



**LOCAL VALIDATON CHECKLIST  
FOR ALL APPLICATIONS**

**The London Borough of Merton Local Validation Checklist has been prepared in accordance with the Town & Country Planning (Development Management Procedure) (England) Order 2015 and the Town and Country Planning Act 1990 (as amended).**

**December 2024**

## FOR INFORMATION

The [National Planning Practice Guidance](#) has published [Guidance for Making an application](#).

### **National information requirements**

An application for planning permission must be accompanied by:

- [Plans and drawings](#).
- [Ownership Certificate and Agricultural Land Declaration](#).
- [Design and Access Statement](#) (for some planning applications).
- [Fire Statement \(for some planning applications made on or after 1 August 2021\)](#)
- [Biodiversity Net Gain Requirements](#)

In addition, there are specific requirements in relation to:

- [Outline planning applications](#).
- [Applications that are subject to Environmental Impact Assessment](#).

### **Validation requirements**

The submission of a valid application for planning permission requires:

- (a) a [completed application form](#).
- (b) compliance with [national information requirements](#).
- (c) the correct [application fee](#)
- (d) [provision of local information requirements](#).

## Permission in Principle – what makes a valid application?

### Requirements:

#### Stage 1: Permission in principle

1. Completed application form. Submitted via [Planning Portal](#) or sent to Merton Council by Post.
2. A plan which identifies the land to which the application relates, drawn to an identified scale of 1:1250 and include the following: .
  - a. Direction of North must be shown clearly on the map.
  - b. The maps must show enough roads to be able to locate the development. This is usually at least 2 named roads.
  - c. The maps must include neighbouring properties or include adequate context
  - d. The development or proposed development site should be outlined in Red.
  - e. Any other nearby land owned by the applicant should be outlined in blue.
3. Block/Site Layout Plan (at a scale of 1:200 or 1:500 and a scale bar) identifying:
  - a. The proposed development in relation to the site boundaries and other existing buildings on the site.
  - b. Any trees.
  - c. Any protected species habitats.
  - d. Any public rights of way affected by the development.
  - e. Access points together with the proposed parking arrangements.
4. Correct application [fee](#).
5. Additional requirements may apply where compulsory pre-application consultation is required by virtue of Section 61W(1) of the Town and Country Planning Act 1990.

### **Outline Planning Applications**

Whilst it is recommended the checklist is applied to identify the documents that may be necessary, the Local Planning Authority (LPA) recognise the level of information required at submission of an outline application will vary, depending on the reserved matters. Thereby it is recommended applicants seek advice from Development Management prior to submission. Alternatively, the LPA will specify to the applicant / agent within 1 month from receipt of the application the further details required to allow the LPA to process the application.

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
<b>1. Application Forms</b>	All Applications	<ol style="list-style-type: none"> <li>1. National Planning Practice Guidance: <a href="#">Application Form</a></li> <li>2. To fill out a planning application form: <a href="#">Merton Council Planning</a></li> <li>3. Submit the completed application forms with all relevant certificates, signed and dated. It is recommended that applications are submitted electronically through the <a href="#">Planning Portal</a>.</li> </ol>	<p><a href="#">Town and Country Planning Act 1990 Article 58: Granting of planning permission: general.</a></p> <p><a href="#">The Town and Country Planning (Development Management Procedure) (England) Order 2015 (legislation.gov.uk)</a></p>
<b>2. Fees</b>	All Applications	<ol style="list-style-type: none"> <li>1. The fee is variable dependent on the type of application.</li> <li>2. Planning Portal: <a href="#">Fees Calculator</a></li> <li>3. Planning Portal: <a href="#">Application fee</a> (updated 06/12/2023)</li> <li>4. Payments can be made via the Planning Portal online or by emailing <a href="mailto:planning@merton.gov.uk">planning@merton.gov.uk</a> which a member of the Admin Team will contact you to make the payment over the phone.</li> <li>5. Concessions may apply to development related to disabled access for public buildings or development specifically required for a disabled individual. Evidence must be submitted as proof.</li> </ol>	<p><a href="#">The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012' (as amended)</a></p>
<b>3. Ownership Certificate</b>	Required - all applications except for Lawful Development Certificates, Advertisement Consent, Prior Notifications, Reserved Matters, s96a	<ol style="list-style-type: none"> <li>1. National Planning Practice Guidance: <a href="#">Ownership Certificate</a></li> <li>2. Must be served in accordance with Article 13, Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).</li> <li>3. Article 13 relates to certificates A, B, C &amp; D and relevant boxes can be found at the bottom of the application form</li> </ol>	<p>The forms of ownership certificate and notice <a href="#">Schedule 2 to the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.</a></p>

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	and Discharge of Conditions.	<p>4. The completed ownership certificate (A, B, C or D) as appropriate:</p> <ul style="list-style-type: none"> <li>• If Ownership Certificate B is completed, notice 1 is required.</li> <li>• If Ownership Certificate C is completed, Notices 1 and 2 are required.</li> <li>• If Ownership Certificate D is completed, notice 2 is required.</li> <li>• Agricultural Holdings Certificate, notice 1 is required.</li> </ul> <p><u>Notice 1:</u> This notice is to be printed and served on individuals if Certificate B or C is completed.</p> <p><u>Notice 2:</u> This notice is for publication in local newspaper if Certificate C or D is completed.</p>	<p>Notice 1 and 2  <a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 13 - Notice of applications for planning permission</a></p>
<p><b>4. Location Plan</b></p>	<p>All Applications                       (A plan identifying the site is not required for non-material amendments and discharge of condition applications)</p>	<p>1. All applications must include a location plan which should:</p> <p>2. Be at a scale of 1:1250 or 1:2500;</p> <ul style="list-style-type: none"> <li>a. Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear;</li> <li>b. Show the application site outlined in red, which includes all land necessary to carry out the proposed development including means of access to public highway</li> <li>c. Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue;</li> </ul> <p>3. All plans should contain an individual reference that identifies the individual plan, the version number and date of production</p>	<p><a href="#">Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.</a></p>

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		<p>(any amended plans submitted at a later date should follow the same reference format).</p> <p>4. Planning Portal Guidance: <a href="#">Location Plan and Site Plan</a></p>	
<p><b>5. Plans and Drawings</b></p> <p>(Other plans and drawings and information needed to describe the development.)</p>	<p>All Applications</p>	<ol style="list-style-type: none"> <li>1. All drawings:               <ol style="list-style-type: none"> <li>a. to be of an identified metric scale(s),</li> <li>b. include a relevant scale bar(s),</li> <li>c. show key dimensions (in metric units) e.g. width, height, length, area, and</li> <li>d. indicate the direction of north.</li> </ol> </li> <li>2. Block plan / Site survey plan (at a scale of 1:100) showing any site boundaries and existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures.</li> <li>3. The scale for existing and proposed drawings that show the same aspect(s) of the proposals, should be similar, to enable comparison.</li> <li>4. Existing and proposed floorspace areas are to be provided, broken down into relevant use classes (i.e. Residential use or Commercial use).</li> <li>5. Existing and proposed elevations (at a scale of 1:50 or 1:100) to include proposed materials, finishes and details such as drainage downpipes.</li> <li>6. Extraction ducts, vents and flue details, where relevant, need to be shown on the elevational drawings, which should also include adjacent properties or buildings and confirmation that</li> </ol>	<p><a href="#">Article 7(1)(c)(ii) of the Town and Country Planning (Development Management Procedure (England) (Order) 2015.</a></p> <p>Mayor of London's <a href="#">Housing Design Standards LPG.</a></p> <p><a href="#">Local Plan 2024</a> Policies D12.6</p>

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		<p>the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level.</p> <p>7. Detailed plans (at scale of not less than 1:20) to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details for Listed Buildings, Buildings of Townscape Merit and external works in Conservation Areas.</p> <p>8. Plans and photographs of any parts of the building to be part or fully demolished, are to be represented as 'red hatch'.</p> <p>9. Landscaping (if required) plans showing details of the proposed landscaping scheme, including the extend of the hard and soft landscaping features and existing and proposed trees.</p> <p>10. Roof plans (at a scale of 1:50 or 1:100) to include plant, lift-over-runs, green roof where applicable.</p> <p>11. Street scene drawings and photomontages from key viewpoints (to be agreed with officers), where relevant, that show the locational context of the existing and proposed development, and which ideally includes more than one building either side of the application site.</p> <p>12. Proposed plans and elevations showing a 45 degree line from the nearest window of a habitable room to the proposed development.</p>	



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		<p>13. Proposals that include residential accommodation should include fully furnished internal floorplans for every dwelling type proposed, at a scale of at least 1:100 to enable assessment of the layout and ensure it is functional and fit for purpose.</p> <p>14. Cross-sections are to be provided, which show finished floor to ceiling heights, particularly in dormers/rooms with sloping roofs (and in their corresponding plans to accurately enable assessment of floor space requirements and liveability of rooms), and for advertisement applications, to clearly show the method of illumination.</p> <p>15. Tall Buildings application should be supported by:</p> <ul style="list-style-type: none"> <li>a. 3D digital models and associated analysis of how they are placed within the context of the borough and beyond, assessing cumulative impacts of both existing and permitted, but not yet completed, schemes,</li> <li>b. Analysis of their micro climatic effects, such as wind, and</li> <li>c. Design Guides and/or Design Codes, where appropriate.</li> </ul> <p>16. All plans and supporting documentation should contain an individual reference that identifies the individual plan/document, the version number and date of production (any amended plans/documents submitted at a later date, should follow the same reference format).</p> <p>17. National Planning Practice Guidance: <a href="#">Plans and drawings</a></p>	

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<p><b>6. Design &amp; Access Statement (DAS)</b></p>	<p>1. All applications for Major development or;</p> <p>2. All Listed Building Consent applications or;</p> <p>3. If over 100m<sup>2</sup> non-residential or;</p> <p>4. Applications for one or more dwelling houses in a Conservation Area;</p> <p>5. Applications for the provision of a building / buildings where the floor space created by the development is 100 square metres or more within a Conservation Area.</p> <p>6. This does not apply to applications for planning permission to amend conditions, extend the time limit for implementation, for reserved matters applications, for engineering or mining</p>	<p>18. Planning Portal Guidance: <a href="#">Plans and drawings</a></p> <p>1. The Design and Access Statement should explain, with visual aids, the design thinking behind the proposed development and why this is a suitable response to the site and its setting, and should demonstrate it can be adequately accessed by prospective users.</p> <p>2. National Planning Practice Guidance: <a href="#">Design and Access Statement</a>.</p> <p>3. Planning Portal Guidance: <a href="#">Design and Access Statement</a>.</p> <p>4. The 2006 CABI guidance: '<a href="#">Design and Access Statements: How to write, read and use them</a>', is still a very useful document that should be consulted.</p> <p>5. Where applicable, <a href="#">Merton's Small Sites Toolkit</a> template DAS should be used.</p> <p>6. You can find out if the site is in a conservation area by searching your address in <a href="#">My Neighbourhood</a> or the <a href="#">Policies Map</a>.</p>	<p><a href="#">Town and Country Planning (Development Management Procedure) (England) Order 2015 Article 9 - Design and access statements</a></p> <p><a href="#">Local Plan 2024</a> Policies D12.3, D12.4, and relevant site allocations.</p>

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	operations, for a material change of use, or for waste development.		
<b>7. Biodiversity Net Gain (BNG)</b>	All applications that are not exempt from statutory BNG.	<ol style="list-style-type: none"> <li>1. The minimum information to be submitted is set out in Planning practice guidance: <a href="#">Biodiversity net gain</a>.</li> <li>2. To check if your development is exempt, please see the government's <a href="#">list of exemptions</a>.</li> <li>3. If you think your development is exempt from BNG, you still need to provide a biodiversity statement specifying the reason for the exemption and including any evidence to support this position.</li> <li>4. The submitted BNG information may require an independent assessment (by the Council's ecology consultants) for which the costs will be borne by the applicant.</li> </ol>	<a href="#">Environment Act 2021</a>  <a href="#">Local Plan 2024</a> Policy O15.3
<b>8. Biodiversity enhancement statement</b>	All applications that are exempt from statutory BNG.	The statement needs to demonstrate how the proposals will result in net gains for biodiversity.	<a href="#">National Planning Policy Framework</a>  <a href="#">Local Plan 2024</a> Policy O15.1
<b>9. Preliminary Ecological Appraisal (PEA)</b>	Development proposals, including those that include floodlighting / external lighting, that are likely to have an impact on protected species, priority habitats or Sites of Recognised Nature Conservation Interest	<ol style="list-style-type: none"> <li>1. The need for any type of survey, its scope and the appropriate methodology, would usually be considered as part of the formal pre-application discussions.</li> <li>2. Merton's Local Environmental Records Centre is managed by Greenspace Information for Greater London (GiGL). The PEA should therefore be informed by data acquired from GiGL.</li> </ol>	<a href="#">Local Plan 2024</a> Policy O15.1, O15.3

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	(refer to Local Plan Policy O15.3).	<ol style="list-style-type: none"> <li>3. The survey methodology and times need to be justified and the PEA report needs to adhere to CIEEM guidance and BSI 42020.</li> <li>4. Any mitigation and/or enhancements measures need to respond to the (current) features of the development proposals, including external lighting details.</li> <li>5. All new species data (in reports) received by the Council to support planning applications will be shared with GiGL, unless otherwise requested by the applicant.</li> </ol>	
<b>10. Urban Greening Factor</b>	Major applications	<ol style="list-style-type: none"> <li>1. With reference to the details within the Mayor of London's Urban Greening Factor LPG, applicants will be required to provide the following information:               <ol style="list-style-type: none"> <li>a. Appropriate information which provides sufficient detail on the type(s) of Green Infrastructure proposed;</li> <li>b. Justification indicating why the type(s) of Green Infrastructure have been proposed for the development;</li> <li>c. The UGF calculation and score; and</li> <li>d. Appropriate information on how the urban greening elements will be maintained and</li> <li>e. managed over the lifetime of the development.</li> </ol> </li> </ol>	London Plan 2021 Policy G5 and <a href="#">Urban greening factor LPG</a> (February 2023)  <a href="#">Local Plan 2024</a> Policy O15.5
<b>11. Supporting Planning Statement</b>	<ol style="list-style-type: none"> <li>1. All Major development applications, Major change of use applications or listed building applications.</li> <li>2. Creation of one or more new dwellings</li> </ol>	<ol style="list-style-type: none"> <li>1. The statement should identify the context and need for the proposed development and should include an assessment of how the proposed development complies with relevant national, regional and local planning policies, such as a justification for a change of use or demolition.</li> <li>2. It may also include details of consultations with the local planning authority and wider community/statutory consultees undertaken prior to submission.</li> </ol>	Major development is defined in <a href="#">Article 2, Interpretation, Part 1 of The Town and Country Planning (Development Management Procedure) (England) Order 2010</a> .  <a href="#">National Planning Policy Framework</a>

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	<p>3. Encouraged for other developments as appropriate to cover issues not covered by Design &amp; Access statement; may incorporate statement of community involvement.</p>	<p>3. Alternatively, a separate statement on community involvement may also be appropriate. This would be separate from the nationally compulsory Design &amp; Access Statement.</p>	<p><a href="#">London Plan 2021</a> <a href="#">Local Plan 2024</a></p>
<p><b>12. Statement of Heritage Significance</b></p>	<p>1. All listed building consent applications or; 2. Development impacting on or within, or on the setting of, the Heritage Assets as defined within Local Plan 2024 Policy <a href="#">D12.5</a>.</p>	<p>1. National Planning Practice Guidance: <a href="#">Historic Environment</a> 2. <a href="#">Historic England Planning Advice</a> 3. Details about Heritage Assets are available on Merton's <a href="#">Policies Map 2024</a> and are listed in <a href="#">the appendices to the Local Plan 2024</a>.</p>	<p><a href="#">National Planning Policy Framework</a> <a href="#">London Plan 2021</a> Policies HC1 <a href="#">Local Plan 2024</a> Policy D12.5</p>
<p><b>13. Structural Impact Assessment &amp; written confirmation that the applicants will pay for the structural report to be independently assessed</b></p>	<p>Adding basements to or adjacent to Listed Buildings or lowering floor levels of Listed Buildings and any structural alterations and repairs to listed buildings.</p>	<p>A Structural Impact Assessment that includes the structural engineering information explaining the means of structural support and loss of fabric in the form of a report, for the proposed or altered basements.</p>	<p><a href="#">Local Plan 2024</a> Polices D12.5 <a href="#">Basement and subterranean development SPD</a>.</p>
<p><b>14. Structural Report &amp; written</b></p>	<p>Proposals involving demolition in a Conservation Area or of</p>	<p>A written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its</p>	<p><a href="#">Local Plan 2024</a> Polices D12.5</p>

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<b>confirmation that the applicants will pay for the structural report to be independently assessed</b>	Listed Building/other buildings of Heritage Value	impact on the special character of the area may be required. Heritage Record should be made of any loss.	
<b>15. Transport Statement</b>	All schemes involving 1-9 residential units or commercial floor space over 100m2	Developers should seek to engage with the council's Sustainable Transport and Highways Team at an early stage of the planning process to discuss the specific requirements.	<a href="#">TfL (Transport Assessment)</a>  <a href="#">TfL 'Healthy Streets and Active Travel' guidance</a>  <a href="#">Local Plan 2024</a> Policy T16.1, T16.2, T16.3
<b>16. Transport Assessment</b>	All <a href="#">Major development</a> applications	Developers should seek to engage with the council's Sustainable Transport and Highways Team at an early stage of the planning process to discuss the specific requirements.	National Planning practice guidance: <a href="#">Travel Plans, Transport Assessments and Statements</a>  <a href="#">London Plan 2021</a> Policies T4  <a href="#">TfL (Transport Assessments)</a>  <a href="#">TfL 'Healthy Streets and Active Travel' guidance</a>  <a href="#">Local Plan 2024</a> Policy T16.1, T16.2, T16.3

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<p><b>17. Parking Design and Management Plan</b></p>	<p>Any developments providing multiple or communal car parking spaces will be required to submit a Parking Design and Management Plan.</p>	<ol style="list-style-type: none"> <li>1. Applicants may be required to provide details of existing and proposed parking provision for all modes transport. These details could also be shown on a site layout plan.</li> <li>2. The following information should be provided:               <ol style="list-style-type: none"> <li>a. existing and proposed vehicle parking, including provision for accessible parking (cars, motorcycles and cycle spaces),</li> <li>b. 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 must be stated in the submission),</li> <li>c. 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>d. details of measures to control potential on-street parking, and</li> <li>e. details of monitoring and review.</li> </ol> </li> </ol>	<p><a href="#">London Plan 2021</a> Policies T6, T6.1</p> <p><a href="#">Local Plan 2024</a> Policy T16.4, F15.9</p> <p><a href="#">Merton Sustainable Urban Drainage Guide</a></p>
<p><b>18. Parking survey</b></p>	<p>All development outside existing Controlled Parking Zones in areas with poor public transport accessibility</p>	<ol style="list-style-type: none"> <li>1. As per policy T16.4 Developments in areas with good public transport accessibility, including Town Centres and all locations with a PTAL rating of 5 to 6, will be expected to be car free.</li> <li>2. All new development in Controlled Parking Zones, including conversions to multiple dwellings, will be required to be permit free, with all future occupants of that development being ineligible for on-street parking permits. See validation requirement “Agreement to Complete” a S106 Unilateral Undertaking – small residential sites (1-9 dwellings)’ below.</li> <li>3. Financial contributions will be sought for new or enhanced parking controls where they are considered necessary to</li> </ol>	<p><a href="#">London Plan 2021</a> Policies T6</p> <p><a href="#">Local Plan 2024</a> Policy T16.4</p>

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		<p>promote road safety and protect existing residential or business amenity.</p> <p>4. Parking requirements for developments in areas with poor public transport accessibility outside of Controlled Parking Zones (CPZs) should more sympathetically balance the need to restrain generation of car trips with the impact of overspill parking on neighbouring areas. Development which is likely to increase on-street parking demand in the surrounding area will be expected to undertake parking surveys to assess potential impacts. Where required, a financial contribution may be sought to introduce or enhance local parking control measures around the development site.</p>	
<p><b>19. Travel Plan Statements</b></p>	<p>1. Schemes that will employ 20 or more staff</p> <p>2. Schemes comprising over 50 residential units</p> <p>3. All proposals for car free housing</p>	<p>1. Developers should seek to engage with the council and TfL at an early stage of the planning process to discuss the specific requirements for a travel plan.</p> <p>2. To support this the council will seek to secure a travel plan monitoring fee via S106 agreement for all developments that are required to submit a travel plan.</p>	<p><a href="#">London Plan 2021</a> Policies T4, T6.2</p> <p><a href="#">TfL Travel Plan Guidance</a></p> <p><a href="#">TfL 'Healthy Streets and Active Travel' guidance</a></p> <p><a href="#">TfL Streets Toolkit</a></p> <p><a href="#">Local Plan 2024</a> Policy T16.1, T16.3</p>
<p><b>20. Full Travel Plans</b></p>	<p>Thresholds according to Transport for London Guidance (via the link) and Transport Planning requirements such as for school expansions</p>	<p>Developers should seek to engage with the council and TfL at an early stage of the planning process to discuss the specific requirements for a travel plan. To support this the council will seek to secure a travel plan monitoring fee via S106 agreement for all developments that are required to submit a travel plan.</p>	<p><a href="#">London Plan 2021</a> Policies T4, T6.2</p> <p><a href="#">TfL Travel Plan Guidance</a></p> <p><a href="#">TfL 'Healthy Streets and Active Travel' guidance</a></p>



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			<a href="#">TfL Streets Toolkit</a>  <a href="#">Local Plan 2024 Policy T16.1, T16.3</a>
<b>21. Fire Safety Strategy</b> (which incorporates requirements of the evacuation lift guidance where including a lift core).	For all developments	<ol style="list-style-type: none"> <li>1. Householder &amp; Non-major developments must submit a Planning Fire Safety Strategy (PFSS) or a Reasonable Exception Statement, if it is considered that parts or all of policy D12A of the London Plan are not relevant. The author of a PFSS must demonstrate they have suitable fire safety knowledge, understanding and qualifications, commensurate with the size, scope and complexity of the proposed development.</li> <li>2. Application Guidance on Fire Statements, Planning Fire Safety Statements and Reasonable Exception Statements is set out in the GLA Fire Safety London Plan Guidance.</li> </ol>	<a href="#">London Plan 2021 Policy D12 (A) and D5</a>  GLA Fire Safety London Plan Guidance relating <a href="#">to Policy D12 (A)</a>  <a href="#">Evacuation Lifts</a> (london.gov.uk)
<b>22. Fire Statements</b> (which includes a Fire Safety Strategy. Any requirements of the evacuation lift guidance will be incorporated where including a lift)	All <a href="#">Major development</a>	<ol style="list-style-type: none"> <li>1. All major development proposals must be submitted with a Fire Statement, which is an independent fire strategy, produced by a third party suitably qualified assessor.</li> <li>2. Application Guidance on Fire Statements, Planning Fire Safety Statements and Reasonable Exception Statements is set out in the GLA Fire Safety London Plan Guidance.</li> </ol>	<a href="#">London Plan 2021 Policy D12 (A) and D5</a>  GLA Fire Safety London Plan Guidance relating <a href="#">to Policy D12 (A)</a>  <a href="#">Evacuation Lifts</a> (london.gov.uk)
<b>23. Construction Logistics Plan</b>	1. If substantial demolition/excavation works proposed	Developers should seek to engage with the council's Highways Team at an early stage of the planning process to discuss the specific requirements. To ensure road safety and minimise disruption to road users we may seek a financial contribution via s106 to monitor operations where they are complex.	<a href="#">London Plan 2021 Policies T4</a>  <a href="#">TfL Construction Logistics Plans Guidance</a>

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	<p>2. Any basement and subterranean developments</p> <p>3. Sites in confined locations or near sensitive receptors.</p> <p>4. All developments that will have an impact on the road network and surrounding community (in addition to that specified in bullet points 1-3 above)</p>		<p><a href="#">GLA Control of Dust and Emissions during Construction</a></p>
<p><b>24. Delivery &amp; Servicing Plan</b></p>	<p>All <a href="#">Major development</a></p>	<p>Developers should seek to engage with the council's Highways Team at an early stage of the planning process to discuss the specific requirements. Contact details for the Highways Team is <a href="mailto:Traffic.AndHighways@merton.gov.uk">Traffic.AndHighways@merton.gov.uk</a></p>	<p><a href="#">London Plan 2021</a> Policies T4</p> <p><a href="#">TfL Delivery and Servicing Plans</a></p> <p><a href="#">Local Plan 2024</a> Policy T16.3</p>
<p><b>25. Site Waste Management Plan</b> (construction waste)</p> <p>Can be part of a Circular Economy Statement</p>	<p>All <a href="#">Major development</a></p>	<p>1. To minimise the environmental impact of materials by specifying sustainably-sourced, low impact and re-used or recycled materials; this should include identifying opportunities for the retention and reuse of existing materials on site (e.g. re-using demolition material on site). Materials should be locally-sourced wherever possible to minimise transport emissions. These details relate to Policy CC2.5.</p> <p>2. It is essential that construction and demolition operations have regard to the <a href="#">Right Waste Right Place</a> guidance and <a href="#">Waste</a></p>	<p><a href="#">Local Plan 2024</a> Policy CC2.5, D12.3, P15.10</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
		<p><a href="#">Management Duty of care code of practice</a> to ensure construction and demolition waste is managed correctly, to prevent pollution and misdescription of waste. These details relate to Policy P15.10.</p>	
<p><b>26. Flood Risk Assessment (FRA), commensurate with the scale, nature and location, to include:</b></p>	<p>In accordance with the National Planning Policy Framework (NPPF), a site-specific FRA must be produced to support applications for development proposals in flood risk areas. The NPPF states that a site-specific FRA is required to accompany a planning application for a site:</p> <ol style="list-style-type: none"> <li>within Flood Zones 2 or 3, or</li> <li>where the site lies within Flood Zone 1 and is greater than 1 hectare in area, or</li> <li>in an area in Flood Zone 1 which has critical drainage problems (CDA) or evidence of risk from other sources of flooding including surface water, groundwater, sewer flooding, ordinary watercourse/s or</li> </ol>	<ol style="list-style-type: none"> <li>An accurate assessment of the level of flood risk demonstrating the proposed land use is suitable and will not increase flood risk on or off site and is resilient to climate change:</li> <li>Including the latest flood map and modelling evidence.</li> <li>A Flood Risk Assessment should identify how the development will be designed to cope with flooding and how the risk will be mitigated without increasing the risk elsewhere on the proposed site.</li> <li>Those proposing developments in areas of flood risk should take advice from the emergency services and Merton's Emergency Planning team, when producing a flood warning and evacuation plan for the development.</li> </ol>	<p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Local Plan 2024 Policy F15.7, F15.8, F15.9</a></p> <p><a href="#">Flooding and rivers : Strategic Flood Risk Assessment   Merton Council</a></p> <p><a href="#">How to produce a Flood Risk Assessment</a></p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
	<p>d. where a change of use of land or buildings increases the flood vulnerability of the development, as defined by the NPPF, where it may be subject to other sources of flooding.</p>		
<p><b>27. Drainage Strategies – including Sustainable Urban Drainage Systems (SUDS)</b></p>	<p>1. Required for all <a href="#">Major development</a></p> <p>2. Required for all other development proposals where there is evidence of a risk from other sources of flooding, including surface water, ground water and sewer flooding.</p> <p>3. Required when there is an increase in impermeable area on all development.</p>	<p>1. Including the proposed Sustainable Drainage System to be incorporated in the development, along with details for their long term management and maintenance.</p> <p>2. Details of the implementation, adoption, maintenance and management of a sustainable drainage system. The details shall include a timetable for its implementation and a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public body or statutory undertaker, or any other arrangements to secure the effective operation of the sustainable drainage system throughout its lifetime.</p> <p>3. If your development does not include SUDS, you should demonstrate that such measures are not feasible and give details of how drainage will be dealt with.</p>	<p><a href="#">Local Plan 2024</a> Policy F15.7, F15.8, F15.9</p> <p><a href="#">Non-statutory technical standards for Sustainable Drainage Systems</a></p> <p><a href="#">Flooding and rivers : Sustainable drainage in planning applications   Merton Council</a></p>
<p><b>28. Foul sewage and utilities statement</b></p>	<p><a href="#">Major development</a> Including new build</p>	<p>Should be accompanied by a letter from the appropriate water utility, confirming that:</p> <p>a. The availability of utility services has been examined and that the proposals would not result in undue stress on the delivery of those services to the wider community,</p>	<p><a href="#">London Plan 2021</a> Policy SI5</p> <p><a href="#">Local Plan 2024</a> Policy IN14.1</p> <p><a href="#">Thames Water Pre-application Process</a></p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
		<ul style="list-style-type: none"> <li>b. That proposals incorporate any utility company requirements for substations, telecommunications equipment or similar structures,</li> <li>c. That service routes have been planned to avoid as far as possible the potential for damage to trees and archaeological remains,</li> <li>d. Where the development impinges on existing infrastructure the provisions for relocating or protecting that infrastructure have been agreed with the service provider, and</li> <li>e. The provision of adequate space for plant access, inspection, maintenance and future raising of the flood defences.</li> </ul>	
<p><b>29. Affordable Housing Statement</b> (could be part of Planning Statement)</p>	<ul style="list-style-type: none"> <li>1. All schemes capable of 10 or more units</li> <li>2. All former employment sites and schemes capable of 10 or more units</li> </ul>	<p>The statement will need to include the proposed mix of private and affordable units broken down by affordable housing tenure with numbers of habitable rooms, bedrooms and the floor space area of habitable areas of residential units. You should also show the location of each of the affordable units (with tenure stated) and the number of habitable rooms, bedrooms, and the floor space area of the units on the proposed floor plans.</p>	<p><a href="#">Local Plan 2024</a> Policies H11.1, H11.2, H11.4, H11.5, H11.7</p>
<p><b>30. Viability Report</b> and written confirmation that the agent will fund for this to be independently assessed (by the Council's viability consultants, and including a costs review if necessary)</p>	<p>If proposal does not include policy compliant provision/ payments and this being justified on viability grounds</p>	<ul style="list-style-type: none"> <li>1. Where a scheme cannot meet the affordable housing policy requirements, the applicants should demonstrate they have maximised provision of affordable housing as far as is viable.</li> <li>2. There will be full public disclosure of the financial information as required by Merton Local Plan 2024 strategic policy H11.1, unless it is demonstrated at time of submission that withholding such information meets the tests in the Freedom of Information Act 2000 (FOIA) or exceptions of the Environmental Information Regulations 2004 (and any act superseding this).</li> </ul>	<p><a href="#">Local Plan 2024</a> Policies H11.1, H11.2, H11.4, H11.5, H11.7</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
<p><b>31. Marketing Report for Change of Use</b></p>	<p>Development involving loss of certain local convenience shops in line with criterial in policy TC13.7; the loss of any offices on upper floors within Wimbledon town centre (policy EC13.2) scattered employment sites (policy EC13.3) public houses, leisure and entertainment uses (policy 13.8) culture, arts and tourist accommodation (policy TC13.9) social and community infrastructure (policy IN14.2)</p>	<p><a href="#">Local Plan 2024 Appendix I</a> contains guidance on the marketing and vacancy criteria.</p>	<p><a href="#">Local Plan 2024</a> Policies EC13.2, EC13.3, TC13.7, TC13.8, TC13.9, IN14.2 and Appendix I 'Marketing and Vacancy Criteria'</p>
<p><b>32. Retail Impact Assessment</b> (Including Sequential Test)</p>	<p>1. Proposals for new, or extensions to existing retail floorspace located edge or out of town centre or not in accordance with the Local Plan where the net new retail floorspace is 280m2 and over.</p> <p>2. Proposals for new or extensions to existing office and leisure floorspace located out</p>	<p>Demonstrate impact on the vitality and viability of any nearby centre</p>	<p><a href="#">London Plan 2021</a> Policy SD7, E9</p> <p><a href="#">Local Plan 2024</a> Policies TC13.6</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
	<p>of town centres or not in accordance with the Local Plan where the new floorspace is 2,500sqm gross or more)</p> <p>3. A sequential test is required where main town centre uses are proposed not in an existing centre and not in accordance with an up to date Local Plan.</p>		
<p><b>33. Statement of Community Involvement</b></p>	<p>1. Required for all <a href="#">Major development</a></p> <p>2. All other applicants are strongly encouraged to engage with the local community prior to the submission of an application to improve outcomes</p>	<p>1. Outline how stakeholders were engaged.</p> <p>2. It should include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission.</p>	<p><a href="#">The Localism Act 2011</a></p> <p><a href="#">National Planning Policy Framework</a></p> <p><a href="#">Merton Statement of Community Involvement (SCI)</a></p>
<p><b>34. Energy Assessment Report:</b> demonstrating that the scheme maximises carbon savings at all stages of the energy</p>	<p>All major development involving the creation of ten or more dwellings and/or 500sqm or more non-residential gross internal floor space (including conversions or change of use)</p>	<p>1. <a href="#">Mayor of London Energy Planning Guidance</a></p> <p>2. <a href="#">Merton Explanatory Note on Approaches to Sustainable Design &amp; Construction</a></p>	<p><a href="#">London Plan 2021</a> Policy SI 2 and SI 3</p> <p><a href="#">Local Plan 2024</a> Policies CC2.1 – CC2.6</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
<p>hierarchy in line with the GLA's Energy Planning Guidance and Merton's Explanatory Note on Approaches to Sustainable Design &amp; Construction.</p>			
<p><b>35. Merton's Energy Assessment Template for minor residential schemes –</b> demonstrating that the scheme maximises carbon savings at all stages of the energy hierarchy in line with Merton's Explanatory Note on Approaches to Sustainable Design &amp; Construction.</p>	<p>All minor residential schemes involving the creation or 1-9 dwellings (new build, change of use and conversion).</p>	<p>1. <a href="#">Merton Explanatory Note on Approaches to Sustainable Design &amp; Construction</a></p>	<p><a href="#">Local Plan 2024</a> Policies CC2.1 – CC2.6</p>
<p><b>36. As designed SAP or BRUKL outputs to</b></p>	<p>All schemes involving the creation of 1 or more dwellings, or 500sqm or</p>	<p>1. <a href="#">Mayor of London Energy Planning Guidance</a></p>	<p><a href="#">London Plan</a> 2021 Policy SI 2 and SI 3</p>



REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
support the Energy Assessment Report (major schemes) or Energy Assessment Template (minor residential schemes).	more non-residential gross internal floor space.	2. <a href="#">Merton Explanatory Note on Approaches to Sustainable Design &amp; Construction</a>	<a href="#">Local Plan 2024</a> Policies CC2.1 – CC2.6
<b>37. GLA Carbon Reporting Spreadsheet</b> to support the Energy Assessment Report (major schemes)	All major schemes involving the creation of 10 or more dwellings, or 500sqm or more non-residential gross internal floor space.	1. <a href="#">Mayor of London Energy Planning Guidance</a> 2. <a href="#">Merton Explanatory Note on Approaches to Sustainable Design &amp; Construction</a>	<a href="#">London Plan</a> 2021 Policy SI 2 and SI 3  <a href="#">Local Plan 2024</a> Policies CC2.1 – CC2.6
<b>38. Good Homes Alliance Overheating Risk Tool</b>	All minor residential schemes involving the creation or 1-9 dwellings (new build, change of use and conversion).	1. <a href="#">GHA-Overheating-in-New-Homes-Tool-and-Guidance.pdf (goodhomes.org.uk)</a> 2. <a href="#">Merton Explanatory Note on Approaches to Sustainable Design &amp; Construction</a> 3. <a href="#">Mayor of London Energy Planning Guidance</a>	<a href="#">London Plan</a> 2021 Policy SI 2 and SI 3  <a href="#">Local Plan 2024</a> Policies D12.1 - D12.3
<b>39. Overheating Assessment</b> - demonstrating how the risk of overheating has been mitigated	1. All major schemes involving the creation of 10 or more dwellings, or 500sqm or more non-residential gross internal floor space.	1. <a href="#">Mayor of London Energy Planning Guidance</a> 2. <a href="#">Merton Explanatory Note on Approaches to Sustainable Design &amp; Construction</a>	<a href="#">London Plan</a> 2021 Policy SI 2 and SI 3  <a href="#">Local Plan 2024</a> Policies D12.1 - D12.3

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
	<p>2. Any minor residential schemes that identify a medium or high risk using the Good Homes Alliance Overheating Risk Tool.</p>		
<p><b>40. Whole Life Carbon Assessment</b> - demonstrating how whole life carbon emissions have been minimised</p>	<p>1. All major schemes involving the creation of 30 or more dwellings, or 1,000sqm or more non-residential gross internal floor space (<a href="#">GLA guidance and template</a>).</p> <p>2. All minor residential schemes involving the demolition and rebuild of a single dwelling (Merton <a href="#">guidance</a> and <a href="#">template</a>).</p>	<p>1. <a href="#">Mayor of London Energy Planning Guidance</a></p> <p>2. <a href="#">Merton Explanatory Note on Approaches to Sustainable Design &amp; Construction</a></p> <p>3. <a href="#">Merton Whole Life Carbon Assessment Guidance</a></p>	<p><a href="#">London Plan</a> 2021 Policy SI 2 and SI 3</p> <p><a href="#">Local Plan 2024</a> Policies CC2.1 – CC2.6</p>
<p><b>41. Circular Economy Statement</b></p>	<p>1. All schemes that are referable to the Mayor of London.</p>	<p>1. <a href="#">Mayor of London Circular Economy Statement Guidance</a></p>	<p><a href="#">London Plan</a> 2021 Policy SI 7</p>
<p><b>42. BREEAM Pre-Assessment</b> – demonstrating that the scheme achieves BREEAM standard of 'Excellent' or equivalent</p>	<p>2. All major schemes of 1,000sqm or more non-residential gross internal floor space (new build, conversion and change of use).</p> <p>3. All major conversion and change of use</p>	<p>1. <a href="#">Mayor of London Energy Planning Guidance</a></p> <p>2. <a href="#">Merton Explanatory Note on Approaches to Sustainable Design &amp; Construction</a></p>	<p><a href="#">London Plan</a> 2021 Policy SI 2 and SI 3</p> <p><a href="#">Local Plan 2024</a> Policies CC2.1 – CC2.6</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
	developments resulting in the creation of 10 or more dwellings.		
<p><b>43. National Water Standards Statement:</b> demonstrating water consumption of 110 litres per person per day (including an allowance of 5 litres or less per person per day for external water consumption)</p>	Any new residential units (including both new build or conversion)	The statement must outline how this would be achieved. The LPA will attach a pre-occupation condition to ensure that it is built to standard post-construction and prior to occupation.	<p><a href="#">London Plan</a> 2021 Policy SI 5</p> <p><a href="#">Local Plan 2024</a> Policies CC2.1 – CC2.6</p>
<p><b>44. Open Space Assessment:</b> demonstrating impacts on, Metropolitan Open Land and designated Open Space.</p>	Development proposals on designated Metropolitan Open Land and designated Open Space.	<ol style="list-style-type: none"> <li>1. The application should be accompanied with an assessment and calculations in order to enable direct comparison of the footprint and floorspace of the existing structures and buildings and the footprint and floorspace of the proposed development.</li> <li>2. Depending on the proposal details, the assessment may have to refer to content within the Merton Green Infrastructure Study 2020, the Merton Playing Pitch Strategy 2019 or the Merton Indoor Sports Facility Study 2020, which are available on Merton's <a href="#">Local Plan resource webpage</a></li> </ol>	<p><a href="#">London Plan</a> 2021 Policies G3, G4</p> <p><a href="#">Local Plan 2024</a> Policies O15.2</p>
<p><b>45. Playing fields and sport facilities assessment:</b> to</p>	Development proposals that affect sport and recreation facilities.	<ol style="list-style-type: none"> <li>1. The application should be accompanied with an assessment that demonstrates the impacts of the proposals on the capacity and demand for sport and recreation facilities.</li> </ol>	<p><a href="#">London Plan</a> 2021 Policy S5</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
determine the impacts of the proposals on sports and recreation land and facilities.		<ol style="list-style-type: none"> <li>Where applicable, e.g. applications that affect playing pitches, the assessment should also address the matters raised in <a href="#">Sport England guidance</a>.</li> <li>The assessment should refer to the content within the Merton Green Infrastructure Study 2020, the Merton Playing Pitch Strategy 2019 or the Merton Indoor Sports Facility Study 2020, which are available on Merton's <a href="#">Local Plan resource webpage</a></li> </ol>	<p><a href="#">Local Plan 2024</a> Policy IN14.3, O15.2</p> <p><a href="#">Merton Playing Pitch Strategy 2019</a></p>
<p><b>46. Play Strategy:</b> demonstrating that an appropriate quantity and quality of play areas will be provided for all the children (in each age group) estimated to be accommodated within the proposed development.</p>	All <a href="#">Major development</a>	<ol style="list-style-type: none"> <li>Submissions should address the requirements within <a href="#">the Mayor of London's Play and Informal Recreation SPG</a>.</li> <li>The <a href="#">GLA Population Yield Calculator</a> results should be provided, which clearly indicate the details that have been entered and the resultant play area requirements for each age group.</li> <li>Importantly, where proposals include off-site provision, details, such as the facilities, capacity and quality of the identified existing local play area(s), need to be provided, including an assessment of the appropriateness of the actual walking route to the identified play area(s).</li> <li>An assessment of Merton's play area provision is available in the <a href="#">Merton Green Infrastructure Study 2020's</a> Open Space data, but the information to be submitted with applications need to reflect the current state of the relevant play area(s).</li> </ol>	<p><a href="#">London Plan</a> 2021 Policy S4</p> <p><a href="#">The Mayor of London's Play and Informal Recreation SPG</a></p> <p><a href="#">GLA Population Yield Calculator</a></p> <p><a href="#">Local Plan 2024</a> Policy IN14.3</p>
<p><b>47. Landscaping Schemes / Tree survey / Arboricultural Statement / Arboricultural</b></p>	1. Landscaping schemes are required for applications involving the construction of new buildings, extensions to existing buildings, or	<ol style="list-style-type: none"> <li>Planning Portal Guidance: <a href="#">Environmental - Supporting document types - Planning Portal</a></li> <li>You will need to provide the information in the form of the documents and plans listed below in line with BS5837</li> </ol>	<p><a href="#">London Plan</a> 2021 Policies G6 and G7</p> <p><a href="#">Local Plan 2024</a> Policy D12.2, D12.3, D12.11, O15.4</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
<p><b>Impact Assessment and Arboricultural Method Statement</b></p>	<p>comprising a dwelling or dwellings, or other developments where landscaping enhances the proposed scheme.</p> <p>2. Where there are trees within the application site or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during demolition and construction works.</p> <p>3. Where there are significant or protected trees (Tree Preservation Order) on or adjacent to the site, which will either be (directly or indirectly) impacted by the development or its demolition or construction.</p>	<ol style="list-style-type: none"> <li>a. a tree survey;</li> <li>b. a topographical survey;</li> <li>c. a tree constraints plan;</li> <li>d. an arboricultural impact assessment; and</li> <li>e. an arboricultural method statement including a tree protection plan</li> </ol> <ol style="list-style-type: none"> <li>3. Details of trees and vegetation that has been or will be removed in order to facilitate development.</li> <li>4. Details of species and specification and proposed maintenance to be supplied, and how the new species are suitable for the location in terms of height and roof spread. (Native and wildlife/pollinator friendly non-native species are encouraged).</li> <li>5. Where landscaping is above a basement, a cross section demonstrating a minimum of 1 metre naturally draining permeable soil, together with a minim 200 mm drainage layer.</li> </ol>	

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
<p><b>48. Archaeological Statement / Evaluation report</b> (can be within a Heritage Statement)</p>	<ol style="list-style-type: none"> <li>1. A site in an archaeological priority area where proposed works could affect archaeological remains below ground level,</li> <li>2. All sites on or near a Scheduled Ancient Monument,</li> <li>3. All sites of 0.4 hectares or larger not in a priority area,</li> <li>4. All applications for a scoping opinion for an Environmental Impact Assessment, supported EIA, or Environmental Statement,</li> <li>5. All applications where supported by an archaeological desk-based assessment as part of a design and access statement,</li> <li>6. Buildings, parks or gardens of historic interest for which</li> </ol>	<p><a href="#">Historic England Planning Advice</a></p>	<p><a href="#">London Plan 2021</a> policy HC1</p> <p><a href="#">Local Plan 2024</a> Policy D12.5</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
	demolition or significant alteration is proposed,  7. All submissions to discharge archaeological or recording conditions,  8. Appeals.		
<b>49. Acoustic Assessment and/or an Acoustic Design Statement</b>	Proposals for residential and other noise sensitive development close to existing sources of noise; noise generating uses that raise noise disturbance issues to existing buildings; applications which involve installation of flues, air conditioning, plant, extraction etc.	A noise assessment should be prepared by a suitably qualified acoustician, detailing Noise Exposure Categories and concomitant impact and mitigation measures, including layout, design and insulation.	<a href="#">London Plan 2021</a> Policy D14  <a href="#">Local Plan 2024</a> Policy P15.10
<b>50. Ventilation/Extraction Statement</b>	New or altered commercial kitchen extraction system	Where a flue is necessary to support the use of a premises, the location of such flues need to be carefully considered at an early stage to ensure that it is are capable of being provided in a manner that would not have an adverse visual impact on occupiers of neighbouring properties.	<a href="#">London Plan 2021</a> Policy SI 1 and T7  <a href="#">Local Plan 2024</a> Policy P15.10  <a href="#">Merton's Air Quality Supplementary Planning Document 2021</a>
<b>51. Air Quality Assessment (AQA)</b>	1. All <a href="#">Major development</a> or;	1. Assessment to provide details of how a residential scheme (or other sensitive uses) will be successfully accommodated with the area of particularly significant air quality.	<a href="#">Local Plan 2024</a> Policy <a href="#">P15.10</a>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
	<p>2. Any development that could have a significant impact on air quality (directly or indirectly)</p>	<p>2. An impacts assessment will also be required to include necessary information to allow a full consideration of the impact of the proposal upon the air quality of the area.</p> <p>3. Demonstrate how proposals will reduce the impact on air quality during the construction and demolition phase</p> <p>4. Please note that Merton is within an Air Quality Management Area (AQMA).</p>	<p><a href="#">Merton's Air Quality Supplementary Planning Document 2021</a></p>
<p><b>52. Air Quality Neutral (AQN)</b> (may be combined with Air Quality Assessment)</p>	<p>All development</p>	<p>1. Demonstrate how the Air Quality Neutral benchmarks in AQN guidance will be met.</p> <p>2. There is a simplified assessment for minor development.</p> <p>3. Applications that do not include additional emissions sources are assumed to be Air Quality Neutral and to meet the Air Quality Neutral benchmarks.</p>	<p><a href="#">London Plan 2021 Policy S11</a></p> <p>London <a href="#">Air Quality Neutral (AQN) guidance</a></p> <p><a href="#">Local Plan 2024 Policy P15.10</a></p> <p><a href="#">Merton's Air Quality Supplementary Planning Document 2021</a></p>
<p><b>53. Daylight / Sunlight Assessment</b></p>	<p>1. All <a href="#">Major development</a> or;</p> <p>2. Creation of new dwellings and development that has potential to impact on existing daylight/sunlight.</p>	<p>1. An overshadowing study showing shadow diagrams at hourly intervals at different times of the year as existing and proposed should be submitted. Where a proposal includes single aspect units, a daylight and sunlight assessment should be provided. An assessment of the Vertical Sky Component (VSC) and Average Daylight Factor (ADF) is required.</p> <p>2. All assessments must be undertaken by a suitably qualified professional using the criteria within the relevant BRE Guidelines on daylight and sunlight.' The report shall include</p>	<p><a href="#">London Plan 2021 policy D6, D9</a></p> <p><a href="#">Local Plan 2024 Policy D12.1</a></p>



REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
		diagrams as relevant and a non-technical summary of the conclusions of the report.	
<b>54. Residential Standards Statement</b>	All development involving creation of one or more dwellings (conversion or new build)	A schedule of accommodation demonstrating types (beds, persons, storeys), mix (percentage) and floor space – in Gross Internal Area (GIA), private external amenity space and accessible and adaptable homes (M4 (2) and (3))	<a href="#">London Plan</a> 2021 Policy D6, D7
<b>55. Land Contamination Assessment</b>	Schemes where there is a change of use to residential, if within 50m of a potential contaminated land site	<ol style="list-style-type: none"> <li>1. An environmental risk assessment to assess the potential for the presence of contamination, associated risks and potential of site to be designated as contaminated land. This assessment should report:               <ol style="list-style-type: none"> <li>a. Site inspection scope</li> <li>b. Review of historical land use</li> <li>c. Review of environmental setting</li> <li>d. Consultation with relevant regulatory authorities</li> <li>e. Qualitative environmental risk assessment</li> <li>f. Review of existing relevant reports</li> </ol> </li> </ol>	<a href="#">Local Plan 2024</a> Policy P15.10
<b>56. Community Infrastructure Levy (CIL) - Form 1: CIL Additional Information and plans</b>	Applications involving the construction of new buildings, extensions to existing buildings, or comprising a dwelling or dwellings. All applications for development that may potentially be CIL liable	<ol style="list-style-type: none"> <li>1. <a href="#">Merton's Community Infrastructure Levy webpage</a></li> <li>2. <a href="#">CIL In Merton - a guide to the implementation of the Community Infrastructure Levy in Merton</a></li> <li>3. <a href="#">CIL Form 1: CIL Additional Information (planningportal.co.uk)</a></li> </ol>	<a href="#">The Community Infrastructure Levy Regulations 2010</a> (as amended)
<b>57. "Agreement to Complete" a S106 Unilateral Undertaking – small residential sites (2-9 dwellings)</b>	Applications involving the creation of 2 to 9 dwellings whether by conversion or new-build, gross, i.e. irrespective as to whether existing dwellings exist on-site will be retained or demolished.	<ol style="list-style-type: none"> <li>1. This requirement is to support the effective delivery of the following policy requirements ("Heads of Terms" or "HoT") that must be secured for development to be acceptable in planning terms:               <ol style="list-style-type: none"> <li>a. Affordable Housing Financial Contributions</li> <li>b. Carbon Offset Financial Contributions</li> <li>c. Car-free/Permit-free developments</li> </ol> </li> </ol>	<a href="#">Section 106 of the Town and Country Planning Act</a>  <a href="#">Regulation 122 of the Community Infrastructure Levy Regulations 2010 (as amended)</a>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
		<p>d. Any other site specific HoT necessary to make the development acceptable in accordance with Regulation 122 of the CIL Regulations 2010 (as amended)</p> <p>2. The “Agreement to Complete” must be signed by the applicant (it can’t be signed by an agent) and submitted in the form of the same name published on the council’s website with accompanying guidance here: <a href="#">Section 106 agreements and other planning obligations   Merton Council</a></p> <p>3. <a href="#">See also validation requirements for:</a></p> <ul style="list-style-type: none"> <li>a. Viability Report and written confirmation that the agent will be liable to pay the costs for this to be independently examined (by the Council’s viability consultants, and including a costs review if necessary)</li> <li>b. Parking Survey</li> <li>c. Merton’s Energy Assessment Template for minor residential schemes</li> </ul>	<p><a href="#">National Planning Policy Framework</a></p> <p>National Planning Practice Guidance: <a href="#">Planning obligations</a></p> <p><a href="#">Local Plan 2024</a> Policy H11.1, T16.4, CC2.1 – CC2.6</p>
<p><b>58. Environmental Impact Assessment (EIA)</b></p>	<p>Required for developments that: are listed under Schedule 1 and Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017.</p>	<p>The applicant should request a screening opinion before submitting a planning application if the development area exceeds the thresholds set out in Schedules 1 and 2 (see column 2 of Schedule 2 in particular) of the Regulations to determine if an EIA is required. Schedule 3 sets out the selection criteria to be applied for the purposes of the screening option. Schedule 4 provides a list of matters to be considered for inclusion in the Environmental Statement and require the developer to describe the likely significant effects of a development on the environment and to set out the proposed mitigation measures. e.g. air quality assessment.</p>	<p><a href="#">Town and Country Planning (Environmental Impact Assessment) Regulations 2017</a></p> <p><a href="#">Local Plan 2024</a> Policy P15.10, CC2.5, D12.8, D12.11, O15.3</p> <p><a href="#">London Plan</a> 2021 Policy GG3</p> <p>Institute of Environmental Management and</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
			<p>Assessment (IEMA) <a href="#">2022 Guidance</a> on 'Effective Scoping of Human Health in Environmental Impact Assessment' and 'Determining Significance for Human Health In Environmental Impact Assessment'.</p>
<p><b>59. Health Impact Assessments (HIA)</b></p>	<p>1. All developments in Merton of 100+ residential units or over 10,000m<sup>2</sup> non-residential development.</p> <p>2. Developments of 50 homes or more in areas identified by the government's Indices of Deprivation located in an Index Multiple Deprivation decile 5 or less or identified in Merton's Joint Strategic Needs Assessment (JSNA).</p> <p>3. Where deemed necessary, the cumulative impact of a</p>	<p>1. We recommend that Health Impact Assessment (HIA) is carried out at an early stage of a development proposal.</p> <p>2. Carrying out a HIA during the implementation stage is technically possible but it brings a risk of retrofitting health sensitive solutions to the proposal and is likely to generate more development costs, which could adversely affect the financial viability of the development. Please also refer to Policy IN 14.1 (Infrastructure).</p>	<p><a href="#">London Plan</a> 2021 Policy GG3</p> <p><a href="#">Local Plan 2024</a> Policies HW10.1, HW10.2</p> <p>Institute of Environmental Management and Assessment (IEMA) <a href="#">2022 Guidance</a> on 'Effective Scoping of Human Health in Environmental Impact Assessment' and 'Determining Significance for Human Health In Environmental Impact Assessment'.</p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
	<p>proposed Major Development is in an area with two or more other Major Developments planned or started.</p> <p>4. Significant developments in areas of poor air quality, for example Air Quality Focus Areas</p> <p>5. New educational, health facilities or publicly accessible open space are proposed.</p>		
<p><b>60. Statement on use of residential outbuildings / granny annexes and relationship with the main dwelling</b></p>	<p>For all applications proposing outbuildings</p>	<ol style="list-style-type: none"> <li>1. Review of local area</li> <li>2. How the outbuilding would be accessed</li> <li>3. Confirmation of the outbuilding layout</li> </ol>	<p><a href="#">Local Plan 2024</a> Policies D12.1, D12.2, D12.3</p>
<p><b>61. Section 96a (Non-Material Amendment) and 73 (Material Amendment/Remove Vary Condition) Applications</b></p>	<p>All Section 96a and 73 Applications</p>	<ol style="list-style-type: none"> <li>1. The Schedule of Drawings should include a list of the consented/approved drawings and the new amending/replacement drawings in table form.</li> <li>2. Comparison drawings should show the consented/approved and the new amending/replacement drawings on a single page.</li> </ol>	<p><a href="#">Town and Country Planning Act 1990, Section 73</a></p>

REQUIREMENTS	THRESHOLD	GUIDANCE	LEGISLATION AND POLICIES
<p>a. <b>Schedule of Drawings</b></p> <p>b. <b>Comparison Drawings</b></p> <p>c. <b>Schedule of Works</b></p> <p>d. <b>Statement of policy compliance</b></p>		<p>3. The Schedule of Works should include a statement outlining the proposed changes.</p> <p>4. The statement of policy compliance should outline how the proposed changes are 'non-material' or 'material'.</p>	
<p><b>62. Waste Management Applications:</b></p>	<p>All waste management applications</p>	<p>1. Refer to the Schedule: 'Information which may be required for a planning application list of documents', within the South London Waste Plan 2022.</p> <p>2. The necessary documents for each application will be clarified as part of the pre-application advice.</p>	<p><a href="#">South London Waste Plan 2022</a></p>