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Submitting a planning application



The most effective method of submitting your application form is online via the [Planning Portal](#).

It is the preferred way to make submissions not only in Southwark but nationally. Therefore in order for your application to be processed as quickly as possible, **submit your application via the Planning Portal website and include all relevant information** e.g. drawings, photographs, other supporting documents etc.

How to avoid delays in processing your application

An application will only be made valid and progressed once all necessary items are received. These may include an appropriate fee, plans and any other supporting documentation where applicable.

Applications are often made invalid for the following reasons: -

- unpaid application fees;
- missing site location plans or the ones received not adequately identifying a site edged red;
- existing and proposed plans not showing a site and scheme accurately;
- drawings submitted without a scale bar, without a written scale (e.g. 1:100), without clearly annotated dimensions and/or displaying a **do not scale note**;
- **incorrectly completed application forms with:**
 - missing contact details e.g. names/email addresses (*please always provide an email address where available for quicker contact*);
 - incorrect site address details e.g. missing flat no.s.;
 - incorrect or incomplete descriptions of a development which do not include all aspects of
- the proposal requiring planning permission;
- missing ownership certificates;
- forms not dated and unsigned.
- **missing supporting documents required for specific types of application, such as:**
 - design and access statement;
 - heritage statement;
 - a schedule of works (for Listed Buildings);
 - flood risk assessment;
 - daylight and sunlight impact assessment;
 - noise assessment, air quality assessment, arboricultural Construction Environment Management Plan, etc.

To avoid unnecessary delays caused by your application being made invalid, through errors such as those outlined above, ensure that you carefully read the appropriate validation checklist below and also review the [fee list](#) before submitting your application.

Validation checklists

[Householder](#) (excluding applications for works to a flat)

[Full planning permission](#) (including applications to works to a flat)

[Outline permission](#) (with some reserved matters)

[Planning permission for demolition in a conservation area](#)

[Listed building consent](#)

[Advertising consent](#)

[Approval of reserved matters](#)

[Approval of details](#)

[S.73 Vary/removal of conditions/minor material alterations](#)

[Non-material amendments to an approval](#)

[Variation/discharge of legal agreement](#)

[Prior approval/prior notification for change of use from class B1\(a\)\(Offices\) to class C3\(Dwellinghouses\)](#)

[Prior approval/prior notification for change of use of a building and any land within its curtilage to use as a state funded school](#)

[Prior approval/prior notification in connection with a change of use of a building and any land within its curtilage](#)

[Prior approval/prior notification for telecommunications development](#)

[Prior approval/prior notification in connection with temporary permitted development rights for large home extensions](#)

[Certificate of lawful development for existing use, building, operation or activity](#)

[Certificate of lawful development for proposed use, or development](#)

[Works to a tree within a conservation area or subject to a tree preservation order](#)

[Hedgerow removal notice](#)

We would welcome your feedback on the revised checklist above. Please access the [short online survey here](#). We are consulting on the revised validation checklists for 10 weeks from Friday 8 January to Friday 18 March. Please respond by 5pm on Friday 18 March

Further information

All planning applications must be accompanied by a [CIL Additional Information Form \(Assessment Form\)](#). The completed form will provide necessary information to allow us to determine whether the development is liable for the Mayoral and Southwark Community Infrastructure Levy (CIL).

Please see [Planning Portal's guidance](#) for additional details on CIL

The responsibility to pay the levy runs with the ownership of the land, unless another party has assumed liability. An Assumption of CIL Liability Form can be submitted to the Council with the planning application to ensure that the CIL liability notice is issued to the correct party.

Please see the [Council's data protection standards](#) for further information on data protection.

To view further guidance on validation requirements please see the list on the [further guidance homepage](#).

Please see the [delegated report authorising consultation on the revised validation checklists](#) for further background on these changes.