

VALIDATION CHECKLIST - APPLICATION FOR OUTLINE PLANNING PERMISSION WITH SOME MATTERS RESERVED	
<p>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 <a href="#">Planning Portal</a>. 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.</p>	
National List of Requirements	
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 outline planning permission.
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"> <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>
A copy of other plans and drawings or information necessary to describe the subject of the application including: <ul style="list-style-type: none"> <li>• Block plan of the site (e.g. at a scale of 1:100 or 1:200)</li> </ul>	Where layout and/or scale are a reserved matter, the basic details of scale and layout are no longer required.
The appropriate fee	Required (see section 10 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.
Design and Access Statement	May be 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.
Environmental Statement	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. A screening opinion can be requested from the council before submitting the application to determine if an EIA is required.
Local List of Requirements	
Requirements	Guidance Notes
For major applications please provide a design code and refer to local list requirements	Required
For minor applications please refer to local list requirements	Required