

**VALIDATION CHECKLIST - APPLICATION FOR OUTLINE
PLANNING PERMISSION WITH SOME MATTERS
RESERVED**

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](#). 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.

National List of Requirements

Requirements	Guidance Notes
Completed application form	<p>Application form must be completed in full, signed and dated. The description of the development must accurately reflect all aspects of the proposal requiring outline planning permission.</p> <p>The application form must include data required by the Greater London Authority Data Standard. Refer to: https://www.london.gov.uk/sites/default/files/planning_london_datahub_questions.pdf</p>
A plan which identifies the land to which the application relates drawn to an identified scale showing the direction of North.	<p>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.</p>

<p>Certificates</p> <ul style="list-style-type: none"> • The completed ownership certificate (A, B, C or D) as appropriate <ul style="list-style-type: none"> - If Ownership Certificate B is completed, Notice 1 is required - If Ownership Certificate C is completed, Notices 1 and 2 are required - If Ownership Certificate D is completed, Notice 2 is required • Agricultural Holdings Certificate 	<p>Required</p> <p>You must complete and submit only one of Certificate A, B, C or D with your application. You must complete the Agricultural Holdings Certificate - even if your application is for a non-agricultural use to confirm whether or not any of the land to which the application relates is, or is part of, an agricultural holding.</p>
<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"> • Block plan of the site (e.g. at a scale of 1:100 or 1:200) 	<p>Where layout and/or scale are a reserved matter, the basic details of scale and layout are no longer required.</p>
<p>The appropriate fee</p>	<p>Required (see section 10 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.</p>

<p>Design and Access Statement</p>	<p>May be required. Section 9 of the Town and Country Planning (Development Management Procedure (England) Order 2015 sets out when a Design and Access Statement is required and what it should contain. The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.</p>
<p>Environmental Statement</p>	<p>Where required by The Town and Country Planning (Environmental Impact Assessment) Regulations 1999. Schedule 4 sets out the information to be included. Further guidance is provided in the Planning Practice Guidance.</p> <p>A screening opinion can be requested from the council before submitting the application to determine if an EIA is required.</p>

Community Levy (CIL)	Infrastructure	<p>The CIL Additional Information Requirement Form accompanied by a completed CIL Calculator is required to be submitted with all applications for:</p> <ul style="list-style-type: none"> i) full/outline planning permission, including householder applications with new build of 100sqm (GIA) proposed; ii) full/outline planning permission, consisting of at least one dwelling; iii) the last reserved matters following an outline planning permission; and iv) applications for lawful development certificates. <p>In addition, where a planning permission is phased, a separate set of CIL Additional Information Requirement Forms and CIL Calculator results are required to be submitted for EACH named phase, with supporting Area Schedule in GIA.</p> <p>NOTE: Although not a validation requirement, it is also advisable to submit the CIL Assumption of Liability Form and any claims for Exemptions/Relief at this stage to avoid delays later in the process.</p> <p>In order to calculate the potential CIL charges payable to Southwark Council, a Community Infrastructure Levy (CIL) Calculator is available.</p> <p>The Planning Portal provides guidance on completing the forms and calculating floorspace.</p> <p>A general guide to CIL in Southwark Council is also available on the website.</p>
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Local List of Requirements

Requirements	Guidance Notes
For major applications please provide a design code and refer to local list requirements	Required

<p>Development Charter Engagement Summary</p>	<p>As required by the Draft Development Charter, an engagement summary must be submitted for validation of any major or strategic planning applications and pre-application advice requests. Successful engagement plans should demonstrate:</p> <ul style="list-style-type: none"> - Understanding of local concerns from an early stage - Innovative ideas and solutions inspired by people who understand local issues - Development can be delivered that has been shaped by and reflects feedback from the diverse local community impacted by the proposals. - That the community have been listened to, valued and respected <p>The charter also includes the requirement for 3D modelling on applications. Further information on the Development Charter engagement plan and the charter itself and can be reviewed here: https://www.southwark.gov.uk/planning-and-building-control/planning-policy-andtransport-policy/consultation-and-updates/statement-of-community-involvement</p>
<p>For minor applications please refer to local list requirements</p>	<p>Required</p>
<p>Old Kent Road Schedule of Development form</p>	<p>This form needs to be submitted with every major and strategic application situated within the Old Kent Road Opportunity Area boundary. The form can be accessed here.</p>

Last updated: 9 November 2020