

Application to view Archived Planning Case File.		
This application must not be used for current applications		
Booking No:	<For office use>	Date rec:
Your full Name: (please print)		
Your current address:		
Contact telephone number:		
Site address / location (One site address per file booking)		
< Give as much detail of the site >		
Reasons for your booking (please read guidance notes)		
<Give a brief reason for booking >		
Case File Reference & Application Number:		
<If you know the case number please quote it>		
Return to:		
London Borough of Southwark Development Control Administration Council Offices, Chiltern, Portland Street SE17 2ES (Telephone 020 7525 5403)		
Signature:		
Date :		
Officer Check List:		
File location:	Yes	No
Is the file in the system		
Is the file with a Planning Officer		
File bar code:		

1. **(Planning History)** We hold decision notices from 1947 to date on a document management system (ADOS), all decisions are held on Part 2 of the Planning register, you may view this between 9.00am to 16.30pm Monday to Friday at our offices.
2. **(Appeal Decisions)** As above these are held on the Planning register.
3. **(Officer reports)** These are held on our Acolaid system, and ADOS, if you require a report from before 2002, you will have to book out the original case file. A summary of the officer's report can be viewed via the Council's web site from 2002.
4. **(Objection/Consultation letters)** From 1st May 2005 we now scanned all letters of comment on the application, these are kept on the case file and electronically on ADOS.
5. **(Current Applications)** These are part 1 of the planning register, we keep these on deposit until the Council has made a decision. You do not need to use this form to view one of these applications, please come to reception and ask for the planning docket file.
6. **(Current Applications)** From 01/01/2008 all new valid applications are now scanned onto the Southwark web site, please go to www.southwark.gov.uk planning applications to view information online
7. **(Plans)** We will copy you plans from both registers at a cost (please refer to our current price list at reception) we cannot part copy plans due to copyright. All Plans copied must be stamped with our copyright stamp.
8. **(Deposit)** We require a **£25.00** deposit per application for viewing a file, if you are a Southwark resident we will ask you to supply proof along with your application of residency.
9. **(Data protection)** We keep a record of your booking on our data systems, for the Development Control team to monitor the file booking process, we only uses this information for our own internal use.
10. **(Finally)** The files and the contents are and remain the property of the Council, you are not permitted to remove any papers from the file unless you have written approval from the Head of Planning, Under no circumstances are files to be taken off site or removed from the reception area.
11. **(Remember)** Please enclose your cheque payable to **Southwark Corporation** or if a Southwark resident a copy of your Council tax / rent book, these copies will be destroyed after use.
12. **(Copy Charges)** We now have a photocopier located in the main Chiltern reception, therefore you may copy items from the case file yourself. If you require a member of staff to copy for you these will be charged at our normal rate.

Updated on 03/09/2008

Regeneration and neighbourhoods Planning services price list (from 1st April 2007)

Development Control charges

- Annual subscription to the weekly planning application list £151.00
- OS map extracts (A4 size at scale 1:1250) £27.00 (4 copies) inclusive of VAT
- Copies of planning decision notices on the Statutory Register (Part 2) £10.00 for each decision notice
- Copies of other documents* on Part 2 of the Statutory Register £1.00 per A4 page copied
- Copies of documents* relating to current planning applications on Statutory Register (Part 1) £1.00 per A4 page copied
- Copies of plans of decided and current planning applications:
Plans up to and including A3 in size £1.50 per plan copied
Plans over A3 in size £3.00 for each plan copied**
- Copies of the other documents* on Town Planning cases files £1.00 per A4 page copied
- Copies of environmental impact assessments (individually priced-ask at reception)

* Excluding plans

** Please note that plans larger than A3 in size are copied for the council by an external contractor. The charges includes the cost to the council plus a handling charge.

Building Control charges

Inspection of archive record

Responses of solicitor enquiries

~~£95.83~~ £86.25 inclusive of VAT
~~£51.70~~ £52.90 inclusive of VAT

Unitary development plan publications

Unitary development plan (July 1995)

£35.00

Supplementary planning guidance (April 1997)

£20.00

Supplementary planning guidance:

Places of worship (September 1998)

£5.00

Live/work development in Bermondsey Street (February 1999)

£5.00

Elephant & Castle (October 1999)

£5.00

Affordable Housing (February 2002)

£5.00

Individual unitary development plan proposals maps (north, middle & south sections)

£7.50 each section or
£15.00 for all three

Street naming & numbering

Property numbering

1 - 20 dwellings

£60.50

21 - 40 dwellings

£72.00

41 - 60 dwellings

£82.00

61 & above

£92.00

Property naming

£121.00 per property

Road naming

£180.00 per road

Miscellaneous

Southwark borough map

£2.50

Southwark
Council