

VALIDATION CHECKLIST: APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT	
<p>The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the <a href="#">Planning Portal</a>. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development. We will automatically declare your application invalid if we cannot justify the need for the information. Our guidance note provides more details on the kind of information that needs to be submitted for the matters referred to in the list.</p>	
National List of Requirements	
Requirements	Guidance Notes
Completed application form	Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the proposal requiring planning permission. Please see note at bottom of checklist for further guidance on development description.
A plan which identifies the land to which the application relates drawn to an identified scale showing the direction of North.	At a scale of 1:1250 or 1:2500 (or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. The boundaries of the application site must be edged in red. Any other land within the applicant's control must be edged in blue on the site plan. The immediately adjoining buildings must be numbered or named clearly
The appropriate fee	Required (see section 8 of guidance note – planning fees): <a href="http://www.southwark.gov.uk/downloads/download/506/fees_for_planning_applications">http://www.southwark.gov.uk/downloads/download/506/fees_for_planning_applications</a> . You can make a payment by debit or credit card by calling us on 020 7525 5403 between 10:00 and 16:00, Monday to Friday.
Local List of Requirements	
Requirements	Guidance Notes
Relevant information detailing the proposed use or development to support the application.	Required
<p>A copy of other plans and drawings or information necessary to describe the subject of the application including:</p> <ul style="list-style-type: none"> <li>• Block plan of the site (e.g. at a scale of 1:100 or 1:200)</li> <li>• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>• Roof plans (e.g. at a scale of 1:50 or 1:100)</li> </ul>	<p>May be required for proposed operational development</p> <p>All submitted plans and drawings must have written dimensions. A scale bar for the scale of all plans must be shown. The scale shown on the submitted plan(s) must also state the paper size at which the scale applies, e.g. scale 1:200 at A3. This information is required to provide clear information on the scale to avoid errors and misinterpretation due to variations and accuracy associated with the copying and printing of plans that have been stored electronically.</p> <p>Please ensure that sufficient information is provided (either on the application drawings or within the application form) to describe the appearance of all existing and proposed materials.</p>

### Further guidance on development description

All development descriptions for Certificates of Lawfulness applications must begin with either:

“Certificate of Lawfulness (Proposed) for...”, or;

“Certificate of Lawfulness (Existing) for...”

This avoids any potential ambiguity around which Certificate type is being sought, while also ensuring that the general public are aware that this is not an application for full planning permission.