

Local List – Validation of Planning and other Applications
Annex D.2
Application for a Lawful Development Certificate
For a Proposed Use or Development

Form

- 1.0 One original plus three copies of the Standard Application Form are required.

Declaration

- 1.1 The Declaration must be signed by the applicant or the agent (if one has been employed), and it must be dated.

Fee

- 2.0 The correct fee must be submitted with the application – see the attached list of fees (Annex J).

Plans, Drawings and Supporting Information

- 3.0 Four copies of the following plans and drawings are required (as necessary):

- 3.1 *In all cases* – a **Location Plan** at a scale of 1:1250 (towns and villages) or 1:2500 (rural) showing:
- the application site area outlined in red (this should include all land necessary to carry out the proposed development e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings);
 - any other land in the same ownership / control close to or adjoining the application site outlined in blue;
 - which way is north;
 - the scale used; and
 - the surrounding roads, paths, buildings and structures.
- 3.2 *If the proposal will alter an existing building/structure footprint, or create a new building/structure footprint* – a **Block Plan** at a scale of 1:500 or **Site Plan** at 1:200 showing:
- the proposed development within the context of the existing buildings and structures, the property boundaries and accesses, the road and adjacent buildings and structures;
 - any existing or proposed vehicle parking spaces / areas;

- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development;
- detailed landscape proposals including the extent and type of any hard surfacing;
- the location of any existing or proposed drainage;
- which way is north; and
- the scale used.

3.3 *If the proposal will create, alter or add to a floor – **Floor Plans** to a scale of 1:50 or 1:100 showing:*

- the **existing** and **proposed** layout of the whole of each floor that will be created, altered or added to by the proposal;
- the name of each of the rooms or areas;
- details of the existing and proposed drainage;
- where the proposal will amend a planning permission, all proposed changes should be clearly marked on the proposed floor plans; and
- the scale used.

3.4 *If the proposal will create, alter or add to a building/structure – **Detailed Elevation Drawings** to a scale of 1:50 or 1:100 showing:*

- the **existing** and **proposed** view of each side of the building or structure that will be altered or added to by the proposal;
- ground level;
- existing and proposed floor levels;
- where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build;
- where the proposal will amend a planning permission, all proposed changes should be clearly marked on the proposed elevation drawings; and
- the scale used.

Guidance

4.0 The Department of Communities and Local Government has published *Lawful Development Certificates: A User's Guide*. This is available from www.comunities.goc.uk.