

London Borough of Lewisham

Validation Checklist

Prior Notification in Connection with Permitted Development Rights for Larger Home Extensions

September 2026 DRAFT

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not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.

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

No.	Validation Requirement	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
1.	Appropriate Fee	Payment should 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.	Completed application form or written description of proposed development	It is strongly advised that the application is made through the Planning Portal, where an application form will be generated upon the application's submission. This must include a written description of the proposed development including: • how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse; • the maximum height of the enlarged part of the dwellinghouse; and • the height of the eaves of the enlarged part of the dwellinghouse; • where the enlarged part will be joined to an existing enlargement of the dwellinghouse, the information must be provided in respect of the total enlargement (being the enlarged part together with the existing enlargement to which it will be joined); • the addresses of any adjoining premises; • the developer's contact address; and • the developer's email address if the developer is content to receive communications electronically.	The General Permitted Development Order 2015 (as amended) Schedule 2, Part 1, Class A paragraph A.4.

3.	Proposed site plan	This must indicate the site and show the proposed development and any existing enlargement of the original dwellinghouse to which the enlarged part will be joined; • be drawn to an identified metric scale (e.g. 1:100, 1:200) • Include a scale bar showing a length of 1 metre and 10 metres • include a title and drawing number (with the relevant revision number as necessary) • show the direction of north	The General Permitted Development Order 2015 (as amended) Schedule 2, Part 1, Class A paragraph A.
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Local List of Requirements

The Council has a limited period of time to process notifications of larger home extensions. If an objection to the extension is received the Council has a very short period of time in which to obtain additional information from the applicant to help assess the impact of the proposal on the amenity of adjacent owners/occupier. As such we ask that you provide as much additional information about the proposal as possible when the submission is made. The following information would greatly assist us:

- Photographs showing the site, location of proposed extension and its relationship with adjacent properties.
- Proposed floor plans, elevations and roof plan