

Information requirements for: Application for Planning Permission Application for planning permission for relevant demolition in a conservation area.

The simplest way to submit a planning application is online via the Planning Portal. (<http://www.planningportal.gov.uk/apply>)
Registration is easy and you can complete your application form, upload supporting documents and pay fees online.

The benefits of applying online include:

- You can work on your applications in draft before submission
- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your completed applications

If you prefer you can complete your application form online and submit supporting documents and fees by post. You will need to send **3 copies** of forms and documents. Please note a planning application cannot be progressed until all the necessary supporting information and the appropriate fee is received.

Information Security

Your planning application will be published on the Council's website. Please make sure you only provide information, including personal information, you are happy for others to see in this way. If you think that some information needed to validate your application should be treated as private, you will need to label it private, and provide a copy which is suitable to publish on the Council's website. If you mark a document private and do not submit a copy for publishing, your application will be invalid.

Your personal information such as telephone number and signature is required on the application form and your application will be invalid if this is not provided. This part of the form will not be published on the Council's website.

National requirements

	DOCUMENTS REQUIRED	GUIDANCE AND FURTHER INFORMATION
P1	Completed, signed and dated application form All sections to be completed in full	Guidance is available from the Planning Portal at http://www.planningportal.gov.uk/apply Forms available from https://www.planningportal.gov.uk/uploads/appPDF/Q5300Form004_england_en.pdf
P2	Completed, dated Ownership Certificate (A, B, C, or D – as applicable) and Article 12 Certificate (Agricultural Holdings)	
P3	A Plan which identifies the land to which the application relates, drawn to an identified scale and showing the direction of North	A site location plan at a scale of either 1:1250 or 1:2500 which identifies the site and the surrounding area and shows at least two named roads. Application site to be outlined in red on all copies and any other land owned by the applicant in blue.
P4	Any other plans and drawings or information necessary to describe the subject of the application	<ul style="list-style-type: none"> • A block plan of the site (at a scale of at least 1:500) which should show properties either side and to the rear as well as existing and proposed features such as roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings, other structures and site boundaries • Existing and proposed elevations (scale 1:50 or 1:100) • Existing and proposed floor plans (scale 1:50 or 1:100) • Existing and proposed site sections and finished floor and site levels (scale 1:100) • Proposed extended street scene, where new buildings are proposed, or proposals involve an increase in overall building height (scale 1:100) <p>Proposed and existing plans should be shown on separate drawings. All plans and drawings must indicate paper size, key dimensions and have a scale bar. Plans should be submitted at A3 size or below if possible. (Drawings submitted electronically scaled at A0, A1 or A2 size are subject to Local Requirements for Major Development schemes See P26A below)</p>

P5	Design and Access Statement	<p>A design and access statement <u>is required</u> if your application site is affected by the following:</p> <ul style="list-style-type: none"> • Where the proposed works are within a Conservation Area Is the application site in a Conservation Area? or to a Listed Building Is the property a Listed Building? And involve: <ul style="list-style-type: none"> (i) the erection of one or more dwelling; or (ii) the erection of a building or buildings where the floor space created by the development is 100 square metres or more. • The proposals involve the winning and working of minerals or the use of land for mineral-working deposits • The proposal is for waste development; • The proposals involve the provision of dwellinghouses where <ul style="list-style-type: none"> (i) the number of dwellinghouses to be provided is 10 or more; or (ii) the development is to be carried out on a site having an area of 0.5 hectares or more • The proposals involve the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; • The development will be carried out on a site having an area of 1 hectare or more; <p>Advice on preparing a design and access statement. A Design & Access Statement pro-forma is also available</p>
P6	Summary Statement	<p>From 6 April 2010, a summary report (max 20 pages) shall be provided to support any application involving the submission of more than 100 pages of written documentation. This summary may be contained within a Planning Statement</p>
P7	The appropriate fee	<p>You can view our schedule of fees here</p> <p>You can pay by credit or debit card on-line at www.enfield.gov.uk, or by telephone on 020 8379 1000.</p> <p>Cheques should be made payable to Enfield Council and sent to Development Control, PO Box 53, Civic Centre, Silver Street, Enfield, Middx, EN1 3RG. Please write the site address on the</p>

		reverse of the cheque to avoid delays in recording your payment.
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Local requirements

The following Enfield requirements are divided into RESIDENTIAL, COMMERCIAL and GENERAL. Additional information is required if your development meets the criteria specified below.

If you do not consider that an item listed below is appropriate to the scale or nature of your development, or do not consider it to be a material consideration in the determination of your scheme, you will need to submit an Article 10(A) Notice with your application.

If you fail to comply with the local requirements and do not submit an [Article 10\(A\) notice](#), your application will be invalid.

<u>RESIDENTIAL DEVELOPMENT</u> <u>Core Strategy:</u>		
P9	Community Infrastructure Levy (CIL) Provision of 1+ units, new build	Your development will be CIL liable in accordance with the Mayor for London charging schedule . In order to confirm the levy chargeable, you will need to provide a CIL additional information form . Further information is available from the CIL additional guidance
P10	Affordable Housing Provision of 1-9 units (net gain) Core Policy 3, Affordable Housing Core Policy 5, Housing Types	You will need to provide the following information to demonstrate the level of contribution you will be providing to meet Core Policy 3. If you consider that you are unable to meet this requirement, you will need to provide a Viability Assessment, using the GLA affordable housing development control toolkit , justifying your case. Further information and guidance is available from the Section 106 Supplementary Planning Document
P11	Energy Assessment Provision of 1- 9 units (net gain)	You will need to submit an Energy Assessment showing a 8% reduction in CO2 emissions over PART L of Building Regulations in accordance with London Plan Policies 5.1, 5.2 and 5.3

	Core Policy 20, Sustainable Energy Use and Energy Infrastructure	
P12	<p>Sustainable Design</p> <p>Provision of 1- 9 units, new build</p> <p>Core Policy 4, Housing Quality</p>	<p>You will need to submit a pre-assessment report under the Code for Sustainable Homes to demonstrate compliance exceeding Code Level 3.</p> <p>Further information and guidance can be found on our Sustainable Design and Construction web page.</p>
P13	<p>Affordable Housing</p> <p>Provision of 10+ units (net gain)</p> <p>Core Policy 3, Affordable Housing Core Policy 5, Housing Types</p>	<p>If you are proposing new build residential or residential conversion providing 10 + units, you need to submit an affordable housing assessment, or Three Dragons Toolkit in accordance with London Plan Policies 3.10, 3.11 and 3.13. London Plan Policy 3.11 sets out an affordable housing development control toolkit for this purpose.</p>
P14	<p>Energy Assessment</p> <p>Provision of 10+ units (net gain)</p> <p>Core Policy 20, Sustainable Energy Use and Energy Infrastructure</p>	<p>You will need to submit an Energy Assessment showing a 25% reduction in CO2 emissions over Part L of Building Regulations in accordance with London Plan Policies 5.1, 5.2 and 5.3</p>
P14A	<p>Sustainable Design</p> <p>Provision of 10+ units, new build</p> <p>Core Policy 4, Housing Quality</p>	<p>You will need to submit a pre-assessment report under the Code for Sustainable Homes to demonstrate compliance exceeding Code Level 4 in accordance with Policy 5.2 of the London Plan.</p> <p>Further information and guidance can be found on our Sustainable Design and Construction web page.</p>
P15	<p>Ecological Site Improvements</p> <p>Provision of 10+ units (net gain)</p>	<p>You will need to submit a report detailing the existing ecological value of the site and what improvements you will implement within the site as part of the development scheme.</p>

	Core Policy 36, Biodiversity	
P16	<p>Health Management Plan</p> <p>Provision of 10+ units (net gain)</p> <p>Core Policy 7, Health and Social Care Facilities and the Wider Determinants of Health</p>	<p>You will need to submit a Health Impact Assessment in accordance with London Plan Policy 3.2.</p> <p>Further guidance is available from: London Plan and Health Issues in Planning – Best Practice Guidance, June 2007</p>
P17	<p>Waste</p> <p>Provision of 10+ units (net gain)</p> <p>Core Policy 22, Delivering Sustainable Waste Management</p>	<p>You will need to submit a site waste management plan, explaining:</p> <ul style="list-style-type: none"> • What re-used and recycled materials will be used, including materials resulting from construction, demolition and excavation waste, if any; • What provision will be made for on-site waste treatment, storage and collection throughout the lifetime of the development.
<p>COMMERCIAL DEVELOPMENT</p> <p><u>Core Strategy:</u></p>		
P18	<p>Community Infrastructure Levy (CIL)</p> <p>Provision of 100+ sq.m. of new or additional gross internal floorspace</p>	<p>Your development may be CIL liable in accordance with the Mayor for London charging schedule. In order to confirm the levy chargeable, you will need to provide a CIL additional information form.</p> <p>Further information is available from the CIL additional guidance</p>
P19	<p>Sustainable Design</p> <p>Provision of 500+ sq.m. of new or additional floorspace</p> <p>Core Policy 20, Sustainable Energy Use and Energy Infrastructure</p>	<p>You will need to undertake a relevant BREEAM assessment, demonstrating a very good or excellent assessment rating.</p> <p>Further information is available on our Sustainable Design and Construction web page.</p>

P20	<p>Energy Assessment</p> <p>Provision of 100-999 sq.m of new or additional floorspace</p> <p>Core Policy 20, Sustainable Energy Use and Energy Infrastructure</p>	<p>You will need to submit an Energy Assessment showing a 8% reduction in CO2 emissions over Part L of Building Regulations in accordance with London Plan Policies 5.1, 5.2 and 5.3</p>
P21	<p>Energy Assessment</p> <p>Provision of 1000+ sq.m. of new or additional floorspace</p> <p>Core Policy 20, Sustainable Energy Use and Energy Infrastructure</p>	<p>You will need to submit an Energy Assessment showing a 25% reduction in CO2 emissions over Part L of Building Regulations in accordance with London Plan Policies 5.1, 5.2 and 5.3</p>
P22	<p>Ecological Site Improvements</p> <p>Provision of 1000+ sq.m. of new floor space</p> <p>Core Policy 36, Biodiversity</p>	<p>You will need to submit a report detailing the existing ecological value of the site and what improvements you will implement within the site as part of the development scheme.</p>
P23	<p>Health Management Plan</p> <p>Provision of 1000+ sq.m. of new floor space</p> <p>Or,</p> <p>Residential care home for 10+ residents</p> <p>Core Policy 7, Health and Social Care Facilities and the Wider Determinants of Health</p>	<p>You will need to submit a Health Impact Assessment in accordance with London Plan Policy 3.2.</p> <p>Further guidance is available from: London Plan and Health Issues in Planning – Best Practice Guidance, June 2007</p>

P24	<p>WASTE</p> <p>Provision of 1000+ sq.m. of new floor space</p> <p>Core Policy 22, Delivering Sustainable Waste Management</p>	<p>You will need to submit a site waste management plan, explaining:</p> <ul style="list-style-type: none"> • What re-used and recycled materials will be used, including materials resulting from construction, demolition and excavation waste, if any; • What provision will be made for on-site waste treatment, storage and collection throughout the lifetime of the development?
P25	<p>RETAIL USE</p> <p>Provision of retail use outside of an established town centre</p> <p>Core Policy 18, Delivering Shopping Provision Across Enfield</p>	<p>You will need to submit a retail impact assessment demonstrating that there will not be a negative impact on:</p> <ul style="list-style-type: none"> • The vitality and viability of existing centres • planned investment in centres • that the development increases the overall sustainability and accessibility of the retail park in question.
<p>GENERAL REQUIREMENTS</p> <p><u>Core Strategy:</u></p>		
P26A	<p>DRAWINGS</p> <p>Is the scheme a major development?</p>	<p>If you have submitted your drawings electronically and they are scaled at A0, A1 or A2 size, you will need to provide 1 paper copy at that size, if your application is a major development (+1000sq.m. or +10 residential units). You will also need to supply 2 copies of the application submission on cd, together with 2 paper copies of all drawings, reports and supporting information.</p>
P26	<p>HERITAGE</p> <p>The application site is in a Conservation Area</p> <p>Core Policy 30, Maintaining and Improving the Quality of the Built and Open Environment</p> <p>Core Policy 31, Built and Landscape Heritage</p>	<p>You will need to submit a Heritage Statement to describe the significance of any heritage assets affected, including any contribution made by their setting. As a minimum the relevant conservation area appraisal should be consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes heritage assets with archaeological interest, an appropriate desk-based assessment and, where necessary, a field evaluation is required.</p>

P27	<p>HERITAGE</p> <p>The property is a Listed Building</p> <p>Core Policy 30, Maintaining and Improving the Quality of the Built and Open Environment</p> <p>Core Policy 31, Built and Landscape Heritage</p>	<p>You will need to submit a Heritage Statement to describe the significance of any heritage assets affected, including any contribution made by their setting. As a minimum the relevant conservation area appraisal should be consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes heritage assets with archaeological interest, an appropriate desk-based assessment and, where necessary, a field evaluation is required.</p> <p>If your proposals affect a Listed Building, you will also need to apply for Listed Building Consent. If you are submitting your application through the Planning Portal, the form will cover both your planning and listed building application. If you are submitting your application by post or in person, you will need to complete the listed building consent application form as well as your planning application form.</p>
P28	<p>ECOLOGY – Species Protection</p> <p>The application involves demolition works.</p> <p>Or</p> <p>The site is within or adjoining:</p> <ul style="list-style-type: none"> • a site where protected species have been found • a site of Nature Conservation Importance • Biodiversity Action Plan habitats • Rivers and green corridors <p>Core Policy 36, Biodiversity</p>	<p>You will need to submit an ecological statement assessing impact of proposed development on protected species.</p> <p>Guidance for preparing a statement is available from our Biodiversity web page</p>
P29	<p>FLOOD RISK ASSESSMENT</p> <p>Sites located in Flood Zone 2 or 3</p>	<p>You can check if the application site falls within one of these areas on the Environment Agency website</p>

	<p>Operational development of 1+ hectare</p> <p>Core Policy 28, Managing Flood Risk through Development Core Policy 29, Flood Management Infrastructure</p>	<p>A dark blue area is Flood Zone 2 or 3; a light blue area is Flood Zone 1.</p> <p>You will need to submit a Flood Risk Assessment if your proposal involves works to ground floor level or below i.e. basement level, or if the works involve the laying out of hardstand areas.</p> <p>For further general advice and guidance: Environment Agency Guide for Developers</p>
P30	<p>ENVIRONMENTAL IMPACT</p> <p>Is your development likely to significantly affect the environment by virtue of factors such as its overall size, nature and/or location?</p> <p>And/or</p> <p>Does your development fall within Schedule 1 projects or Schedule 2 projects?</p>	<p>In accordance with Circular 02/99, you will need to submit a request for a Screening Opinion.</p> <p>We will aim to respond to this request within 21 days of receipt.</p> <p>Further information is available from: Environmental Impact Assessment: A Guide to Procedures, published 12 January 2000 Town & Country Planning (Environmental Impact Assessment) England & Wales, Regulations 1999</p>
P31	<p>TREES</p> <p>Will trees within the application site or on adjoining sites be affected by your proposal?</p>	<p>You will need to submit a report detailing which trees are to be retained and how these trees will be protected during construction works. This information should be prepared by a qualified arboriculturist and in accordance with BS5837 (2005).</p>
P32	<p>TRANSPORTATION</p> <p>Do your proposals fall within the thresholds given in Appendix B Indicative thresholds for Transport Assessments of the Department of Transport's Guidance on Transport Assessment?</p> <p>Core Policy 24, The Road Network</p>	<p>You will need to submit a Transport Assessment or Statement.</p> <p>TFL's Transport Assessment Best Practice Guidance Document</p> <p>The Department for Transport's Guidance on Transport Assessment</p>

P33	<p>DEMOLITION</p> <p>Do your proposals involve demolition works?</p> <p>Core Policy 22, Delivering Sustainable Waste Management</p>	<p>You will need to submit a demolition statement. The statement needs to detail mitigation measures to reduce the environmental impact of demolition and construction. It should indicate the control systems that will be in place including minimizing emissions of dust and construction plant and vehicles emissions, and any recycling and reuse of materials</p> <p>Further guidance is available from: London Plan Climate Change Mitigation - London Plan Policy 5.1</p>
P34	<p>NOISE</p> <p>Noise levels greater than 10 dBA below background noise levels</p> <p>Or</p> <p>Development affected by high levels of noise</p>	<p>You will need to submit a Noise Impact Assessment identifying the levels of noise, whether there is a difference in noise levels at different times of the day and what mitigation measures, such as noise insulation, are proposed.</p>
P35	<p>LIGHT REPORT</p> <p>Do your proposals significantly affect the enjoyment of neighbouring residential properties to natural daylight/sunlight?</p> <p>Or,</p> <p>Are you proposing to install external lighting within the development likely to adversely effect adjoining occupiers or the natural environment?</p>	<p>You will need to submit a Light Assessment Report detailing the affect that the proposed development will have on neighbouring residential properties as well as the affects of limited light levels within the development site (if residential). This should include mitigation measures to secure safer access routes and crime reduction.</p> <p>You will need to submit a Light Assessment Report to assess light pollution, detailing lighting levels and spread.</p>