

**VALIDATION CHECKLIST: APPLICATION FOR FULL PLANNING PERMISSION – MAJOR (more than ten residential units and/or 1000sqm of commercial floor space)**

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 planning permission.</p> <p>The application form must include data required by the Greater London Authority Data Standard. Refer to: <a href="https://www.london.gov.uk/sites/default/files/planning_london_datahub_requirements.pdf">https://www.london.gov.uk/sites/default/files/planning_london_datahub_requirements.pdf</a></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"> <li>• The completed ownership certificate (A, B, C or D) as appropriate <ul style="list-style-type: none"> <li>If Ownership Certificate B is completed, Notice 1 is required</li> <li>If Ownership Certificate C is completed, Notices 1 and 2 are required</li> <li>If Ownership Certificate D is completed, Notice 2 is required</li> </ul> </li> <li>• Agricultural Holdings Certificate</li> </ul>	<p>Required.</p> <p>You must complete and submit only one of 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"> <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>All submitted plans and drawings must have written dimensions.</p> <p>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.</p> <p>This information is required 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 3, 5, 6 or 7 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.</p>
<p>Design and Access Statement</p>	<p>Required. Section 9 of the <a href="#">Town and Country Planning (Development Management Procedure (England) Order 2015</a> 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 2017 as amended. Schedule 4 sets out the information to be included. Further guidance is provided in the <a href="#">Planning Practice Guidance</a>.</p> <p>A screening opinion can be requested from the council before submitting the application to determine if an EIA is required.</p>

## Local List of Requirements

### Requirements

### Guidance Notes

Development Charter Engagement Summary (see template)

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:

- 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. Demonstrating that the community have been listened to, valued and respected

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-and-transport-policy/consultation-and-updates/statement-of-community-involvement>

Community Infrastructure Levy (CIL)

The CIL Additional Information Requirement Form accompanied by a completed CIL Calculator is required to be submitted with all applications for:

- 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.

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.

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.

In order to calculate the potential CIL charges payable to Southwark Council, a [Community Infrastructure Levy \(CIL\) Calculator is available.](#)

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>Viability appraisal</p>	<p>A financial viability appraisal is required where there is a planning policy requirement to provide affordable housing or where the proposed development departs from other planning policy requirements due to viability. Financial viability appraisals should be accompanied by:</p> <ul style="list-style-type: none"> <li>• an executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader; and</li> <li>• a fully testable and editable electronic/software model which explicitly shows the calculations and assumptions used in the planning application.</li> </ul> <p>Applicants should meet the cost of reviewing financial viability appraisals, or provide a solicitor's undertaking to pay, for an application requiring a financial viability appraisal to be validated. Further details are provided in the Development Viability SPD:  <a href="http://www.southwark.gov.uk/info/200151/supplementary_planning_documents_and_guidance">http://www.southwark.gov.uk/info/200151/supplementary_planning_documents_and_guidance</a></p>
<p>Planning obligations – Draft Head(s) of Terms</p>	<p>Required where, in accordance with the Southwark Plan, the scale of the proposed development requires the provision of planning benefits. Provide the level of contribution(s) offered under each head(s) of terms.</p>
<p>Planning Statement</p>	<p>Required.</p>
<p>Air quality assessment</p>	<p>Required for all major applications adjoining classified roads and roads within preferred industrial locations and major applications with pollution sources such as combined heat and power (CHP) plants or biomass boilers. This should include mitigation of the air quality impacts of the construction process. Refer to the <a href="#">Mayor's Sustainable Design and Construction SPG</a> and <a href="#">Mayor's Control of Dust and Emissions SPG</a> for further guidance, including details of the 'air quality neutral' emission benchmarks for buildings and transport.</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 all 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: <a href="http://www.southwark.gov.uk/downloads/download/4402/further_guidance_on_biodiversity_surveys_and_reports">http://www.southwark.gov.uk/downloads/download/4402/further_guidance_on_biodiversity_surveys_and_reports</a></p>
<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>
<p>Flood Risk assessment</p>	<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 <a href="http://www.southwark.gov.uk/info/200448/flood_risk_management">http://www.southwark.gov.uk/info/200448/flood_risk_management</a> and <a href="http://www.environment-agency.gov.uk/research/planning">http://www.environment-agency.gov.uk/research/planning</a></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  <a href="http://maps.southwark.gov.uk/connect/index.jsp?tooltip=yes">http://maps.southwark.gov.uk/connect/index.jsp?tooltip=yes</a> 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 <a href="http://www.archaeologists.net/codes/ifa">http://www.archaeologists.net/codes/ifa</a></p>
<p>Heritage Statement</p>	<p>Required for all developments within conservation areas  <a href="http://maps.southwark.gov.uk/connect/index.jsp?tooltip=yes">http://maps.southwark.gov.uk/connect/index.jsp?tooltip=yes</a> 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). See further guidance <a href="http://www.southwark.gov.uk/downloads/download/4404/further_guidance_on_heritage_statements">http://www.southwark.gov.uk/downloads/download/4404/further_guidance_on_heritage_statements</a></p> <p>Development or alterations to a listed building will require listed building consent.</p>
<p>Land contamination assessment</p>	<p>Required for all development on brown field sites or where the site is known to be contaminated. See further guidance:  <a href="http://www.southwark.gov.uk/downloads/download/4405/further_guidance_on_land_contamination_assessments">http://www.southwark.gov.uk/downloads/download/4405/further_guidance_on_land_contamination_assessments</a></p>
<p>Landscaping details</p>	<p>Required for all major applications where landscaping is not a reserved matter. Landscape details should show the design and layout of all outdoor areas within the curtilage of the development. See further guidance:  <a href="http://www.southwark.gov.uk/downloads/download/4406/further_guidance_on_landscaping_details">http://www.southwark.gov.uk/downloads/download/4406/further_guidance_on_landscaping_details</a></p>



<p>Tree survey/Arboricultural Impacts Assessment</p>	<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 &amp; BS:8545 and <a href="#">Trees and Design Action Group (TDAG) guidance</a>. See further guidance: <a href="http://www.southwark.gov.uk/downloads/download/4407/further_guidance_on_tree_surveyarboricultural_impacts_assessments">http://www.southwark.gov.uk/downloads/download/4407/further_guidance_on_tree_surveyarboricultural_impacts_assessments</a></p>
<p>Lighting assessment</p>	<p>Required for all development where external lighting is proposed or where the proposal involves areas of public access. Refer to <a href="#">Institution of Lighting Professionals guidance for the reduction of obtrusive light</a>. See further guidance: <a href="http://www.southwark.gov.uk/downloads/download/4408/further_guidance_on_lighting_assessments">http://www.southwark.gov.uk/downloads/download/4408/further_guidance_on_lighting_assessments</a></p>
<p>A 3D Massing Model in FBX file format (2013-2016)</p>	<p>3D Modelling is required for all majors and strategic applications. The model is intended for the evaluation of massing and therefore does not need to be a large-set BIM model with full structural or internal information. The file should be less than 128mb, and all objects should be grouped onto one layer.</p> <p>The model should be geo-located in OSGB space. If the application you have used does not geo-locate in OSGB or you have any issues, please zero the model instead. When you submit a model, please ensure you also include the OSGB geolocation coordinates and AOD height, the modelling package used to create the file alongside the scale it was created in.</p>
<p>Noise impact assessment</p>	<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: <a href="http://www.southwark.gov.uk/downloads/download/4409/further_guidance_on_noise_impact_assessment">http://www.southwark.gov.uk/downloads/download/4409/further_guidance_on_noise_impact_assessment</a></p>

Photographs, Photomontages and Contextual Drawings	Required for all major applications.
Statement of Community Involvement	<p>Required for all large-scale major applications where consultation with the local community is required before the submission of an application is necessary in accordance with the council's <a href="#">Statement of Community Involvement</a>.</p> <p>This should provide full details of community</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	The proforma is required to accompany Sustainable Drainage Strategies submitted with planning applications. The proforma can be accessed <a href="#">here</a> .
Old Kent Road Schedule of Development form	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 <a href="#">here</a> .

<p>Transport assessment</p>	<p>Transport assessments, including a Travel Plan and parking provision statement, are required for all major applications. This should include consideration of sustainable modes of transport in accordance with the London Plan and NPPF. This assessment should be supported by a parking survey where the following criteria apply:</p> <ul style="list-style-type: none"> <li>• Developments in areas with a low PTAL and not covered by a CPZ.</li> <li>• Developments surrounding stations and not covered by a CPZ.</li> <li>• Developments within areas not covered by a CPZ and within a close proximity to Town Centres.</li> </ul> <p>All parking surveys should be conducted in line with the <a href="#">Lambeth Parking Survey Methodology</a>. See further guidance: <a href="http://www.southwark.gov.uk/downloads/download/4410/further_guidance_on_transport_assessments">http://www.southwark.gov.uk/downloads/download/4410/further_guidance_on_transport_assessments</a></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: <a href="http://www.southwark.gov.uk/downloads/download/4411/further_guidance_on_ventilationextraction_statements">http://www.southwark.gov.uk/downloads/download/4411/further_guidance_on_ventilationextraction_statements</a></p>
<p>Energy Statement and BREEAM pre-assessment</p>	<p>Required for all applications for major developments to provide an assessment of how they will contribute towards energy and carbon reduction targets. The energy assessment should be produced in accordance with the <a href="#">GLA's guidance on preparing energy assessments</a>. It should include a BREEAM pre-assessment where a BREEAM "Excellent" rating is required, and dynamic thermal modeling where there is a risk of overheating (e.g. single aspect south- or west-facing homes).</p>

<p>Townscape visual impact assessment</p>	<p>Required for all those schemes impacting on the London View Management Framework and local views (including views to and from listed assets and conservation areas; and views in, out and across World Heritage Sites). See further guidance:  <a href="http://www.southwark.gov.uk/downloads/download/4412/further_guidance_on_townscape_visual_impact_assessments">http://www.southwark.gov.uk/downloads/download/4412/further_guidance_on_townscape_visual_impact_assessments</a></p>
<p>Construction Environment Management Plan</p>	<p>Required for all developments providing over 500 homes or more than 25,000 sqm of floorspace to demonstrate how negative impacts of the construction process on the amenity of neighbouring occupiers and the environment will be managed and mitigated. Details should be included of how on-site impacts will be managed during the demolition/construction phase (particularly on homes, other sensitive uses and biodiversity), including traffic management, dust, noise, vibration and stability. For further guidance please refer to Southwark's <a href="#">Environmental Code of Construction Practice</a> and <a href="#">Sustainable Design and Construction SPD</a>; and the <a href="#">Mayor's Control of Dust and Emissions SPG</a>.</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>Town centre impact assessment</p>	<p>Developments for town centre uses located outside town and local centres must comply with the sequential test. Applications for retail, leisure and office development outside of town centres, which are not in accordance with an up-to-date Local Plan, are required to provide an impact assessment where the development has a floorspace of 2,500 sq m or more and demonstrate that they would not harm the vitality and viability of centres or planned investment in centres (in accordance with the NPPF). The <a href="#">NPPG</a> provides further guidance.</p>
<p>Servicing and refuse management plan</p>	<p>Required for all major applications. This should include details of sufficient capacity for waste and recycling storage (within the development's curtilage), accessibility for waste vehicles and other servicing traffic, and measures to mitigate fire risks and amenity impacts (e.g. noise, odour, pests). For further guidance see Southwark's <a href="#">Sustainable Design and Construction SPD</a>.</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 <a href="mailto:HMU2@pla.co.uk">HMU2@pla.co.uk</a></p>
<p>Sport and leisure facilities assessment</p>	<p>Required where existing sports and leisure facilities are proposed to be redeveloped for a different use. The assessment must take into account the local need for open space, sports and recreation facilities and opportunities for new provision. The <a href="#">Playing Pitch Strategy</a> provides an up to date analysis of supply and demand for playing pitches in the borough. See further guidance: <a href="https://www.sportengland.org/media/3599/20140722-anog-published.pdf">https://www.sportengland.org/media/3599/20140722-anog-published.pdf</a></p>

Proposed additional local 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 <a href="http://www.southwark.gov.uk/downloads/download/4413/further_guidance_on_basement_impact_assessments">http://www.southwark.gov.uk/downloads/download/4413/further_guidance_on_basement_impact_assessments</a>
Health impact assessment (future requirement when New Southwark Plan is adopted)	Major developments providing over 500 homes or more than 25,000 sqm of floorspace will be required to submit a Health Impact Assessment. Guidance on HIAs is provided by the London Healthy Urban Development Unit: <a href="http://www.healthyurbandevelopment.nhs.uk/our-services/delivering-healthy-urban-development/health-impact-assessment">www.healthyurbandevelopment.nhs.uk/our-services/delivering-healthy-urban-development/health-impact-assessment</a>
Marketing statement (future requirement when New Southwark Plan is adopted)	Required if there is a marketing requirement in the applicable policies. See further guidance: <a href="http://www.southwark.gov.uk/downloads/download/4414/further_guidance_on_marketing_statements">http://www.southwark.gov.uk/downloads/download/4414/further_guidance_on_marketing_statements</a>
Microclimate assessment (future requirement when New Southwark Plan is adopted)	Required for all tall buildings over 30m. The requirements will be specific to the scheme in question but are likely to include overshadowing and wind assessments. The aim will be to determine the potential for unsafe and/or unpleasant conditions in internal and external environments and to identify mitigation measures where required.  The overshadowing analysis can be presented as part of the daylight/sunlight assessment where this is also required.

Town centre impact assessment (amended future requirement when New Southwark	Developments for town centre uses located outside town and local centres must comply with the sequential test. Large developments, over 1,000sqm (gross), should provide an impact assessment and demonstrate that they would not harm the vitality and viability of centres or planned investment in centres.
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Last updated: 9 November 2020