

VALIDATION CHECKLIST: APPLICATION FOR FULL PLANNING PERMISSION – MINOR & SMALL-SCALE (1-9 dwellings, commercial up to 999sqm and other minor developments)

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](#). 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 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_data_hub_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 of these certificates 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 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>The appropriate fee</p>	<p>Required (see sections 4, 5, 6,7, 17, 18 and 19 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>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>

Environmental Statement	<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>
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Local List of Requirements	
Requirements	Status
Daylight/Sunlight assessment	Required where the proposed development may have a potentially adverse effect on the daylight and/or sunlight enjoyed by adjoining properties.
Air quality assessment	Required for all minor applications providing new residential accommodation adjoining classified roads and roads within preferred industrial locations and minor applications with pollution sources such as combined heat and power (CHP) plants or biomass boiler.
Flood Risk assessment	<p>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</p> <p>http://www.southwark.gov.uk/info/200448/flood_risk_management and http://www.environment-agency.gov.uk/research/planning</p>

<p>Biodiversity survey and report</p>	<p>Required where proposal may have an impact on wildlife and biodiversity, especially where protected species may be affected. This includes proposed tree works; development affecting mature trees, trees with obvious holes/cracks/cavities, trees with a girth greater than 1m at chest height; proposals affecting 'derelict' land (brownfield sites), allotments, mature gardens and railway land including bare ground that may support ground-nesting birds or invertebrates; and proposals including the modification, conversion, demolition or removal of buildings and structures (especially roof voids). See further guidance: http://www.southwark.gov.uk/downloads/download/4402/further_guidance_on_biodiversity_surveys_and_reports</p>
<p>Foul sewage and utilities assessment</p>	<p>Required where the proposed development involves connection to foul and storm water sewers. The applicant will be required to demonstrate that, following consultation with the service provider, the availability of drainage/sewerage infrastructure capacity has been examined and the proposal would not result in undue stress on this infrastructure. Relevant technical guidance is provided in Building Regulations Approved Document Part H (Drainage and waste disposal).</p>
<p>Archaeological assessment</p>	<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 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 guidance notes). For further guidance see here: http://www.southwark.gov.uk/downloads/download/4404/further_guidance_on_heritage_statements</p>
Land contamination assessment	<p>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</p>
Landscaping details	<p>Required for all minor applications that include significant landscaping. Landscape details should show the design and layout of all outdoor areas within the curtilage of the development. See further guidance http://www.southwark.gov.uk/downloads/download/4406/further_guidance_on_landscaping_details</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 and Trees and Design Action Group (TDAG) guidance. See further guidance: http://www.southwark.gov.uk/downloads/download/4407/further_guidance_on_tree_surveyarboricultural_impacts_assessments</p>

Lighting assessment	<p>Required for all development where external lighting is proposed or where the proposal involves areas of public access. Refer to Institution of Lighting Professionals guidance for the reduction of obtrusive light.</p> <p>See further guidance: http://www.southwark.gov.uk/downloads/download/4408/further_guidance_on_lighting_assessments</p>
Noise impact assessment	<p>Required where the proposed development involves the installation of any plant or equipment or the carrying out of any operations, activity or use that may adversely affect adjoining or nearby noise sensitive properties.</p> <p>Required for all noise sensitive developments that adjoin or are likely to be affected by an existing source of noise. See further guidance: http://www.southwark.gov.uk/downloads/download/4409/further_guidance_on_noise_impact_assessment</p>
Photographs, Photomontages and Contextual Drawings	<p>Required for all applications involving the setting, character or appearance of a listed building or conservation area or where the demolition of an existing building is proposed.</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>
SUDS proforma	<p>The proforma is required to accompany Sustainable Drainage Strategies submitted with planning applications. The proforma can be accessed here.</p>

<p>Transport assessment</p>	<p>Transport assessments or statements are required for applications where the proposed development is likely to have significant transport implications.</p> <p>The Council will advise on the level of detail required and the need for a parking survey.</p> <p>See further guidance : http://www.southwark.gov.uk/downloads/download/4410/further_guidance_on_transport_assessments</p>
<p>Ventilation/Extraction Statement</p>	<p>Required for all applications for non-residential use where ventilation or extraction equipment is proposed or will be required. Details of the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics are required. See further guidance : http://www.southwark.gov.uk/downloads/download/4411/further_guidance_on_ventilationextraction_statements</p>
<p>Energy assessment</p>	<p>Where changes are proposed that will increase the energy demand of a site, such as changes of use, or additional floorspace or dwellings, information on how the development has been designed to be as energy efficient as possible should be provided in the Design and Access Statement.</p>
<p>Townscape visual impact assessment</p>	<p>Required if the proposal is for a tall building. See further guidance : http://www.southwark.gov.uk/downloads/download/4412/further_guidance_on_townscape_visual_impact_assessments</p>
<p>Schedule of accommodation and floor plan identifying the standard under M4 of the Building Regulations that each home in the development will meet</p>	<p>Required for all residential development in accordance with Approved Document M of the Building Regulations and London Plan 2015 Policy 3.8. Where M4(2) (Accessible and Adaptable Dwellings) cannot be achieved for reason of viability or practicality the applicant must provide evidence to support this. The applicant must provide a floor plan that identifies the unit reference number for each proposed unit.</p>

<p>Navigational Risk Assessment</p>	<p>The Port of London Authority requires a Navigational Risk Assessment where any proposal may impact on the navigation of vessels along the tidal Thames and, in particular, where a proposal would interact with vessels such as a pier or jetty. The PLA District Harbour Master is responsible for determining whether an impact on navigation exists and if a Navigational Risk Assessment is required. The Harbour Master can be contacted on 0207 743 7906 or at HMU2@pla.co.uk</p>
<p>Community Infrastructure Levy (CIL)</p>	<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. A general guide to CIL in Southwark Council is also available on the website</p>

Proposed additional future requirements when New Southwark Plan is	
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/further_guidance_on_basement_impact_assessments
Marketing statement (future requirement when New Southwark Plan is adopted)	Required if there is a marketing requirement in the applicable policies. See further guidance : http://www.southwark.gov.uk/downloads/download/4414/further_guidance_on_marketing_statements

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