

VALIDATION CHECKLIST - APPLICATION FOR LISTED BUILDING CONSENT

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 consent.</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.	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"> • 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 	<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>

<ul style="list-style-type: none"> • Agricultural Holdings Certificate 	
<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.</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>
<p>The appropriate fee</p>	<p>Free</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>
<p>Local List of Requirements</p>	
<p>Requirements</p>	<p>Guidance Notes</p>
<p>Heritage Statement</p>	<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</p> <p>See further guidance: https://www.southwark.gov.uk/assets/attach/1333/FURTHER_GUIDANCE_ON_HERITAGE_STATEMENTS.pdf</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 & BS:8545 and Trees and Design Action Group (TDAG) guidance.</p> <p>See further guidance https://www.southwark.gov.uk/assets/attach/1341/FURTHER_GUIDANCE_ON_TREE_SURVEY_ARBORICULTURAL_IMPACTS.pdf</p>

Photographs and Photomontages	May be required for all applications affecting the setting, character or appearance of a listed building or conservation area.
Structural Sruvey	<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>

Last updated: 9 November 2020