

London Borough of Lewisham

Validation Checklist

Minor Material Amendment to a Planning Permission (Section 73 of the Town and Country Planning Act (1990) as amended)

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will not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.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. Applicants are advised to review other validation lists where relevant (Minor and Major Validation lists)

If any part of an application submission has been prepared using Artificial Intelligence tools, the applicant must declare 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.

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, 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

(required for all applications)

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.	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)	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. 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. 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.	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.	Site Location Plan	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.	Completed CIL – Additional Information Requirement Form	All applications	In order to identify any changes to CIL liability.	The Community Infrastructure Levy Regulations 2010 (as amended) The form available on the Planning Portal. The charging schedule and rate information available on the Council's website. Relevant NPPG on CIL
5.	Planning Statement	All applications	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 This should also set out the new proposed wording of the condition(s) sought to be amended	Dependent on the amendment(s) proposed.

6.	Approved relevant plans or documents with marked up/annotated amendments	Where amendments are sought to the approved plans.	A set of the relevant approved plans should be provided. These plans should be marked up and annotated with the proposed amendments. If an approved supporting document requires amendments, this should be submitted in its approved form.	NPPG Dependent on the amendment(s) proposed.
7.	Proposed plans and/or proposed	If plans /drawings are required to be submitted (either in isolation or appended to documents)	A 'clean' set of proposed plans should be provided, these must: - be drawn to an identified metric scale (e.g., 1:20 1:50, 1:100, 1:200) - Include a scale bar showing a length of 1metre and 10 metres - include a title and drawing number (with the relevant revision number as necessary) -show the direction of north	In order for the approved plans to be updated.
8.	Information necessary to describe the subject of the application.	All applications	This will depend on the scope of the proposed amendments and should be discussed with officers at pre-application stage. Applicants should also review the relevant Local Validation List (Minor or Major) to ensure that any additional or updated documents are submitted where necessary, including revised plans or technical reports, to adequately support the proposed changes.	NPPG Dependent on the amendment(s) proposed.
9.	Deed of variation summary statement	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.	Environmental Statement (ES)	EIA development	An addendum statement addressing the proposed changes to the scheme will be required as a minimum. This statement should assess whether the proposed	The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended)

			changes would give rise to any further or different significant effects. The scope of the document will depend on the nature and scale of amendments proposed and should be discussed with officers at pre-application stage.	The relevant NPPG on EIA development
11	Financial Viability Information		Required where viability information formed part of the original consent and where the proposed changes would materially affect viability, for example through an increase in residential floorspace or changes to the approved mix or quantum of development.	The Council's planning obligations SPD. See local validation list for minor or major development for further information on required viability information.