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.

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| 1. **When to Use this Form** | | | | |
| 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.  Prior to completing this form, contact must be made with the Council to arrange a pre-application meeting to discuss your proposal.  Please contact us on 01634 331 700 01634 331 70001634 331 700 or email us at [planning.representations@medway.gov.uk](mailto:planning.representations@medway.gov.uk) to arrange the pre-application meeting | | | | |
| 1. **Pre-application reference number and date of meeting** | |  | |  |
| 1. **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 |  | | | |
| 1. **Details of Proposed Development** | | | | |
| Please provide a description of the proposed development below | | | | |
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| **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)?  ***Please provide details of the nature of activities, how often they will take place and the duration*** | |  | | |

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| 1. **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.37 of LDO)* |  |
| *Schedule B – Extensions or Alterations (p.39 of LDO)* |  |
| *Schedule C – Change of Use (p.40 of LDO)* |  |
| *Schedule D – Other Operations (p.41 of LDO)* |  |

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| 1. **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? |
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| **7. Design Code Compliance** | | | | | | | | |
| **Code** | **Applicable Plots** | **Summary of Objectives** | **Not Applicable** | | **Complied With** | **Not Complied with** | **Council to confirm** | **Document Reference / Comments**  *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.* |
| **1. Parameter Plans** | | | | | | | | |
| **Landscape** | All | * 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 | * Proposals must connect into the proposed access and movement hierarchy as set out in the approved parameter plan for IPM | |  |  |  |  |  |
| **Building Heights** | All | * 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 | * 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. * 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 | * 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 | * 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 | * 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. | |  |  |  |  |  |

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| **3. Public Realm Codes** | | | | | | | |
| **P1\_TS** Palette – Tree Selection | All | * 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 | * 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 | * 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 | * 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 | * 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 | * Proposals for the 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 | * 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 | * 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 | * 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 | * 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 | * 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 | * 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 | * Use material complementary to the context and the unified colour palette to achieve visual consistency and brand identity |  |  |  |  |  |
| **SG\_01** Sustainability Guidance | All | * Embrace the spirit of innovation by meeting, and where possible exceeding, the prevailing sustainability standards of their time |  |  |  |  |  |
| **BT\_01** Boundary Treatment Guidance | All | * 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 | * 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 | * 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 | * 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/N7.2/S2.2/S2.3 | * 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; * 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 | * 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 | * 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 | * Ensure minimise tree loss through plot access; * Ensure car movements and parking are contained within the designated areas and provide car free cores to encourage collaboration; * 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. |  |  |  |  |  |
| **PT\_07** Plot Type – Iconic Building Plots | N1.2/ S1.1 | * 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. |  |  |  |  |  |

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| 1. **Encouraging the Principles of Sustainable Travel** |
| Please state how the development accords with the measures set out in Framework Travel Plan |
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| 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. |
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| Please explain how your strategy of sustainable travel is/will be monitored and reviewed to comply with the IPM and national policy changes? |
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| 1. **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 |  |  |  |  |  |

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| 1. **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)? | |

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| 1. **Relevant Supporting Information and Plans – Checklist** | | |
| ***All of the following supporting information and plans must be submitted with this application form at the required scale*** | ***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 |  |  |

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| 1. **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:   * Floorspace delivery * Job creation * Trip generation (including staff mode of travel/traffic counts) * GVA | | **□** |

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| 1. **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 | |

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| 1. **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:***

*Medway Council*

*Gun Wharf*

*Dock Road*

*Chatham*

*Kent*

*ME4 4TR*

***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.

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| **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**

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