

# London Borough of Lewisham

## Validation Checklist

### **Approval of Details (Discharge of Condition(s))**

September 2026 DRAFT

The following table sets out what information **must** be submitted with your application.

The Council does not negotiate on applications for approval of details, so will consider what has been submitted as valid on receipt and proceed to determine it on that basis.

## Pre-application Service

The Council offers a pre-application service through which you can discuss your proposals, including validation requirements, with a planning officer and receive written advice. For further information please see the Council's website [here](#).

# National List of Requirements

| No. | Validation Requirement                                                 | What is required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Statutory Basis, Development Plan Policy, National Policy and/or Guidance                                                                                                                                                                                     |
|-----|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Appropriate Fee                                                        | Payment must be made online at time of submission through the Planning Portal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)</p> <p>The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p> |
| 2.  | Completed application form                                             | <p>Sufficient information to enable the Local Planning Authority to identify the planning permission in respect of which it is made. This should include:</p> <ul style="list-style-type: none"> <li>• The planning condition number and title</li> <li>• Any s.96a (non-material amendment) approvals in relation to the main planning permission</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)                                                                                                                                                            |
| 3.  | Information necessary to determine the particulars of the application. | <p>The specific requirements in the wording of the condition, the policies within the reason and any explanation in the relevant officer's report relating to the main planning permission (and any s.96a/s.73 approvals) should be <b><u>thoroughly reviewed</u></b> in the preparation of this information.</p> <p>The information should explicitly set out how it is considered to provide the necessary details required by the condition, and it is recommended that a cover letter is submitted.</p> <p>If plans are required to be submitted (either in isolation or appended to documents) 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> | The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)                                                                                                                                                            |

# Local List of Requirements

To enable the Council to assess AOD submissions within statutory timescales, applications should be accompanied by a covering letter clearly identifying the condition(s) being discharged and cross-referencing the information submitted in accordance with the wording of the condition.