

**Hammersmith & Fulham Council  
Local Planning Application Requirements –  
Lists for Consultation, April 2008**

**1. Householder Application for planning permission for works or extension to a dwelling:**

**National Requirements:**

**Completed form; Site plan; Other plans and drawings necessary to describe the application; Ownership certificate; Agricultural holdings certificate; Design and access statement, if required; Appropriate fee; Article 6 notice where ownership certificates B, C or D have been completed.**

**Proposed Local Requirements:**

**Daylight/sunlight assessment** – As required by the Council, please seek advice

**Flood risk assessment** - Applications in Environment Agency Flood Zone relating to basement or ground floor extensions

**Noise impact assessment** - As required by the Council, please seek advice before submitting your application

**Planning statement** - Optional, at applicant's discretion

**Tree survey/arboricultural implications** - Applications including building works within 5 metres of a tree

**2. Householder Application for planning permission for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area;**

**Householder Application for planning permission for works or extension to a dwelling and Listed Building consent**

**National Requirements:**

**Completed form; Site plan; Other plans and drawings necessary to describe the application; Ownership certificate; Agricultural holdings certificate; Design and access statement, if required; Appropriate fee; Article 6 notice where ownership certificates B, C or D have been completed.**

**Proposed Local Requirements:**

**Daylight/sunlight assessment** - As required by the Council, please seek advice

**Flood risk assessment** - Applications in Environment Agency Flood Zone relating to basement or ground floor extensions

**Heritage statement (including historical, archaeological features and scheduled ancient monuments)** - Required

**Noise impact assessment** - As required by the Council, please seek advice

**Planning statement** - Optional, at applicant's discretion

**Structural survey** - As required by the Council, please seek advice

**Tree survey/arboricultural implications** - Applications including building works within 5 metres of a tree

3. **Application for Full Planning Permission;**  
**Application for Outline Planning Permission with some matters reserved;**  
**Application for Outline Planning Permission with all matters reserved; and**  
**Application for Approval of Reserved Matters following outline approval.**

**National Requirements:**

**Completed form; Site plan; Other plans and drawings necessary to describe the application; Ownership certificate; Agricultural holdings certificate; Design and access statement, if required; Appropriate fee; Article 6 notice where ownership certificates B, C or D have been completed.**

**Proposed Local Requirements:**

**Affordable housing statement** - Required for applications providing 10 or more residential units

**Air quality assessment** - As required by the Council, please seek advice

**Biodiversity survey and report** - Required for major developments (10 or more residential units, 1,000 sq metres non-residential floorspace) and those on or adjoining public open space

**Daylight/sunlight assessment** - As required by the Council, please seek advice

**Economic statement** - As required by the Council, please seek advice

**Environmental statement** - As required by the Council, please seek advice

**Flood risk assessment** - Required for applications in Environment Agency Flood Zone relating to major developments and minor developments including basements and/or ground floor extensions/new floorspace

**Heritage statement (including historical, archaeological features and scheduled ancient monuments)** - Required for developments within Archaeological Priority Area or conservation area or affecting a listed building

**Land contamination assessment** - Required for contaminated sites, sites previously used for industrial processes and major developments (10 or more residential units, 1,000 sq metres non-residential floorspace) and those on or adjoining public open space

**Landscaping details** - As required by the Council, please seek advice

**Lighting assessment** - As required by the Council, please seek advice

**Noise impact assessment** - As required by the Council, please seek advice

**Open space assessment** - As required by the Council, please seek advice

**Parking provision** - As required by the Council, please seek advice

**Photographs/photomontages** - Optional, at applicant's discretion

**Planning obligations – draft head(s) of terms** - As required by the Council, please seek advice

**Planning statement** - As required by the Council, please seek advice

**Site waste management plan** - As required by the Council, please seek advice

**Statement of community involvement** - As required by the Council, please seek advice

**Telecommunications development – supplementary information** – Required for applications for mast and antenna development by mobile phone network operators

**Town centre uses - evidence to accompany applications** - As required by the Council, please seek advice

**Transport assessment** - As required by the Council, please seek advice

**Travel plan** - As required by the Council, please seek advice

**Tree survey/arboricultural implications** - Required for applications including building works within 5 metres of a tree

**Ventilation/extraction statement** - Required for applications which include commercial extraction flues

4. **Application for Full Planning Permission and Conservation Area Consent for demolition;  
Application for Full Planning Permission and Listed Building Consent**

As application for Full Planning Permission but with the additional Local Requirement:

**Structural survey** - As required by the Council, please seek advice

5. **Application for Full Planning Permission and Advertisement Consent**

As application for Full Planning Permission but with the additional Local Requirement:

**Lighting assessment** - Required for illuminated advertisements/signs, in relation to other details, please seek advice before submitting your application

6. **Conservation Area Consent for demolition in a Conservation Area;  
Listed Building Consent for alterations, extension or demolition of a Listed Building**

**National Requirements:**

**Completed form; Site plan; Other plans and drawings necessary to describe the application; Ownership certificate; Design and access statement for Listed Building Consent applications; Regulation 6 notice where ownership certificates B, C or D have been completed.**

**Proposed Local Requirements:**

**Heritage statement (including historical, archaeological features and scheduled ancient monuments)** - Required

**Photographs/photomontages** - Optional, at applicant's discretion

**Planning statement** - Optional, at applicant's discretion

**Structural survey** - As required by the Council, please seek advice

**Tree survey/arboricultural implications** - Required for applications including works within 5 metres of a tree

7. **Application for Advertisement Consent**

**National Requirements:**

**Completed form; Site plan; Other plans and drawings necessary to describe the application; Appropriate fee.**

**Proposed Local Requirements:**

**Lighting assessment** - Required for illuminated advertisements/signs

**Photographs and photomontages** - Optional, at applicant's discretion

**Planning statement** - Optional, at applicant's discretion

**8. Listed Building consent for alterations, extension or demolition of a Listed Building and Advertisement Consent**

**National Requirements:**

**Completed form; Site plan; Other plans and drawings necessary to describe the application; Ownership Certificate; Design and access statement; Appropriate fee; Regulation 6 notice where ownership certificates B, C or D have been completed.**

**Proposed Local Requirements:**

**Heritage statement (including historical, archaeological features and scheduled ancient monuments)** - Required

**Lighting assessment** - Required for illuminated advertisements/signs

**Photographs and photomontages** - Optional, at applicant's discretion

**Planning statement** - Optional, at applicant's discretion

**Structural survey** - As required by the Council, please seek advice

**Tree survey/arboricultural implications** - Required for applications including works within 5 metres of a tree

**9. Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition**

**National Requirements:**

**Completed form; Site plan; Evidence verifying information included in the application; Other relevant information; Appropriate fee.**

**Proposed Local Requirements:**

**Lawful development certificate supporting information** - Required

**Photographs/photomontages** - Optional, at applicant's discretion

**Plans** – Required (not part of national requirement for this application type)

**10. Application for a Lawful Development Certificate for a proposed use or development**

**National Requirements:**

**Completed form; Site plan; Evidence verifying information included in the application; Other relevant information; Appropriate fee.**

**Proposed Local Requirements:**

**Planning statement** – Required

**Plans** – Required (not part of national requirement for this application type)

11. **Application for prior notification of proposed agricultural development (proposed building);  
Application for prior notification of proposed agricultural Development (proposed road);  
Application for prior notification of proposed agricultural development (proposed excavation/deposit of waste material from the farm);  
Application for prior notification of proposed agricultural development (proposed fish tank); and  
Application for Hedgerow Removal Notice**

**National Requirements:**

**Completed form; Site plan; Appropriate fee; Evidence of date of planting (Hedgerow Removal Notices)**

**No local requirements.**

12. **Application for prior notification of proposed development in respect of permitted development by electronic communications code operators**

**National Requirements:**

**Completed form; Site plan; Appropriate fee; Confirmation that the developer has informed the Civil Aviation Authority for relevant applications**

**No local requirements for validation in line with legislation, however it will speed the processing of applications if they are accompanied by the following information:**

**Planning statement**

**Acoustic report** – Where relevant

**Supplementary information template** (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development – see <http://www.communities.gov.uk/documents/planningandbuilding/pdf/147779>)

**Any other additional information** – Optional at the applicant's discretion

13. **Application for prior notification – proposed demolition**

**National requirements:**

**Completed form; Statement that the applicant has displayed**

**No local requirements for validation in line with legislation, however it will speed the processing of applications if they are accompanied by the following information:**

**Photographs/photomontages** - Optional, at applicant's discretion  
**Planning statement** - Required  
**Structural survey** - As required by the Council, please seek advice  
**Tree survey/arboricultural implications** - Required for applications including works within 5 metres of a tree

**14. Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)**

**As Application for Planning Permission, with individual requirements dependent on the application relating to a condition relevant to the requirement, but with the following changes:**

**Planning statement** - Required  
**Plans** - As required by the Council, please seek advice

**15. Application for Approval of Details Reserved by Condition**

**There are no National or Local Requirements. Useful supporting information:**

**Completed form**  
**Site plan**  
**Other plans and drawings necessary to describe the application**  
**Photographs/photomontages**  
**Planning statement** - Optional, at applicant's discretion

**16. Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO)**

**National Requirements:**

**Completed form; Plan showing location of all trees; Specification of work to be carried out**

**There are no local requirements for validation in line with legislation, however it will speed the processing of applications if they are accompanied by the following information:**

**Photographs** - Optional, at applicant's discretion  
**Report by a tree professional (arboriculturalist)**

**17. Application for Tree Works: Notification of Proposed Works to Trees in Conservation Areas (CA)**

**No national or local requirements, however it is important to supply precise detailed advice, it will speed the processing of applications if they are accompanied by the following information:**

**Completed form**  
**Plan showing location of all trees**  
**Specification of work to be carried out**  
**Photographs** - Optional, at applicant's discretion  
**Report by a tree professional (arboriculturalist)**