

London Borough of Lewisham

Validation Checklist

Householder Application for Planning Permission

September 2026 DRAFT

The following tables set out what information **must** be submitted with your application for it 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will not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.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](#).

Example submission

An example of a good quality submission for a single-storey rear extension can be viewed on our website [here](#).

National List of Requirements

No.	Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
1.	Appropriate Fee	All applications	Payment must be made online at time of submission through the Planning Portal. In specific circumstances a fee exemption may apply, and this will be assessed in accordance with the regulations	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)
2.	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)
3.	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	The Town and Country Planning (Development Management Procedure)

			• 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	(England) Order 2015 (as amended)
4.	Relevant Plans and Drawings	All applications	Plans and drawings that are required: • 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. These plans should show proposed materials and architectural treatment, where relevant. • Sections: showing finished floor and site levels at 1:50 or 1:100 scale. These plans should show external landscaped areas with existing and proposed levels, where relevant. • Street elevations: showing proposal in relation to the existing streetscene at 1:50 or 1:100 Site sections: showing the proposal in relation to adjoining buildings where appropriate. • Landscape plan: showing the treatment of all spaces within the site not covered by buildings. Where relevant • Elevations and details of boundary treatments and front garden layouts where relevant • Site survey with datum points and contours. All plans and drawings must: • Include a scale bar showing a length of 1metre and 10 metres • Show the direction north	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 basis
5.	Archaeological Desk Based Assessment (DBA)	Applications in Archaeological Priority Areas that propose new or extended basements and or excavation In these cases it is recommended to 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. How do I find out if I am in an APA? Search for your property here: Local Plan Proposals Map Adopted July 2025 From the menu, select 'Planning Policy Map', then navigate to 'Heritage', and choose 'Archaeological Priority Area'. Use the search tool to identify your	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 and will inform the need for applications of archaeological conditions to a permission. If there is any uncertainty as to the level of information required it is recommended the applicant liaises with the Greater London Archaeological Advisory Service (GLAAS) prior to the submission of an application. GLAAS are the Council's advisor on Archaeological Matters.	London Plan (2021) Policy HC1 Heritage Conservation and Growth Lewisham Local Plan (2025) HE2 Designated heritage assets NPPF policies relating to heritage assets. Relevant NPPG on the historic environment GLAAS's website.

		property within the relevant area. Who can prepare an Archaeological Assessment for me? You can find out more about Desk Based Archaeological Assessments on the website of the Chartered Institute for Archaeologists, under “Standards and Guidance”.		
6.	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. basement development.	London Plan (2021) Policy D10 Basement development Lewisham Local Plan (2025) Policy QD9 Building alterations, extensions and basement development
7.	Completed CIL form	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	The Community Infrastructure Levy Regulations 2010 (as amended) Form 1 as found on the Planning Portal and advice on completing the form. The form available on the Planning Portal.

			8. Declaration The figures must accurately reflect what is being proposed within the scheme. Section 8: Declaration must be signed and dated.	The charging schedule and rate information available on the Council's website. Relevant NPPG on CIL
8.	Flood Risk Assessment I Form	All proposals to alter the ground floor footprint, located in Flood Zone 2 or 3 <u>or</u> if the site is subject to Surface Water Flood Risk as designated by the Environment Agency (even if in Flood Zone 1). How do I find out if I am in Flood Zone 2 or 3 or am in an area subject to Surface Water Flood Risk? Search for your property using your postcode on 'Check the long term flood risk for an area in England'.	The Flood Risk Assessment should be provided on the standard environment agency form.	London Plan (2021) Policy SI 12 Flood risk management Relevant local Development Plan Policy. NPPF policies relating to flood risk Relevant NPPG on Flood Risk (excluding thresholds for submission at planning application stage)
9.	Heritage Statement	All applications that propose development: within a Conservation Area or Area of Special Local Character;	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.	London Plan (2021) Policy HC1 Heritage Conservation and Growth Lewisham Local Plan (2025) Policy HE1

		- comprise alterations to a Listed Building - in the setting of Conservation Areas; - in the setting of a Listed Building - comprises alterations to a locally listed building or other non-designated heritage asset Proposed alterations to a listed building or non-designated heritage asset. How do I find out if I am in a Conservation Area? Search for your property here: : Local Plan Proposals Map Adopted July 2025 and use the 'Show layer' and search tool to identify your application site.	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. Whether a proposal is considered to be within the setting of a Listed Building or Conservation Area or is considered to be a non-designated heritage asset would be discussed as part of pre-application engagement with officers. See separate local list requirements or Listed Building Consents.	Lewisham's historic environment & HE2 Designated heritage assets. The NPPF policies relating to the Historic Environment NPPG on the Historic Environment 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
10.	Structural Survey	All applications that involve substantial alterations to a Listed building	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. - An statement demonstrating how harm to the historic fabric of the building will be minimised as a result of the proposed works.	London Plan (2021) Policy HC1 Heritage Conservation and Growth Lewisham Local Plan (2025) Policy HE1 Lewisham's historic environment & Policy

			The survey shall be prepared by a suitably qualified professional, experienced in working with heritage buildings (or other if not heritage related).	HE2 Designated heritage assets The NPPF policies relating to the Historic Environment NPPG on the Historic Environment
11.	Tree Survey (TS), Arboricultural Method Statement (AMS) and Arboricultural Impact Assessment (AIA and Tree Protection Plan (TPP)	All applications where development may affect protected trees (including trees subject to a Tree Preservation Order or located within a Conservation Area), either directly or indirectly (e.g. through excavation, level changes, or proximity to development).	The documents and plans ensure that trees are protected and any proposed tree loss appropriately mitigated. 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. It should include a tree retention/removal plan (finalized). It should also include a plan showing tree constraints overlayed with the proposed development. 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.	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 Relevant British Standards relating to the Assessment and Statement required.