

MAYOR OF LONDON

PLANNING INFORMATION NON-TECHNICAL DATA STANDARD



Version 2
V2.1

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1.0 Introduction

- 1.1 The GLA Planning Data Standard sets out the additional information that is required to be submitted as part of any planning application in the GLA area.
- 1.2 This information is required to enable the monitoring of development taking place in London and enable efficient spatial planning to take place.
- 1.3 This document will be updated from time to time and developed taking into account future planning needs and objectives. Changes will be widely publicised both on the London.gov.uk website and amongst the suppliers and users of this data set.
- 1.4 The breakdown of the document is:
 - 2.0 System Technical Requirements
 - 3.0 Householder Extensions
 - 4.0 Prior Approval for Residential Conversions
 - 5.0 All Other Application Types – Information to be provided by applicants
 - 6.0 All Other Application Types – Additional Information to be provided by LPA back office systems.
- 1.5 In completing a planning application for any developments in the GLA area, all fields will be mandatory for the relevant application type.
- 1.6 The data shall be uploaded automatically from the Local Planning Authorities' systems in respect of all application types:
 - (i) When the application is first made valid
 - (ii) When any data relating to the application is amended
 - (iii) When the application is determined, regardless of the decision or whether an application is withdrawn.

Further work will be undertaken to identify indicators for:

 - (iv) When planning permissions are implemented
 - (v) When planning permissions are completed.
- 1.7 Cross Borough Applications will need to be reported by both boroughs, however the same lead UPRN will need to be used.
- 1.8 This Non-Technical Data Standard lays out the information we will be collecting in terms familiar to local authorities and the building industry. A Technical Data Standard will follow to provide specific schema, formats, and other relevant details for each question.
- 1.9 For Additional Information about the Data Standard and any iterations of the Data Standard, please contact:

Planning Data Team
LDD@London.gov.uk

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2.0 Back Office System Technical Requirements

The GLA is keen to ensure it does not exclude providers from the back office provision market, but at the same time in order for automated data to work there are some minimal functionality requirements that must be met:

1. Receiving Applications	
(i)	The system must be capable of receiving all applications electronically including a. Application Information b. Supporting Documents From the Planning Portal and any other provider of a submission portal.
(ii)	The system must auto-populate the fields with the submitted information.
(iii)	The system must be capable of having information amended through any portal, flag up when any changes have been made and information locked when a decision is made.
2. Extracting Information	
(i)	The system must be capable of having any information relating to any case extracted using a scheduled report.
(ii)	The system must be able to have any related polygons extracted with identifiers linking them to the case.

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3.0 Householder Planning Applications Additional Information Requirement

This part of the standard applies to:

- (i) Applications for planning permission to extend existing residential accommodation, including residential annexes
- (ii) Any applications for certificates of lawfulness for residential extension and structures built within the curtilage of a dwelling house.

Additional information to be submitted by the applicant

1. Site Information
<ul style="list-style-type: none">(i) Title Numbers - all land included within the application site(ii) EPC Number – most recent EPC completed
2. General Information about the Proposed Development
<ul style="list-style-type: none">(i) Gross Internal Floor Area(ii) Categories it falls within (multiple can be selected)<ul style="list-style-type: none">a. Roof Extension / Conversion / Additional Floor added upwardsb. Basement Extension / Conversion / Additional Floor added downwardsc. Rear Extensiond. Side Extensione. Front Extensionf. Other(iii) Number of additional bedrooms proposed(iv) Number of additional bathrooms proposed(v) Current Number of off road parking spaces(vi) Resulting Number of off road parking spaces

Additional Information to be collected from LPA Back Office Systems

3. Information about the Decision
<ul style="list-style-type: none">(i) Valid Date(ii) Decision Date(iii) Decision(iv) Decision Process (Delegated or Committee)(v) Is it liable for CIL?(vi) Has an application for an exemption as a residential extension been submitted?
4. Reporting Information
<ul style="list-style-type: none">(i) Development Type

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4.0 Prior Approvals Additional Information Requirement

This part of the standard applies to:

- (i) Applications for Prior Approval for the conversion of any building into a residential accommodation

Additional information to be submitted by the applicant:

1. Site Information
<ul style="list-style-type: none">(i) Title Numbers - all land included within the application site(ii) EPC Number – Most Recent EPC completed(iii) Are the existing buildings Currently Occupied? (vacant/partially vacant/occupied)
2. Application Information
<ul style="list-style-type: none">(i) Scheme Name – Any known intended name for the development(ii) Superseding an existing Planning Permission or other consent (Y/N/Partial)(iii) Reference Number of that Consent(iv) Intended Commencement Date(v) Intended Completion Date(vi) Current Lead Developer
3. General Information about the Proposed Development
<ul style="list-style-type: none">(i) Number of Residential Units Proposed(ii) For Each Residential Unit:<ul style="list-style-type: none">a. Gross Internal Floor Areab. Number of Habitable Roomsc. Whether the unit will be M4(2) compliantd. Whether the unit will be M4(3) compliant(iii) Current Number of off road parking spaces(iv) Resulting total number of off road parking spaces
4. Infrastructure Requirements
<ul style="list-style-type: none">(i) Number of new water connections required(ii) Number of homes with electrical heating(iii) Number of homes served by full fibre internet connection(iv) Have you consulted mobile network operators? (Y/N)(v) Number of vehicle charging points proposed:<ul style="list-style-type: none">a. Activeb. Passive(vi) Type of vehicle charging points:<ul style="list-style-type: none">a. Rapid chargersb. Slow chargersc. Slow units(vii) Does the scheme include CHP/Heat Pumps? (Y/N)(viii) What capacity of Solar/PV is proposed?(ix) Number of Homes with Passive Cooling (Number)(x) Total annual NOx and PM emissions (Number)

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| (xi) | Are you proposing Green House Gas emission reductions over and above those set out in Part L of the Building Regulations? (Y/N) |
| (xii) | Area of green roof proposed (Number) |
| (xiii) | What is the Urban Greening Factor Score? (Number) |
| (xiv) | Does each Unit include internal and external:
a. Designated storage Space for Dry Recycling (Y/N)
b. Designated storage Space for Food Waste (Y/N)
c. Designated storage Space for Residual Waste (Y/N) |
| (xv) | What percentage of material from demolition and construction material will be recycled/reused? |
| (xvi) | Number of new gas connections required (number) |

Additional Information to be collected from LPA Back Office Systems

5. Information about the Decision

- | | |
|-------|--|
| (i) | Valid Date |
| (ii) | Decision Date |
| (iii) | Decision |
| (iv) | Decision Process (Delegated or Committee) |
| (v) | Is it liable for CIL? |
| (vi) | Has an application for an exemption as a residential extension been submitted? |

6. Reporting Information

- | | |
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| (i) | Development Type |
|-----|------------------|

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5.0 Additional Information to be Submitted as part of any Planning Application (Excluding Prior Approvals and Householder Applications)

This information is in addition to the information already required as part of the standard TAPP schema.

1. Site Information
<ul style="list-style-type: none">(i) Title Numbers - all land included within the application site(ii) EPC Number – most recent EPC completed(iii) Existing Use of the Building (Use Class)(iv) Ownership Status (Public/Private Ownership)(v) Site Area(vi) Gross internal floor area of all existing buildings on the application site
2. Information Submitted in Support of the Application
<ul style="list-style-type: none">(i) Viability Assessment (Y/N)(ii) 3D Model (Y/N)(iii) Circular Economy Statement (Y/N)(iv) Air Quality Assessment (Y/N)(v) Transport Impact Assessment (Y/N)(vi) Is this application to be treated as a Fast Track Application for the purposes of Affordable Housing? (Y/N)
3. General Information about the Proposed Development
<ul style="list-style-type: none">(i) Scheme Name – Any known intended name for the development(ii) Is the scheme phased? (Y/N)(iii) Subdivision of building – If this permission does not relate to the whole building, please provide details e.g. “Rear Ground Floor”, 1st – 3rd Floor etc(iv) Superseding (Y/N) – Is it intended that this planning permission be carried out to replace an existing planning permission?(v) Partial Superseding (Y/N) - Is it intended that this planning permission be carried out to replace part of an existing planning permission?(vi) List all Planning Permissions to be Replaced including their Reference and the components to be replaced(vii) Projected Dates for each component and detail of development– Commencement Date and Completion Date (table/schedule)(viii) Current Lead Developer(ix) Current Lead Registered Social Landlord (RSL)(x) What is the projected cost of works? (Categories)(xi) How many separate buildings are proposed?<ul style="list-style-type: none">a. Maximum Height of eachb. Number of Storeys of each
4. Open Space and Nature Designation
<ul style="list-style-type: none">(i) Does the development result in the loss, gain or change of use of any open space?<ul style="list-style-type: none">a. Typeb. Designation

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- c. Area
- d. Access
- e. Description
- f. Land Swap (Y/N)
- (ii) Does your proposal involve the loss of garden land? (Y/N)
- (iii) Does the development result in the loss, gain or change of use of a site protected with a nature designation?
 - a. Type
 - b. Designation
 - c. Area
 - d. Access
 - e. Description

5. Housing Information

- (i) Add the following to the current schedule of Dwellings ensuring the following information is provided for each unit lost and gained:
 - a. Number of Habitable Rooms
 - b. Tenure
 - i. London Affordable Rent
 - ii. London Living Rent
 - iii. Shared Equity
 - iv. Shared Ownership
 - v. Discount Market Sale
 - vi. Discount Market Rent
 - vii. Build to Rent
 - viii. Starter Homes
 - ix. Self Build and Custom Build
 - x. Private Rented Sector
 - c. M4(2) Compliant (Y/N)
 - d. M4(3) Complaint (Y/N)
 - e. Unit Type
 - i. Live/Work Unit
 - ii. Co Living Unit
 - iii. Hostel Room
 - iv. Cluster Flat
 - v. Student Accommodation
 - vi. Flat/Apartment
 - vii. Terraced Home
 - viii. Semi Detached Home
 - ix. Detached Home
 - x. Other
 - xi. Communal Space
- (ii) GIA (Gross Internal Floor Area) Lost
- (iii) GIA (Gross Internal Floor Area) Gained
- (iv) Number of Gypsy and Traveller pitches and or Travelling Showpeople or Circus people plots Lost
- (v) Number of Gypsy and Traveller pitches and or Travelling Showpeople or Circus people plots Gained
- (vi) Number of non-permanent dwellings (if used as main residence) lost e.g. caravans, mobile homes, converted railway carriages, etc.

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- (vii) Number of non-permanent dwellings (if used as main residence) gained e.g. caravans, mobile homes, converted railway carriages, etc.
- (viii) Number of houseboat moorings (if used as main residence) lost
- (ix) Number of houseboat moorings (if used as main residence) gained
- (x) Existing number of parking spaces on the site
- (xi) Proposed number of parking spaces on the site (excluding car club spaces)
- (xii) Proposed number of car club spaces
- (xiii) Hotel and Holiday Accommodation:
 - a. Number of Bedrooms Proposed
 - b. How Many Bedroom would be M4(2) and M4(3) Compliant

The table for residential, communal and commercial floor space is contained in appendix 1.

6. Other Development Types

- (i) GIA (Gross Internal Floor Area) Lost
- (ii) GIA (Gross Internal Floor Area) Gained
- (iii) Use Class
 - a. Floor Space Created for each use (sq m)
- (iv) For C2a Secure Non Residential Institutions, Hostels and other non standard residential types:
 - a. Number of Rooms/Units Lost
 - b. Number of Rooms/Units Gained

The table for residential, communal and commercial floor space is contained in appendix 1.

7. Infrastructure

- (i) Number of new water connections required
- (ii) Number of homes with electrical heating
- (iii) Number of homes served by full fibre internet connection
- (iv) Number of commercial units served by full fibre internet connection
- (v) Have you consulted mobile network operators? (Y/N)
- (vi) How many vehicle charging points are proposed:
 - a. Active
 - b. Passive
- (vii) Type of vehicle charging points:
 - a. Rapid chargers
 - b. Slow chargers
 - c. Slow units
- (viii) Does the development include community energy facilities? (Y/N)
- (ix) Does the scheme include CHP/Heat Pumps? (Y/N)
- (x) What capacity of Solar/PV is proposed?
- (xi) Number of Homes with Passive Cooling (Number)
- (xii) Total annual NOx and PM emissions (Number)
- (xiii) Are you proposing Green House Gas emission reductions over and above those set out in Part L of the Building Regulations? (Y/N)
- (xiv) Area of green roof proposed (Number)
- (xv) What is the Urban Greening Factor Score? (Number)
- (xvi) Does each Unit include internal and external:
 - a. Designated storage Space for Dry Recycling (Y/N)
 - b. Designated storage Space for Food Waste (Y/N)

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- c. Designated storage Space for Residual Waste (Y/N)
- (xvii) What percentage of material from demolition and construction material will be recycled/reused?
- (xviii) Number of new gas connections required (number)
- (xix) Non-Residential Parking
 - a. How many non-residential standard vehicle parking spaces are proposed
 - b. How many bicycle parking spaces
 - c. Parking Spaces for nonstandard vehicle types (e.g. lorries)
- (xx) Is a fire sprinkler system proposed? (Y/N)

8. Water Management

- (i) What is the percentage reduction of surface water discharge from the site for a 1 in 100 year rainfall event? (%)
- (ii) Are green SuDS incorporated into the drainage design? (Yes/No)
- (iii) What is the internal residential water usage? (l/p/d)
- (iv) Does the development include rain water harvesting? (Y/N)
- (v) Does the development include grey water reuse? (Y/N)

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6.0 Additional Information to be collected from LPA Back Office Systems

This information is found in the LPA back office systems and should be extracted in addition to the information submitted by applicants.

This section applies to all application types excluding Prior Approvals and Householder Applications – Sections 3.0 and 4.0 cover Prior Approval and Householder information to be collected from back office systems.

1. Site Information
<ul style="list-style-type: none"> (i) UPRN (ii) Any existing UPRNS for existing buildings on the site (iii) Any Recorded Constraints or Designations
2. Information Submitted in Support of the Application
<ul style="list-style-type: none"> (i) Nothing Additional
3. General Information about the Proposed Development
<ul style="list-style-type: none"> (i) Valid Date (ii) Decision Date (iii) Decision (iv) Decision Process (Delegated or Committee)
4. Open Space and Nature Designation
<ul style="list-style-type: none"> (i) Does this site have any open space designation? (ii) Does this site have any nature designation?
5. Housing Information
<ul style="list-style-type: none"> (i) Nothing Additional
6. Other Development Types
<ul style="list-style-type: none"> (i) Number of Council Tax Rateable Rooms/Units Lost (ii) Number of Council Tax Rateable Rooms/Units Gained
7. Infrastructure
<ul style="list-style-type: none"> (i) Post Decision, Planning Obligation Information including: <ul style="list-style-type: none"> a. Payment in Lieu of Affordable Housing b. Affordable Housing to be provided off site c. Affordable Housing to be acquired off site d. Transport Contributions e. Other Contributions f. Social Infrastructure Contributions (ii) CIL Information including:

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a. Mayoral CIL liability Notice Issued b. Borough CIL liability Notice Issued c. Commencement Notice Received
8. Water Management
(i) Nothing Additional
9. Geographical Information
(i) Polygon or Other Location Identifier where Polygons are not Plotted
10. Reporting Information
(i) Development Type

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APPENDIX 1

Demolished / Lost Floor Space

Residential Accommodation							
Unit No.	Unit Type	Gross Internal Floor Area	No. Habitable Rooms	No. Bedrooms	Current Tenure	M4(2) Compliant	M4(3) Compliant
Communal Floor Space Serving Residential Accommodation							
		Gross Internal Floor Area					
Demolished /Lost Non Residential Floor Space							
Unit No.	Use Class	Gross Internal Floor Area					

New Development

New Residential Development Table (Including non-standard residential types)							
Unit No.	Unit Type	Gross Internal Floor Area	No. Habitable Rooms	No. Bedrooms	Proposed Tenure	M4(2) Compliant	M4(3) Compliant
Communal Floor Space Serving Residential Accommodation							
		Gross Internal Floor Area					
Non Residential Floor Space							
Unit No.	Use Class	Gross Internal Floor Area					

Parking Matrix

Existing		
No. Standard Vehicle Spaces (Residential)	No. Standard Vehicle Spaces (Non-Residential)	No. Non-Standard Vehicle Spaces
Resulting Parking Facilities		
No. Standard Vehicle Spaces (Residential)	No. Standard Vehicle Spaces (Non-Residential)	No. Non-Standard Vehicle Spaces

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Contact Information

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