Validation Criteria: Application for a Lawful Development Certificate for a proposed use or development

The original plus 1 copy of the information referred to below shall be provided unless the application is submitted electronically.

Introduction
For an application to be valid it must include the relevant forms, plans and other details to provide sufficient information to determine the application. These notes explain what should be provided for the certificate under the National and Local requirements. In all cases the information we request will be necessary and in proportion to the nature and scale of the proposal and a material consideration in determining the application. However if you do not submit the necessary details it may be invalid, resulting in delays.

National Requirements

The application shall comprise

- completed application form signed and dated
- evidence verifying the information included in the application and any other relevant information
- the appropriate fee If you consider that no fee is required please give the previous application number

Plans and drawings

Location plan based on an up-to-date map. It should:

- be at a scale of 1:1250 or 1:2500
- show at least two named roads
- show surrounding buildings
- show properties numbered or named
- show the direction of North
- the application site should be clearly edged with a red line and any other land adjacent to the application site which is in the applicant’s ownership should be edged with a blue line.

Local Requirements

Existing site survey plan which should:

- be at a scale of 1:50 or 1:100
- show the direction of North
- show all existing buildings and structures
- show details of any vehicular/pedestrian access

Existing and proposed relevant elevations at a scale eg 1:50 or 1:100

Existing and proposed relevant floor plans at a scale eg 1:50 or 1:100 showing all floors