

VALIDATION CHECKLIST: APPLICATION FOR FULL PLANNING PERMISSION – HOUSEHOLDER

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 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.</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>

<p>A plan which identifies the land to which the application relates drawn to an identified scale showing the direction of North.</p>	<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 certificate A, B, C or D with your application.</p> <p>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) • Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) • Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) • Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100) • Roof plans (e.g. at a scale of 1:50 or 1:100) 	<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.</p> <p>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>
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<p>The appropriate fee</p>	<p>Required (see sections 1, 2 or 3 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>
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Local List of Requirements

Requirements	Guidance Notes
<p>Daylight/Sunlight assessment</p>	<p>Required where the proposed development may have a potentially adverse effect on the daylight and/or sunlight enjoyed by adjoining properties.</p>

Archaeological assessment	<p>An archaeological desk based assessment is required for all applications where groundworks are proposed within an Archaeological Priority Zone http://maps.southwark.gov.uk/connect/index.jsp?tooltip=yes</p> <p>Where such proposals include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation should be included. Find out about archaeological assessments and evaluations at http://www.archaeologists.net/codes/ifa</p>
Heritage Statement	<p>Required for all developments within conservation areas http://maps.southwark.gov.uk/connect/index.jsp?tooltip=yes and /or affecting the setting, appearance or character of a listed building, an historic park or garden or a scheduled ancient monument. See further guidance http://www.southwark.gov.uk/downloads/download/4404/further_guidance_on_heritage_statements</p>

Tree survey/Arboricultural Impacts Assessment	<p>Required for applications that involve the pruning or removal of existing trees and for the carrying out of demolition, building or engineering operations (including the excavation of foundations, any changes of level and service/utility runs) where these may affect trees both on site or on adjoining land. Refer to BS:5837, BS:8545, Trees and Design Action Group (TDAG) guidance</p> <p>See further guidance: http://www.southwark.gov.uk/downloads/download/4407/further_guidance_on_tree_surveyarboricultural_impacts_assessments</p>
Parking Provision Statement	<p>Required for all applications where within the site, new parking provision is proposed or existing parking is lost, or where the proposed development is likely to result in an increase in demand for on-street parking.</p>
Photographs and Photomontages	<p>May be required for all applications affecting the setting, character or appearance of a listed building or conservation area.</p>

Structural Survey	<p>Required for all applications involving substantial works where the retained structure is changing significantly, there is a basement or the development is affecting the foundations.</p> <p>This should fully assess the impact of the proposal on structural stability including potential impacts on adjacent/nearby properties. This assessment should be prepared and self-certified by a suitably qualified chartered engineer, who is a member of the relevant professional body.</p>
Biodiversity survey and report	<p>Required where the proposal may have an impact on wildlife and biodiversity especially where protected species may be affected.</p> <p>Surveys should be undertaken at the appropriate time of year; for survey calendars and other guidance see http://www.biodiversityplanningtoolkit.com</p>
Community Infrastructure Levy (CIL)	<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>

Proposed additional future requirements when New Southwark Plan is adopted:

Basement Impact Assessment (future requirement when New Southwark Plan is adopted)	Required where there is a new or extended basement. The level of information required will be commensurate with the scale, location and complexity of the scheme. See further guidance http://www.southwark.gov.uk/downloads/download/4413
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Further guidance on development description

It is important that your description of development is concise and accurate. To help you write an acceptable description for your proposed development, some examples are provided below:

- “Construction of a single storey ground floor side extension to dwellinghouse”
- “Construction of a single storey rear extension to ground floor flat”
- “Construction of a single storey side return extension to dwellinghouse”
- “Construction of a 2 storey rear extension at 1st and 2nd floor levels to dwellinghouse”
- “Construction of a rear dormer extension with x2 roof lights to front roof slope”
- “Construction of a mansard roof extension to include the raising of the existing parapet walls”
- “Replacement of existing ground floor front timber frame windows and doors for uPVC units”
- “Extension to the existing basement to include the lowering of the existing floor level and the creation of x1 lightwell to the rear of the dwellinghouse”
- “Installation of roof terrace at 1st floor level to dwellinghouse”

Last updated: 9 November 2020