

# London Borough of Lewisham Validation Checklist: Minor Material Amendment to a Planning Permission (Section 73 of the Town and Country Planning Act as amended)

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not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.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

There is no statutory definition that sets out what can be considered a 'minor-material' amendment to a planning permission under s.73. Whether a change is considered to be 'minor-material' to a planning permission as a whole is at the Local Planning Authority's discretion. The National Planning Practice Guidance (NPPG) therefore recommends [here](#) that pre-application advice is sought from the Local Planning Authority prior to the submission of an application. The Council offers a pre-application service through which you can discuss your proposals with a planning officer and receive written advice. For further information please see the council's 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</i> (including ownership certificate)	<p>This must include sufficient information to enable the Local Planning Authority to identify the amendment(s) being sought including which planning condition(s) would be required to be amended.</p> <p>This should be together with the planning reference numbers for any other s.96a (non-material amendment) and/or s.73 applications that have been approved relating to the planning permission.</p> <p>In terms of ownership, please note that if (where relevant) the declaration on the application form is dated more than 21 days after the date on which notice was served on the owners, the application will be made invalid.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

## Local List of Requirements

No.	Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
3.	<i>Site Location Plan</i>	All applications	The site location plan approved as part of planning permission that is sought to be varied.	In order for the Council to ensure the application relates to the same site boundary as the main planning permission.
4.	<i>Completed CIL – Additional Information Requirement Form</i>	All applications	In order to identify any changes to CIL liability.	<p>The Community Infrastructure Levy Regulations 2010 (as amended)</p> <p>The <a href="#">form</a> available on the Planning Portal.</p> <p>The charging schedule and rate information available on the Council's website.</p> <p>Relevant NPPG on <a href="#">CIL</a></p>
5.	<i>Planning Statement</i>	All applications	<p>Clear and convincing justification (alongside any supporting evidence) setting out why the amendment is necessary, and why it is considered to be 'minor-material' in the context of the planning permission as a whole and any approved amendment(s) under s.96a (non-material), or other amendments previously granted planning permission under s.73</p> <p>This should also set out the new proposed wording of the condition(s) sought to be amended</p>	<p><a href="#">NPPG</a></p> <p>Dependent on the amendment(s) proposed.</p>

6.	<i>Approved relevant plans or documents with marked up/annotated amendments</i>	Where amendments are sought to the approved plans.	<p>A set of the relevant approved plans should be provided. These plans should be marked up and annotated with the proposed amendments.</p> <p>If an approved supporting document requires amendments, this should be submitted in its approved form.</p>	<p><a href="#">NPPG</a></p> <p>Dependent on the amendment(s) proposed.</p>
7.	<i>Proposed plans and/or proposed</i>	If plans /drawings are required to be submitted (either in isolation or appended to documents)	<p>A 'clean' set of proposed plans should be provided, these must:</p> <ul style="list-style-type: none"> <li>• be drawn to an identified metric scale (e.g., 1:20 1:50, 1:100, 1:200)</li> <li>• Include a scale bar showing a length of 1metre and 10 metres</li> <li>• include a title and drawing number (with the relevant revision number as necessary)</li> <li>• show the direction of north</li> </ul>	In order for the approved plans to be updated.
8.	<i>Information necessary to describe the subject of the application.</i>	All applications	This will depend on the scope of the proposed amendments and should be discussed with officers at pre-application stage.	<p><a href="#">NPPG</a></p> <p>Dependent on the amendment(s) proposed.</p>
9.	<i>Deed of variation summary statement</i>	For amendments which require a deed of variation to a S.106 Agreement.	This will depend on the scope of the proposed amendments and should be discussed with officers at pre-application stage.	Dependent on the amendment(s) proposed
10.	<i>Environmental Statement(ES)</i>	EIA development	<p>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.</p> <p>The scope of the document will depend on the nature and scale of amendments proposed and should be discussed with officers atpre-application stage.</p>	<p>The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)</p> <p>The relevant <a href="#">NPPG</a> on EIA development</p>