

LEWISHAM VALIDATION CHECKLIST – PRIOR NOTIFICATION OF 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. We encourage you to submit your application online using the Planning Portal. If you choose to post it, please provide 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. If an application is submitted without meeting these requirements, it will not be validated and will be returned to you. The guidance below provides more details on the kind of information that needs to be submitted for the matters referred to in the list.

NB - This local list does not limit the council's ability to request additional information in the event that further issues arise during the determination period.

Pre-application Service

The Council offers a Pre-application Service through which you can discuss your proposals with a planning officer and receive advice on the validation requirements for your application. Further details can be found on our website:

<https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/get-planning-advice/Pages/default.aspx>

National List of Requirements

<i>Completed application form or written description of proposed development</i>	The standard form must be completed in full, signed and dated or a clear written description of the proposed development provided. The description of the development must accurately reflect all aspects of the proposal.
<i>Statement that the applicant has displayed a site notice in accordance with B.2 (b)(iv) of Part 11 of Schedule 2 of the General Permitted Development Order 2015 (as amended)</i>	Evidence must be provided that notice has been served in the format required by the GPDO.
<i>The appropriate fee</i>	Please follow this link which sets out the fee structure and guidance on exempt applications: https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/Download-forms/Pages/default.aspx Each application must have a separate fee, we do not accept one fee for several applications at different addresses. If you are submitting your application through the Planning Portal or another on-line application submission service, you can pay online at the same time. However, if you submitting an application directly to

	<p>us, via email or post, you can make a payment by debit or credit card over the telephone by calling us on 020 8314 7400 between 9:00 and 17:00, Monday to Friday. Alternatively, we can contact you for payment if you endorse either panel 1 or 2 of the application form (depending on who we should contact for payment) with "Card Payment required". Please also ensure the correct contact telephone number has been entered on the form. We will then telephone you to collect payment.</p> <p>You can pay with most debit or credit cards, except Diners Club and American Express. We no longer accept cheques, unless this has been pre-agreed with us.</p>
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Local List of Requirements

<p><i>Site location plan</i></p>	<p>The site location plan must:</p> <ul style="list-style-type: none"> • be at a scale of 1:1250 or 1:2500 (or larger if appropriate) • 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
<p><i>Demolition method statement</i></p>	<p><u>When required</u> All applications</p> <p><u>Minimum requirements</u> A method statement detailing:</p> <ul style="list-style-type: none"> • what the works comprise of • how the building(s) would be demolished • the proposed hours of working <p><u>Guidance</u> When an application for Prior Notification of the Method of Demolition is made, the submission will need to explain what works would be included (i.e. are the works taking structures down to ground level or do they involve breaking the ground floor slab) and details of how buildings would be demolished, explaining the type of machinery etc. If prior approval is required, the details that are necessary to ensure that the works are carried out in an acceptable manner will need to be provided with the submission and cannot be subject to condition. Measures to control the environmental (noise, air quality, land contamination etc) and construction traffic impacts will need to be fully detailed.</p>