



Validation checklist:

Application for Lawful Development Certificate for Proposed use or development

National Requirements Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	Tick
Application form, fully completed, signed and dated	
Location plan (based on an up to date map) at a scale of 1:1250 showing at least two main roads, surrounding buildings and show the direction of North. The application site must be edged clearly with a red line and a blue line around any other land owned by the applicant.	
Information to verify that the description of development sought by the Certificate is lawful i.e. plans/drawings and any other information relevant to the application.	
Correct fee	

Local Requirements The following documents may be required depending on the proposal. Further guidance can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	Tick
Block/site plan at a scale of 1:500 showing the proposed development, including neighbouring properties, site boundaries, any hardstanding and/or car park.	
Existing <u>and</u> proposed elevations at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded.	
Existing <u>and</u> proposed floor plans at a scale of 1:50 or 1:100 with the proposed works clearly labelled and coloured or shaded.	
Planning Obligations - completed instruction sheet and proforma	
Community Infrastructure Levy (CIL) – CIL Additional Information Form	