

VALIDATION CHECKLIST: APPLICATION FOR REMOVAL OR VARIATION OF A CONDITION FOLLOWING GRANT OF PLANNING PERMISSION (Section 73 of the Town and Country Planning Act)	
<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. Please provide 2 copies of hard documents or 1 copy of hard documents and a CD unless where the application is submitted electronically. 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. We will automatically declare your application invalid if we cannot justify the need for the information. Our guidance note provides more details on the kind of information that needs to be submitted for the matters referred to in the list.</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 consent.
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 ▪ Agricultural Holdings Certificate 	<p>Required</p> <p>You must complete and submit only one of these certificates 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>
The appropriate fee	Required (see section 13 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
Relevant information to support the application	Required
Community Infrastructure Levy (CIL)	<p>The CIL Additional Information Requirement Form accompanied by a completed CIL Calculator is required to be submitted with all applications for:</p> <ol style="list-style-type: none"> i) full/outline planning permission, including householder applications with new build of 100sqm (GIA) proposed; ii) full/outline planning permission, consisting of at least one dwelling; iii) the last reserved matters following an outline planning permission; and iv) applications for lawful development certificates. <p>In addition, where a planning permission is phased, a separate set of CIL Additional Information Requirement Forms and CIL Calculator results are required to be submitted for EACH named phase, with supporting Area Schedule in GIA.</p> <p>NOTE: Although not a validation requirement, it is also advisable to submit the CIL Assumption of Liability Form and any claims for Exemptions/Relief at this stage to avoid delays later in the process.</p> <p>In order to calculate the potential CIL charges payable to Southwark Council, a Community Infrastructure Levy (CIL) Calculator is available. The Planning Portal provides guidance on completing the forms and calculating floorspace. A general guide to CIL in Southwark Council is also available on the website</p>