

VALIDATION CHECKLIST: APPLICATION FOR PRIOR NOTIFICATION – PROPOSED DEMOLITION

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. Our guidance note provides more details on the kind of information that needs to be submitted for the matters referred to in the list.

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.
A statement that the applicant has displayed a site notice in accordance with A.2 (b)(iii) of Part 31 of Schedule 2 of the General Permitted Development Order 1995 (as amended)	Required
The appropriate fee	Required (see section 9 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.

Local List of Requirements

Requirements	Guidance Notes
A plan which identifies the land to which the application relates drawn to an identified scale showing the direction of North.	Required 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
Biodiversity survey and report	Required where proposal may have an impact on wildlife and biodiversity, especially where protected species may be affected.
Photographs/Photomontages	May be required in support of demolition of an existing building
Tree survey/Arboricultural Impacts Assessment	May be required if proposal is likely to affect trees within the application site or on land adjacent to the site.
Demolition Method Statement	Required