

London Borough of Lewisham

Validation Checklist

Planning Permission for **Minor Development**

September 2026 DRAFT

(Minor Development includes proposals that are: 1-9 dwellings, non-residential floorspace up to 999sqm, alterations to flats)

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.

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Validation Compliance Table

Applicants are encouraged to include an 'Validation Compliance Table' as part of their planning submission. This can be provided either as a short cover letter or as a dedicated section within the Planning Statement. The purpose of the inventory is to clearly set out how all relevant requirements in this Validation List have been met, and to signpost where each item of information can be found within the submitted documents.

Planning applications are subject to public consultation, and many residents engaging with them may not be planning professionals. Including this information with your submission helps make the application more transparent and easier to navigate, enabling all users to quickly locate the details they need.

Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
Validation Compliance Table	Encouraged for all Major Applications	Applicants are encouraged to provide a cover letter or a dedicated section within the Planning Statement explaining how the submission meets the validation requirements set out in this document. Ideally, this should be presented in a table format, listing each relevant validation requirement and clearly signposting to the corresponding document(s) submitted.	Providing a Validation Compliance Table will assist officers-particularly validation officers-by enabling them to quickly confirm that all required information has been submitted. In addition, this table will support others reviewing the application, including residents, by improving transparency and making it easier to locate relevant information.

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not be made valid, and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.

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.

NB - If any part of an application submission has been prepared using Artificial Intelligence tools, the applicant must declare this and confirm that all AI-generated content has been checked and verified for accuracy by a competent person. Unverified or inaccurate AI-generated material may render an application invalid.

National List of Requirements

National Information Requirements are defined in legislation and are mandatory for all planning applications. Simplified guidance on National Information Requirements can be found on the Government's Planning Practice Guidance. National Information Requirements are specified in the Development Management Procedure Order 2015 (as amended).

Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan, National Policy and/or Guidance
1. Appropriate Fee	All applications (except where a fee exemption applies in accordance with the regulations)	Payment must be made online at time of submission through the Planning Portal. Paper applications may be accepted in exceptional circumstances, and the appropriate fee must be paid at the point of submission by one of the payment methods accepted by the Council.	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended) The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Planning Portal payment information page.

2. Biodiversity Net Gain Plan including: • Biodiversity Net Gain (BNG) Assessment • Statutory Biodiversity Metric in Excel form • BNG plan(s) • Draft Biodiversity Gain Plan	All applications (unless the development type is specifically exempted from the mandatory 10% biodiversity net gain obligation under the Environment Act (2021) Exempt development may include, but is not limited to: • development impacting less than the de minimis threshold; • development granted biodiversity gain exemption by legislation; • development on sites of 0.2 hectares or less where no	Where development would be subject to the general biodiversity gain condition, the application must be accompanied by the minimum information as set out in Article 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2015. The following information should be provided: • A statement confirming whether the applicant believes that the development, if granted planning permission, would be subject to the biodiversity gain condition. Where the applicant considers the proposal to be exempt, the statement must clearly set out the reasons for that exemption. • The pre-development biodiversity value of the onsite habitat on the date of application (or an earlier date where justified), including the completed statutory biodiversity metric calculation tool, the version and publication date used. • A statement confirming whether the biodiversity value of the onsite habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation') in which case the value is to be taken as immediately before the carrying out of the activities, and if degradation has taken place supporting evidence of this. • A description of any irreplaceable habitat (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations [2024]) on the land to which the application relates, that exists on the date of application, (or an earlier date). Where irreplaceable habitats are impacted, the description of the habitat should include written	Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021) Statutory biodiversity metric tools and guides Government guidance on valid exemptions Government guidance on legal agreements for BNG Significant onsite BNG considerations in Lewisham Further Lewisham Biodiversity net gain guidance is available on the Council's website Planning Advisory Service Leal Agreement and Planning Condition Templates
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	<u>priority</u> habitat is present	information and photographs demonstrating habitat, extent, condition, connectivity and impact. • A plan, drawn to an identified scale which must show the direction of North, showing onsite habitat existing on the date of application (or an earlier date), including any irreplaceable habitat • The baseline and post-development biodiversity values for onsite habitats, and where applicable draft post-development values for off-site habitats, submitted within the Statutory Biodiversity Metric and supporting BNG report. • A draft Biodiversity Gain Plan or BNG Report setting out how the biodiversity gain requirement will be delivered and how the biodiversity gain hierarchy has been applied. The most up-to-date statutory biodiversity metric (official Excel format) tool must be used. The use of outdated metric tools (V4.0 metrics and earlier) will not be acceptable, and applications will be made invalid.	
3.Completed application form (including ownership certificate)	All applications	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. You must complete and submit one Certificate with your application (A, B, C or D). This is incorporated into the standard planning application form. In terms of ownership, 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.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

4. Completed Community Infrastructure Levy (CIL) Form 1: CIL Additional Information	All applications	A completed form must be submitted at application stage with ALL sections completed: 1. Application Details 2. Applications to Remove or Vary Conditions on an Existing Planning Permission 3. Reserved Matters Applications 4. Liability for CIL 5. Exemption or Relief 6. Proposed New Gross Internal Area 7. Existing Buildings 8. Declaration The figures must accurately reflect what is being proposed within the scheme. Section 8: Declaration must be signed and dated.	The Community Infrastructure Levy Regulations 2010 (as amended) Form 1 as found on the Planning Portal and advice on completing the form The charging schedule and rate information available on the Council's website Relevant government guidance on CIL
5. Design and Access Statement	All applications for one or more dwellings or a building or buildings where the floorspace created is 100sq.m or more within a Conservation Area and / or World Heritage Site	A design and access statement should be proportionate to the complexity and scale of the development. All design and access statements should include: • explain the design principles and concepts that have been applied to the development through the design-led approach • provide contextual analysis of the site and explain how the proposed development responds positively to its context • explain the provisions for access, and how policies relating to access have been taken into account • include a palette of the proposed materials. The rationale for the selection of the main cladding materials should be provided along with precedent photographs of the proposed materials in use on existing building (with addresses)	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) NPPF policies relating to design. Relevant PPG on design and access statements Relevant Development Plan Policies at London wide and local level must be taken into account Lewisham Local Plan (2025) Policy QD2 Inclusive and Safe Design. LB Lewisham's Small Sites SPD (2021)

		- state what public consultation has been undertaken on issues relating to the design of and access to the proposed development and how feedback from the public consultation has been addressed, and - include an <u>Inclusive Design Statement</u> that is proportionate to the scale of the and complexity of development. This statement should demonstrate the development will contribute to delivering inclusive, accessible, safe and secure environments	Additional guidance on how to produce a Design and Access Statement has been produced CABE (now the Design Council)
6. Fire Statement (as required under Article 9A of the DMPO 2015).	Required for all applications	Legislation requires that a Fire Statement is to be submitted for minor development is all of the following apply: - The proposal includes one or more buildings, and - The building is 18 metres or more in height OR 7 storeys or more, and - The building contains two or more dwellings The Fire Statement in these circumstances must be provided using the Government's Fire Statement Form.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Relevant PPG of fire statements London Plan (2021) Policy D12 Part A Fire Safety Fire Safety LPG
7. Relevant Plans and Drawings	All applications	Plans and drawings that are required: <u>block plans</u>: existing and proposed at 1:500 scale <u>floor plans</u>: existing and proposed, including roof plans, at 1:50 or 1:100 scale. Proposed floor plans to include indicative furniture layouts <u>elevations</u>: existing and proposed at 1:50 or 1:100 scale. Elevations should include annotation of proposed materials and strategy for pipework, drainage, vents etc to be shown	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

		• <u>site sections</u>: showing the proposal in relation to adjoining buildings and spaces with AOD levels in a scale 1:50 or 1:100 • <u>building sections</u>: showing site levels, finished floor levels, ceiling heights with outline services zone and soffits to an appropriate scale when reviewed digitally in scale 1:50 or 1:100. • <u>landscape plan</u>: showing the treatment of all spaces within the site not covered by buildings • <u>other plans (where relevant)</u>: Site survey with datum points and contours, Demolition plan, Topographical drawings. All plans and drawings must: • be submitted as vector file formats. • include a drawing number and title • include a scale bar showing a length of 1metre and 10 metres • show the direction north.	
8. Site Location Plan	All applications	The site location plan must: • 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 • 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) show any other land within the applicant's control edged in blue.	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Local List of Requirements

The validation requirements set out below reflect the national information requirements contained in the NPPF (Annex C) and the requirements of the Development Plan, including the London Plan and local planning policies.

Validation Requirement	When is it required?	What is required?	Development Plan, National Policy and/or Guidance basis
9. Air Quality Assessment (AQA) & Air Quality Neutral (AQN),	Required for applications within an Air Quality Management Area and/or Air Quality Focus Area or/and would generate new pollutant sources such as through the number of car parking spaces or CHP energy source.	The Air Quality Assessment (AQA) should assess baseline air quality conditions, identify any risks to future occupants, and consider air quality impacts arising from both the construction and operational phases of the development. The assessment should be prepared in accordance with current guidance and include an Air Quality Neutral/Positive Assessment (AQNA), where required. Minor development is expected to be Air Quality Neutral. Air Quality Positive outcomes will not normally be required, although proportionate mitigation measures may be sought where development is located within an Air Quality Management Area (AQMA) or would introduce new sensitive receptors into areas of poor air quality. A full AQA will not normally be required for minor development unless it is located within an AQMA or is likely to give rise to air quality impacts. An AQNA will be required where development within an AQMA and/or Air Quality Focus Area could adversely affect air quality or expose new sensitive receptors to existing poor air quality. Applicants are encouraged to discuss requirements through the pre-application process.	NPPF policies relating to air quality. Relevant PPG on air quality. London Plan (2021) Policy SI Improving air quality Lewisham Local Plan (2025) Policy SD6 Improving Air Quality Lewisham's Air Quality Action Plan 2022-2027 London Mayor's Air Quality Positive Guidance Air Quality Neutral (AQN) London Plan Guidance Note: Assessments are carried out in line with guidance issued by DEFRA and other non-governmental organisations (EPUK, IAQM),

			and are made against air quality objectives set out in regulations
10. Archaeological Assessment	Any applications in Archaeological Priority Areas tiers 1-3 (set out in Table 21.3 in the Local Plan (2025)) Applications outside APAs, which involve excavation and new basements	A desk-based archaeological assessment is required at a minimum to understand the likelihood of the discovery or destruction of non-designated heritage assets of archeological interest. Applicants should consult with GLAAS prior to the submission of an application. GLAAS are the Council's advisor on Archaeological Matters and will advise on whether a DBA is required and the level of information it should contain	London Plan (2021) Policy HC1 Heritage Conservation and Growth NPPF policies relating to heritage assets. Relevant NPPG on the historic environment GLAAS Charter 2019
11. Basement Impact Assessment	Development that includes a new or extended basement.	The Basement Impact Assessment (BIA) must assess the impact of the development on drainage, flooding, groundwater conditions and structural stability. The BIA must be carried out by a suitably qualified and recognised independent assessor and paid for by the applicant.	London Plan (2021) Policy D10 Basement development Lewisham Local Plan (2025) Policy QD9 Building alterations, extensions and basement development
12. BREEAM pre-assessment	All applications for new dwellings and/ or non-residential development of 500 sq m or more gross floorspace or more	References to Home Quality Mark in Policy QD8 are superseded by BREEAM UK New Construction: Residential (current version). Residential schemes are therefore expected to achieve a minimum BREEAM rating of 'Good', or future equivalent, unless it can be clearly demonstrated that this is not feasible. Proposals for new non-residential development of 500 square metres gross floorspace or more, including mixed-use development, must achieve an 'Excellent' rating under the BREEAM New	London Plan (2021) Policy SI 2 Minimising greenhouse emissions London Plan (2021) Policy SI 4 Managing heat risk London Plan (2021) Policy SI 3 Energy infrastructure

		Construction (Non-Domestic Buildings) 2018 scheme, or future equivalent, unless it can be demonstrated that this is not feasible A BREEAM Pre-assessment for conversions and non-residential development will be required and needs to set out how the development will achieve the required rating (a minimum of 'Excellent' for BREEAM or any future national equivalent).	Lewisham Local Plan (2025) Policy SD2 Sustainable design and retrofitting NPPF policies relating to energy and carbon minimisation
13. Community Buildings Audit	All applications proposing redevelopment of existing non-residential buildings in a community use	The purpose of the Audit is to identify buildings that have community uses or other uses of social / economic value. Social infrastructure includes health provision, education, community, play, youth, early years, recreation, sports, faith, criminal justice and emergency facilities, public houses. The community audit will need to be part of a community engagement strategy and detailed either as a standalone document or part of a statement of community engagement / planning statement. If a proposal would result in the loss of social infrastructure, it is strongly recommended that this is discussed with officers as at pre-application stage.	Relevant NPPF policies relating to promoting healthy communities London Plan (2021) Policy S1 Developing London's social infrastructure
14. Concentration of uses assessment	Development proposals for hot food takeaways, betting offices, casinos, bingo halls, payday loan shops, pawnbrokers, nightclubs, dance halls,	The assessment should provide information on the number of similar uses within a 400 metre radius of the development (measured as straight line) and • The impact on the vitality and viability of town centre, taking into account the function of the centre in the hierarchy The impact on the character of the area or local amenity as a result of increased noise, odour, fumes, traffic generation and inadequate provision of waste management	London Plan (2021) Policy EC9 Retail, markets and hot takeaways NPPF policies on promoting healthy and safe communities Lewisham Local Plan (2025) Policy EC17 Concentration of uses

15. Daylight, Sunlight and Overshadowing Assessments	drinking establishments All applications that have the potential to impact the daylight/sunlight received by neighbours; and/or basement development or as otherwise identified.	The assessments should be undertaken in accordance with the relevant up to date BRE Guidelines: • Internal daylight and sunlight – to assess the quality of the proposed internal environment(s) in relation to the proposed use • External daylight and sunlight assessment – to assess the level of impact on the internal environment of existing neighbouring buildings in relation to their existing use • Overshadowing assessment - to assess impact, including ecological, on any nearby private and communal external amenity areas in addition to any open spaces and/or watercourses It is expected that all assessments will be undertaken in accordance with the relevant up to date BRE Guidelines. If you are uncertain whether one or more of these assessments are required, it should be discussed at pre-application stage.	Site layout planning for daylight and sunlight: A guide to good practice (2021) London Plan (2021) Policy D6 Housing quality and design standards Lewisham Local Plan (2025) Policy QD7 Amenity and agent of change The relevant up to date BRE Guidelines
16. Drainage Strategy	Development located in a Critical Drainage Area	The Lewisham Sustainable Urban Drainage (SUDs) Proforma should be completed. National policy F8 sets out that for development proposals which could affect drainage on or around the development site should submit a statement outlining how the national SuDS standards have been achieved for development proposals which could affect drainage on or around the development site.	London Plan (2021) Policy SI 13 Sustainable Drainage NPPF Policies on sustainable drainage Lewisham Local Plan (2025) Policy SD8 Sustainable drainage
17. Ecology (Biodiversity/Geodiversity) Surveys and Reports	All applications where the demolition of existing structures are	Biodiversity is integral to the planning process and we will expect it to be fully assessed and considered in the demolition (if applicable), design and construction stages. For this a suitable ecological appraisal (usually an Ecological Impact Assessment) is required unless in exceptional circumstances.	Relevant NPPF policies relating to ecology and biodiversity

	proposed, <u>where</u> it is part of or next to a site designated for its biodiversity values, such as: • Sites of Importance for Nature Conservation (SINC) • Local Nature Reserve (LNR) • Green Corridors Any site with protected species (e.g. bats, birds) or where desktop surveys show protected species on site or in the vicinity.	All development activity should protect designated sites and follow the mitigation hierarchy (Avoid, Minimise, Mitigate, Compensate). Proposals will be expected to identify and retain existing habitats and features of biodiversity and geological value. It is expected that all surveys and baseline ecological information, including building-based bird and other relevant protected species, should be carried out in accordance with the Lewisham Biodiversity Planning Guidance. Survey work should therefore be undertaken and prepared by competent persons with suitable experience and qualifications who is a registered member of the Chartered Institute of Ecology and Environmental Management (CIEEM). If the applicant requires further clarity this can be discussed as part of pre-application engagement.	London Plan (2021) Policies G1-9 Lewisham Local Plan (2025) Policy GR3 Biodiversity and access to nature Lewisham Local Plan (2025) Policy GR5 Urban greening and trees Lewisham Biodiversity and Planning Guidance CIEEM Guidelines for ecological report writing Government guidance to developers on how to avoid harm or disturbance to protected species Government's Standing Advice on Protected Species The relevant up to date BSI Code of Practice for Biodiversity
18. Economic Statement	Where there is a proposed loss/reduction of jobs, affordable workspace, commercial floorspace	Details of the existing jobs provided on site and the potential jobs that at the existing space could provide based on the existing floor area (to include any mezzanine floors and upper floors), in addition to: • details of any new jobs that might be created or supported • the relative commercial floorspace, and where relevant industrial capacity, totals for each proposed use (where known)	Relevant NPPF policies on the economy and town centres London Plan (2021) Policy SD 1 Opportunity Areas

	and/or industrial capacity.	- any community benefits - reference to any regeneration strategies that might lie behind or be supported by the proposal. - where employment uses on site would not be replaced on-site or in other Employment Locations, marketing information to prove that the site is no longer suitable or viable for continued employment use - where affordable workspace on site would be lost and not replaced, this must be robustly justified where affordable workspace is being provided an affordable workspace management strategy will be needed and this should include the proposed use of workspace (e.g. creative, studios), any provider/operator, lease terms and level of fit-out.	London Plan (2021) Policy SD 6 -10 Town Centres Lewisham Local Plan (2025) Policy EC2 Protecting employment land and delivering new workspace Lewisham Local Plan (2025) Policy EC4 Affordable workspace Lewisham's Affordable Workspace Strategy (May 2023)
19. Health Impact Assessment (desktop)	Developments located within a Air Quality Focus Area, hot food takeaways, Betting shops, education facilities, health and social care facilities, leisure and community facilities, and publicly accessible open space	The scope of a desktop health impact assessment (HIA) will depend on the nature, scale and location of development along with the potential impacts on public health and wellbeing. The London Healthy Urban Development Unit (HUDU) provides guidance on completing HIA's, which should be referred to.	NPPG healthy and safe communities London Plan (2021) Policy GG3 Creating a healthy city Lewisham Local Plan (2025) Policy DM6 Health Impact Assessment
20. Flood Risk Assessment (FRA) & Sequential Test	All development proposals within Flood Zone 2	The Flood Risk Assessment should include the following; A site-specific Flood Risk Assessment (FRA) identifying the sources of flooding and assessing the risk to and from the	NPPF policies relating to flood risk

	and 3 or subject to Surface Water Flood Risk as designated by the Environment Agency. this is a national policy requirement set out in policy F4	development, demonstrating how they will be managed and mitigated. The assessment needs to make appropriate allowance for the hazard posed by climate change over the lifetime of the development • Where a safe and dry means of escape cannot be provided a Flood Evacuation Management Plan will also be necessary to detail how a building would operate safely during a flood event and ensure the safety of all occupiers including those working in any commercial space. • Topographical survey of the existing and proposed sites, with contours demonstrating the flow of surface water across the site. • Details of areas of permeable and impermeable land for both existing and proposed site. • Proposals should be informed by a suitable qualified specialist. Mitigation proposed in the FRA will need to be incorporated into the plans (i.e. finished floor levels, living roofs etc). • Take account of all potential sources of flooding both on and off-site. Where development is proposed within Flood Zone 2 or 3, or in areas of significant surface water flood risk, the Sequential Test must be satisfied to demonstrate that there are no reasonably available alternative sites in areas of lower flood risk, prior to detailed mitigation being considered through a Flood Risk Assessment. National policy F4 sets out that site-specific flood risk assessments should be appropriate to the scale, nature, and location of development and should, where relevant, support an assessment of whether a development proposal satisfies the sequential and exception tests set out in policies F5 and F6.	Relevant NPPG on flood risk (excluding thresholds for submission at planning application stage) London Plan (2021) Policy SI 12 Flood risk management Lewisham Local Plan (2025) Policy SD7 Minimising and managing flood risk Lewisham Strategic Flood Risk Assessment (SFRA) and the Lewisham Flood Risk Management Strategy
21. Heritage Statement	All applications involving	National policy HE5 sets out that for development proposals affecting heritage assets should be accompanied by an assessment	The NPPF policies relating to the historic environment

	designated heritage assets or non-designated heritage assets such as Locally Listed Buildings including any contribution made by their setting. Proposal that are within an Area of Special Local Character Proposals that are within the setting of a designated heritage asset.	of the significance of the assets affected (including any contribution made by their setting) and of the potential effect of the proposal on their significance. The heritage statement should: - describe the significance of any heritage assets affected, including any contribution made by their setting. - demonstrate how this has informed the development of the proposals. - Identify the level of harm (if any) to the significance of the heritage asset The level of detail should be proportionate to the asset's importance and sufficient to understand the potential impact of the proposal on that significance. Development proposals affecting non-designated heritage assets, including Areas of Special Local Character, must be accompanied by a Heritage Statement proportionate to the significance of the asset(s) and the scale of the proposed works. The statement should assess the significance of the asset(s), the impact of the proposal on that significance, and any measures proposed to avoid, minimise or mitigate harm. Development proposals that have the potential to affect archaeological interests must be accompanied by an Archaeological Statement, which should be submitted as part of the Heritage Statement and refer to any relevant information in the Greater London Historic Environment Record (GLHER). This should be set out in a Written Scheme of Investigation. Whether a proposal is considered to be within the setting of Listed Building or Conservation Area or is considered to be a non-	NPPG on the historic environment London Plan (2021) Policy HC1 Heritage Conservation and Growth Lewisham Local Plan (2025) Policy HE1 Lewisham's historic environment Lewisham Local Plan (2025) Policy HE2 Designated heritage assets Lewisham Local Plan (2025) Policy HE3 Non-Designated heritage assets Lewisham's guidance on writing heritage statements Historic England Statements of Heritage Significance Advice Note 12 Historic England The Setting of Heritage Assets GPAC 3
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		designated heritage asset would be discussed as part of pre-application engagement with officers. Listed Building Consent will also be required for any works to a listed building.	
22. Landscaping Plan / Statement	All relevant applications	Good landscaping is integral to good design and should be incorporated into schemes from the earliest stage of the design process. Plans should be provided for both hard and soft landscaping and set out: • Existing trees and vegetation to be retained or removed • Offsite trees immediately adjacent to the site • Locations of nearby major natural landscape features such as rivers and ancient woodland, if relevant. • Existing and proposed lighting location • Number, species, location and girth of trees proposed • Number, species, and planting densities of plants. • Bicycle and refuse areas • Children's playspace • The permeability of surfaces • Locations of nearby major natural landscape features such as rivers and ancient woodland, if relevant • Existing and proposed lighting locations • Kerb details In formulating proposals the applicant should consider : • The provision of large canopy tree species • The type and diversity of species to future proof against climate change and pest and diseases • Ecological measures • Where applicable, proposals should consider their relationship with Lewisham's Rivers and look to naturalise rivers where possible.	Relevant NPPF policies relating to ecology and biodiversity London Plan (2021) Policies G1-9 Lewisham Local Plan (2025) Policy GR3 Biodiversity and access to nature Lewisham Local Plan (2025) Policy GR5 Urban greening and trees Lewisham Biodiversity and Planning Guidance CIEEM Guidelines for ecological report writing Government guidance to developers on how to avoid harm or disturbance to protected species Government's Standing Advice on Protected Species

		The rationale and precedents can be set out within the design and access statement within its own section, with specific landscape plans and management plan provided separately. Proposals can be indicative at application stage, with details secure through a planning condition.	The relevant up to date BSI Code of Practice for Biodiversity
23. Living/Green Roof Details	Where living/green roofs are proposed	The Council favor specifically designed & locally appropriate biodiverse living roof systems and will resist the use of homogenous mat based living roof products . In order to demonstrate this the following should be provided: • Scaled plans and sections showing the location, extent and build-up of the living roof. • Outline details of planting, including type and method.	London Plan (2021) Policy G5 Urban greening Lewisham Biodiversity and Planning Guidance also available on the Council's website. Livingroofs.org, the leading UK green roof website

24. Marketing Assessment	Applications involving the loss of public houses, commercial space (Class E), industrial use and others as set out in Development Pan Policy	The purpose of a Marketing Assessment is to demonstrate that all efforts have been made and options explored to prevent the loss of buildings and uses that make a valuable contribution to the Borough. The length of the continuous active marketing period and its requirements should be reviewed against the relevant Development Plan Policy for the use. It should generally contain: • details of the company/person who carried out the marketing exercise. • the period of time the active marketing process lasted for • the asking price and benchmarking to show this is a realistic price/rent for the condition of the site • details of how the site was marketed, including copies of all sales literature, website details and signed and dated photos of signboards • details of the conditions of the building • the terms of sale and/or lease (i.e. any ties on the freehold and leasehold options or restrictive covenants) • copies of all details of approaches and offers with full reasons as to why any offer has not been accepted. • details of community consultation exercises Particular attention should be provided to the loss (including through change of use or redevelopment) of public houses where the marketing period required is 36 months. This should be discussed with officers at pre-application stage.	London Plan (2021) Policy E1 Offices London Plan (2021) Policy E7 Industrial intensification, co-location and substitution London Plan (2021) Policy HC7 Protecting public houses Lewisham Local Plan (2025) Policy E19 Public houses Lewisham Local Plan (2025) Policy CI1 Safeguarding and securing community infrastructure
25. Materials and Architectural Details	All applications that involve operational development	Good design is integral to good planning. Early consideration of materials and architectural detailing helps demonstrate that a scheme can be delivered to a high standard and reduces the need for detailed conditions at a later stage.	The NPPF policies relating to design NPPG on design

		At application stage, indicative information should be provided to demonstrate design intent. This should include: • Outline elevations and sections illustrating the proposed approach to materials, façade treatment, window proportions, balconies (if proposed) and key junctions. • Indicative details showing how different materials are intended to meet and the general approach to building corners and junctions. • An indicative materials palette, supported by clear precedents with high-quality photographs and the name and location of the reference schemes.	London Plan (2021) Policy D3 Optimising site capacity through the design-led approach London Plan (2021) Policy D4 Delivering good design Lewisham Local Plan (2025) Policy QD1 Delivering high quality design in Lewisham
26. Noise and Vibration Impact Assessment (see also ventilation and extract statement)	All applications that would result in noise-generating uses being located near existing or proposed noise-sensitive uses, or applications that would introduce or intensify noise-generating activities (including plant, machinery, servicing or operational noise).	The purpose of this assessment is to ensure existing and proposed noise sensitive uses are not unduly negatively impacted by noise generating uses. This is either through the introduction of noise generating uses to an area, or introduction of noise sensitive uses to an area. The assessment shall include: • The necessary surveys undertaken on a weekday and night and for the duration of a weekend, in consultation with nearby noise generating uses to ensure aq 'typical' noise environment is surveyed • The relevant assessment methodology and be undertaken by a qualified professional against the WHO guidelines. Mechanical plant that noise levels must be at least 5 dB below the existing background level at the nearest noise-sensitive receptor, in accordance with BS 4142 and local standards. If there is uncertainty regarding the surveys required for a particular development, this should be discussed with officers at pre-application stage.	The NPPF policies relating to noise pollution and agent of change NPPG on noise London Plan (2021) Policy D13 Agent of Change London Plan (2021) Policy D14 Noise Lewisham Local Plan (2025) Policy QD7 Amenity and agent of change Relevant British Standards guidance. WHO Guidelines for Community Noise (1999) The Council's Good Practice

			Guide: Control of Pollution and Noise from Demolition and Construction Site.
27. Open Space Assessment	All applications that propose the loss of open space (as defined in the Lewisham Local Plan) This is a national policy requirement set out in policy HC7.	Access to high quality, open space is crucial for the wellbeing of existing and future residents, and therefore the loss of open space will generally be resisted. Where the loss of open space is proposed, the following must be provided: • details of existing open space in the vicinity of the site • details of any open space lost as a result of the development (in sqm) • details of the area of any open space proposed by the development (in sqm) • details of the type of open space provided by the development and how it will meet the Open Space standards and targets set out in the Council's Open Spaces Assessment • any necessary mitigation – this may include financial contributions to enhance routes to existing open space or to improve the space. If proposals include the loss of open space, it is strongly recommended that this is discussed with officers at pre-application stage. National policy HC7 sets out that development proposals should not result in the loss of existing open space, sports and recreational buildings and land, including playing fields, other formal and informal play space and allotments, unless. a. An assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or	The Council's Open Spaces Assessment (January 2020) NPPF policies relating to open space and recreation. London Plan (2021) Policy G3 Metropolitan Open Land London Plan (2021) Policy G4 Open Space Lewisham Local Plan (2025) Policy GR1 Green infrastructure and Lewisham's Green Grid. Lewisham Local Plan (2025) Policy GR2 Open space Lewisham Local Plan (2025) Policy GR5 Urban greening and trees

		b. The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality, in a location which offers comparable or improved accessibility for the community it serves; c. The development is for public service infrastructure, and the resulting loss would be replaced by equivalent or better provision in terms of quantity and/or quality; d. The development is for alternative open space, sports and recreational buildings and land, the benefits of which clearly outweigh the loss of the current or former use.	
28. Planning Statement	All applications.	A planning statement identifies the context and need for a proposed development and includes an assessment of how the proposed development accords with development plan policy and relevant material considerations such as national planning policy. The level of detail should be proportionate to the development proposal. Submissions which just list the policies without providing the required commentary will not be considered as valid. Submissions which do not address the current development plan will also not be considered as valid. Where a Marketing Assessment is required, the Planning Statement should provide an overview of the exercise and demonstrate the acceptability of the approach and proposed loss.	Relevant Development Plan Policies at London wide and local level. Relevant NPPF policies and NPPG Any case law that is relevant to the proposed development
29. Retail Impact Assessment (RIA)	Any applications for retail and leisure development uses of 500 sq.m of gross floorspace or more at edge-of-centre and	This assessment is to ensure the vitality and viability of town centres is retained and not unduly impacted by the proposal. In terms of an impact assessment, this should include an assessment of: • the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal • the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre	Relevant NPPF policies on town centres NPPG on town centres and retail London Plan (2021) Policy SD7 Town centres

	out-of-centre locations. This is national policy set out in TC4	and wider area, up to five years from the time the application is made For schemes where the full impact will not be realised in five years, the impact must also be assessed up to ten years from the time the application is made. RIAs should be proportionate to the nature and scale of development. National policy TC4 sets out that in circumstances where an impact assessment is required, it should be demonstrated that the development would be unlikely to have a significant adverse impact on: a. Existing, committed and planned public and private investment in a town centre or centres in the catchment area of the proposal; and b. Town centre vitality and viability, including local consumer choice and trade in the town centre and the wider retail catchment (as applicable to the scale and nature of the scheme).	Lewisham Local Plan (2025) Policy EC12 Town centre network and hierarchy. The Council's up to date retail capacity study
30. River Impact Study	Any proposal for a site adjoining or in close proximity to the River Ravensbourne, Pool, Thames and Quaggy (including Deptford Creek) in addition to any ordinary watercourses designated by the LLFA.	Any undue overshadowing of waterspace can be detrimental to ecology and the amenity value of waterspace and it is therefore necessary to provide information demonstrating the likely impact of a development. A development can enhance the use, enjoyment and setting of a River by integrating land and water, opening up access to, from and along the river, exploring the added value and use of water space; and viewing the waterway, cycle paths and environs as part of the public realm to unlock the economic, environmental and social benefits of the river. The study should: show water features on location and site/block plans including rivers and culverts	London Plan (2021) Policy SI 16 Waterways use and enjoyment London Plan (2021) Policy SI 17 Protecting and enhancing London's waterways Lewisham Local Plan (2025) Policy SD9 Lewisham's waterways The Council's River Corridor Improvement Plan SPD (September 2015)

		• provide a Daylight & Sunlight Assessment (see specific guidance for Daylight/Sunlight assessments) • demonstrate how the development has sought to enhance the use, enjoyment and setting of the river (including details of any river restoration projects) • Sites which adjoin a River must also include plans showing proposed River enhancements, including in-channel enhancements as appropriate Any improvements to a river should be discussed at pre-application with officers in collaboration with the Environment Agency, Marine Management Organisation, and Port of London Authority, as appropriate.	
31. Schedule of Accommodation	All applications where residential, student or shared living accommodation is proposed	This should: • identify each residential dwelling, its total size and the size of; private external amenity space, bedrooms, living rooms, kitchens (or LKDs), and storage • identify each residential dwelling, its size (in sqm), its tenure and whether it is M4(3) or M4(2) compliant The residential units should be numbered so that they can be cross referenced to the proposed floor plans. For minor development this could be set out in the planning statement	London Plan (2021) Policy D6 Housing quality and standards London Plan (2021) Policy D7 Accessible housing London Plan (2021) Policy H10 Housing size mix Lewisham Local Plan (2025) Policy HO1 Meeting Lewisham's housing needs
32. Sequential Test	Applications for town centre uses which are located on the edge or outside designated centres	This assessment is to ensure the vitality and viability of town centres is retained and not unduly impacted by the proposal. In terms of the sequential test: • It must be demonstrated that there are no suitable town centre sites where the proposal could instead be located • If no suitable town centre sites are available or expected to become available within a reasonable period, consideration	NPPG on town centres and retail London Plan (2021) Policy SD7 Town centres: development principles and Development Plan Documents

		should be given to sites on the edge-of-centres that are, or can be, well integrated with the existing centre, local walking and cycle networks, and public transport Out-of-centre sites should only be considered if it is demonstrated that no suitable sites are (or are expected to become) available within town centre or edge of centre.	Lewisham Local Plan (2025) Policy EC11 Town centres at the heart of our community Lewisham Local Plan (2025) Policy EC12 Town centre network and hierarchy Lewisham Local Plan (2025) Policy EC13 Optimising the use of town centre land and floorspace The Council's up to date retail capacity study
33. Shopping Area Impact Statement	Development proposals for Class E and main town centre uses which do not contribute to the retail function of the Primary Shopping Area (PSA).	The Shopping Area Impact Statement must demonstrate that the development, whether individually or cumulatively with others, will support the retail function of the PSA and will not result in an unacceptable adverse impact on it by: • Contributing to the vitality, viability, vibrancy and character of the PSA, including by ensuring that a range of consumer goods remain available within it, taking into account the role and function of the centre in the hierarchy • Providing an appropriate main town centre use at the ground floor level that will attract visitors and generate footfall within the PSA • Providing positive frontage along with an active ground floor frontage in order to ensure that there is no excessively harmful break between retail uses • Ensuring local amenity is not unreasonably harmed by increased noise, odour, fumes and other nuisances.	Lewisham Local Plan (2025) Policy EC14 Major and District Centres

34.Site Contamination Assessment	All applications where groundworks will take place or works to potentially hazardous buildings. This is a national policy requirement set out in policy P2	Where relevant, to assess potential site contaminants, a Preliminary risk assessment (PRA) (Phase 1 Study) should be submitted to identify the level of risk of contamination on the site and adjacent land. This should include: • a description of the site and the scope of the site inspection • a full review of historical land use and the potential for contamination, contaminant type and characteristics • details of consultation with the relevant regulatory authorities • an outline Conceptual Site Model (CSM) identifying potential risks. The report must be undertaken by a competent person. Where necessary: • undertake a Site Intrusive Investigation (Phase 2 Study) to provide detailed assessment of contamination and risk to all receptors • prepare a Risk Management and Remediation Strategy appropriate to the individual site circumstances • submit a Verification Plan and Closure Report prior to the occupation of the development. National policy P2 sets out that adequate site assessment information, prepared by a competent person should be available to inform considerations including ground conditions, including any risks arising from land instability or contamination and the extent to which any such risks can be mitigated, and the potential impacts on the natural environment arising from remediation.	Part IIA of the Environmental Protection Act 1990; Relevant local Development Plan Policy The Council's 'Guide to dealing with contaminated land through the planning regime' available on the website. NPPF policies on land contamination and pollution
35. Statement of Community Engagement	Applications for development between 5-9 residential dwellings or development	The statement shall include: • information on how the applicant has complied with the requirements for pre-application consultation set out in Lewisham's adopted Statement of Community Involvement	The Local Planning Authority's Statement of Community Involvement. NPPF policies relating to pre-application engagement.

	that has potential to impact the local community.	• how the views of the local community have been sought and taken into account in the formulation of development proposals • identification of the number and type of engagements and number of attendees at those engagements. Pre-application engagement with the Council, whilst welcomed, should not be only the engagement that the applicant sets out within the statement and there is an expectation engagement with the wider community is undertaken prior to an application for planning permission being submitted.	NPPG on pre-application engagement
36. Structural Survey	All applications that involve substantial alterations to a Listed building, Non Designated Heritage Asset	The survey shall describe, explain and illustrate: • the current condition of the property, • the structural problems, • the options for and cost of repair of the building, • a methodology for undertaking the proposed demolition works • a statement demonstrating how harm to the historic fabric of the building will be minimised as a result of the proposed works. The survey shall be prepared by a suitably qualified professional, experienced in working with heritage buildings (or other if not heritage related).	The NPPF policies relating to the historic environment NPPG on the historic environment London Plan (2021) Policy HC1 Heritage Conservation and Growth Lewisham Local Plan (2025) Policy QD8 High-quality housing design Lewisham Local Plan (2025) Policy QD9 Building alterations, extensions and basement development London Plan (2021) Policy T4 Assessing and mitigating transport impacts London Plan (2021) Policy T6 Car parking
37. Transport Statement (TS)	All applications for commercial development of more than 500m2 and residential (or	The Transport Statement should give details of the impacts on traffic movement and highway safety and assess how alternative modes of transport could be accessed along with proposing measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal, and to mitigate transport impact.	

	other non traditional) accommodation where 5 or more dwellings are created (including through change of use) This is a national policy requirement set out in policy TR6	Applicants should engage with officers at pre-application stage to agree the approach to/requirement for: - Trip generation - Parking survey National policy TR6 sets out that transport assessments and statements, and travel plans, should reflect the transport vision for the development and the transport strategy for the area in which it is located, and how these are intended to be achieved. In assessing movement patterns and potential impacts, including whether they are considered to be severe, reasonable future scenarios should be considered, taking into account impacts at relevant times of the day, potential cumulative impacts, multimodal trip generation and the promotion of sustainable modes of travel, and realising the transport vision for the development itself. Development proposals should be considered having regard to these potential impacts and the other policies in this Framework which are relevant (including TR3, TR4 and DP3(2)(d)).	London Plan (2021) Policy T5 Cycling London Plan (2021) Policy D8 Public realm Lewisham Local Plan (2025) Policy Sustainable transport and movement NPPF policies relating to transport
38. Tree Survey, Arboricultural Method Statement and Arboricultural Impact Assessment (including Tree Protection Plan)	All applications where trees have the potential to be impacted.	The tree survey and constraints plan is an appraisal of the pre-construction arboricultural situation that includes an assessment of tree quality. The arboricultural impact assessment (AIA) is required to quantify and suggest solutions to minimise the impacts to trees and must include a tree retention/removal plan. CAVAT values should be provided for any trees that are proposed to be lost as a result of the proposed development in accordance with up to date guidance. If the impacts identified require tree protection or identify special working methods within the root protection area of retained trees, an arboricultural method statement (AMS) and tree protection plan to BS 5837:2012 are also required. Where changes in ground level are proposed within RPA's, sections will be required. A Tree Survey or AIA must include a plan which clearly shows the location of all trees	NPPF policies relating to trees London Plan (2021) Policy G1 Green infrastructure London Plan (2021) Policy G5 Urban greening London Plan (2021) Policy G7 Trees and woodlands Lewisham Local Plan (2025) Policy GR5 Urban greening and trees

		on site, including those proposed to be retained/ removed. It should also include a tree constraints plan overlaid with the proposed development layout.	Relevant British Standards relating to the Assessment and Statement required. Relevant British Standards relating to the Assessment and Statement required.
39. Ventilation / Extraction Statement (see also noise and vibration impact assessment)	Any application where ventilation and extraction equipment is proposed	Where a flue is necessary to support the use of a premises, its location of such flues need to be carefully considered at an early stage to ensure that it is are capable of being provided in a manner that would not have an adverse impact visually, on occupiers of neighbouring properties. This should include: • plans to scale showing the position and design of ventilation and extraction equipment. • full manufacturers details of the equipment proposed including odour abatement techniques • a Noise and Vibration Impact Assessment (see Noise and Vibration Impact Assessment requirements).	See 'Noise and Vibration Impact assessment' Lewisham Local Plan (2025) Policy QD8 High-quality housing design Lewisham Local Plan (2025) Policy QD8 High-quality housing design
40. Viability Statement	Any application proposing a loss of a public house (including a change of use)	The Viability Statement needs to include: • Evidence in the form of at least the last three years of audited accounts. • All reasonable efforts have been made to preserve the public house (including all diversification options explored) and evidence supplied to illustrate it would not be economically viable to retain the building or site for its existing use class.	London Plan (2021) Policy HC7 Protecting public houses Lewisham Local Plan (2025) Policy EC19 Public houses and Appendix 5. NPPF policies relating to public houses.
41. Viability Assessment		A viability assessment should be provided which assesses the development as proposed in the planning application and should contain detailed information on the following:	NPPF policies relating to affordable housing and viability including policy DM5.
When needed: • applications for new housing delivering between 2-9 dwelling		• Development value • Scheme details and development programme • Build and other costs	Relevant London and local Development Plan Policy.

units, which propose affordable housing off-site, or through payment in lieu contribution • any application where the deliverability of the scheme as designed needs to be understood • any application proposing a reduction in existing housing numbers on the site • any application proposing the loss of a public house (including a change of use) • any application proposing the demolition of or substantial harm to a designated or undesignated heritage asset • any application where the viability of the existing use is a material consideration Submitted viability information will normally be published unless withholding meets FOIA or Environmental Information Regulations tests.	• Developer profit • Benchmark land value • Planning contributions • Development finance The assessment should: • provide an appraisal of the proposed scheme, plus appraisals for any counterfactual testing and where Benchmark Land Value reflects an Alternative Use Value. • use recognised modelling software (e.g., Argus Developer) and submit appraisals in a fully testable and editable format, showing all costs, values, inputs, outputs, calculations, and assumptions. • clearly evidence all inputs and assumptions including construction costs which should generally be supported by an elemental Cost Plan prepared by a Chartered Quantity Surveyor. • comply with guidance from the Mayor of London, Viability Planning Practice Guidance, and RICS Professional Standards. • include a declaration confirming the assessment was objective, impartial, and free from interference, plus confirmation of instruction, no conflicts of interest, and a non-contingent fee statement. • if a deficit is shown, explain how the scheme remains deliverable. Applicants must cover the Council's costs for external viability consultants and related advice.	The Mayor of London's Affordable Housing & Viability Supplementary Planning Guidance (SPG) The Council's planning obligations SPD. Lewisham's Affordable Housing Contributions on Small Sites Guide Lewisham Councils - Affordable Housing Contributions on Small Sites (2025) Lewisham Council - Affordable Housing Contributions on small sites payment in lieu calculator (2025)
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