

Full Planning Application for Change of Use (external work)

National Requirement	
☒ Completed application form	
☒ Completed Ownership/Agricultural Holdings Certificate to confirm who owns land affected by the proposal	
☒ The appropriate fee	
☒ Location Plan showing where the site is by outlining in red (scale 1:1250 or 1:2500)	
☒ Block Plan (1:500)	
☒ Existing and proposed floor plan (scale 1:500);	
☒ Existing and proposed elevations (scale 1:50 or 1:100)	
☒ Existing and proposed sections (1:50 or 1:100)	
☒ Existing and proposed roof plan (1:50 or 1:100)	
Local Requirement	
☒ Data required by the Greater London Authority Data Standard	
☒ Design and Access Statement (including accessibility statement)	
☒ Planning Statement	
☐ Retail/office assessment (only if the proposal involves the loss of retail/office floorspace)	
☒ Details of existing and proposed car parking arrangements (if these would be used by the proposed use)	
☐ Heritage Statement (if Conservation Area, or relates to Listed Building or Locally Listed Building)	
☐ Air Quality Assessment (if major application and within AQMA and change of use increases the amount of vehicular traffic)	
☐ Contaminated Land Assessment (if change of use introduces more sensitive receptors to areas likely to be contaminated)	
☒ Planning Statement	

☒ Flood Risk Assessment (if development is in Flood Zone 3 and change of use is to a more vulnerable use type)	
☐ External lighting plan	
☐ Sunlight and daylight assessment	
☒ CIL additional information form	

Note: Any confidential data should be sent separately clearly stating its confidentiality.