London Borough of Lewisham Validation Checklist: Householder Application for Planning Permission

The following tables set out what information **must** be submitted with your application to be made valid and what information may be required. If an application is submitted without meeting these requirements it will not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.

NB – The information requirements in the tables do not limit the Council's ability to request additional information in the event that it is found to be necessary during the application's determination period.

Duty Planner Service

The Council offers a duty planner service through which you can discuss your proposals, including validation requirements, with a planning officer and receive written advice prior to the submission of an application. Further details can be found on our website here.

Example submission

An example of a good quality submission for a single storey rear extension can be viewed on our website here.

July 2022

National List of Requirements

No.	Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
1.	*Appropriate Fee*	All applications	Payment must be made online at time of submission through the Planning Portal. In specific circumstances a fee exemption may apply, and this will be assessed in accordance with the regulations	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)
2.	*Completed application form (*including ownership certificate)	All applications	The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal requiring planning permission. In terms of ownership, please note that if (where relevant) the declaration on the application form is dated more than 21 days after the date on which notice was served on the owners, the application will be made invalid.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
3.	*Site Location Plan*	All applications	The site location plan must: • be at a scale of 1:1250 or 1:2500 (or larger if appropriate) • include a scale bar • show sufficient roads and buildings adjacent to the application site to identify it exactly • show the direction of North • show the boundaries of the application site edged in red (including sufficient land to carry out the development i.e. access, landscaping, visibility splays and parking) • show any other land within the applicant's control edged in blue	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
4.	*Relevant Plans and Drawings*	All applications	Plans and drawings that are required: • Block Plans: existing and proposed at 1:500 scale • Floor Plans: existing and proposed, including roof plans, at 1:50 or 1:100 scale • Elevations: existing and proposed at 1:50 or 1:100 scale • Sections: showing finished floor and site levels at 1:50 or 1:100 scale • Street elevations: showing proposal in relation to the existing streetscene at 1:50 or 1:100 Site sections: showing the proposal in relation to adjoining buildings where appropriate. • Landscape plan: showing the treatment of all spaces within the site not covered by buildings • Site survey with datum points and contours. All plans and drawings must: • Include a scale bar showing a length of 1metre and 10 metres • Show the direction north	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

No.	Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
5.	Fire Statement	Where relevant (see flow chart below)	Legislation requires that a Fire Statement is to be submitted with an application for planning permission where: "*A building which satisfies the height condition in paragraph (3) and contains— (a) two or more dwellings; or (b) educational accommodation.* *(3) The height condition is that— (a) the building is 18 metres or more in height; or (b) the building contains 7 or more storeys.*" The Fire Statement in these circumstances must be provided using the Government's Fire Statement Form.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Relevant NPPG on fire statements

Local List of Requirements

No.	Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance basis
6.	*Archaeological Assessment*	Applications in Archaeological Priority Areas that propose new or extended basements. **How do I find out if I am in an APA?** Search for your property here: Local Plan Proposals Map Adopted July 2015" (carto-gold.co.uk) and click on Query Map to Search by Polygon **Who can prepare an Archaeological Assessment for me?** You can find out more about Desk Based Archaeological Assessments on the website of the Chartered Institute for Archaeologists, under "Standards and Guidance".	A desk based archaeological assessment is required at a minimum to understand the likelihood of the discovery or destruction of non-designated heritage assets of archeological interest. If there is any uncertainty as to the level of information required it is recommended the applicant liaises with the Greater London Archaeological Advisory Service (GLAAS) prior to the submission of an application. GLAAS are the Council's consultee on Archaeological Matters.	London Plan (March 2021) Policy HC1 Heritage Conservation and Growth NPPF paragraphs relating to heritage assets. Relevant NPPG on the historic environment GLAAS's website.
7.	*Completed CIL form*	All Applications	A completed CIL form must be provided at application stage with accurate floorspace calculations.	The Community Infrastructure Levy Regulations 2010 (as amended) The form available on the Planning Portal. The charging schedule and rate information available on the Council's website. Relevant NPPG on CIL
8.	*Flood Risk Assessment Form*	All proposals located in Flood Zone 2 or 3 or subject to Surface Water Flood Risk as designated by the Environment Agency. **How do I find out if I am in Flood Zone 2 or 3 or am in an area subject to Surface Water Flood Risk?** Search for your property using your postcode on 'Check the long term flood risk for an area in England'.	The Flood Risk Assessment should be provided on the standard environment agency form.	London Plan (March 2021) Policy SI 12 Flood risk management Relevant local Development Plan Policy. NPPF paragraphs relating to flood risk Relevant NPPG on Flood Risk (excluding thresholds for submission at planning application stage)

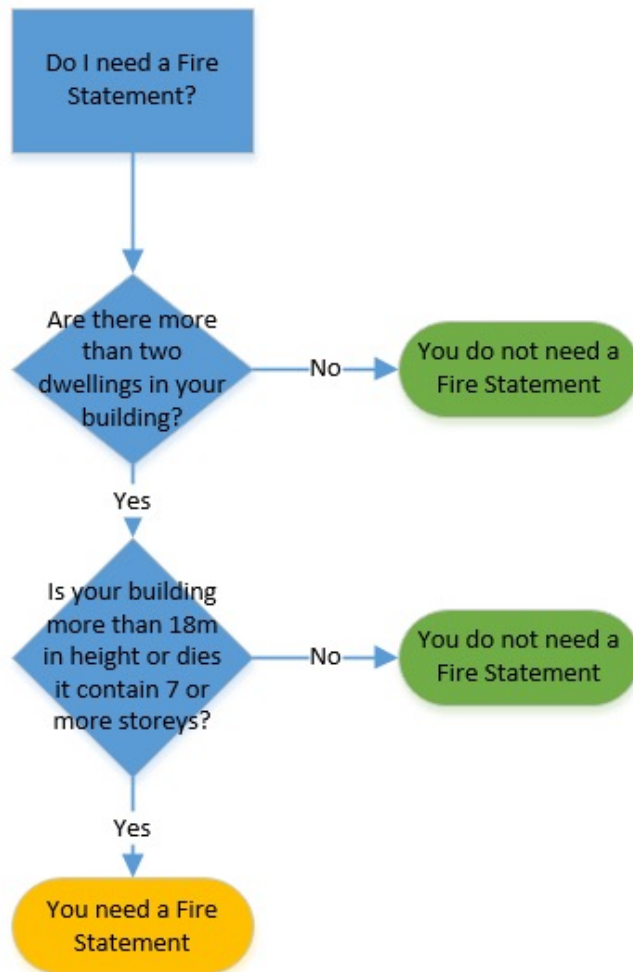| No.	Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance basis
9.	*Heritage Statement*	Proposals that are within or in the setting of Conservation Areas; Propose alterations to a listed building or non-designated heritage asset. **How do I find out if I am in a Conservation Area?** Search for your property here: Local Plan Proposals Map Adopted July 2015" (cartogold.co.uk) and click on Query Map to Search by Polygon	The heritage statement should: • describe the significance of any heritage assets affected, including any contribution made by their setting. • demonstrate how this has informed the development of the proposals. • Identify the level of harm (if any) to the significance of the heritage asset The level of detail should be proportionate to the asset's importance and sufficient to understand the potential impact of the proposal on that significance. Whether a proposal is considered to be within the setting of Listed Building or Conservation Area or is considered to be a non-designated heritage asset would be discussed as part of pre-application engagement with officers. Listed Building Consent will also be required for any works to a listed building.	London Plan (March 2021) Policy HC1 Heritage Conservation and Growth Relevant local Development Plan Policy The NPPF paragraphs relating to the Historic Environment NPPG on the Historic Environment Lewisham's guidance on writing heritage statements
10.	*Materials and Architectural Details*	All applications that involve operational development	Details of materials, specification and colour, set out on proposed plans.	London Plan (March 2021) Policy D3 Optimising site capacity through the design-led approach Relevant local Development Plan Policy. The NPPF paragraphs relating to design
11.	*Structural Survey*	All applications that involve substantial alterations to a Listed building or Non Designated Heritage Asset	The survey shall describe, explain and illustrate: • the current condition of the property, • the structural problems, • the options for and cost of repair of the building, • a methodology for undertaking the proposed demolition works. • An statement demonstrating how harm to the historic fabric of the building will be minimised as a result of the proposed works. The survey shall be prepared by a suitably qualified professional, experienced in working with heritage buildings (or other if not heritage related).	London Plan (March 2021) Policy HC1 Heritage Conservation and Growth Relevant local Development Plan Policy The NPPF paragraphs relating to the Historic Environment NPPG on the Historic Environment

No.	Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance basis
12.	Tree Survey (TS), Aboricultural Method Statement (AMS) and Arboricultural Impact Assessment (AIA and Tree Protection Plan (TPP)	All applications where trees have the potential to be impacted (see flow chart below)	The documents and plans ensure that trees are protected and any proposed tree loss appropriately mitigated. The tree survey is an appraisal of the pre-construction arboricultural situation that includes an assessment of tree quality. The arboricultural impact assessment (AIA) is required to quantify and suggest solutions to minimise the impacts to trees. It includes a tree retention/removal plan (finalized) If the impacts identified require tree protection or identify special working methods within the root protection area of retained trees, an arboricultural method statement (AMS) and tree protection plan to BS 5837:2012 are also required	London Plan (March 2021) Policy G1 Green infrastructure London Plan (March 2021) Policy G5 Urban greening London Plan (March 2021) Policy G7 Trees and woodlands Relevant local Development Plan Policy. NPPF paragraphs relating to trees Relevant British Standards relating to the Assessment and Statement required.

Guidance on writing the description of development – some examples below:

Typical examples as follows:

- Construction of a rear extension at [insert address and postcode]
- Construction of a rear roof extension at [insert address and postcode]
- Construction of an outbuilding to the rear of [insert address and postcode]
- Construction of a rear extension, rear roof extension and two rooflights to the front roofslope of [insert address and postcode]
- Construction of a vehicular crossover at [insert address and postcode]

5. Fire Statement flow chart:

Do I need a Fire Statement?

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Are there more than two dwellings in your building? —No→ You do not need a Fire Statement

Yes ↓

Is your building more than 18m in height or dies it contain 7 or more storeys? —No→ You do not need a Fire Statement

Yes ↓

You need a Fire Statement

12. Tree Survey (TS), Aboricultural Method Statement (AMS) and Arboricultural Impact Assessment (AIA and Tree Protection Plan (TPP) flow chart:

Do I need a Tree Survey etc?

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Do you have tree(s) on or near your application site? —No→ You do not need a TS and AIA

Yes ↓

Has the AIA identified any impact on the tree(s)? —No→ You only need a TS and AIA

Yes ↓

You need a TS, AIA, AMS and TPP