><b>Design and Access Statement (DAS)</b></p>	<p>The DAS should illustrate the process that has led to the development proposal and explain the proposal in a structured way.</p> <p>It should explain how the proposed development is suitable for the site, its setting and how it meets relevant Planning policies.</p>	<p><a href="#">CABE - Design and Access Statements: How to write, read and use them</a></p> <p><a href="#">Government guidance - Design and access statements</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Drainage Assessment Form (DAF)</b></p>	<p>A <a href="#">Drainage Assessment Form (DAF)</a> is required in order to demonstrate that the Mayor’s drainage hierarchy has been followed in seeking to deliver Greenfield run-off rates. The DAF provides a template for the run-off calculations and further details that are required alongside site drawings and other relevant drainage information</p> <p>Please note that although the DAF requests information on other sources of flood risk (such as fluvial, groundwater and sewer flooding), it does not in itself constitute a site specific Flood Risk Assessment (FRA) which should be prepared for all developments as stated above.</p>	<p><a href="#">Sutton - Sustainable Urban Drainage</a></p> <p><a href="#">London Sustainable Drainage Action Plan</a></p> <p><a href="#">Environment Agency guidance on ‘Rainfall runoff management from developments’</a></p> <p><a href="#">National non-statutory technical standards for SUDS</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Ecological Assessment</b></p>	<p>As part of the Council’s commitment to conserving and promoting wildlife through the <a href="#">Biodiversity Strategy 2020-2025</a>, all planning applications must have consideration to local biodiversity, both habitats and species onsite, and with regard to potential offsite impacts of habitats and species.</p> <p>A suitable ecological assessment (usually, an Ecological Impact Assessment - EclA) is required for sites that are likely to have a negative impact on wildlife and habitats. The provision of an EclA / equivalent assessment is likely to be required <b>in addition</b> to the provision of a <a href="#">Biodiversity Net Gain Statement</a>.</p> <p>All surveys and impact assessments should be carried out in accordance with Sutton Council’s <a href="#">Validation Information: Biodiversity</a>. This includes smaller works, such as roof or loft changes, which may affect bat roosts, which will require at least a Preliminary Roost Assessment (PRA).</p> <p>Sutton requires developments to provide additional features for wildlife, including swift bricks, bat roosts etc. (please see Biodiversity Strategy 2020-2025 for more information),</p> <p>The planning authority has a duty to consider the conservation and promotion of biodiversity in all its duties through the NERC Act 2006 and when determining a planning application; this includes delivery of the Environment Act 2021 and having regard to the safeguard of species protected under the Wildlife and Countryside Act 1981 (as amended) and Conservation of Habitat and Species Regulations 2017 (as amended).</p>	<p><a href="#">Biodiversity Validation Information</a></p> <p><a href="#">Government guidance - Protected species</a></p> <p><a href="#">Biodiversity Strategy 2020-2025</a></p> <p><a href="#">Contact the Biodiversity Team</a> for help</p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Energy Statement</b></p>	<p>An Energy Statement should:</p> <ul style="list-style-type: none"> <li>• Demonstrate how the development will minimise CO2 emissions in line with the Mayor’s energy hierarchy;</li> <li>• Demonstrate how the relevant CO2 reduction, fabric energy efficiency and renewable energy targets will be met in line with Local Plan Policy 31;</li> <li>• For major developments located within decentralised energy (DE) opportunity areas or within close proximity (500m) to an existing or planned district heating network, demonstrate that the council’s ‘DE Protocol’ in Appendix 10.B of the Local Plan has been applied to ensure that the development is</li> </ul>	<p><a href="#">GLA Guidance on Preparing Energy Assessments</a></p> <p><a href="#">Sutton Local Plan Policy 31 (Carbon and Energy)</a></p> <p><a href="#">NPPG on climate change mitigation and adaptation</a></p> <p><a href="#">Building Regulations 2013 Approved Documents L1A, L1B, L2A and L2B</a></p>

	<p>‘future-proofed’ to enable future connection to the network;</p> <ul style="list-style-type: none"> <li>For major residential developments, demonstrate how the council’s ‘zero carbon’ target will be achieved and the sum to be paid into the council’s carbon offset fund based on a price of £60 per tonne over 30 years. Suttons ‘Technical Guidance Note 1 for Developers on Carbon Offsetting’ within the note ‘Building a Sustainable Future’ provides further details on carbon offsetting.</li> <li>Be accompanied by ‘as-designed’ Building Regulations Part L outputs prepared under the Standard Assessment Procedure (SAP) or Simplified Building Energy Model (SBEM) as appropriate.</li> </ul>	<p><a href="#">London Heat Network Manual</a></p> <p><a href="#">Suttons Building a Sustainable Future - Technical Guidance Note</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Environmental Impact Assessment (EIA)</b></p>	<p>The Environmental Impact Assessment Regulations set out the circumstances in which an EIA or EIA Screening Opinion is required. The need for an EIA shall be determined through a formal Screening Opinion for all Schedule 2 development.</p> <p>An EIA may comprise of other more specific assessments detailed within the local list below. Where an EIA is required, Schedule 4 of the regulations sets out the information that should be included in an Environmental Statement, however, applicants are advised to also complete a Scoping Opinion to fully understand the information requirements.</p> <p>Please note that for applications for non-material amendments (s96a) and minor material amendments (s73) for proposals that were originally EIA development, further details will be required to show that the proposed changes to the scheme have been screened and that the impacts of the development, as altered, have been assessed to determine whether they would give rise to any further or different significant impacts. This will take the form of an addendum to the Environmental Statement outlining the alterations and assessing the impact of these against each of the previous EIA conclusions.</p>	<p><a href="#">Government guidance - Environmental impact assessments</a></p> <p><a href="#">The Town and Country Planning (Environmental Impact Assessment) Regulations 2017</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Financial Viability Assessment (FVA) and Affordable Housing Statement</b></p>	<p>The Mayor’s current Affordable Housing and Viability SPG August 2017 states that where less than 35% affordable housing is proposed (50% on public land) a full Financial Viability Appraisal (FVA) shall be provided to the Council for independent assessment.</p> <p>It is recommended that the applicant enter into early discussions with the Local Planning Authority (LPA) for advice on affordable housing requirements and housing needs. Details should be provided of the size, number, type, tenure and location of any affordable units proposed. Where a viability model is used the Council should be provided with the full working models and/or all of the assumptions and calculations so these can be independently interrogated and tested.</p> <p>Please note that all submitted FVA’s will be published on the Council’s planning register in line with the Mayors SPG.</p> <p>As a minimum, the FVA should include the following:</p> <ul style="list-style-type: none"> <li>Gross Development Value</li> <li>Build Costs (QS Schedule)</li> <li>Land Value (existing use value plus)</li> <li>Residual values (including comparables)</li> <li>Commercial yields /rents (including comparables)</li> <li>Competitive return to developers</li> <li>Professional Fees / Marketing costs</li> <li>Evidence and benchmarks to support all values and costs included in the assessment.</li> <li>Justification for all assumptions used in the FVA.</li> <li>A viability assessment model which is capable of full interrogation by the Council and its advisor.</li> <li>Itemised S106 Heads of Terms and Community Infrastructure Levy (CIL)</li> </ul>	<p><a href="#">Mayor’s Affordable Housing and Viability SPG</a></p> <p><a href="#">Policy 8 and 38 of the Sutton Local Plan 2018</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>

	<ul style="list-style-type: none"> <li>• Any capital / grant contributions</li> <li>• Build / sale programme</li> <li>• Details of any Registered Housing Provider</li> <li>• Scenario testing of the deliverability of the development if the FVA shows a deficit</li> </ul> <p><b>PLEASE NOTE:</b> The London Borough of Sutton may use an external party to independently assess the submission, the assessment fees shall be paid by the applicant.</p> <p><b>PLEASE NOTE:</b> All submitted FVA's will be published on the council's Planning Register in line with the Mayors SPG.</p>	
<p><b>Fire Safety Strategy (Part A)</b></p>	<p>In March 2021 the Mayor of London published his Local Plan which now forms part of the Local Plan Framework, policy D12 deals with matters of Fire Safety. In addition to this on 1 August 2021 the NPPG 'Fire Safety and High – Rise Residential Buildings was produced pursuant to the update of the Town and Country Planning (General Management and Procedure and Section 62A Applications) (England) (Amendment) Order 2021. This is referred to as 'Gateway One'; Gateways Two and Three come at a Building Safety Regulator Stage.</p> <p>Following this you must submit <b>either</b> a '<a href="#">Reasonable Exception Statement</a>' <b>or</b> a Fire Safety Strategy</p> <p>A Fire Safety Strategy should indicate;</p> <ul style="list-style-type: none"> <li>• where fire and rescue service pumping appliances can be sited.</li> <li>• outside evacuation assembly point</li> </ul> <p>You must also submit a strategy statement which covers the following points and how they have been considered;</p> <ul style="list-style-type: none"> <li>• Features to reduce risk to life, including fire alarms and passive and active fire safety measures</li> <li>• Construction in a manner to minimise risk of fire spread</li> <li>• Suitable and convenient means of escape</li> <li>• An evacuation strategy</li> <li>• Provision of suitable access and equipment for firefighting which is appropriate for the size and use of the development</li> </ul>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Fire Statement (Part B)</b></p>	<p>In March 2021 the Mayor of London published his Local Plan which now forms part of the Local Plan Framework, policy D12 deals with matters of Fire Safety. In addition to this on 1 August 2021 the NPPG 'Fire Safety and High – Rise Residential Buildings was produced pursuant to the update of the Town and Country Planning (General Management and Procedure and Section 62A Applications) (England) (Amendment) Order 2021. This is referred to as 'Gateway One'; Gateways Two and Three come at a Building Safety Regulator Stage.</p> <p>Following this you must now submit the following;</p> <ul style="list-style-type: none"> <li>• A Fire Statement, which is an independent fire strategy produced by a third party who is suitably qualified.</li> </ul>	<p><a href="#">Government advice on Fire Statements</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>GLA Environmental Policy Requirements -</b></p> <ul style="list-style-type: none"> <li>• <b>Circular Economy Statement Report and Template Spreadsheet</b></li> <li>• <b>Whole Life-Cycle Carbon</b></li> </ul>	<p>The Circular Economy Statement must include both a written report that demonstrates how a circular economy will be achieved by the development alongside the completed GLA <a href="#">Circular Economy Template Spreadsheet</a> and should be submitted in Excel format.</p> <p>The GLA <a href="#">Whole Life-Cycle Carbon Assessment Template</a> must also be completed and submitted, stating the true carbon impact of a development including the carbon emissions resulting from materials, construction and</p>	<p><a href="#">Circular Economy Statement Guidance</a></p> <p><a href="#">Circular Economy Template Spreadsheet</a></p> <p><a href="#">Whole Life-Cycle Carbon Assessment Guidance</a></p>

<p><b>Assessment Template</b></p> <ul style="list-style-type: none"> <li><b>Energy Assessment and Carbon Emissions Reporting Spreadsheet</b></li> </ul>	<p>use over a building’s entire life, including demolition and disposal. This should also be in Excel format.</p> <p>An Energy Assessment stating the proposed climate mitigation measures and demonstrating how these comply with the London Plan must also be submitted alongside the completed <a href="#">Carbon Emissions Reporting Spreadsheet</a>, submitted in Excel format.</p>	<p><a href="#">Whole Life-Cycle Carbon Assessment Template</a></p> <p><a href="#">Energy Planning Guidance</a></p> <p><a href="#">Carbon Emissions Reporting Spreadsheet</a></p>
<p><b>Heritage Statement</b></p>	<p>The National Planning Policy Framework (NPPF) requires applications to describe the significance of any heritage asset affected and any contribution made by their setting. The level of details should be proportionate to the importance of the heritage asset, scale of development and be sufficient to understand the potential impact of the proposal on the significance of the heritage asset.</p> <p>A Heritage Statement should be prepared by an appropriate expert where necessary and among other matters should include:</p> <ul style="list-style-type: none"> <li>• A description of the significance of the heritage asset with reference to the relevant historic record.</li> <li>• An explanation of how the proposed development protects/enhances the heritage asset. It should demonstrate how the proposed development responds to the scale, proportions, height, massing, historic building lines, the pattern of historic development, use, design, detailing and materials of the heritage asset. For works to a listed building, a description on how the proposal retains the integrity and significance of the building as a whole, the location and hierarchy of rooms, historic floor levels, the structure of the building including foundations, fabric as well as features such as original staircases, original roof structures and other features identified as being of significance.</li> <li>• An explanation of how the proposal seeks good/exceptional design that integrates with and makes a positive contribution to the heritage asset.</li> <li>• A description of the impact of the development on the heritage asset.</li> </ul>	<p><a href="#">NPPF Section 16</a></p> <p><a href="#">SPD14: Sutton’s Urban Design Guide</a></p> <p><a href="#">Government guidance - Historic environment</a></p> <p><a href="#">Historic England - Planning advice</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Landscaping Scheme</b></p>	<p>You must provide details of the planting of trees and shrubs, surface materials, boundary screen walls and fences. The scheme should describe the;</p> <ul style="list-style-type: none"> <li>• Materials</li> <li>• Species</li> <li>• Tree and plant sizes, numbers and planting densities</li> <li>• Levels, gradients and any earthworks required</li> <li>• Timing of the implementation of the scheme</li> </ul> <p>It should also include proposals for long-term maintenance and landscape management. Where applicable, this should cross-reference with SUDS Strategy and the <a href="#">Biodiversity Net Gain Statement</a> and a Green Space Factor assessment. Landscaping schemes should be integral to good design and considered at the earliest stage of the design process. The retention of trees and high quality landscaping schemes should be a positive part of the design process.</p>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Lighting Assessment</b></p>	<p>The assessment should provide details of the external lighting or floodlighting, including:</p> <ul style="list-style-type: none"> <li>• Hours of operation</li> <li>• Light spillage (including horizontal and vertical light spill, clearly scaled)</li> <li>• Light levels</li> <li>• Column heights</li> <li>• Layout plan with beam orientation and light maps (isolux contour maps to 0.01lux)</li> <li>• Equipment design</li> <li>• Impact on nearby dwellings, wildlife, habitat or roads and use of planting to mitigate effect(s)</li> </ul>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>



<p><b>Parking Management Plan / Strategy</b></p>	<p>The Parking Management Plan should provide details of the following:</p> <ul style="list-style-type: none"> <li>Existing and proposed vehicle parking including provision for accessible parking (cars, motorcycles and cycle spaces).</li> <li>Details (including plans) of the number of car club spaces and electric vehicle charging points (both active and passive) (if none are proposed then this should be stated in the submission)</li> <li>Details of measures to manage their use (i.e. ensuring that informal parking does not take place in any other areas of the site not dedicated as parking spaces)</li> <li>Details of measures to control potential on-street parking</li> <li>Details of monitoring and review</li> <li>Details of Parking Surveys should be submitted if there is significant parking stress in the area (Please note: All fees for the London Borough of Sutton shall be paid by the applicant to independently assess the submitted parking survey)</li> </ul> <p>The purpose of a Parking Management Plan is to show how parking is to be managed in order to ensure that a development does not increase on-street car parking and congestion and that any impacts can be appropriately managed. It should also ensure that parking is appropriately allocated within a development to those users who are in most need such as disabled users and family units.</p>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Planning Statement</b></p>	<p>The planning statement should explain the principles of and justification for the proposed works. The statement should include information explaining how the proposed development accords with the policies of the development plan and any relevant Supplementary Planning Documents.</p> <p>It should also include information regarding commercial activities including anticipated staffing levels, site visitors, proposed hours of operation etc.</p>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Retail Impact Assessment</b></p>	<p>The assessment should include the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.</p> <p><b>PLEASE NOTE:</b> The London Borough of Sutton will use an external party to independently assess the submission, the assessment fees shall be paid by the applicant.</p>	<p><a href="#">Paragraph 89 of the NPPF</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Schedule of proposed changes</b></p>	<p>All such applications shall include a schedule of the changes proposed compared to the original application to be varied. Where applicable, revised drawings should also be provided highlighting the changes proposed.</p>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Site specific Flood Risk Assessment (FRA) - see also SUDS</b></p>	<p>A Flood Risk Assessment should identify how a development will be designed to cope with flooding and how the risk will be mitigated without increasing the risk elsewhere. It should identify opportunities to reduce the probability and consequences of flooding.</p> <p>The assessment should be in accordance with the NPPF Technical Guidance, identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed so that the development remains safe throughout its lifetime, taking climate change into account.</p>	<p><a href="#">EA online flood map</a></p> <p><a href="#">Suttons Strategic Flood Risk Assessment (SFRA)</a></p> <p><a href="#">NPPG advice on Flood Risk</a></p> <p><a href="#">EA standing advice on completing a flood risk assessment for certain types of development</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Skills and Employment Strategy</b></p>	<p>The strategy should demonstrate how employment opportunities, skills and training will be provided during and/or after construction for local residents. This should set out the number of the following interventions to be</p>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly</p>

	<p>delivered during and/or after the development, the month in which these will be delivered, and further information on how these will be delivered;</p> <ul style="list-style-type: none"> <li>• Number of new local apprentices recruited</li> <li>• Number of unemployed / economically inactive residents recruited into vacancies</li> <li>• Number of work placements for local school/college students; unemployed / economically inactive residents; or local students undertaking accredited training courses</li> <li>• Number of supported internships offered</li> <li>• Number of careers events, workplace visits or employer encounters for school / college students; or unemployed / economically inactive residents</li> <li>• Training opportunities for residents (excluding apprenticeships)</li> <li>• Percentage of workforce that will be local labour (Sutton residents)</li> <li>• Skills / labour forecast for the site</li> <li>• Other (please specify)</li> <li>• Number of supply chain events or interventions to promote opportunities to local businesses</li> <li>• Percentage of contract spend which will be with local businesses</li> </ul>	<p>formatted plans/documents.</p>
<p><b>Statement of Community Engagement</b></p>	<p>The Statement of Community Engagement will need to demonstrate how the applicant has complied with Sutton’s Statement of Community Involvement and show how the views of the local community have been sought and taken into account in the development proposals.</p>	<p><a href="#">Suttons Statement of Community Involvement (SCI)</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>SUDS (Sustainable Urban Drainage System) Strategy</b></p> <p>(can be provided as part of the site specific FRA where one is produced)</p>	<p>A SUDS scheme involves the management of surface water run-off and should:</p> <ul style="list-style-type: none"> <li>• Identify all proposed site drainage and flood risk management measures, including SUDS, in order to manage surface water run-off as close to its source as possible in line with the Mayor’s drainage hierarchy.</li> <li>• Describe how each of the proposed measures will be incorporated as part of the design and layout in order to achieve the council’s minimum SUDS performance standards.</li> <li>• Include calculations to show that the peak run-off rate for the 1 in 100 year event (plus climate change) will be as close as reasonably practicable to the greenfield run-off rate.</li> <li>• Demonstrate that the 1 in 30 year rainfall event (plus climate change) can be contained without flooding and that any flooding occurring between the 1 in 30 and 1 in 100 year event (plus climate change) will be safely contained on site.</li> <li>• Provide details of the implementation timetable together with a management and maintenance plan including arrangements for adoption where relevant</li> <li>• Designs should be multifunctional to include water quality, amenity and biodiversity benefits</li> <li>• Include the design of surface water management systems including Sustainable Urban Drainage Systems (SUDS).</li> </ul> <p>All SUDS strategies submitted in support of major residential and non-residential developments must also be accompanied by a Drainage Assessment Form (DAF)</p>	<p><a href="#">National non-statutory technical standards for SUDS</a></p> <p><a href="#">Sutton SUDS Guidance</a></p> <p><a href="#">NPPF, Para 167</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<p><b>Telecommunication Report</b></p>	<p>The telecommunications report should provide the following:</p> <ul style="list-style-type: none"> <li>• Outcome of any consultation with the local community, including nearby schools and colleges</li> <li>• Area of any search and sequential test</li> <li>• Details of the proposed structure</li> <li>• Technical justification and information about the proposed development.</li> <li>• For an addition to an existing mast or base station, a statement that self-certifies that the cumulative</li> </ul>	<p><a href="#">Electronic Communications Code 2017</a></p> <p><a href="#">Sutton Local Plan Policy 23</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>

	<p>exposure, when operational, will not exceed International Commission on non-ionising radiation protection guidelines; OR</p> <ul style="list-style-type: none"> <li>For a new mast or base station, evidence that the applicant has explored the possibility of erecting antennas on an existing building, mast or other structure and a statement that self-certifies that, when operational, International Commission guidelines will be met.</li> </ul>	
<b>Transport Assessment (TA)</b>	<p>The coverage and scale of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal. The TA should provide an assessment of the transport and servicing impact of the development and include:</p> <ul style="list-style-type: none"> <li>Baseline conditions including PTAL of the site</li> <li>Existing and proposed vehicular and pedestrian journeys to and from the site by all modes of transport</li> <li>Description and analysis of existing transport conditions</li> <li>An analysis on how the proposal will affect the transport conditions</li> <li>Any mitigation / planning obligations required</li> </ul> <p>The Transport Assessment should be in accordance with the guidance from TfL.</p>	<p><a href="#">Transport Assessment guidance from TfL</a></p> <p><a href="#">Government guidance - Travel plans and transport assessments</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<b>Travel Plan (TP)</b>	<p>A Travel Plan is a long-term management strategy for an organisation or site that seeks to identify actions to deliver sustainable transport objectives The TP should outline the measures that will be put in place to improve access to public transport and reduce the need for vehicle parking associated with the proposal.</p> <p>The Travel Plan should be in accordance with the guidance from TfL.</p>	<p><a href="#">Travel Plan guidance from TfL</a></p> <p><a href="#">Government guidance - Travel plans and transport assessments</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<b>Tree survey, Arboricultural Impact Assessment (AIA) and Arboricultural Method Statement (AMS)</b>	<p>The tree survey is an appraisal and assessment of tree quality. The arboricultural impact assessment (AIA) is required to clearly identify impacts to trees and provide solutions to minimise or mitigate for these and must include a tree retention/removal plan. The tree survey and AIA must comply with BS5837:2012 Trees in Relation to Design, Demolition and Construction. If the impacts identified in the AIA require tree protection or special working methods, an arboricultural method statement (AMS) and tree protection plan to BS5837:2012 is also required. The tree survey, AMS and AIA should be undertaken by a qualified arboriculturist.</p>	<p><a href="#">Government guidance - Trees</a></p> <p><a href="#">The Arboricultural Association</a></p> <p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>
<b>Waste Management, Storage and Collection Strategy</b>	<p>There is a requirement to make appropriate arrangements and/or space for the storage and collection of recycling and refuse on site. These details will need to be included on the plans with a collection and management strategy. Reducing carbon and emissions should also be at the forefront of your thinking when devising such a strategy.</p>	<p>All submitted documents should be in PDF format (including photographs). Applications will be made invalid for incorrectly formatted plans/documents.</p>

# Other Applications

## [Details Reserved by Condition - Click to start your application](#)

To be used to clear conditions attached to a previously granted planning application.

[Forms & Fees](#)

[Plans & Photos](#)

[Supporting Documents](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	
<a href="#">Application Fee*</a>	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	<p>You must submit supporting documents if applying for an exemption</p> <p>*Plus service charge due for using the Planning Portal</p>
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>Mandatory if an administration fee is charged</li> </ul>	
Plans & Photos	Requirement	Tips
All plans and photos	<ul style="list-style-type: none"> <li>These should be submitted as appropriate to the condition being cleared.</li> </ul>	
Supporting Documents	Requirement	Tips
All supporting documents	<ul style="list-style-type: none"> <li>These should be submitted as appropriate to the condition being cleared.</li> </ul>	

## [Listed Building Consent - Click to start your application](#)

To be used when making changes to a Listed Building, you can check to see whether the building has been listed on [Historic England's website](#).

[Forms & Fees](#)

[Plans & Photos](#)

[Supporting Documents](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	You should use the Householder Planning form
<a href="#">CIL Additional Information Form 1</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<a href="#">CIL Additional Information Form 1</a>
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>• Mandatory if an administration fee is charged</li> </ul>	
Plans & Photos	Requirement	Tips
<a href="#">Block Plan (1:500)</a>	<ul style="list-style-type: none"> <li>• Mandatory if the proposed work extends beyond the current external walls or a new outbuilding is proposed</li> </ul>	This must show any new extension elements or buildings proposed, showing the proposed works drawn in relation to the main dwelling house and existing buildings.
<a href="#">Elevations - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if any of the proposed work is visible externally</li> </ul>	You must submit elevations from all sides where the new elements are visible.
<a href="#">Floor Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Photos</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	Photos should show all sides of the application property, plus front and rear streetscene photos showing the application property and the neighbouring properties
<a href="#">Roof Plans - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if <b>any</b> new roof element is proposed</li> </ul>	Where a ground floor extension is proposed, a first floor plan showing the roof of the proposed extension would be sufficient.
<a href="#">Sections - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory if there is a change in floor to ceiling heights (eg. loft conversion, dormer extensions)</li> <li>• Mandatory when land levels differ significantly across the site</li> </ul>	Existing and proposed sections must include the front and rear garden area, including the level changes in relation to the adjacent properties to the left and right.
<a href="#">Site Location Plan (1:1250)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	The application site must be edged in red, and the plan must include a north point and should show the site in relation to adjoining properties and the nearest road junctions.
<a href="#">Streetscenes - Existing &amp; Proposed (appropriately scaled)</a>	<ul style="list-style-type: none"> <li>• Mandatory on applications which propose an additional new floor</li> </ul>	Please note this does not include loft conversions and dormer extensions.
<a href="#">Window Sections - Existing &amp; Proposed</a>	<ul style="list-style-type: none"> <li>• Mandatory if new or replacement windows are proposed</li> </ul>	
Supporting Documents	Requirement	Tips
<a href="#">Archaeological Desk-based Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if site is within 50m of an Ancient Monument</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>

<a href="#">Basement Impact Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the application proposes any new <b>or</b> extended subterranean levels</li> </ul>	
<a href="#">Contaminated Land Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if site is on Contaminated Land</li> </ul>	This can be checked by contacting our <a href="#">Environmental Health team</a>
<a href="#">Demolition Method Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory if demolishing a Locally or Nationally Listed Building</li> </ul>	
<a href="#">Ecological Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if converting loft space or other roof alterations</li> </ul>	
<a href="#">Fire Safety Strategy (Part A)</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	<p>You must submit <b>either</b> a '<a href="#">Reasonable Exception Statement</a>' <b>or</b> a Fire Safety Strategy</p> <p>A Fire Safety Strategy should indicate;</p> <ul style="list-style-type: none"> <li>• where fire and rescue service pumping appliances can be sited.</li> <li>• outside evacuation assembly point</li> </ul> <p>You must also submit a strategy statement which covers the following points and how they have been considered;</p> <ul style="list-style-type: none"> <li>• Features to reduce risk to life, including fire alarms and passive and active fire safety measures</li> <li>• Construction in a manner to minimise risk of fire spread</li> <li>• Suitable and convenient means of escape</li> <li>• An evacuation strategy</li> <li>• Provision of suitable access and equipment for firefighting which is appropriate for the size and use of the development</li> </ul>
<a href="#">Flood Risk Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the site is within Flood Zones 2 or 3 <b>and</b> work involves new footings being dug</li> <li>• Mandatory if the application proposes any new subterranean levels</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Heritage Statement</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	You can check constraints on our <a href="#">Local Plan Policies Map</a>
<a href="#">Lighting Assessment</a>	<ul style="list-style-type: none"> <li>• Mandatory if the application involves new or replacement external spotlights or floodlights</li> </ul>	Please note this does not include internally lit adverts or shopfronts
<a href="#">Tree survey, Arboricultural Impact Assessment (AIA) and Arboricultural Method Statement (AMS)</a>	<ul style="list-style-type: none"> <li>• Mandatory if any trees are <b>within 7.5m</b> of closest point of proposed footings</li> <li>• For trees <b>within 7.5-15m</b> of the proposed works we require a plan showing the tree location/s marked (you may use the site or block plan) and labelled photos showing each tree*</li> </ul>	<p>For the Local List purposes trees should have a minimum circumference of at least 75mm</p> <p>*Our Tree Officer may still request a survey depending on the size and species of the trees shown</p>

**[Minor Material Amendment \(S73\) - Click to start your application](#)**

To be used when making amendments to a previously granted planning application, this could include small changes to the footprint of a building etc.

*Please note that you cannot amend the red-line site boundary via this application type, you must resubmit a new Planning Application if this is required.*

- [Forms & Fees](#)
- [Plans & Photos](#)
- [Supporting Documents](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">CIL Additional Information Form 1</a>	<ul style="list-style-type: none"> <li>• Mandatory if there are proposed changes to the footprint of the building</li> </ul>	<a href="#">CIL Additional Information Form 1</a>
<a href="#">Application Fee*</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	You must submit supporting documents if applying for an exemption *Plus service charge due for using the Planning Portal
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>• Mandatory if an administration fee is charged</li> </ul>	
Plans & Photos	Requirement	Tips
All plans and photos	<ul style="list-style-type: none"> <li>• These should be submitted as appropriate to the proposed change</li> </ul>	
Supporting Documents	Requirement	Tips
<a href="#">Biodiversity Net Gain (BNG) Statement, Habitat Plan and Metric Calculation</a>	<ul style="list-style-type: none"> <li>• Mandatory if the original permission was submitted on or after 12 February 2024.</li> </ul>	<a href="#">Government guidance - Biodiversity Net Gain - S73</a>
<a href="#">Schedule of proposed changes</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	This should contain a list of all proposed changes
Other supporting documents	<ul style="list-style-type: none"> <li>• These should be submitted as appropriate to the proposed change</li> </ul>	

**[Non-Material Amendment - Click to start your application](#)**

To be used when making very minor amendments to a previously granted planning application, this could include changing the size of windows or materials to be used etc.

*Please note that you cannot amend the red-line site boundary, or increase the footprint/height of the development via this application type, you would need to apply for a Minor Material Amendment or a new Planning Application.*

- [Forms & Fees](#)
- [Plans & Photos](#)
- [Supporting Documents](#)

<b>Forms &amp; Fees</b>	<b>Requirement</b>	<b>Tips</b>
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	
<a href="#">Application Fee*</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	You must submit supporting documents if applying for an exemption *Plus service charge due for using the Planning Portal
<a href="#">Administration Fee</a>	<ul style="list-style-type: none"> <li>• Mandatory if an administration fee is charged</li> </ul>	
<b>Plans &amp; Photos</b>	<b>Requirement</b>	<b>Tips</b>
All plans and photos	<ul style="list-style-type: none"> <li>• These should be submitted as appropriate to the proposed change</li> </ul>	
<b>Supporting Documents</b>	<b>Requirement</b>	<b>Tips</b>
<a href="#">Schedule of proposed changes</a>	<ul style="list-style-type: none"> <li>• Mandatory</li> </ul>	This should contain a list of all proposed changes
Other supporting documents	<ul style="list-style-type: none"> <li>• These should be submitted as appropriate to the proposed change</li> </ul>	



Adopted 03/12/2024

**[Permission in Principle - Click to start your application](#)**

Please see [The Town and Country Planning \(Permission in Principle\) \(Amendment\) Order 2017](#) for validation requirements.

**[Prior Approval - Click to start your application](#)**

Please see [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) for validation requirements.

[Works to Protected Trees - Click to start your application](#)

To be used for works to trees protected by a Tree Preservation Order (TPO) or situated within a Conservation Area (CA) - You can check the status of trees within Sutton on our [Tree Map](#).

[Forms & Fees](#)

[Plans & Photos](#)

[Supporting Documents](#)

Forms & Fees	Requirement	Tips
<a href="#">Application Form</a>	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	
Plans & Photos	Requirement	Tips
<a href="#">Photos</a>	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	Photos should show the trees in full view
Site Plan	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	The site plan should indicate all trees on site with labels corresponding to the schedule of work. The plan should show the trees in relation to nearby buildings and the nearest road junctions
Supporting Documents	Requirement	Tips
Arboricultural Report	<ul style="list-style-type: none"> <li>Mandatory if reason for works on a TPO tree is condition</li> </ul>	This should be a written report from an appropriate expert
Reason for Works	<ul style="list-style-type: none"> <li>Mandatory for works to trees protected by a TPO</li> </ul>	If listing condition of tree or damage caused by the tree please note accompanying reports will also need to be provided as evidence of claim
Schedule of Works	<ul style="list-style-type: none"> <li>Mandatory</li> </ul>	This should list the works being applied for each tree with corresponding labelling to the Site Plan
Subsidence or Structural Damage Report	<ul style="list-style-type: none"> <li>Mandatory if reason for works on a TPO tree is alleged damage to property</li> </ul>	This should be a written report from an appropriate expert