

Application for Lawful Development Certificate for Proposed Use or Development

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

	YES	N/A
Completed application form which should be signed and dated	<input type="checkbox"/>	
The appropriate fee – half the normal planning fee	<input type="checkbox"/>	<input type="checkbox"/>
Location Plan which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area. The application site should be clearly marked in red and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue. Showing the direction of North.	<input type="checkbox"/>	
Evidence to verify the claim for a certificate any evidence, other than that required in the Local Requirements, that can verify the claim that planning permission from the LPA is not required	<input type="checkbox"/>	<input type="checkbox"/>

LOCAL REQUIREMENTS FOR ALL APPLICATIONS

	YES	N/A
Block/Site Plan (at a scale of 1:200 or 1:500) highlighting the proposed development in relation to the site boundaries and other existing buildings on the site. Any trees or public rights of way affected by the development should be shown, together with the proposed parking arrangements. Any new boundary walls or fencing proposed as part of the development. The direction of north should be shown.	<input type="checkbox"/>	
Existing Floor Plans (at scale 1:50/1:100) where the application relates to extensions to an existing building	<input type="checkbox"/>	<input type="checkbox"/>
Existing Elevations (at scale 1:50/1:100) where the application relates to an extensions to an existing building	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Floor Plans (at scale 1:50/1:100) where the application relates to extensions to an existing building	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Elevations (at scale 1:50/1:100) where the application relates to alterations and/or extensions to an existing building. When new buildings, such as garages are proposed	<input type="checkbox"/>	<input type="checkbox"/>
Existing and Proposed Roof Plans (at scale 1:50/1:100) where the application relates to an alteration to the roof and the alteration cannot be accurately shown on elevation plans	<input type="checkbox"/>	<input type="checkbox"/>
Sections and Finished Floor and Site Levels Plans – only when a change in level is proposed eg on a sloping site		
Existing and proposed site sections (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed finished floor levels (at scale 1:50/1:100)	<input type="checkbox"/>	<input type="checkbox"/>
Planning Statement - for all applications except those for trees, householders and minor alterations to commercial premises.	<input type="checkbox"/>	<input type="checkbox"/>

NB The onus lies with the applicant to supply sufficient and precise information and evidence to enable the Council to determine the application.