

## VALIDATION CHECKLIST: APPLICATION FOR FULL PLANNING PERMISSION – CHANGE OF USE (1-9 dwellings, commercial up to 999sqm and other minor developments)

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 for every application

The following documents must be submitted with every change of use application.

Requirements	Guidance
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 planning permission.</p> <p>The application form must include data required by the Greater London Authority Data Standard. Refer to: <a href="https://www.london.gov.uk/sites/default/files/planning_london_data_hub_questions.pdf">https://www.london.gov.uk/sites/default/files/planning_london_data_hub_questions.pdf</a></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.
<ul style="list-style-type: none"> <li>- The completed ownership certificate (A, B, C or D) as appropriate</li> <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> <p>Agricultural Holdings Certificate</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>
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> <li>- Existing and proposed elevations (e.g. at a</li> </ul>	<p>All submitted plans and drawings must have written dimensions. A scale bar for the scale of all plans must be shown. The scale shown on the submitted plan(s) must 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>scale of 1:50 or 1:100)</p> <ul style="list-style-type: none"> <li>- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)</li> <li>- Roof plans (e.g. at a scale of 1:50 or 1:100)</li> </ul>	
The appropriate fee	<p>Required. Refer to <a href="#">Fees for planning applications</a>.</p> <p>You can make a payment by debit or credit card.</p>
Design and Access Statement	<p>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.</p>

### Local list of requirements

**All applications must include a Planning Statement.** The Planning Statement must:

- Clearly describe the existing use
- Clearly describe the proposed use and explain how the proposed use would operate
- Include an assessment of how the proposed change of use complies with relevant national, regional and local planning policies
- Include all other information that you feel is relevant in supporting the change of use (material considerations).

**All relevant assessments from the list below should be included within the Planning Statement.**

Required document	Guidance
Flood risk assessment	<p>All changes of use in Flood Zones 2 and 3, for sites of more than 1ha in Zone 1 and for major developments in Critical Drainage Areas for surface water flooding.</p> <p>Check whether the development is located within a flood zone using <a href="#">Southwark Maps</a>.</p> <p>Refer to: <a href="#">Southwark Flood Risk Management</a> and the <a href="#">Environment Agency guidance</a> to understand whether an assessment is required, and how to carry out an assessment.</p>
Foul sewage and utilities assessment	<p>All changes of use where the proposed development involves connection to foul and storm water sewers.</p>

Marketing statement	<p>Required where there is a proposed change of use from an A class use to any other class on a protected shopping frontage.</p> <p>Marketing evidence requires demonstration of an active marketing campaign for a continuous period of at least 18 months, whilst the premises were vacant, which has shown to be unsuccessful.</p> <p>Check whether the development is located on a protected shopping frontage using <a href="#">Southwark Maps</a>.</p> <p>Refer to: <a href="#">Further guidance on marketing statements</a></p>
Noise impact assessment	<p>Required for all noise sensitive developments that adjoin or are likely to be affected by an existing source of noise including changes of use within E class (previously <b>A3, A4 and A5 use classes</b>). <b>This may also relate to changes of use to D2 use class (gyms and music venues).</b></p> <p>Required where the change of use involves the installation of any plant or equipment or the carrying out of any operations, activity or use that may adversely affect adjoining or nearby noise sensitive properties.</p> <p>Refer to: <a href="#">Further guidance on noise impact assessments</a></p>
Transport assessment	<p>Required for applications where the proposed development is likely to have significant transport implications. Transport assessments should assess onsite car parking and cycle parking.</p> <p><b>This assessment will also be required where servicing will be required to support the change of use.</b></p> <p>The Council will advise on the level of detail required and the need for a parking survey.</p> <p>Refer to: <a href="#">Further guidance on transport assessments</a></p>
Sport and leisure facilities assessment	<p>Required for changes of use from existing sports and leisure facilities (previously <b>D2 use class</b>) to a different use.</p> <p>The assessment must take into account the local need for open space, sports and recreation facilities and opportunities for new provision. The <a href="#">Playing Pitch Strategy</a> provides an up to date analysis of supply and demand for playing pitches in the borough.</p> <p>See further guidance: <a href="https://www.sportengland.org/media/3599/20140722-anog-published.pdf">https://www.sportengland.org/media/3599/20140722-anog-published.pdf</a></p>
Ventilation/Extraction Statement	<p>Required for all applications for non-residential use where ventilation or extraction equipment is proposed or will be required e.g. E class use (previously <b>A3, A4 or A5 use.</b>)</p> <p>Details on the position and design of ventilation and extraction equipment, including odour abatement techniques and acoustic noise characteristics are required.</p> <p>Refer to: <a href="#">Further guidance on ventilation/extraction statements</a></p>

Other supporting evidence (material considerations)	Required to support the proposed change of use. Refer to: <a href="#">Further guidance on material considerations.</a>
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Last updated: 9 November 2020