

VALIDATION CHECKLIST – APPLICATION FOR PRIOR NOTIFICATION IN CONNECTION WITH PERMITTED DEVELOPMENT FOR CHANGE OF USE (Change of use of a Building and any Land within its curtilage to use as a State-Funded School)

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](http://www.planningportal.gov.uk/planning/applications/paperforms#app). Application forms can be found via the following link: <http://www.planningportal.gov.uk/planning/applications/paperforms#app> 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
Written description of the proposed development	Required
A plan indicating the site and showing the proposed development	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
The Developer's contact details, including email address if the developer is content to receive communication electronically.	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
Land contamination assessment	May be required if application site is known to be or is suspected of being contaminated.
Noise impact assessment	Acoustic report may be required for developments that could affect noise sensitive properties.
Transport assessment	May be required if proposal is likely to have significant transport implications.
Equalities statement	<p>The equalities statement should:</p> <ul style="list-style-type: none"> • detail the potential equalities impacts that would result from the change of use. • identify where impacts are positive, negative and neutral • provide mitigation or justification if the impact is negative <p>The statement and assessment of equalities impacts should be proportionate to the type, use class and scale of the proposed development.</p> <p>Particular regard must be had to amenity and access, as these could have specific equalities impacts.</p>