

LEWISHAM CHECKLIST- APPLICATION FOR FULL PLANNING PERMISSION – HOUSEHOLDER

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, please provide 1 hard copy of hard documents and a CD with plans no larger than A3 and to the required, identified metric scale. If an application is submitted without meeting these requirements, it will not be validated and will be returned to you. We will prioritise the processing of valid applications. 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.

Duty Planner Service

The Council offers a Duty Planner 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/informal-planning-advice/Pages/default.aspx>

Example submission

An example of a good quality submission for a single storey rear extension can be viewed on our website using the following link:

<http://planning.lewisham.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal= LEWIS DCAPR 83216>

National List of Requirements

<i>Completed application form</i>	<p>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. Examples of descriptions are provided at the end of this note.</p> <p>Applications relating to existing single houses (including works within their curtilage) should use the Householder application form.</p> <p>Applications relating to alterations to existing flats or maisonettes must use the Full application form.</p>
<i>Certificate and Agricultural Land Declaration</i>	<p>The completed ownership certificate (A, B, C or D) as appropriate.</p> <p><u>Guidance</u> If Ownership Certificate A is completed, a notice is not required</p>

	<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 with your application. Please note that if the pavement in front of your home is included in the application boundary, Certificate B must be completed and notice served on the Highways Authority (Lewisham Council or TfL as appropriate) 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>Plans and drawings or information necessary to describe the subject of the application</i>	<ul style="list-style-type: none"> • Block Plans: existing and proposed at 1:200 or 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 <p>The existing and proposed situation can be shown on the same drawing where clearly depicted.</p> <p>Block Plans are required for all applications, except for window replacements and alterations to roofs. 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, 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><u>General plan requirements</u> 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 a recognisable scale (e.g. 1:50, 1:100, 1:200)

	<ul style="list-style-type: none"> - include key written dimensions and a scale bar showing a length of 1metre and 5 or 10 metres - state at which paper size the scale applies e.g. scale 1:200 at A3 - show the proposed development in relation to neighbouring properties <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>We encourage you to group application drawings together within single pdf documents, based upon the type of drawings (e.g. existing floorplans, or proposed floorplans & elevations together). For small scale proposals (e.g. related to a single building), it can be helpful to show existing and proposed situations on one drawing.</p> <p>Applicants are encouraged to provide a list of submitted drawings and documents to assist in the validation process.</p>
<i>Correct 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>Archaeological desk based assessment</i>	<p><u>When required</u></p> <p>Where groundworks are proposed within an Archaeological Priority Area or substantial demolition is proposed.</p>
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	<p><u>Minimum requirements</u></p> <p>Desk based archaeological assessment or, where proposals listed above include new basements, extensions to basements or other extensive groundworks, the results of an archaeological evaluation may be required. Early consultation with Historic England's Archaeology Advisor is encouraged: https://historicengland.org.uk/services-skills/our-planning-services/greater-london-archaeology-advisory-service/our-advice/</p>
<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>Daylight/Sunlight assessment</i>	<p><u>When required</u></p> <p>When the proposed development may have a potentially adverse effect on the daylight and/or sunlight enjoyed by adjoining properties.</p> <p><u>Minimum requirements</u> All submissions must include an overshadowing study, showing shadow diagrams at different times of day and throughout the year, and plans showing the 25 and 45 degree tests applied, as relevant. Further guidance can be found in the Building Research Establishment (BRE) document 'Site Layout Planning for Daylight and Sunlight: A guide to good practice (2011)'.</p>
<i>Ecological (Biodiversity) Surveys and Reports</i>	<p><u>When required</u> Any site with protected species or where desktop surveys show protected species on site or in the vicinity.</p> <p><u>Minimum requirements</u> Where an ecological report is required to accompany a planning application, the appropriate report is an Ecological Impact Assessment (EclA) Report (or an Ecology/Biodiversity Chapter of an Environmental Impact Assessment Report for an EIA project).</p> <p>Under normal circumstances it is not appropriate to submit a Preliminary Ecological Appraisal Report (PEAR) as part of a planning application, because the scope of a PEAR is unlikely to fully meet planning authority</p>

requirements in respect of biodiversity policy and implications for protected species.

In some cases it may be appropriate and acceptable to submit an EclA Report to accompany a planning application which is based solely on biodiversity data collected during the PEA process. This is the case where the following circumstances apply:

1) No further surveys beyond the desk study and field survey are necessary to allow an assessment of ecological effects and to design appropriate mitigation

AND

2) There is sufficient information available about the design of the project to allow a full assessment of ecological effects, or no significant ecological effects are predicted.

AND

3) There is sufficient information available about the ecological mitigation (and enhancement) measures proposed, and these can be secured through a planning condition or obligation.

The appropriate report to be submitted with the application in such cases is an EclA report. The scope of an EclA report submitted in these circumstances should be proportionate to the scale of the likely ecological effects..

The submitted report must comply with:

- BS 42020: 2013 Biodiversity – Code of Practice for Planning and Development
- The Chartered Institute of Ecology and Environmental Management (CIEEM) Guidelines for Ecological Report Writing and Competencies for Species Survey <https://www.cieem.net/publications-info>
- Lewisham Biodiversity Planning Guidance <https://natureconservationlewisham.co.uk/lewisham-biodiversity-group/>

Guidance

An EclA report assesses the impacts of a development proposal on ecological features, clearly identifying any 'significant effects' as well as impacts on any designated sites or protected species, and detailing both the mitigation measures required, and how these will be secured. Where a formal EIA is required the Ecological Impact Assessment will be presented as a chapter of an Environmental Statement (ES). This has the same purpose and content as an EclA Report although the structure may differ to ensure consistency across the ES. The scope of the ecological assessment chapter of an ES should be confirmed through a formal scoping opinion.

Please note: a Preliminary Ecological Appraisal Report (PEAR) provides the results of initial ecological surveys associated with a proposed development. The report is used to identify further ecological surveys necessary to inform an EclA, to identify ecological constraints to a project and make recommendations for design changes, and

	<p>to highlight opportunities for ecological enhancement. It can be used as a scoping report (for non-EIA projects), but should not be submitted as part of a planning application unless it can be determined that the project would have no significant ecological effects, no mitigation is required and no further surveys are necessary; with the exception of such cases it should be superseded by an EclA report.</p> <p><i>Lewisham Biodiversity Planning Guidance</i> Dependent on the specific site and ecological interest, you may need to provide further details beyond the minimum validation requirements in order for your application to be determined. You are advised to refer to Lewisham's Biodiversity Planning Guidance Notes for comprehensive requirements: http://natureconservationlewisham.co.uk/lewisham-biodiversity-group/</p> <p>Please note that surveys should be carried out using recognised survey methodology and following good practice guidelines i.e. in suitable weather conditions, at an appropriate time and of appropriate duration and frequency. Reports must use up to date surveys that are based on the latest legislation and carried out by a suitably qualified ecologist registered with the Chartered Institute of Ecology and Environmental Management (CIEEM).</p>
<i>Flood Risk Assessment</i>	<p><u>When required</u> All domestic extensions in Flood Zones 2 and 3. Your property's flood zone can be checked at the following website: https://flood-map-for-planning.service.gov.uk/</p> <p><u>Minimum requirements</u> Completed Flood Risk Questionnaire, which can be downloaded from the Council's website at the following link: https://www.lewisham.gov.uk/myservices/planning/apply-for-planning-permission/Pages/Validation-requirements.aspx</p> <p><u>Guidance</u> More detailed guidance on the content of FRAs can be found on the following link: https://www.gov.uk/guidance/flood-risk-assessment-standing-advice</p>
<i>Heritage Statement</i>	<p><u>When required</u> Required for all developments within conservation areas or relating to listed buildings, locally listed buildings, archaeological remains and Scheduled Ancient Monuments. This includes householder applications.</p> <p><u>Minimum requirements</u> Applications must be accompanied by a description of the significance of the heritage asset affected, the</p>

	<p>contribution of the setting to that significance, the impact of the proposals on the significance. Where there are major works and/or a number of alterations proposed to a listed building (including repairs), a full schedule of the works will need to accompany the heritage statement and shall include a method statement explaining the principles for the works.</p> <p>The amount of detail provided should be proportionate to the importance of the asset. Applications, where the extent of the proposal's impact on the significance of any heritage assets affected cannot be adequately understood from the application and supporting documents, will not be validated. Photographs may be helpful in support of applications affecting conservation areas and listed buildings.</p> <p>Please see our guidance on the writing of Heritage statements.</p>
<p><i>Photographs and Photomontages</i></p>	<p><u>When required</u> May be required for applications affecting the setting, character or appearance of a listed building or conservation area.</p> <p><u>Minimum requirements</u> Photomontage or CGI images showing the proposed new development within the existing street scene or from the public realm as relevant.</p> <p><u>Guidance</u> Photomontage and CGI images are useful tools to demonstrate the impact of a development and the relationship with the existing context. The location of CGIs for the short term and long term views should be discussed and agreed with officers prior to submission. CGIs should directly relate to the townscape assessment.</p>
<p><i>Structural Survey</i></p>	<p><u>When required</u> All applications involving substantial works where the retained structure is changing significantly, the proposal includes a basement or the development is affecting the foundations.</p> <p><u>Minimum requirements</u> This should fully assess the impact of the proposal on structural stability including potential impacts on adjacent/nearby properties. This assessment should be prepared and self-certified by a suitably qualified chartered engineer, who is a member of the relevant professional body.</p>
<p><i>Tree survey/Arboricultural Assessment</i></p>	<p><u>When required</u> All applications where there are trees within the application site, or on land adjacent that would influence or be affected by the development (including street trees)</p>

Minimum requirements:

A tree survey will require information prepared by a qualified arboriculturist and shall include the following:

- details of the existing species, spread, roots and position of trees
- details of any trees that will be felled as part of the proposed development
- details of trees that will be affected by the proposed development (including those located on adjacent sites) and what measures will be taken to protect them during construction and
- plans and documents outlined in accordance with the British Standards 5837 (2012) including, a tree survey, a tree constraints plan, an Arboricultural Implications Assessment and an Arboricultural Method Statement including a Tree Protection Plan.

An Arboricultural Implications Assessment will need to:

- consider the tree/building relationships that will be produced at the end of the project.
- identify issues that will be faced during demolition of the existing buildings and construction of the new ones.
- identify where tree protection measures are needed and what operations are likely to pose threats to retained trees, including any special foundations or methods of work that may be needed if structures are proposed within tree root protection areas, where materials will be stored and where worker facilities will be located.
- show clearly all the trees to be retained and those to be felled.
- show where all tree protective fencing is to be erected and all ground protection where important tree roots are at risk of damage.
- Show any areas of landscaping that can be identified, where practicable, be protected by fencing to avoid soil compaction.

The report should be undertaken by a competent person, in line with BS5837.

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

Construction of a single storey rear extension to dwellinghouse

Construction of a 2 storey extension to rear of dwellinghouse

Construction of a single storey side return extension to dwellinghouse

Construction of a rear dormer roof extension and installation of 1 roof light in the front roof slope

Construction of a mansard roof extension including raising of the existing parapet walls

Erection of summer house in the rear garden Creation of basement and lightwell to the rear of the dwellinghouse