

LEWISHAM VALIDATION CHECKLIST APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE (EXISTING)

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, and are considered to be a material consideration in the determination of the application.

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</i>	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.
<i>Site location plan</i>	The site location plan must: <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
<i>Evidence to verify the subject of the application</i>	<p><u>When required</u> All applications.</p> <p><u>Minimum requirements</u> Detailed documentation required to substantiate that the existing use or operational development is lawful.</p>

	Such evidence may include utility bills, tenancy agreements, Council Tax bills, valuation records, building material receipts, telephone bills, statutory declarations, photographs, sworn affidavits signed by individuals with personal knowledge of the premises to confirm the longevity of the use or when the operational development was completed.
<i>The appropriate fee</i>	<p>Please follow this link which sets out the fee structure and guidance on exempt applications:</p> <p>https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/Download-forms/Pages/default.aspx</p> <p>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 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>

Local List of Requirements

<i>CIL – Additional Information Requirement Form</i>	<p><u>When required</u> All applications</p> <p><u>Minimum requirements</u> Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application Additional Information Requirement form: http://www.planningportal.gov.uk/uploads/1app/forms/cil_questions.pdf</p> <p><u>Guidance</u> This is required to calculate CIL in line with CIL regulations for the Mayor of London's CIL and local CIL.</p>
<i>Plans and drawings or information necessary to</i>	<p><u>When required</u> All applications relating to operational development or change of use.</p>

describe the subject of the application

Minimum requirements

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

General plan requirements

All submitted plans and drawings must:

- include a title and drawing number (with the relevant revision number as necessary)
- show the direction of north
- be drawn to an identified metric scale (e.g. 1:50, 1:100, 1:200)
- include key written dimensions and a scale bar showing a length of 1metre and 10 metres
- state at which paper size the scale applies e.g. scale 1:200 at A3
- show the proposed development in relation to the site boundaries and other existing buildings on the site
- show the proposed and existing situation on separate drawings.

The scale bar, written dimensions and paper size are 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.

Applications proposing roof extensions to dwellinghouses should include a calculation of the increased roof volume arising from the proposals.

Block Plans must show at least the properties on either side and to the rear as well as existing and proposed features e.g. roads, parking areas (including wheelchair parking), footpaths, any existing rivers, landscaping (including the extent and type of hard surfacing), boundary treatments including walls and fences where proposed, trees, buildings and other structures (e.g. cycle and refuse stores).

Floorplans must indicate the position and size of wheelchair units proposed.

Elevations must include any pipework, drainage, vents etc proposed.

Levels shown on section drawings must relate to a fixed datum point off site.

Applications for change of use will need to be accompanied by floor plans where it is necessary to indicate the extent of the use and its relationship to adjacent development, for example, where it is proposed to change the use of part of a floor or building.

	<p>We recommend grouping together plans by type within multi page pdf documents (e.g. existing plans together, or proposed plans and elevations together).</p>
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Applicants are encouraged to provide a list of submitted drawings and documents to assist in the validation process.

Guidance on description of development:

Certificate of Lawfulness (Existing) for

...the retention of two self-contained flats at X address.

...the continued use of X address as X use.

...the retention of a single storey rear extension at X address.