

Introduction

This document has been produced to advise agents and applicants of the list of information required when submitting applications for planning permission of other similar consents to the London Borough of Hounslow.

On 6 April 2008 the Government introduced a mandatory Standard Application Form accompanied by changes to the procedures involved in the validation of applications.

There are two elements to the validation requirements:

- A national list of mandatory information that must be submitted with every planning application; and
- A local list of additional information that may be required when making an application to the London Borough Of Hounslow

The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires, as a minimum, that an application for planning permission includes the items set out in the national list. The National Planning Practice Guidance on validation requirements states that a local list must be:

- Reasonable, having regard in particular to the nature and scale of the proposed development; and
- Be about a matter that is reasonable to think it will be a material consideration in the determination of the application.

In addition, the local planning authority must consult on a draft local list, formally adopt the local list and publish it on its website, and review the local list every two years.

The local requirements list includes a list of documents that are likely to be required so that a full assessment of the application can be made. To avoid any delay, it is in the interests of applicants to ensure all the relevant information is provided at submission. The list is not exhaustive and it is possible that, once an application has been validated, further information may have to be submitted in order for the application to be determined. The list does not therefore limit the Council's ability to request additional information should further issues arise during the planning application determination period.

The local list suggests a number of different documents that may be required to help assess and determine an application. Not everything on the list will be required and each application will be dealt with on a case by case basis. If you are unsure on what information to submit, then please contact the planning team.

To understand which items can be required for different types of applications, use the application type checklists.

Number of copies of applications to be submitted

For all major applications, at least 2 (two) paper copies and 1 (one) copy of the application on a CD are required. One copy of the application will be sent to a library / libraries of Council's choosing for public viewing.

For applications that are likely to be controversial and of significant public interest further paper copies and CDs may be requested prior to the validation of the application.

For minor applications, one electronic copy should be submitted. Only in exceptional circumstances will a paper copy of an application be accepted instead of an electronic submission.

Pre-application advice service

The Council offer a pre-application service for all applications to discuss proposals prior to formal submission. Further information and the relevant application form may be found on the following link:

https://www.hounslow.gov.uk/info/20063/pre-application_advice

Validation criteria

For any application to be registered as a valid application it must be accompanied by the relevant forms, plans and associated details necessary to provide sufficient information for the determination of the application. The specified national criteria are mandatory and must be adhered to if an application is to be accepted as valid.

An email address for both the applicant and / or agent must be provided on the application form. Where an application is invalid, the Council will write contact the agent via email to explain what information is required to be submitted and within what timeframe.

Submission of planning applications

Online planning applications are simple to make using the Planning Portal: www.planningportal.co.uk . You can use the forms and tools to create your proposal, calculate your fee and add any attachments. You can also pay the fee online on the Planning Portal.

Alternatively, you can send an electronic copy of the application to: planning@hounslow.gov.uk

Consultation

This checklist has been through 6 (six) weeks of public consultation between 14 October and 29 November 2019.

Full Planning Application for a Change of Use (with no external works) Checklist

This checklist covers the information required to be submitted to accompany a full planning application for a change of use (with no external works). The level of information and detail required will depend on the scale of the development. This list is not exhaustive and the Council may request additional information to be submitted to enable a proper assessment of your proposal.

QUICK CHECKLIST

NATIONAL REQUIREMENTS

Application form	
Location Plan	
Block Plan	
Existing and proposed floor plans	

LOCAL REQUIREMENTS

Planning Statement	
Retail / Office Assessment	
CIL additional information requirement form	
Data Required by the GLA Planning Data Standard	

If you are unsure what documents you need to provide, or what any of the above documents are, a full detailed checklist can be found overleaf. In the event that you are still unsure after reviewing this detailed checklist, you should contact the Hounslow Planning Department for further guidance.

DETAILED CHECKLIST

NATIONAL REQUIREMENTS

Application form	<p>A completed application form should be submitted as part of any application. The relevant certificate should be signed and a copy of the notice if certificate B, C or D has been completed.</p> <p>Certificate A should only be completed if the applicant is the sole owner of the land to which the application relates and there are no agricultural tenants.</p> <p>Certificate B should be completed if the applicant is not the sole owner or if there are agricultural tenants and the applicant knows the names and addresses of all the other owners and/or agricultural tenants (e.g. this certificate will need to be served if the proposals encroach onto adjoining land).</p> <p>Certificate C should be completed if the applicant does not own all of the land to which the application relates and does not know the name and address of all of the owners and/or agricultural tenants.</p> <p>Certificate D should be completed if the applicant does not own all of the land to which the application relates and does not know the names and addresses of any of the owners and/or agricultural tenants.</p> <p>The relevant application forms are available to download from the Planning Portal on the following link: https://www.planningportal.co.uk/info/200126/applications/61/paper_forms</p>
Location Plan	<p>Required to be submitted for every application. An up to date map at a scale of 1:1250 or 1:2500 for larger sites.</p> <p>Application site must be clearly edged with a red line & include all land required for the proposed development (including any access). Any other land within the control or ownership of the applicant, that is adjacent or close to the application site, should be edged with a blue line.</p> <p>The location plan must not be sourced from Land Registry or the London Borough of Hounslow.</p>
Block Plan	<p>A site plan is required to be submitted for all planning applications, and is to include accurately show the proposed development and, where relevant, include:</p> <ul style="list-style-type: none"> • Boundary locations • Location of existing structures present on the site (including sheds, outbuildings and extensions) • Location of landscaping features and fences • Location of car parking, cycle parking and waste storage areas • Location of utility manholes

	<ul style="list-style-type: none"> • North point (true north) • Scale bar <p>Scaled at 1:500</p>
Existing and proposed floor plans	<p>Drawings at a scale of 1:50 or 1:100 showing floor plans of the existing buildings & the proposed building, identifying each relevant floor/ part floor, roof, and means of access. Where existing buildings or walls are to be demolished, these should be clearly shown.</p> <p>The proposed plans should be shown in context with the site boundary and any existing adjacent buildings.</p> <p>Applications for change of use need to be accompanied by floor plans to indicate the extent of the existing and proposed use within the land or building.</p>
Correct fee	Details of the correct fee and payment methods can be found on the Council's website.

Local Requirements	
Planning Statement	<p>A Planning Statement should to be submitted to support a planning applications, and is to (where relevant)</p> <ul style="list-style-type: none"> • Describe the site in detail (physical and operational) • Describe the proposed development in detail • Demonstrate that the environmental impacts of the development have been considered • Provide justification for any areas of non-compliance • Drawing numbers and accompanying documents list <p>Additional details may be required for certain development, including:</p> <ul style="list-style-type: none"> • Hours of operations / trading hours • Staff numbers • Use of car parking
Retail/Office Assessment	<p>If the proposal involves the loss of retail floorspace in a town centre location or the location of 2,500sqm of retail or other main town centre uses in an edge-of-centre or out-of-centre location then a retail impact assessment will be required. The assessment should include an assessment of the proposal on existing, committed and planned public and private investment and the impact of the proposal on town centre vitality and viability. Any proposal for 500sqm of retail or 2,500sqm of other main town centre uses in an edge-of-centre or out-of-centre location should demonstrate that there are no available or suitable sites in a town centre where an edge-of-centre or out-of-centre location is proposed for retail or other main town centre uses, using a sequential approach as set out in the NPPF.</p> <p>If the proposal involves the loss of B1, B2 or B8 then an assessment demonstrating the following will be required:</p> <p>(i) Evidence of active marketing of the site for employment uses for a period</p>

	<p>of at least two years in SILs, LSISs and Key Existing Office;</p> <p>(ii) Locations, or for a period of at least one year in other locations;</p> <p>(iii) An assessment demonstrating that the site is not viable for its existing employment use;</p> <p>(iv) Evidence that the site does not contribute significantly to employment floorspace supply and economic diversity, either individually or cumulatively;</p> <p>(v) Evidence that surrounding employment uses/sites are not undermined;</p> <p>(vi) Be monitored on a site-specific basis against the 6ha benchmark; and</p> <p>(vii) Where a mixed used development is proposed, retain an appropriate number of jobs.</p>
<p>CIL additional information requirement form</p>	<p>In February 2019 the Mayor of London adopted a new charging schedule (MCIL2) which came into effect on 1 April 2019.</p> <p>Additional information on the Mayoral CIL is available on the following link;</p> <p>https://www.london.gov.uk/what-we-do/planning/implementing-london-plan/mayoral-community-infrastructure-levy</p> <p>CIL additional information requirement form available from the planning portal – link to form:</p> <p>https://ecab.planningportal.co.uk/uploads/1app/forms/cil_questions.pdf</p> <p>This form will enable the Council to establish whether or not your development is liable for a charge, and if so to calculate it accurately from the floor areas you provide. It should be submitted with your application.</p> <p>Hounslow Council’s Community Infrastructure Levy (CIL) charge came into force on the 24th July 2015. For rates and more information please see the CIL page – link:</p> <p>https://www.hounslow.gov.uk/info/20033/hounslows_community_infrastructure_levy_cil/1094/community_infrastructure_levy</p> <p>For further information regarding the charging schedule please contact our Policy Team on 020 8583 5207. For information about the process of CIL and payment please contact the CIL Team on 020 8583 4898.</p>
<p>Data required by the Greater London Authority Planning Data Standard</p>	<p>The GLA Planning Information Combined Data Standard sets out the additional information required to be submitted as part of any planning application in the GLA area.</p> <p>When completing a planning application form for any development in the GLA area, all fields will be mandatory for the relevant application type.</p> <p>The data standard can be viewed at the link below:</p> <p>https://www.london.gov.uk/sites/default/files/combined_planning_data_standard_0.pdf</p>