

OXFORD STREET

DEVELOPMENT CORPORATION

Oxford Street Development Corporation (OSDC)

Local Validation Checklist, April 2026

This document sets out the national and local validation requirements for planning applications submitted within the Oxford Street Development Corporation (OSDC) area, including full, outline, reserved matters, hybrid and variation of condition applications.

The OSDC is expected to become the LPA for the Oxford Street area, subject to the necessary parliamentary process transferring planning functions to the OSDC.

At present, the OSDC does not have an adopted Local Plan. Planning applications are assessed against the statutory Development Plan, which, at present, comprises:

- the Westminster City Plan (for the majority of the area);
- the Camden Local Plan (for the eastern part of the area); and
- the London Plan.

The local validation requirements set out in this document have therefore been prepared having regard to the validation checklists and policy requirements of Westminster City Council and the London Borough of Camden, alongside national requirements and the London Plan. This approach ensures consistency and continuity for applicants operating across these areas.

The OSDC will prepare its own Local Plan, which will in due course form part of the Development Plan for the area. Once adopted, the OSDC Local Plan will provide a consistent policy framework across the Corporation area, and the Local Validation Checklist will be reviewed and updated accordingly.

Validation Requirements

The validation requirements are divided into:

- **National requirements**, which are mandatory and apply to all applications; and
- **Local requirements**, which depend on the nature, scale and location of the proposed development.

National validation requirements are set out in legislation and national guidance and must be met in order for an application to be considered valid.

Local validation requirements identify the additional supporting information that may be required to assess planning applications against the Development Plan and other material considerations. Only those documents relevant to the specific proposal are required to be submitted.

Applicants are strongly encouraged to engage in pre-application discussions, particularly for more complex or large-scale proposals. This allows the scope of supporting information to be agreed in advance and helps to ensure applications can be validated without delay. Failure to provide sufficient information may result in requests for additional information to be submitted and therefore delay and/or an application being declared as invalid.

Policy and Guidance Context

The validation requirements have been prepared having regard to national policy and guidance, including the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG), as well as the policies of the Westminster City Plan, Camden Local Plan and the London Plan.

Outline, Hybrid and Reserved Matters Applications

The level of detail required for outline and reserved matters applications will vary depending on the nature of the proposal and the matters reserved.

In addition to the relevant documents set out in the checklist, outline applications should include, as a minimum:

- **Use** – the use or uses proposed for the development, including any distinct development zones within the site;

- **Amount** – the amount of development proposed for each use;
- **Layout** – an indicative layout showing the approximate location of buildings, routes and open spaces;
- **Scale** – an indication of the upper and lower limits for the height, width and length of buildings; and
- **Access** – the location of access points to the site.

Further information relating to application types is set out in Appendix 1.

National Requirements	
Document	When required
Completed Application Form including Ownership Certificate	In all cases
Completed ownership certificate (one of A, B, C or D on the application form, as applicable). Where Certificate B, C or D has been completed, notice(s) must be served as required by Article 14 of the Town and Country Planning (Development Management Procedure) (England) Order 2015	In all cases
Location Plan at 1:1250 scale Must show the direction of north, show the site area accurately outlined in red and any other land in the applicant's ownership outlined accurately in blue. The site area should include all land necessary to carry out the development	In all cases

Design and Access Statement	For all major applications or where the site is within a Conservation Area and comprises: a) the construction of one or more dwellinghouses; or b) the construction of a building or buildings with a floorspace greater than 100m ²
Correct Fee	In all cases
Existing and proposed plans and drawings necessary to describe the development which is subject of the application. Must include a scale bar.	In all cases. VARIATION OR REMOVAL OF CONDITION applications involving physical changes to an approved scheme should include a list of the alterations proposed, a set of 'as approved' plans and a set of 'as proposed' plans showing the alterations clearly annotate
Community Infrastructure Levy (CIL) additional information form	In all cases

Note: Applications that are subject to Environmental Impact Assessment may have specific requirements.

<https://www.gov.uk/guidance/making-an-application#Applications-subject-to-EIA>

Local Validation Requirements*		
Document Required	Threshold	Policy Driver
Affordable Housing Statement	Required if proposal is likely to require the provision of affordable housing.	London Plan Policy H5 Westminster City Plan Policy 9 Camden Local Plan policies H2, H4, H8, H9 and H10
Block Plan or Site Plan Existing & Proposed	In all cases	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan
Demolition Plans	Where demolition is proposed to part, all, or a number of buildings within a site.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan
Existing Elevations	When an existing structure on the site is to be subject to changes by this application, plans of the elevations subject to proposed development must be supplied.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan
Proposed Elevations	When a new structure is proposed or alterations to an existing structure are proposed on the site, plans of the elevations subject to proposed development must be supplied.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan
Existing Floor Plans	When an existing structure on the site is to be subject to changes by this application, plans of the floors subject to proposed development must be supplied.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan

Proposed Floor Plans	When a new structure is proposed or alterations to an existing structure are proposed on the site, plans of the floors subject to proposed development must be supplied.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan
Existing & Proposed Roof Plans	When in absence of any proposed extension work, operational changes are proposed to the roof of the building. When the changes to the roof design are so substantial that they cannot be clearly illustrated on the elevation plans as a part of proposed extension works.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan
Floor/Site Levels Plan	Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land, resulting from the proposed works.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan
Section drawings	Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land, or where the development is within 300mm of the site boundary and therefore an elevation plan could not be supplied.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan
Heritage Statement	Where the application proposes works to or affects the setting of a Listed Building (designated heritage asset). If the site, is within or affecting the setting of a conservation area or includes/affects the setting of a locally listed building (both are non-designated heritage assets). These requirements are in accordance with Local Plan Policy LP34 and paragraph 207 of the NPPF (National Planning Policy Framework).	Paragraph 207 of the National Planning Policy Framework London Plan Policies HC1 and HC2 Westminster City Plan Policy 39 Camden Local Plan policies D1, and D2

Flood Risk Assessment	All development of 1 hectare or more . All development within a Surface Water Flood Risk Management Zone. N.B. The OSDC area is partially designated as a Surface Water Management Area; all of the OSDC is within Flood Zone 1.	London Plan Policy SI12 Flood Risk Management. Westminster City Plan Policy 35 and Policy 45 Camden Local Plan policy CC3
Noise Impact Assessment	Required for all new development which gives rise to potential noise nuisance and/or vibration to surrounding area.	London Plan Policies D13 Agent of Change and D14 Noise Westminster City Plan Policy 33 Camden Local Plan Policies A1 and A4
Tree Survey / Arboricultural Impact Assessment	Required if proposal is likely to affect trees within the application site or on land adjacent to the site (including street trees).	London Plan G7 Trees and woodlands Westminster City Plan Policy 34 and Policy 45 Camden Local Plan policies A2, and A3
Trees Protection Plan	If trees will be adversely impacted by the proposed development.	London Plan G7 Trees and woodlands Westminster City Plan Policy 34 and Policy 45 Camden Local Plan policies A2 and A3
Archaeology Impact Statement	Sites within Archaeological Priority Areas or Sites of Archaeological Importance will require an Archaeology Impact Statement based on a field evaluation.	London Plan Policy HC1 Heritage Conservation and Growth Westminster City Plan Policy 39

	N.B. The whole of the OSDC area is designated as a Tier 2 Archaeological Priority Area.	Camden Local Plan policy D2
Air Quality Assessment	All major developments. Proposals with potentially air pollution generating uses or combustion-based technologies Proposals incorporating sensitive uses included residential development.	London Plan Policy SI1 Improving Air Quality. Westminster City Plan Policy 32 Camden Local Plan policies A1 and CC4
Construction Management Plan (CMP)	All major development proposals proposing construction.	Westminster City Plan Policy 33 Camden Local Plan policy A1
Contaminated Land Assessment	Required if application site is known to be or is suspected of being contaminated and applications for basement development	Westminster City Plan Policy 33 Camden Local Plan policy A1 LCRM Guidance
Daylight, Sunlight Assessment	Required if proposal is likely to have an adverse effect upon levels of light to nearby sensitive land uses (e.g. habitable rooms of nearby dwellings).	Westminster City Plan Policy 7, Policy 38(C) Design principles, Policy 40(D) Townscape and Architecture Camden Local Plan policy A1

Delivery and Servicing Plan	Required for development referable to the Mayor and may be required for non-residential development that generates new or additional servicing, collections and/or deliveries.	London Plan Policy T7 Deliveries, Servicing and Construction Westminster City Plan Policy 29 Camden Local Plan policy A1
Drainage Report	All new or extended basements Other vulnerable development in areas at risk of flooding	London Plan Policy SI13 Westminster City Plan Policy 35 Camden Local Plan policy CC3
Financial Viability Appraisal	Where there is a planning policy requirement to provide viability information in respect of affordable housing provision or where the proposed development departs from other planning policy requirements due to viability.	London Plan Policies H4 Delivering affordable housing, H8 Loss of existing housing and estate redevelopment, H11 Build to Rent, H13 Specialist older persons housing, H15 Purpose-built student accommodation and H16 Large-scale purpose-built shared living. Westminster City Plan Policy 9 Affordable Housing Camden Local Plan policies DM1, H2, H4, and H5
Health Impact Assessment	For major developments of 10 to 99 net dwellings or 10,000sqm of additional commercial or visitor floorspace, a rapid assessment should be undertaken using the NHS London Healthy Urban Development's Rapid Health Impact Assessment Tool.	Westminster City Plan Camden Local Plan

Marketing and Viability Assessment	Required for all applications involving the loss of uses which are protected by policies within the Development Plan.	London Plan Policies SD5 Offices, other strategic functions and residential development in the CAZ, E1 Offices, E7 Industrial intensification, co-location, and substitution and HC7 Protecting Public Houses. Westminster City Plan Policies 10 Housing for Specific Groups, 13 Support Economic Growth, Policy 16 Food, Drink and Entertainment, Policy 17 Community Infrastructure and Facilities, Policy 22 Harley Street Special Policy Area and Policy 30(B) Technological Innovation in Transport. Camden Local Plan policies C2 (loss of community facilities), C3 (loss of cultural and leisure facilities, C4 (loss of a pub), TC3 (loss of shops), and E2 (loss of employment) Kentish Town Neighbourhood Plan policies SW2, SW3, and CC4 Hampstead Neighbourhood Plan policy EC1 and paragraph 7.18. Camden Planning Guidance on Community uses, leisure facilities and pubs; Town centres and retail; and Employment sites and business premises
Noise and Vibration Impact Assessment	All major development proposals or development proposals that are particularly sensitive to noise and/or vibration.	London Plan Policies D13 Agent of Change and D14 Noise Westminster City Plan Policy 33 Camden Local Plan policy A1
Planning Statement	All major development proposals.	Westminster City Plan
Statement of Community Involvement	All major development proposals.	Camden Local Plan Westminster City Plan

		Camden Local Plan
Sustainability Statement	All major development proposals.	Westminster City Plan 36 Camden Local Plan policies CC1, CC2, and CC3
Townscape/Visual Impact Assessment	Where proposals impact on key views or where a tall building is proposed.	London Plan Policies HC2 World Heritage Sites, HC3 Strategic and HC4 London View Management Framework and D9 Tall Buildings. Westminster City Plan Policies 40 Townscape and Architecture and 41 Building Height
Transport Assessment	For all major developments and as outlined in TfL's planning requirements for Transport Statement/Assessments: https://tfl.gov.uk/info-for/urbanplanning-andconstruction/transportassessment-guide/transportassessment-inputs	London Plan Policy T3 Transport Capacity, Connectivity and Safeguarding Westminster City Plan Policy 24 Camden Local Plan policy A1
Travel Plan	For all major developments and as outlined in TfL's planning requirements for Travel Plans: https://tfl.gov.uk/info-for/urbanplanning-andconstruction/travelplans/planning-requirements	London Plan Policy T4 4 Assessing and mitigating transport impacts. Westminster City Plan Policy 24 Camden Local Plan policy A1
BREEAM Pre-Assessment	Non-domestic development creating 500sqm GIA or greater. Conversions or extensions which create 500sqm (GIA) or greater of residential floorspace or five or more residential units.	London Plan Policy SI5 Westminster City Plan Policy 38 Camden Local Plan policies CC1, CC2, and CC3

Circular Economy Statement	Required for all applications referable to the Mayor of London.	London Plan Policy SI7
Basement Impact Assessment inc. Code of Construction Practice (CoCP), Signed Appendix A Checklist	Required for all development where excavation works to carry out basement development are proposed (Checklist B) and all other Level 1 and Level 2 development as defined in the CoCP (Checklist A).	Westminster City Plan Policy 33, 37, and 45 Camden Local Plan A5
Crime Prevention Statement (including Counter Terrorism Measures)	Required for major developments and for other proposals which, because of their nature or location, are likely to have an impact on crime and disorder or on the fear of crime.	London Plan Policy D11 Safety, security and resilience to emergency.
Energy Assessment inc. cooling strategy	All major developments.	London Plan Policies SI2 and SI4 Westminster City Plan Policy 36 Camden Local Plan policy CC1
London Plan Fire Statement	All major developments.	London Plan D12 Fire Safety requires a fire statement to be submitted for all major development irrespective of whether it is development to a relevant building (see separate national requirement for a separate Gateway One Fire Statement)
Foul Sewage and Utilities Assessment	Required for major development if proposal involves connection to or changes to the existing utility infrastructure systems.	London Plan Policies SI3 Energy Infrastructure, SI5 Water Infrastructure and SI6 Digital Connectivity Infrastructure
Landscaping Scheme /Replacement Planting Strategy (Urban Greening	Landscaping Strategy and details required for major development and basement development extending below garden land. Landscaping details and plans required for development	London Plan G5 Urban greening and G7 Trees and woodlands City Plan Policy 34 Green Infrastructure and Policy 44 Public Realm.

Factor assessment required for major development)	creating new public realm and private space or resulting in the loss of existing landscaping. Where new green roofs and walls are proposed landscaping details/ management plan should be provided.	Westminster City Plan Policy 34 and Policy 44 Camden Local Plan policies A2, and A3
Lighting Assessment	Where a proposal includes the installation of external lighting. All advertisement consent applications which include illuminated signage.	London Plan Policies D8 Public Realm, D9 Tall Buildings, S5 Sports and Recreation Facilities and G6 Biodiversity and Access to Nature are also relevant to specific forms of development including proposals for external lighting Westminster City Plan Policy 33 Camden Local Plan policy A1
London Sustainable Drainage Proforma / SuDS Strategy	All major developments.	London Plan Policy SI13 Sustainable Drainage. Westminster City Plan Policy 35 Flood Risk Camden Local Plan policy CC3
Odour Assessment	All proposals which have the potential to create sources of odour (e.g. hot food takeaways; applications for kitchen extract equipment).	London Plan Policies D13 Agent of Change, Westminster City Plan Policy 33 Local Environmental Impacts
Structural Methodology Statement – include self-	Required for all basement development or where significant excavation or structural alterations are	WESTMINSTER City Plan Policies 39 Westminster's Heritage and 45 Basement Development

certification by suitably qualified engineer	proposed (e.g. demolition behind a retained façade).	Camden Local Plan A5, D1 and D2
Sustainable Design Statement	Required for all applications which create new floorspace and/or where extensive works to retrofit/improve the environmental performance of a building are proposed.	Camden Local Plan and Westminster City Plan
Tables and Chairs Development – Supplementary Information	All applications for tables and chairs on the public highway.	Camden Local Plan and Westminster City Plan
Whole Life Cycle Carbon Assessment	Required for all applications referable to the Mayor of London and for major applications involving substantial demolition.	London Plan Policy SI2 Minimising Greenhouse Gas Emissions
Planning Obligations (draft Heads of Terms)	All applications that require the applicant to enter into a legal agreement before planning permission can be granted, taking into account the council's adopted policies and guidance.	Town and Country Planning Act 1990 Community Infrastructure Levy Regulations 2010 Camden Local Plan and Westminster City Plan
Shisha Smoking Management Plan	Required for all applications for shisha smoking premises.	London Plan Policies D13 Agent of Change Camden Local Plan and Westminster City Plan
Telecommunications Development – Supplementary Information and signed ICPRN declaration	Required for mast and antenna development by mobile phone network operators in England	The Code of Practice on Mobile Network Development in England (2016) Westminster City Plan Camden Local Plan

Design Codes	For all outline or hybrid proposals.	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan
Documents in support of conditions to discharge	All applications to discharge condition(s).	Town and Country Planning (Development Management Procedure) (England) Order 2015 Camden Local Plan and Westminster City Plan

* Policy references in this table include those from the Camden Local Plan (2017, as adopted). It is noted that Camden is currently progressing a review of its Local Plan. References will be updated as necessary following the adoption of any new or revised policies.