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SELF CERTIFICATION FORM FOR INNOVATION PARK MEDWAY LOCAL DEVELOPMENT ORDER

(Request for confirmation that a development is compliant with the Local Development Order)

This Form is available as a Word Document on request

This document should be read in conjunction with the Innovation Park Medway Local Development Order (IPM LDO). For interpretations and definitions, please see Appendix 1 of the LDO.

1. When to Use this Form			
<p>This form enables you to apply for Prior Approval confirmation that your scheme complies with the IPM LDO. If your application satisfies the Council's standards, this will be confirmed by the issuing of a "Lawful Development Certificate" by the Council.</p> <p>Prior to completing this form, contact must be made with the Council to arrange a pre-application meeting to discuss your proposal.</p> <p>Please contact us on 01732 844522 or email us at planning.services@tmbc.gov.uk to arrange the pre-application meeting</p>			
2. Pre-application reference number and date of meeting			
3. Applicant's Details (and Agent's details if applicable)			
Applicant's Name and Address		Agent's Name and Address	
Applicant's Telephone Number		Agent's Telephone Number	
Applicant's Email		Agent's Email	
Parcel Plot / Zone			

Address of Site	
4. Details of Proposed Development	
Please provide a description of the proposed development below	
Existing Floor space schedule (if applicable)	Amount (GEA sqm) / Please state the hours of operation
B1a Business (Office)	
B1b Business (Research and Development, Studios, Laboratories, High-technology Industries)	
B1c Light Industrial	
B2 General Industrial	
Total (GEA sqm)	
Proposed Floor space schedule (if already located at IPM)	Amount (GEA sqm) / Please state the hours of operation
B1a Business (Office)	
B1b Business (Research and Development, Studios, Laboratories, High-Technology Industries)	
B1c Light Industrial	
B2 General Industrial	
Total (GEA sqm)	
Are there activities associated with the operation of the proposed use that will take place outside of the typical operating hours (0900hrs – 1700hrs)? <i>Please provide details of the nature of activities, how often they will take place and the duration</i>	

5. Confirmation of Schedule of Development

Please indicate which of the following Schedules the development falls under:

Schedule A – Building Development including the provision of Infrastructure, Facilities and Public Realm (p.26 of LDO)

Schedule B – Extensions or Alterations (p.28 of LDO)

Schedule C – Change of Use (p.29 of LDO)

Schedule D – Other Operations (p.30 of LDO)

6. Please explain how the proposed development accords with the overarching aims and ambitions of IPM

Business Innovation: How do you consider your business to be innovative?

Growth / Jobs: What are your future growth plans including workforce and skills requirements?

Quality of Design/Purpose of development: The quality of each plot / provision of infrastructure is a significant factor in supporting firstly the vision and secondly, the types of quality businesses that will locate at IPM. How will your business accord with the vision of IPM set by the Four Big Moves? *For more information see Section 2 (p.10) of the Design Code.*

Wider Contribution / Social Value: What contribution can the business make? How will your business contribute to the local community and the wider Medway area?

7. Design Code Compliance

Code	Applicable Plots	Summary of Objectives	Not Applicable	Complie d With	Not Complie d with	Council to confirm	Document Reference / Comments <i>Please provide any additional detail explaining why (if applicable) your proposals do not comply and justification. Provide references to appropriate plans, documents or page numbers to support your response.</i>
1. Parameter Plans							
Landscape	All	<ul style="list-style-type: none"> Proposals must work within the development envelope and respect the landscape framework set out in the approved parameter plan for IPM 					
Access and Movement	All	<ul style="list-style-type: none"> Proposals must connect into the proposed access and movement hierarchy as set out in the approved parameter plan for IPM 					
Building Heights	All	<ul style="list-style-type: none"> Proposals must comply with the development envelope and height parameters set out within the approved parameter plan for IPM; and be in accordance with the operational requirements of the airport. 					
2. Site Wide Guidelines							
CA_01 Character area Guidance - Park Edge	All	<ul style="list-style-type: none"> Part of the character area will be delivered in the initial phase, proposals should set the standard for later phases to tie in to ensure continuity of design and delivery of the wider development area. Proposals should provide high quality employment spaces of exemplary design quality. 					

		<ul style="list-style-type: none"> Proposals should capitalise on proximity to the Runway Park to attract investors with demand for innovative employment spaces. 					
CA_02 Character area Guidance - Runway Edge	All	<ul style="list-style-type: none"> Proposals should respect site heritage and the unique landscape backdrop. Proposals are encouraged to provide pavilion typologies to accommodate start up organisations and SMEs, promoting a supportive network of like-minded businesses embracing the ethos of enterprise. 					
CA_03 Character area Guidance - Core	All	<ul style="list-style-type: none"> Proposals should capitalise on direct access to the gateway street and the opportunity to create a higher density quarter for larger scale buildings. 					
CA_04 Character area Guidance - Woodland	All	<ul style="list-style-type: none"> Proposals should be in keeping with the woodland setting and promote the use of simple and refined palette of materials with a single main material utilised to create simple building forms, providing a strong and clear identity (e.g.: timber cladding). Proposals should encourage high quality design of frontages that will act as the front door to the southern plots and promote an appropriate sense of arrival. 					

3. Public Realm Codes						
P1_TS Palette – Tree Selection	All	<ul style="list-style-type: none"> Proposals should select from a palette of different tree categories set out as an index by designers and those involved in the delivery of public realm at IPM to respond to the specific conditions of character areas and the public realm typologies proposed. 				
P2_SL Palette – Soft Landscape	All	<ul style="list-style-type: none"> Proposals should select from a palette of different soft landscape categories set out as an index for designers and those involved in the delivery of public realm at IPM, to respond to the specific conditions of character areas and the public realm typologies proposed. 				
P3_HL Palette – Hard Landscape	All	<ul style="list-style-type: none"> Proposals should select from a palette of different hard landscape categories set out as an index for designers and those involved in the delivery of public realm at IPM, to respond to the specific conditions of character areas and the public realm typologies proposed. 				
P4_SF Palette – Street Furniture	All	<ul style="list-style-type: none"> Proposals should select from a palette of different street furniture categories set out as an index for designers and those involved in the delivery of public realm at IPM, to respond to the specific conditions of character areas and the public realm typologies proposed. 				
ST_01 Design Code – Gateway Streets	All	<ul style="list-style-type: none"> Proposals for the Gateway Streets should accentuate key arrival points and aid legibility through paving materiality, lighting and way-finding signage. They should be designed to aid movement, but also provide meeting or resting spots. 				

ST_02 Design Code – The Boulevard	All	<ul style="list-style-type: none"> Proposals for the Boulevard should provide a formal avenue of trees that runs along its entire length, articulating a leafy and intimate environment with dappled light that differentiates it from all other types of streets cross the site. Proposals for The Boulevard should provide ‘softer’ boundaries to plots which will start to loosen-up the overall street-scene. 					
ST_03 Design Code – Minor Access Streets	All	<ul style="list-style-type: none"> Proposals for the Minor Access Streets should be defined from their primary and secondary counterparts by reduced road widths, less restrictions on boundary treatments which, together with the woodland setting, will result in a more relaxed and intimate environment. The design of the streets should promote a more people-oriented environment to encourage collaboration and innovation. 					
LA_01 Design Code – The Woodland Typology	All	<ul style="list-style-type: none"> Proposals for this typology should incorporate a naturalistic woodland planting character and brings a touch of nature into the scheme. The untouched and naturalistic appearance of the existing woodlands is to be both protected & enhanced through the adoption of a ‘low intervention’ approach throughout, with reliance upon natural processes. 					
LA_02 Design Code – The Parkland Typology	All	<ul style="list-style-type: none"> Proposals should create a high quality green spine as the fundamental landscape structuring element which will create a clear identity and provide the high quality open space that investors demand from innovative employment sites to attract and retain skilled staff. 					

LA_03 Design Code – The Runway Edge Typology	All	<ul style="list-style-type: none"> Proposals should create a landscape buffer between the operational airport and the IPM site, articulating a unique landscape backdrop punctuated by trees of distinction providing a seasonal set piece that puts people in touch with nature. 					
LA_04 Design Code – The Plaza Typology	All	<ul style="list-style-type: none"> The Plazas should be designed to serve as an integral piece of public realm where different landscape typologies converge. 					
LA_05 Design Code – The Gateway Typology	All	<ul style="list-style-type: none"> Gateways should present a high quality public realm and sense of enclosure that celebrates a sense of arrival and sets the tone for a place of distinction. 					
4. Plot Passports							
BA_01 Building Aesthetics Guidance	All	<ul style="list-style-type: none"> Use material complementary to the context and the unified colour palette to achieve visual consistency and brand identity 					
SG_01 Sustainability Guidance	All	<ul style="list-style-type: none"> Embrace the spirit of innovation by meeting, and where possible exceeding, the prevailing sustainability standards of their time 					
BT_01 Boundary Treatment Guidance	All	<ul style="list-style-type: none"> Balance the need for plot tenants to create secure businesses premises with the need to create an attractive and high quality environment for businesses and pedestrians. 					
PG_01 Parking Guidance	All	<ul style="list-style-type: none"> Ensure parking standards (such as parking space dimensions and maximum percentage of on plot parking) are adhered to. Encourage future proofed parking solutions that could unlock opportunities for intensification, particularly if a modal shift is achieved through successful delivery 					

		of more sustainable movement patterns.					
PT_01 Plot Type - Gateway Plots	N1.1/N1.4/ N2.6/N3.7/ N4.1/N5.7	<ul style="list-style-type: none"> • Create a sense of arrival and support site brand and identity through using active building frontages to address views into the site gateways; • Ensure the layout and physically and visual permeability of buildings encourage collaboration to 'spill out' of buildings into shared open spaces; • Enhance wayfinding and the rhythm of the street by positioning entrances along the primary frontage; • Encourage boundary treatment continuity, especially to areas that interact with active development edges (i.e. Laker Road, Maidstone Road and the airfield perimeter) 					
PT_02 Plot Type – Park Edge Plots	N2.3/N2.4/ N3.2/N3.3/ N3.5/N3.6/ N4.3/N4.6	<ul style="list-style-type: none"> • Design spill-out areas as multifunctional space fronting the park to accommodate a wide range of uses, events and activities that promote social interaction and collaboration; • Celebrate horticultural seasonality by providing a continuous changing palette of texture and colour; • Encourage ground floor uses that maximises opportunities to spill out into the public realm, the Runway Park should become an extension of the buildings; • Provide 'eyes on the street' with active uses/spaces overlooking the Runway Park 					
PT_03 Plot Type - General Plots	N2.7/N4.2/ N4.4/N4.7/ N5.3/ N6.1/N6.2/	<ul style="list-style-type: none"> • Achieve continuity of building line for primary frontages whilst retaining a degree of flexibility; • Avoid over development on plot and allow for sufficient spatial separation between buildings; 					

	N7.2/S2.2/ S2.3	<ul style="list-style-type: none"> Establish a consistent level of material quality and detail; Animate the street frontages on both primary and secondary routes to create lively streets; Encourage open boundaries to maximise the benefits of natural surveillance and overlooking. 					
PT_04 Plot Type – Parking Deck Plots	N1.3/N2.5/ N3.4/N4.5/ N6.3/ N7.3	<ul style="list-style-type: none"> Adopt facade treatments to contribute to the rhythm of the street; Sensitive design response to massing to ensure it is designed to sit sensitively within clusters of developments and avoid visual impact (particularly in the woodland area); Create planting and soft landscape buffers at side and rear of parking deck plots that are permeable; Encourage planted privacy strips along building frontages to maintain security and privacy for the adjacent buildings 					
PT_05 Plot Type – Runway Edge Plots	N5.1/N5.2/ N5.4/N5.5/ N5.6/ N7.2/N7.4/ N7.5	<ul style="list-style-type: none"> Use and maintain trees of character planting at an acceptable height to form a secured boundary to the airfield; Provide ‘pavilion’ typology buildings that can accommodate both business incubators and start-ups of a range of sizes; Provide generous public realm and shared spaces to encourage incubator and start-up tenants collaboration and new ideas can be freely exchanged. 					
PT_06 Plot Type - Woodland Plots	N2.1/N2.2/ N6.4/S1.2/ S1.3/ S2.1	<ul style="list-style-type: none"> Ensure minimise tree loss through plot access; Ensure car movements and parking are contained within the designated 					

		<p>areas and provide car free cores to encourage collaboration;</p> <ul style="list-style-type: none"> Promote the use of simple and refined palette of materials with a single main material utilised to promote simple building form and provide a strong and clear identity. 					
<p>PT_07 Plot Type – Iconic Building Plots</p>	N1.2/ S1.1	<ul style="list-style-type: none"> Ensure material selection and building articulation on iconic building plots is be subject to the highest level of consideration to respond to the landmark location and importance of these plots Encourage iconic building frontages to be designed to feature office and/or reception areas overlooking key view corridors. Encourage bold accent colours for iconic buildings along gateway frontages. Encourage continuity and consistent quality that promotes the appropriate sense of arrival for a high quality employment area. 					

8. Encouraging the Principles of Sustainable Travel

Please state how the development accords with the measures set out in Framework Travel Plan

What incentives do you propose to encourage sustainable modes of travel? For instance, bike to work schemes, car sharing programmes and/or financial incentives through the provision of season passes to use local train / buses. Please also include details of the showers / wash room facilities, cycle parking etc. that will be provided as part of the development.

Please explain how your strategy of sustainable travel is/will be monitored and reviewed to comply with the IPM and national policy changes?

9. Vehicle Parking

Please provide the proposed number of parking spaces

Type of Vehicle	Total Spaces required / number of deliveries	On-plot	Deck car park	Temporary at-grade	Street parking
Car					
Disabled car parking spaces					
Vans / light good vehicles					
Heavy Good Vehicles					
Cycle					
Motorcycles					

10. Traffic Generation

What times do you anticipate the most traffic movements to occur in relation to your business (both AM and PM)?

AM peak movements:

PM peak movements:

For these peak times, please indicate the likely numbers of different types of traffic

AM (enter time):

Cars

Vans / light good vehicles

Heavy Good Vehicles

Cycle

Motorcycles

PM (enter time):

Cars

Vans / light good vehicles

Heavy Good Vehicles	
Cycle	
Motorcycles	
How have you arrived at these numbers (e.g. formal transport assessment, estimates based upon current business, knowledge of similar businesses)?	

11. Relevant Supporting Information and Plans – Checklist		
<i>All of the following supporting information and plans must be submitted with this application form at the required scale</i>	Yes	No
Completed LDO Self Certification Form		
Submission of BREEAM Pre-Assessment Form		
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site / plot edged red - (all plans must include a scale bar)		
Site Plan (drawn at a scale of 1:500 or 1:200) – (all plans must include a scale bar)		
Block plan of the site / plot (1:100 or 1:200 scale) including a scale bar – (all plans must include a scale bar)		
Proposed elevations (1:50 or 1:100 scale) and details of materiality including a scale bar - (all plans must include a scale bar)		
Proposed floor plans (1:50 or 1:100 scale) including a scale bar - (all plans must include a scale bar)		
Proposed sections and finished floor and site levels (1:50 or 1:100 scale), eaves and ridge heights - (all plans must include a scale bar)		
Design Statement		

12. Monitoring Data	
Existing	
How many jobs – both full time equivalent (FTE) and part-time	FTE: Part-time:
What type of jobs Please state number / type (Administrative / Professional etc.)	
Internal floor space (in sqm)	
Do you have established links with Educational Institutions (universities, colleges, schools or other), Medical Institutions, specialised businesses and/or any other organisations? If yes, please state which and explain how links are forged / created, i.e., do you offer work experience routes / paid internships / do you seek graduates directly from the Universities	
Level of Gross Value Added (GVA) *For consistency across all prior approval applications please use the method below to calculate the GVA.	£
Proposed	
How many jobs will be created – both full time equivalent (FTE) and part-time	FTE: Part-time:
What type of jobs will be created? Please state number / type (Administrative / Professional etc.)	
Amount of internal floor space (in sqm)	
Do you propose to enhance / create links with Educational Institutions (universities, colleges, schools or other), Medical Institutions, specialised businesses and/or any other organisations? If Yes, which? If NO, why?	

Anticipated level of Gross Value Added (GVA) *For consistency across all prior approval applications please use the method below to calculate the GVA.	£
Please tick to confirm the following monitoring data will be provided annually:	
<ul style="list-style-type: none"> - Floor space delivery - Job creation - Trip generation (including staff mode of travel/traffic counts) - GVA 	<input type="checkbox"/>

13. Notice to Landowner		
Notice must be served on the Landowner prior to the submission of this form. Please provide the necessary details as shown at Appendix 2		
Name of Owner	Address	Date notice served
Signed (Applicant / Agent)	Date	

14. Declaration

I/we hereby apply for confirmation of compliance with the IPM LDO as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. I/we confirm that a copy of this application form and accompanying plans/drawings and additional information has been submitted to the Council.

Signed

xxx

Date

(xx/xx/xxxx)

***GVA calculation method:** GVA is calculated from the companies last set of accounts by adding salary & wage costs, pre-tax profit and depreciation. This is then divided by the number of FT employees to give GVA per employee.

Please return to either:

planning.services@tmbc.gov.uk

or

Tonbridge & Malling Borough Council
Kings Hill (Head Office)
Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent
ME18 4LZ

Please clearly mark all correspondence as an “Application under IPM LDO”.

Appendix 1

Guidance notes for IPM LDO

Self-Certification Form

Seeking prior approval:

Step 1: Arrange a pre-application discussion with officers at Council

Step 2: Complete Self-Certification Form following discussion with Council

Step 3: Consult the Design Code and Masterplan for more detailed guidance

Step 4: Submit Self-Certification Form with all necessary supporting evidence including evidence of the pre-application discussion (date and note of advice given by officers from Council) and confirmation of compliance with the Design Code. This will be corroborated by officers.

Step 4: await response within 28 days of submission being validated.

Document	Additional Notes
A completed LDO Self Certification Form (This form)	This ensures all relevant and necessary questions are answered, appropriate information is provided and declarations are signed
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site / plot edged red - (all plans must include a scale bar)	Plans should show at least two named roads and surrounding buildings / plots named or numbered. The red line should include all land necessary to carry out the development subject of this application. This includes any land required for access to the site from a public highway, visibility splays and landscaping
Site Plan or Block Plan drawn at a scale of 1:500 or 1:200 - (all plans must include a scale bar)	This should accurately show: a) the direction of north; b) the proposed development of the plot in relation to the plot boundaries and the wider development of Innovation Park Medway c) all buildings, roads and footpaths adjoining the plot including access arrangements to the plot
Other plans and drawings or information necessary to describe the subject of this application - (all plans must include a scale bar)	Site survey plan (at the same scale as site or block plan) should show: plot boundaries; the type and height of boundary treatment; the position of any building(s) or structure(s) surrounding the plot
Proposed Elevations (1:50 or 1:100 scale) including a scale bar - (all plans must include a scale bar)	All elevations must be shown with written dimensions of height, width and depth and these should also indicate where possible the proposed building materials in accordance with the submitted design code. Where a proposed elevation adjoins another building or is in close proximity, the drawing should clearly show the relationship between them and detail the positions of openings on each property
Proposed floor plans (1:50 or 1:100 scale) including a scale bar - (all plans must include a scale bar)	These should explain the proposal in detail

Proposed sections and finished floor and site levels (1:50 or 1:100 scale) - (all plans must include a scale bar)	Cross sections through the building should be shown. Full information should be submitted to demonstrate how the new building(s) relate to neighbouring development including floor levels, eaves and ridge heights.
Design Statement	Details the approach, justification, detail of the design of the plot, public realm or infrastructure, and describes the standards of accessibility that would be designed into the development (where necessary)
Design Code Compliance Checklist (This Form)	Completion of the relevant IPM design code compliance checklist
BREEAM Pre-Assessment Form	Confirms how the development will achieve its BREEAM rating

Appendix 2

Notice to Landowner template

Name
Street
Town
County
Postcode

Xxx
Xxx
xxx
T: xxx

Your ref: xxx
Our ref: xxx

(Insert Date xxx/xx/xxxx)

Dear Sir / Madam

**TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)
(ENGLAND) ORDER 2015**

**NOTICE UNDER ARTICLE 13 OF NOTIFICATION OF SUBMISSION OF PRIOR
APPROVAL APPLICATION AT IPM**

We give notice that xxx is applying to Medway Council for:

(Please set out the description of development as agreed with the Council as part of the pre-application discussions)

Any owner of the land who wishes to make representations about this prior approval application should write to:

Medway Council
Gun Wharf
Dock Road
Chatham
Kent
ME4 4TR

By xxx (i.e. 21 days from the date of this notice).

Should you have any queries, please do not hesitate to contact me.

Yours sincerely / Yours faithfully

xxx

E: xxx
T: xxx
M: xxx