

London Borough of Lewisham Validation Checklist: Prior Notification of Proposed Development in Respect of Permitted Development by Electronic Communications Code Operators

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will not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.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](#).

National List of Requirements (required for all applications)

No.	Validation Requirement	What is required?	Statutory Basis, Development Plan Policy, National Policy and/ or Guidance
1.	<i>Appropriate Fee</i>	Payment must be made online at time of submission through the Planning Portal.	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)
2.	<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 details submitted must be sufficient to enable the Council to make a determination on the siting and appearance of the proposed development.	Class A, Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)
3.	<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) • include a scale bar • show sufficient roads and buildings adjacent to the application site to identify it exactly • show the direction of North • Identify the proposed position of the development 	Class A, Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)
4.	<i>Evidence that notice has been given of the proposed development</i>	Evidence must be provided that notice has been served in the format required by the GPDO	Class A, Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)
5.	<i>The developer's contact details</i>	The developer's contact details, including email address if the developer is content to receive communication electronically, are required.	Class A, Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

Local List of Requirements

No.	Validation Requirement	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
6.	<i>Plans and drawings necessary to describe the proposed scheme</i>	<p><u>Minimum requirements</u></p> <p>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 streetscene at 1:50 or 1:100 Site sections: showing the proposal in relation to adjoining buildings and spaces</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>Applicants are encouraged to provide a list of submitted drawings and documents to assist in the validation process.</p>	<p>In order for officers to understand the nature of the proposed development and confirm that it complies with the parameters of the GPDO.</p>