

VALIDATION CHECKLIST – CERTIFICATE OF LAWFULNESS FOR LISTED BUILDINGS	
<p>The following information 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 <a href="#">Planning Portal</a>. 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.</p>	
Requirements	Guidance Notes
Completed application form	Application form must be completed in full, signed and dated. The description of the development must accurately reflect all aspects of the proposal requiring consent.
A plan which identifies the listed building to which the application relates drawn to an identified scale showing the direction of North.	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>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. 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>
A detailed schedule of the works proposed and a statement setting out why they would not affect the special architectural or historic interest of the listed building and therefore do not require Listed Building Consent.	
<p>A copy of other plans, drawings, annotated photographs 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 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>
Details of listed building including the published Listing Description	This information can be found on the Southwark website at: <a href="#">Conservation Maps of Southwark</a> or on in the National Heritage List for England, which is available on Historic England's website at: <a href="http://www.historicengland.org.uk/listing/the-list">http://www.historicengland.org.uk/listing/the-list</a>
The appropriate fee	<p>Required (see section 8 of guidance note – planning fees):</p> <p><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></p> <p>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>

PLEASE NOTE applications for Certificates of Lawfulness of Proposed Works cannot be submitted in respect of works which have already been carried out.