

VALIDATION CHECKLIST – APPLICATION FOR PRIOR NOTIFICATION IN CONNECTION WITH PERMITTED DEVELOPMENT FOR CHANGE OF USE (Class B1(a)(Offices) to Class C3 (Dwellinghouses))

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 [Planning Portal](http://www.planningportal.gov.uk/planning/applications/paperforms#app). Application forms can be found via the following link: <http://www.planningportal.gov.uk/planning/applications/paperforms#app> 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.

National List of Requirements

Requirements	Guidance Notes
Written description of the proposed development	Required
A plan indicating the site and showing the proposed development	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 Developer's contact details, including email address if the developer is content to receive communication electronically.	Required
The appropriate fee	Required (see sections 3, 5, 6 or 7 of guidance note – planning fees): http://www.southwark.gov.uk/downloads/download/506/fees_for_planning_applications . 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
Flood risk assessment	Required for all new developments in Flood Zones 2 and 3, for sites of more than 1ha in Zone 1 and for major developments in Critical Drainage Areas for surface water flooding. Find out more about Flood Risk Assessment and other general advice for applicants at http://www.southwark.gov.uk/info/200448/flood_risk_management and http://www.environment-agency.gov.uk/research/planning
Land contamination assessment	Required for all development on brown field sites or where the site is known to be contaminated. See further guidance : http://www.southwark.gov.uk/downloads/download/4405/further_guidance_on_land_contamination_assessments
Transport assessment	May be required if proposal is likely to have significant transport implications.