

LEWISHAM CHECKLIST FOR A MINOR MATERIAL AMENDMENT TO A PLANNING PERMISSION (Section 73 of the Town and Country Planning Act as amended)

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 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. 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/pre-application-advice-and-PPA/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 advertisement consent.
<i>Certificates and Agricultural Land Declaration</i>	<p>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</p> <p>You must complete and submit only one certificate (A, B, C or D) with your application. Please note, that if the pavement in front of the site is included in the red line, you should complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.</p> <p>Please note that if the declaration on the application form is dated more than 21 days after the date on which notice was served on other owners, the application will be invalid.</p>

	<p>Guidance on how to fill out these forms can be found at the Planning Portal web site www.planningportal.gov.uk</p>
<i>Site location plan</i>	<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 <p>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)</p> <ul style="list-style-type: none"> • show any other land within the applicant's control edged in blue
<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. Debit card payments are free, but there is a 1.9% surcharge for credit card payments until 8 January 2018, after which card charges will be abolished. We no longer accept cheques, unless this has been pre-agreed with us.</p>

Local List of Requirements

<p><i>A copy of other plans and drawings or information necessary to describe the subject of the application including:</i></p>	<p><u>When required</u> All applications proposing changes to the approved plans.</p> <p><u>Minimum requirements</u> S73 applications must be accompanied by a marked up version of the approved plans to show the position and nature of all proposed changes for information purposes. The proposed plans must be a full update or revision of the originally approved plans and must include all information and clarifications originally included on the approved</p>
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	<p>plans. Applications proposing changes to the layout/size of residential accommodation, must state room sizes and overall unit sizes on the plans.</p> <p><u>General plan requirements</u></p> <p>All submitted plans and drawings must:</p> <ul style="list-style-type: none"> - 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. <p>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.</p> <p>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).</p> <p>Floorplans must indicate the position and size of wheelchair units proposed.</p> <p>Levels shown on section drawings must relate to a fixed datum point off site.</p> <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> <p>Applicants are encouraged to provide a list of submitted drawings and documents to assist in the validation process.</p>
<p><i>CIL – Additional Information Requirement Form</i></p>	<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>Planning Statement</i>	<p><u>When required</u> All applications.</p> <p><u>Minimum requirements</u> Statement to set out a description of and rationale for the changes proposed, and to provide an assessment of the acceptability of those changes in relation to the Development Plan, guidance and legislation.</p>
<i>Supporting information</i>	<p><u>When required</u> Where the changes proposed require additional or addendum technical reports (e.g. Transport Statement) in order to assess the impact of the proposal.</p> <p><u>Minimum requirements</u> This will depend on the nature and scale of amendments proposed, but could be in the form of additional or addendum reports, and should be discussed with officers at pre-application stage.</p>
<i>Environmental Statement (ES)</i>	<p><u>Requirements</u> Where required by The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 and in respect of any permitted scheme for which an ES formed part of the application documentation. Schedule 4 sets out the information to be included. Further guidance is provided in the Planning Practice Guidance.</p> <p>For s73 applications relating to permitted schemes for which an ES was submitted, an addendum statement addressing the proposed changes to the scheme will be required as a minimum. This statement should assess whether the proposed changes would give rise to any further or different significant effects. The scope of the document will depend on the nature and scale of amendments proposed and should be discussed with officers at pre-application stage.</p>
<i>Viability Assessment (see also Marketing Assessment)</i>	<p><u>When required:</u></p> <ul style="list-style-type: none"> any application to amend an approved scheme which had been subject to viability review and which proposes changes to the design of that scheme or to the materials used, which change assumptions made in the original viability assessment

Minimum requirements

The viability assessment must be accompanied by a solicitor's undertaking to meet the Council's costs in having the assessment independently reviewed.

New residential development

Viability information should be set out using Argus software (or other software as agreed with the Council in writing prior to submission) and include a scheme layout plan, a Land Registry plan with a Statement of Ownership and also an explanation of the conditions of purchase and build (where applicable). The Statement should specifically refer to the Council's Planning Obligations SPD and, where relevant, the Mayor's Affordable Housing and Viability SPG (2017) and must be linked to the required Planning Obligations Statement and Affordable Housing Statement. The applicant should provide an EUV for the site with justification for this value, i.e. a valuation report, together with evidence to justify any premium adopted.

The assumptions for the following matters will need to be detailed:

- planning policy
- site area
- proposed specification and build costs
- residential values (including comparables)
- any value attributed to ground rents
- use classes (no. of units, no. of habitable rooms, floorspace)
- size of units
- density (by unit and habitable rooms)
- percentage of affordable housing (setting out allowances for Vacant Building Credit, if applicable)
- affordable housing mix
- fees / overheads / marketing costs
- development return
- planning obligations (including previous correspondence)
- itemised schedule of S106 contributions and anticipated cost
- amount of and calculation of any Mayoral or borough Community Infrastructure Levy (CIL) (setting out allowances for Affordable Housing, if applicable)
- capital contributions (grant etc.)
- description of users and end users
- details of offers made by RPs (including timing of payments) or of the terms of marketing and the procurement process
- timing of cost and income inputs
- build and sale programme (including pre-build, construction, and marketing and sales/ lettings periods)

- commercial yields /rents (including comparables) and any incentives

The full working viability model and/or all the assumptions and calculations included in the modelling must be submitted alongside the viability assessment.

The viability assessment should include an executive summary which outlines the key conclusions being drawn from the appraisal for the lay reader.

Loss of existing housing stock

Where a viability assessment is being prepared to justify the loss of existing housing stock on a site resulting in a reduction in housing numbers, the viability assessment will also need to assess the cost of refurbishment/rehabilitation to a habitable level.

Heritage assets

Where a viability assessment is being prepared to justify the demolition of or substantial harm to a designated or undesignated heritage asset, the following details will be required:

- valuation of the existing building and site
- a full survey identifying the repairs required
- development costs including a costed schedule of repairs
- an estimate of the value of the repaired property, including potential yields
- evidence that the property has been marketed for a reasonable period at a price reflecting its condition

Loss/change of use of public house

Where a viability assessment is being prepared to justify the loss of a public house, as a minimum, the following details will be needed:

- evidence in the form of at least the last three trading years of audited accounts.
- details of the efforts that have been made to preserve the public house (including all diversification options explored) and evidence supplied to illustrate that it would not be economically viable to retain the building or site for its existing use.
- details should also be provided of any changes to the public house in the period that corresponds with the trading information plus 1 year beforehand (so 4 years in total) that may have impacted on the business.
- evidence that demonstrates that the public house has been operated positively i.e. that it has not been run poorly in order to smooth the way for redevelopment.
- any ancillary use associated with a public house, such as accommodation for staff or otherwise, will need to be assessed as part of the viability report.

Guidance

Viability assessments are used to establish the maximum amount of affordable housing that can be delivered on site, establish whether the loss of certain uses is justified from a viability perspective and also establish a build cost so that officers can assess whether a proposal is capable of being delivered as designed. The details of build cost within the assessment should be cross referenced to the proposed materials specified within the submission. The Council's Planning Obligations SPD and the Mayor's Affordable Housing and Viability SPG (2017) should be referred to for further advice on the required content.

For a public house, accounts showing that demonstrate to the Council's satisfaction that the public house is no longer economically viable, including the length of time the public house has been vacant, evidenced by the applicant of active and appropriate marketing for a constant period of at least 36 months at the existing use value will be required. Further advice can be found in DM Policy 20 Public Houses and the supporting text accompanying that policy.

Publication

Viability Assessments will be published in full upon validation of the application. Where applicants request that elements of the statement be kept confidential, they will be required to provide a full justification as to the extent to which disclosure of a specific piece of information would cause an 'adverse effect' and harm to the public interest that is not outweighed by the benefits of disclosure, in the context of the tests in the Freedom of Information Act (2000) and the Environmental Information Regulations (2004). The Council will then determine whether the justification set out is sufficient to warrant the redaction of the information when making it's decision on what to publish.