Harlow Council Main Validation Checklist – August 2026

Introduction

This Validation Checklist details the elements that need to be completed and submitted with a planning application. It includes both national and local requirements, and is compatible with national and local planning policies and guidance, including the National Planning Policy Framework and the Harlow Local Development Plan.

This Checklist does not limit the Council's ability to request additional information if further issues arise, when determining a planning application, which are considered to be a material consideration. A planning application will only be accepted as valid if all required elements are completed and submitted. The council prioritises the processing of valid applications. A Version History of this Checklist can be found on the last page.

This Checklist does not cover Householder applications; details for those can be found on the **Householder Validation Checklist webpage**.

Planning Portal

Planning applications can be submitted online using the Planning Portal. Submitting using the Portal is the easiest method for applicants and means the council can determine the application as quickly and efficiently as possible.

When preparing a planning application on the Portal, you will need to enter various details including application name and type. You will also need to provide a location plan using the Portal's dedicated tool.

A number of questions about the application must be answered on the Portal. These relate to applicant details, description of the proposal, land ownership certificates, existing uses, materials, trees, biodiversity, waste, parking, etc. **Many of the questions will relate to requirements in this Checklist – you need to ensure these requirements are met in your answers to the questions on the Portal.**

This Checklist also contains other requirements not covered by the Portal's questions – these requirements can be uploaded to the Portal as supporting documents.

You can also download the relevant forms from the Portal if you prefer to complete an application offline and submit it by email or post.

How to use this Checklist

1. The ‘Application Types’ table details the main types of planning applications.
2. The ‘Summary of Elements’ table summaries the information that should be submitted with a planning application, depending on its type and the development proposed. For example, an element may required for all minor applications (as indicated by ★), but another element may only be required for minor applications proposing certain development (as indicated by ☆).
3. Each element is detailed in the ‘Validation Checklist Elements’ section. This provides further information on when an element is required and what information must be submitted. Submitting the correct information is important to ensure the application can be accepted as valid.
4. There are also requirements for other types of applications (see ‘Other Application Types’).
5. If an outline planning application is submitted, rather than a full application, any details not covered must be detailed by a subsequent Reserved Matters application (see Other Application Types).

Application Types

MAJ	**Major**	Development involving one or more of the following: • (a) the winning and working of minerals or the use of land for mineral-working deposits; • (b) waste development; • (c) the provision of ten or more dwellinghouses, or where number of dwellinghouses is unknown, the site area is 0.5 hectares or more; • (d) the provision of a building(s) - floor space to be built is 1,000 sqm or more; • (e) development carried out on a site with an area of 1 hectare or more.
MIN	**Minor**	Development involving the provision of: • (a) between one and nine dwellinghouses (inclusive), or where number of dwellinghouses is unknown, the site area is less than 0.5 hectares; or • (b) gypsy/traveller site - fewer than 10 pitches; or • (c) any other use - floor space to be built is less than 1,000 sqm, or site area is less than 1 hectare.
CoU	**Change of Use**	Development where a material change occurs in how land or buildings are used, without construction works.

Summary of Elements

Items are clickable to ease navigation.

Element	Page No.	Application Type		
		MAJ	MIN	CoU
Affordable & Specialist Housing Stm.	5	☆	☆	
Amenity Impact Assessment	6	☆	☆	☆
Archaeological Assessment	7	☆	☆	☆
Biodiversity & Geodiversity Assessment	8	★	☆	☆
Biodiversity Net Gain Information	9	☆	☆	☆
Construction Method Statement	10	☆	☆	☆
Crime Prevention/Safer Places Report	11	☆	☆	☆
Daylight and Sunlight Assessment	12	☆	☆	
Delivery & Servicing Plan	13	☆	☆	☆
Design and Access Statement	14	★	☆	☆
Economic Statement	16	☆	☆	☆
Education Facility Compliance Study	17	☆		
Employment & Skills Action Plan	18	☆		
Fire Safety Statement	19	☆		
Flood Risk Assessment	20	☆	☆	☆
Foul Sewage Assessment	21	☆	☆	
G&BI and Open Space Prov. Assm.	22	☆		
G&BI and Open Space Loss Assm.	24	☆	☆	☆
Health Impact Assessment	25	☆	☆	☆
Heritage Statement	26	☆	☆	☆
Land Contamination Prelim. Risk Assm.	27	☆	☆	☆

Element	Page No.	Application Type		
		MAJ	MIN	CoU
Landscaping Scheme	28	★	☆	☆
Materials Statement	29	★	☆	
Planning Statement	30	★	★	☆
Plans and Drawings	31	★	★	★
Public Art Statement	33	★		
Stm. of Applicant's Comm. Involvement	34	☆	☆	☆
Sustainability Statement	35	★	☆	☆
Sust. Drainage Systems Scheme	36	☆	☆	☆
Transport Assessment/Statement	37	☆	☆	☆
Travel Plan	38	☆	☆	☆
Tree and Hedgerow Report	39	☆	☆	☆
Viability Assessment	40	☆	☆	
Visuals	41	☆		
Waste Collection Plan	42	☆	☆	☆
Water Efficiency Statement	43	☆	☆	☆
Water Quality Risk Assessment	44	☆	☆	☆

★ = required for all applications of this type

☆ = may be required depending on the type and nature of the proposal (check the element detail in the 'Validation Checklist Elements' section)

Other Application Types

The most common ‘other’ application types are detailed below.

ADV	**Advertisement Consent**	Consent required to display certain types of advertisements (e.g. signs, billboards, shopfront ads) that affect amenity or public safety.
LBC	**Listed Building Consent**	Consent required for any works to a listed building that would affect its special architectural or historic interest, including internal or external alterations, extensions, or demolitions.
NMA	**Non-Material Amendment**	Application for minor, non-material changes to a previously approved planning permission. It must not affect the substance of the development (e.g. small changes in window placement).
NMM	**Minor Material Amendment**	Application for minor but material changes to an approved planning permission (e.g. changes in design, layout, or elevations) without breaching the original permission's scope.
PA	**Prior Approval**	A notification procedure where certain types of development (e.g. office-to-residential conversions) are allowed in principle as Permitted Development, but require the Council's approval of specific impacts (e.g. transport, amenity, flooding).
RM	**Reserved Matters**	Application for seeking approval for details that were reserved in an earlier application, such as access, appearance, landscaping and layout.
REMVAR	**Removal or Variation of Condition**	Application to vary or remove conditions attached to a planning permission (e.g. relating to opening hours or materials, layout).

Required Elements

The required elements for Other Application Types are detailed below. More information on the elements can be found in the ‘Validation Checklist’ Elements section. Where necessary, Council Officer advice may need to be sought.

- **Listed Building Consent**: Design and Access Statement and Heritage Statement
- **Advertisement Consent** or **Prior Approval** if the proposal would cause heritage, transport, flooding and/or amenity impacts: Heritage Statement, Transport Assessment or Statement, Flood Risk Assessment and/or Amenity Impact Assessment
- **Reserved Matters, Minor Material Amendment**, **Non-Material Amendment** or **Removal or Variation of Condition**: any required elements of this Checklist that were not addressed at an earlier stage or have become relevant

Validation Checklist Elements

Affordable and Specialist Housing Statement

🔗 Linked to HLDP policies H5, H8 and H9

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications proposing residential development.	✓	✓	

Required Details	***MAJ.***	***MIN.***	***CoU***
• As per paragraph 2.22 of the council's Affordable and Specialist Housing SPD • For applications proposing 50 or more dwellings, the provision of Self-build and Custom-build housing plots.	✓		
The proportion and location of proposed M4(2) adaptable and accessible housing.		✓	

Guidance

- Refer to the Affordable and Specialist Housing Supplementary Planning Document for further guidance.
- The Council will use the Statement to help monitor the delivery of the affordable housing provided.
- Where the location of affordable housing is not yet known, it must be detailed in the Section 106 Agreement that accompanies the application.

Amenity Impact Assessment

🔗 Linked to HLDP policies PL10 and PR11

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
• Applications which could cause adverse effects to amenity. • Applications where amenity could be adversely affected by existing uses.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• Context of the application site in terms of proximity to existing residential developments. • Potential pollution caused. • Mitigation measures; for example the use of baffles or appropriate building design.	✓	✓	✓

Guidance

- Adverse effects to amenity include noise pollution, light pollution, vibration and/or affect air quality, general amenity and the health and safety of the public.

Archaeological Assessment

🔗 Linked to HLDP policy PL12

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications for proposals on or adjacent to sites of known archaeological interest, or sites believed to possess potential archaeological significance.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• Desk-based assessment. • Where appropriate, an archaeological field evaluation.	✓	✓	✓

Biodiversity and Geodiversity Assessment

🔗 Linked to HLDP policies PL8 and PL9

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
All applications.	✓		
Applications where the proposed development is part of, or located next to, a site designated for its biodiversity value.		✓	✓
Applications which would have an adverse effect on the Epping Forest SAC. Applications on land within HLDP housing allocation HS3 (Strategic Housing Site East of Harlow).		✓	

Required Details	***MAJ.***	***MIN.***	***CoU***
• How the proposal protects, enhances and supports biodiversity and geodiversity of the application site and/or adjacent site, taking into consideration the Essex Local Nature Recovery Strategy. • As per paragraph 13.64 of the Harlow Local Development Plan	✓	✓	✓
• For development which would have an adverse effect on the Epping Forest SAC, a completed Habitats Regulation Assessment and, where necessary, demonstration of appropriate avoidance or mitigation measures relating to Epping Forest. • For proposals on land within HLDP housing allocation HS3 (Strategic Housing Site East of Harlow), demonstration of compliance with the Hatfield Forest Mitigation Strategy, which requires a financial contribution per dwelling towards the Strategic Access Management and Monitoring Strategy for Hatfield Forest.	✓	✓	

Guidance

- Applicants are advised to refer to the Essex Biodiversity Validation Checklist (or its successor) and Biodiversity Net Gain Guidance.
- Applicants should check the most up to date Zone of Influence for Epping Forest to determine whether they are required to prepare a Habitat Regulation Assessment and mitigate any impact to the Forest.

Biodiversity Net Gain (BNG) Information

🔗 Linked to HLDP policy PL7 and WE4

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
All applications, except where an exemption applies*.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
Compliance with the BNG requirements on the Planning Portal, including relating to pre-development biodiversity value, date of onsite pre-development biodiversity value calculation, degradation details, irreplaceable habitats, and submission of a complete biodiversity metric calculation.	✓	✓	✓

*Exemptions include proposals for development where the site area is 0.2 hectares or less, proposals covered by the 'de minimis' rule, most proposals for temporary development, and proposals fulfilling a BNG planning condition for another development. Full details of exemptions can be found on the Government website here.

Guidance

- The Essex Local Nature Recovery Strategy must be taken into consideration when identifying potential off-site BNG opportunities.

Construction Method Statement

Proposal Type	*Application Type*		
	MAJ.	***MIN.***	***CoU***
Applications proposing development where loading activities associated with the construction phase would cause congestion or obstruction on the public highway, particularly where temporary closures are required on the highway or where safe and legal loading cannot take place off the public highway.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***

• A plan identifying the site access points and where safe and legal loading can take place.
• How deliveries could be managed to reduce the number of vehicle movements and use more sustainable modes, where possible.
• Dependent on the scale of the development or particular sensitivities of the site, a Construction Logistics Plan which details:
  ○ an assessment of the construction phase;
  ○ the levels of construction traffic generated;
  ○ construction vehicle routing (possibly including swept path analysis) to demonstrate that construction vehicles can access the development and that HGV movements on residential roads are limited or prevented;
  ○ significant traffic management for the construction phase;
  ○ cleaning of roads (e.g. wheel washing, etc);
  ○ security and access control (e.g. banks men);
  ○ waste management;
  ○ the number and times of deliveries.
	✓	✓	✓

Guidance

- This Statement may be included within a Transport Assessment.
- Sites located in the town centre or in close proximity to bus stops are more likely to need this Statement.
- Applicants are advised to contact Essex County Council at an early stage to agree the necessary scope of the Statement.

Crime Prevention/Safer Places Report

🔗 Linked to HLDP policy PL1

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications, including proposals for change of use, involving uses that could give rise to anti-social activity or fear of crime.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
How Secured by Design principles have informed the design/layout and how impacts on crime and anti-social behaviour have been considered.	✓	✓	✓

Guidance

- This report can be provided within a Design and Access Statement or as a separate document which cross-references a Design and Access Statement where necessary.
- More information about the Secured by Design principles can be found at www.securedbydesign.com

Daylight and Sunlight Assessment

🔗 Linked to HLDP policy PL2

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
• Applications where there is a potential adverse impact upon the current levels of daylight/sunlight available to adjoining building(s), including associated gardens or amenity space. • Applications for proposals that may be adversely affected by adjoining sites, or where at least part of the proposal may be impacted upon by another part of the proposal or by existing buildings.	✓	✓	

Required Details	***MAJ.***	***MIN.***	***CoU***
• Overshadowing study, showing shadow diagrams at appropriate hourly intervals on 21 December, 21 March and 21 June of any given year, as existing and proposed. • Where a proposal includes single aspect units, demonstration of the available daylight to those units. • Assessment of the Vertical Sky Component (VSC) and Average Daylight Factor (ADF).	✓	✓	

Guidance

- A suitably qualified professional, using the criteria within the Building Research Establishment Guidelines, should be involved in fulfilling the required details of this element.

Delivery and Servicing Plan

🔗 Linked to HLDP policy IN2

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications likely to result in a high number of commercial deliveries or servicing movements (i.e. regular deliveries taking place weekly or more frequently).	✓	✓	
Applications proposing a class E use (including change of use) on/creating floorspace over 999sqm.	✓		✓
Applications proposing a class E use (including change of use) on/creating floorspace over 100sqm.		✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• Site layout plan identifying site access points. • Plan showing where safe and legal loading can take place. • Indication of commercial/freight delivery vehicle routing, including swept path analysis where required. • Amount, frequency and times of commercial/freight deliveries. • How commercial/freight deliveries could be managed to reduce the number of trips, particularly during peak hours, and use more sustainable modes where possible.	✓	✓	✓

Guidance

- The aim should be to reduce the number of commercial/freight trips to and from a site, ensure that delivery and servicing activity can happen safely at the site, and to limit or prevent HGV movements on residential roads.
- Applicants are advised to speak with Essex County Council at an early stage to discuss the proposal and the scope of the Plan.

Design and Access Statement

🔗 Linked to HLDP policies PL1 and IN1

Proposal Type	***Application Type***		
	MAJ.*	***MIN.***	***CoU***
All applications.	✓		
Applications in a Conservation Area and/or involving a listed building or locally listed building.		✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• How the design principles and concepts in the proposal have considered the Harlow Design Guide and Harlow Local Development Plan policies. • Steps taken to appraise the context of the development and how its design considers that context. • Provisions for sustainable access, including links to public transport services and cycleways, footways, public rights of way and bridleways. • Results of consultations, and resulting outcomes, on issues relating to access to the development. • How issues affecting access to the development have been addressed. • How the proposal ensures that improved or new open spaces are accessible to all. • How any parking areas (including car and bicycle parking) accord with the Essex County Council Parking Guidance. • Where relevant, how the design approach will be addressed in future reserved matters applications. • For proposals in Conservation Areas and/or proposals affecting listed building(s) or locally listed building(s), how the historical and architectural importance, physical features and setting of the area and/or building has been considered in the proposal's design. • For proposals in the Town Centre, a demonstration of compliance with the guidance in the Town Centre Masterplan Framework SPD. • Where appropriate, how the existing landscape has been considered, including the use of a Landscape Visual Impact Assessment and/or a Character Assessment.	✓	✓	✓

*Also includes Listed Building Consent applications; for such applications as many of the Detailed Requirements should be adhered to as relevant.

Guidance

- Design and Access Statements are about the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with, helping to explain the design process behind a scheme. They are also a useful tool to show how the opportunities, constraints, analysis and understanding of a site have informed the design.
- A successful design process is key for all applications, and the Council encourages early pre-application engagement based around an emerging Statement.
- A Design and Access Statement should be proportionate to the scale of the development, using diagrams, sketches, plans, visuals and photographs to provide the necessary explanations and descriptions wherever possible and appropriate.
- It is recommended that applicants refer to the 'Design Quality Questions' set out within the HGGT Design Guide, and also reference any engagement with the HGGT Quality Review Panel where applicable.
- The Harlow and Gilston Garden Town Vision, Design Guide, Transport Strategy and Sustainability Guidance & Checklist, and/or other relevant documents, should be considered and referenced where appropriate. The HGGT documents are available at www.hggt.co.uk/core-documents

Economic Statement

🔗 Linked to HLDP policies PR1, PR5 and PR6

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
• Applications proposing loss of existing commercial and/or retail space, including a non-E(a) use in the primary frontage, a non-B use in Employment Areas and a non-B1 use in Neighbourhood Service Areas. • Applications proposing sub-division of Town Centre retail units above 2,500 sqm in size. • Applications proposing retail and leisure uses outside of the Town Centre which exceed 500 sqm in size.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
As per paragraphs 15.10, 15.11, 15.28 and 15.33 of the Harlow Local Development Plan.	✓	✓	✓

Education Facility Land Compliance Study

Proposal Type	*Application Type*		
	MAJ.	***MIN.***	***CoU***
Applications proposing education site provision (and where the applicant has made land available for that purpose), including early years & childcare, primary, secondary or post-16 provision.	✓		

Required Details	***MAJ.***	***MIN.***	***CoU***
In accordance with the requirements in the Essex County Council Developers' Guide to Infrastructure Contributions – specifically the general guidance, the Education Site Suitability Checklist and Appendix E: pre-transfer requirements.	✓		

Employment and Skills Action Plan

🔗 Linked to HLDP policies ED3 and PR4

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications proposing residential and commercial development.	✓		

Required Details	***MAJ.***	***MIN.***	***CoU***
As per paragraph 15.24 of the Harlow Local Development Plan.	✓		

Guidance

- Further information can be found in the Harlow Position Statement: Employment and Skills Contributions in new developments.

Fire Safety Statement

Proposal Type	*Application Type*		
	MAJ.	*MIN.*	*CoU*
Applications proposing two or more dwellings, educational accommodation, or buildings with a height of at least 18m or at least seven storeys.	✓		

Required Details	*MAJ.*	*MIN.*	*CoU*
• Consultation that has taken place on issues relating to the fire safety of the development and what account has been taken of responses. • Principles, concepts and approach relating to fire safety that have been applied to the development. • Specific technical fire safety complexities. • How issues affecting the fire safety of the development have been addressed. • Plans and details of the proposed arrangements for emergency and fire service access. • Other considerations as required by the government template.	✓		

Flood Risk Assessment

🔗 Linked to HLDP policy PL11

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Any applications as required by the Flood Risk Assessment produced by the Environment Agency and DEFRA.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***

• Whether the application property is:
  ○ in Flood Zone 2 or 3;
  ○ in a Critical Drainage Area (and if so, which one).
• Whether the proposed development increases flood risk (and if so, how).
• Where relevant, how increased flood risk will be mitigated against and/or prevented.
• As per paragraph 13.87 of the Harlow Local Development Plan.
	✓	✓	✓

Guidance

- Flood Zone information for a property can be found on the Government website at flood-map-for-planning.service.gov.uk/location
- Critical Drainage Information for a property can be found on the Essex County Council website at flood.essex.gov.uk/grants-to-protect-your-home-from-flooding/check-if-you-are-in-a-critical-drainage-area/check-if-you-live-in-a-critical-drainage-area/
- More detailed guidance on the content of FRAs can be found at www.gov.uk/guidance/flood-risk-assessment-standing-advice
- Developers should refer to the Council's Strategic Flood Risk Assessment and the Harlow Surface Water Management Plan for further information and advice.
- See also the requirements for Sustainable Drainage Systems (SuDS).

Foul Sewage Assessment

🔗 Linked to HLDP policy PL11

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications proposing a connection to foul and storm water sewers where the local public sewer network does not have adequate capacity.	✓	✓	
Applications proposing non-mains foul drainage.	✓	✓	

Required Details	***MAJ.***	***MIN.***	***CoU***
• How any upgrades of the existing sewerage network, to alleviate capacity issues, would be delivered in advance of the development. • Demonstration that, following consultation with the service provider, the availability of drainage/sewerage infrastructure capacity has been examined and the proposal would not result in undue stress on this infrastructure.	✓	✓	

Guidance

- Relevant technical guidance is provided in Building Regulations Approved Document Part H (Drainage and Waste Disposal).

Green & Blue Infrastructure (G&BI) and Open Space Provision Assessment

🔗 Linked to HLDP policy PL8, PL9, L1 and L2

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications proposing residential development and certain non-residential development (such as care homes, healthcare infrastructure provision, or where a business park/commercial development is proposing on-site open space provision).	✓		

Required Details	***MAJ.***	***MIN.***	***CoU***

• Information on the G&BI and open space provision as part of the proposal, including:
  ○ the required provision, including any calculations which show the deficit or surplus of provision, using the standards set out in the Harlow GI & Open Spaces SPD;
  ○ the size and types of provision proposed;
  ○ plans showing locations of the provision and it will be accessed;
  ○ which elements would be new and which existing ones will be enhanced and how.
• For G&BI specifically, how the G&BI would:
  ○ be multifunctional;
  ○ provide opportunities for the local community and nature;
  ○ improve the setting and quality of the place;
  ○ encourage activity and improve health and wellbeing;
  ○ protect and enhance heritage and nature and support food production;
  ○ assist in adapting to changes in climate and mitigating flood risk;
  ○ where appropriate, detail how the protection and recovery of priority habitats and species would be managed.
• How new/enhanced G&BI and open spaces would be satisfactorily managed and maintained, e.g. through relevant agreements being in place.
• Where it can be demonstrated that provision cannot be met on-site:
	✓		

○ calculations and details for off-site contributions for alternative provision, using the method set out in the Harlow GI & Open Spaces SPD; ○ details of locations of open spaces and G&BI that the contribution will be paid towards • Any further mitigation required, such as financial contributions to improve existing G&BI and open spaces within the application site and beyond, and connections to them. • Design of the facility/open space in accordance with the Harlow GI & Open Spaces SPD, Harlow Design Guide and other appropriate policy/guidance documents • Completion of the HGGT Sustainability Checklist.			

Guidance

- When open space and G&BI are referred to above, it includes any associated facilities and buildings.
- Applicants should consider including in their Assessment the use of additional tools when designing GI, including those set out in the Harlow GI & Open Spaces SPD.
- Applicants should refer to the HGGT Green Infrastructure Framework and Essex Local Nature Recovery Strategy where relevant.
- HGGT documents are available at www.hggt.co.uk/core-documents

Green & Blue Infrastructure (G&BI) and Open Space Loss Assessment

🔗 Linked to HLDP policies L1 and L2

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications proposing development within open spaces or Green & Blue Infrastructure assets.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• Amount and type of open space and/or G&BI assets lost due to the proposal. • Mitigation or compensatory provision to offset the loss, including financial contributions to enhance routes to existing open space and/or G&BI. • Demonstration that the open space and/or G&BI assets lost are surplus to local requirements, including calculations showing the surplus, using the standards set out in the Harlow GI& Open Spaces SPD. • Where a facility is being lost, demonstration that suitable marketing of the facility has been undertaken. • Where development may meet one of the exceptions to Sport England's Playing Fields Policy, compliance with Sport England's checklist of recommended requirements which details the information they recommend should be submitted (contact Sport England for further information).	✓	✓	✓

Guidance

- When open space and G&BI are referred to above, it includes any associated facilities and buildings.
- Where playing fields are affected, Sport England are a consultee and may require certain information to be submitted.

Health Impact Assessment

🔗 Linked to HLDP policy L4

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
• Applications proposing at least 50 dwellings. • Applications proposing the creation of at least 999sqm of floorspace in any Use Class. • Applications proposing a use in Use Class C2.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
In accordance with the Harlow Health Impact Assessment SPD.	✓	✓	✓

Guidance

- These assessments ensure that the Council can work with developers to optimise the positive impacts on the health and wellbeing of potential development and reduce, remove or mitigate any identified unintended consequences that may arise on health from the submitted proposal.
- Refer to the Essex Design Guide, Harlow Design Guide, Harlow and Gilston Garden Town Vision and Design Guide which promote health and wellbeing.

Heritage Statement

🔗 Linked to HLDP policy PL12

Proposal Type	***Application Type***		
	MAJ.*	***MIN.***	***CoU***
• Applications proposing development that affects a heritage asset or its setting. • Applications within Conservation Areas and/or involving listed buildings, locally listed buildings, archaeological remains or Scheduled Ancient Monuments. • Applications formulating the design of the East of Harlow Garden Community.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• How the proposal complements or mitigates any harm towards the historic character and architectural interest of affected buildings/or their setting. • The significance of the heritage asset(s) affected, the contribution of the setting(s) to that significance and the impact of the proposal on the significance (the amount of detail must be proportionate to the importance of the asset). • Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works with a method statement explaining the principles for the works.	✓	✓	✓

*Also includes all Listed Building Consent applications.

Guidance

- The amount of detail provided should be proportionate to the importance of the asset.
- The extent of the proposal's impact on the significance of any heritage assets affected must be adequately understood from the application and supporting documents.
- Photographs may be helpful in support of applications affecting conservation areas and listed buildings.

Land Contamination Preliminary Risk Assessment

🔗 Linked to HLDP policy PL10

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications on sites where contamination is known or suspected.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
As per paragraph 13.70 of the Harlow Local Development Plan.	✓	✓	✓

Landscaping Scheme

🔗 Linked to HLDP policy PL8

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
All applications.	✓		
• Applications proposing new residential development. • Applications including external amenity space or public realm.		✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• Plans showing details of hard and soft landscaping proposals for all parts of the site where no buildings are proposed, indicating the relevant site features and those to be retained. • Plans specifying the size and species of plants and trees, and details of hard landscaping materials. • Site levels, gradients and any earthworks required. • Identification of storage areas for bicycles and/or refuse storage areas. • Identification of boundary treatments and SUDs. • Where hard standings are proposed, details of the proposed location and area of porous paving materials. • A management plan/stewardship arrangements, identifying how and by whom communal landscaping or public realm areas would be managed.	✓	✓	✓

Guidance

- Landscaping schemes are integral to good design and should be incorporated into schemes from the earliest stage of the design process.
- Good landscaping and trees, designed as part of the design process, can add amenity value to a development and the public realm as well as benefiting wildlife habitats and biodiversity.

Materials Statement

🔗 Linked to HLDP policies PL1, PL2 and PL3

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
All applications.	✓		
• All applications proposing the erection of building(s), extension(s) or other structures. • All applications proposing the change or addition of external materials.		✓	

Required Details	***MAJ.***	***MIN.***	***CoU***
• Compliance with the Planning Portal requirements by providing information on the type, colour and finish of all materials used externally, such as those used for walls, roofs, windows, doors and rainwater components. • Photographs and/or brochure details showing the appearance of materials.	✓	✓	
Physical samples of materials.	✓	✓	
For applications involving listed buildings or locally listed buildings, and/or in Conservation Areas, details of: o why the materials are appropriate; o how they relate to the character of the area; o efforts made to match or complement existing materials.	✓	✓	

Guidance

- Refer to the Essex Design Guide, Harlow Design Guide and Addendum, and the Harlow and Gilston Garden Town Vision and Design Guide.
- Where the application relates to the town centre, the Town Centre Masterplan SPD must be considered.

Planning Statement

🔗 Linked to HLDP policy PL1

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
All applications.	✓	✓	
Applications within a Conservation Area.			✓

Required Details	***MAJ.***	***MIN.***	***CoU***
How the application accords with relevant policies in the Harlow Local Development Plan and guidance in the Harlow Design Guide and other relevant guidance documents, including SPDs adopted by Harlow Council, plus Harlow and Gilston Garden Town documents.	✓	✓	✓
For applications in a Conservation Area, how the application has considered relevant Character Appraisals and accorded with relevant Management Plans.	✓	✓	✓

Guidance

- A Planning Statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with relevant national, regional and local planning policies. The level of detail should be proportionate to the development proposal.
- Submissions which just list the policies without providing the required commentary will not be considered as valid. Submissions which do not accord with relevant local and national policies may be refused planning permission.
- The Harlow and Gilston Garden Town documents are available at www.hggt.co.uk/core-documents

Plans and Drawings

Proposal Type	*Application Type*		
	MAJ.	*MIN.*	*CoU*
All applications.	✓	✓	✓

Required Details	*MAJ.*	*MIN.*	*CoU*
• Title and drawing number (with the relevant revision number as necessary). • Direction of north. • Identified metric scale and a scale bar showing a length of 1 metre and 10 metres. • Key dimensions. • Which paper size the scale applies to, e.g. scale 1:200 at A3. • Plans showing the proposed and existing development.	✓	✓	✓

• Site (block) plan, showing:
  ○ existing and proposed development at 1:500 scale (optionally 1:200 for majors);
  ○ existing buildings on either side and to the rear of the application site;
  ○ the following, where appropriate:
  ▪ Public Rights of Way (designated and de facto);
  ▪ landscaping (including the extent and type of hard surfacing);
  ▪ boundary treatments including walls and fences;
  ▪ trees (including those to be removed and retained);
  ▪ buildings and other structures (e.g. cycle and refuse stores);
  ▪ location and shape of vehicle turning areas;
  ▪ existing and proposed levels;
  ▪ electric vehicle charging points;
  ▪ other existing and proposed features.
	✓	✓	✓

• Floor plans, showing:
  ○ existing and proposed, including roof plans, at 1:50 or 1:100 scale;
  ○ the position and size of wheelchair units proposed;
  ○ room sizes and overall unit sizes when proposing new residential accommodation, including conversions;
  ○ relationship to adjacent development, for example where it is proposed to change the use of part of a floor or building.
• Elevations, showing:
  ○ existing and proposed at 1:50 or 1:100 scale;
  ○ any pipework, drainage, vents, etc. proposed.
• Sections, showing finished floor and site levels at 1:50 or 1:100 scale (and where levels are shown, they must relate to a fixed datum point off site).
	✓	✓	✓

• Street elevations, showing the proposal in relation to streetscene at 1:50 or 1:100 scale. • Site sections, showing the proposal in relation to adjoining buildings and spaces. • Landscape plan, showing the treatment of all spaces within the site not covered by buildings. • Where advertisements form or are part of the proposal, inclusion of advertisement sections.	✓	✓	✓

For applications including the alteration or installation of a shopfront to a Listed Building, Locally Listed Building or a building within a Conservation Area, inclusion of:
  ○ elevation and section plan of the shopfront at 1:10 scale;
  ○ joinery details at a scale of 1:5.
	✓	✓	✓

Guidance

- It is recommended to group plans by type within multipage PDF documents (e.g. existing plans together, or proposed plans and elevations together).
- To ensure accessibility, a document greater than 10Mb in size should be split into separate files.
- Applicants are encouraged to provide a list of submitted drawings and documents to assist in the validation process.

Public Art Statement

🔗 Linked to HLDP policy L3

Proposal Type	*Application Type*		
	MAJ.	*MIN.*	*CoU*
All applications.	✓		

Required Details	*MAJ.*	*MIN.*	*CoU*
• Detailed, scaled drawings of the art, whether it is within the fabric of the scheme or a stand-alone piece of work. • Any commissioning procurement process, selection criteria and indicative timescales for procurement. • Process for community liaison and engagement, both undertaken and proposed. • Assessment of the impact the public art will have on the cultural wellbeing of local residents and on the environment. • Ownership and maintenance arrangements. • Potential decommissioning, with estimated costs. • Where public art is unable to be provided on-site, information as to why it has not been possible to implement public art within the fabric of the proposal or through a free-standing object.	✓		

Statement of Applicant's Community Involvement

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications where community involvement was undertaken.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• How the requirements for pre-application consultation, set out in the Council's adopted Statement of Community Involvement or successor document(s), have been complied with. • How the views of the local community and other stakeholders, such as statutory consultees, have been sought and considered when formulating the proposal.	✓	✓	✓

Sustainability Statement

🔗 Linked to HLDP policy PL3

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
All applications.	✓		
Applications proposing residential development.		✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• As per paragraphs 13.20 to 13.22 of the Harlow Local Development Plan. • Completion of the Harlow and Gilston Garden Town Sustainability Guidance and Checklist at the relevant stage(s).	✓	✓	✓

Sustainable Drainage Systems (SuDS) Scheme

🔗 Linked to HLDP policy PL11

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications where SuDS are incorporated into the proposal.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• Provision of the most sustainable option from the SuDS hierarchy. • Demonstration that multiple benefits including management of flood risk and surface water pollution, amenity and biodiversity. • Demonstration that runoff rates will be achieved in line with the guidance of the non-statutory technical standards for sustainable drainage. • Appropriate attenuation taking into account climate change. • Arrangements for future maintenance and management. • Consideration of national guidance on natural flood management techniques and working with natural processes which seek to protect, restore and emulate the natural functions of catchments, floodplains and rivers.	✓	✓	✓
Compliance with the principles and standards set out by the Lead Local Flood Authority for SuDS.	✓		

Guidance

- Developers should refer to the Council's Strategic Flood Risk Assessment and Essex SuDS Design Guide for further information and advice.

Transport Assessment/Statement

🔗 Linked to HLDP policies IN1 and IN2

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications that generate significant travel movements.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
(Note: A Statement is a simplified Assessment which can be produced where it is agreed with the Council that the issues arising are limited. In such a case, not all the following will be required.) • Travel characteristics of the proposal. • Assurance that the Assessment or Statement is led by a transport vision for the proposal. • Measures to ensure the site contributes to achieving the Harlow and Gilston Garden Town target for modal shift and mitigates any harm to the environment, including reducing the need to travel, and improving the local public transport network and walking and cycling facilities. • Measures to improve the accessibility of the site, such as provision/enhancement of footpath and cycle path linkages. • Proposed access for all modes of transport. • Existing and proposed local public transport provision. • Classification of the local road network, critical links and junctions and traffic flows data. • Parking facilities in the area, parking strategy of the development and parking survey, depending on the parking stress in the area. • Assurance that all aspects of Government guidance have been included, as appropriate.	✓	✓	✓

Guidance

- Discussions on the Assessment/Statement should be held with the council and Essex County Council (and Highways England where the proposal impacts on the trunk road network), including agreeing a timescale with the council.
- The Assessment/Statement should be based on normal traffic flow, considering peak periods where appropriate.

Travel Plan

🔗 Linked to HLDP policies IN1 and IN3

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications where a Transport Statement or Assessment is required.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***

• Assistance with meeting the Harlow and Gilston Garden Town target for modal shift, and mitigating any environmental harm, by:
  ○ identifying existing travel habits in the surrounding area;
  ○ identifying the forecast level of trips by all modes of transport likely to be associated with the proposal, including those associated with both visitors and residents;
  ○ detailing proposals to provide/enhance new/existing public transport services and facilities;
  ○ detailing methods to increase public transport usage;
  ○ identify explicit, required outcomes, targets and measures;
  ○ setting out clear, proportionate future monitoring and management arrangements – which will be monitored and regularly reviewed – detailing how agreed sustainable transport objectives are to be delivered.
  ○ considering what additional measures may be required to offset unacceptable impacts if the targets are not met.
  ○ Details of the establishment of a Transport Review Group if necessary
• Assurance that all aspects of Government guidance and Essex County Council guidance have been included, as appropriate.
	✓	✓	✓

Guidance

- Applicants should seek opportunities to collaborate in the development of travel plans, including discussions with the council and Essex County Council.

Tree and Hedgerow Report

🔗 Linked to HLDP policy PL7

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications where there are tree(s) or hedgerow(s) within the application site, or where there are tree(s) or hedgerow(s) on land adjacent that would be influenced or affected by the proposal (including street trees).	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• The species, spread, roots and locations of trees and hedgerows on the application site (identifying which would be affected by the proposal). • Trees and hedgerows on adjoining land that would be affected by the proposal. • The tree/building and hedgerow/building relationships that will arise from the proposal. • How trees and hedgerows on the application site and adjoining land will be affected. • Any trees and hedgerows that will be removed as part of the proposal. • The effect on biodiversity related to affected trees and hedgerows. • Operations likely to pose threats to retained trees and hedgerows during construction works. • Where protective fencing is to be erected and where ground protection will be provided where important roots are at risk of damage. • Any special foundations or methods of work that may be needed if structures are proposed within root protection areas. • Where construction materials will be stored and where worker facilities will be located. • Measures taken to protect retained trees and hedgerows and mitigate any harm. • Future maintenance of new trees and hedgerows. • Assurance that the Report has been prepared by a qualified arboriculturist.	✓	✓	✓

Viability Assessment

🔗 Linked to HLDP policies H8, H9, L3 and IN6

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
• Applications proposing at least 11 dwellings, where there is a reduction of the minimum affordable housing provision (30%) or non-agreement between the applicant and the Council. • Applications proposing more than 50 dwellings, where the required provision of fully serviced plots for self or custom build housing would not be achievable to show that the inclusion of such plots will render the scheme unviable.	✓		
• Applications where required infrastructure cannot be provided. • Applications where the submission of a viability assessment has been justified in relation to planning obligations.	✓	✓	

Required Details	***MAJ.***	***MIN.***	***CoU***
As per policy IN6 of the Harlow Local Development Plan.	✓	✓	

Guidance

- Viability Assessments will be published in full upon validation of the application. Where the applicant requests any elements to be kept confidential, the Council will determine whether the justification for the request is reasonable, in the context of the tests in the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).
- Applicants should refer to the Essex Planning and Viability Protocol.

Visuals

Proposal Type	*Application Type*		
	MAJ.	***MIN.***	***CoU***
All applications where appropriate.	✓		

Required Details	***MAJ.***	***MIN.***	***CoU***
• Photographs and/or CGI images showing the existing development and proposed new development within the existing street scene or from the public realm. • For CGI images, use of short-term and long-term views.	✓		

Guidance

- Photos and CGI images are useful tools to demonstrate the impact of a development and the relationship with the existing context.
- The location of CGIs for the short term and long-term views should be discussed and agreed with the Council prior to submission.

Waste Collection Plan

🔗 Linked to HLDP policy H2, H3, H10 and IN2

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications where refuse storage areas and/or bin storage points are proposed to be located away from the public highway by more than 10m (for four-wheeled bins) or 15m (for two-wheeled bins).	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
• Plan showing refuse storage areas and/or bin storage points. • Access for collection vehicles and crews, including bin wheeling distance. • Private collection arrangements.	✓	✓	✓

Guidance

- The Council's refuse collection services will only collect bins that are no more than 15m from collection point to vehicle for two wheeled bins, and 10m from collection point to vehicle for four wheeled bins.

Water Efficiency Statement

🔗 Linked to HLDP policy PL11

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications proposing residential development.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
How the requirements of Harlow Local Development Plan policy PL11 will be met in terms of water efficiency.	✓	✓	✓

Water Quality Risk Assessment

🔗 Linked to HLDP policy PL11

Proposal Type	***Application Type***		
	MAJ.	***MIN.***	***CoU***
Applications proposing development involving high risk activities in Special Protection Zones (SPZs) or aquifers.	✓	✓	✓

Required Details	***MAJ.***	***MIN.***	***CoU***
Whether the development would pose a threat to water quality and what mitigation measures or management strategy is being put in place to deal with the risk.	✓	✓	✓

Guidance

- In terms of water quality, high risk activities include those involving hazardous substances such as pesticides, oils, petrol and diesel.

Version History

- March 2026 – New-style checklist published
- August 2026 – BNG information requirements updated to reflect national legislation changes