



Validation Checklist

Application for Lawful Development Certificate – **Existing** Use, Operation or Activity

National Planning Application Requirements		
Requirement	Where can I find this	Do I need to submit this
Application Form	If you submit your application via the Planning Portal you will auto-fill the Application Form. If you require a paper form to print you can get it from here	Yes
Application Fee	Fees are set by Central Government and an Index Link increase is made on 1 April each year You can calculate your fee via the Planning Portal	Yes
Location Plan	The Plan should, in most cases, be to a scale of either 1:1250 or 1:2500 and show a north point. The curtilage (boundary) of the site, the subject of the application, marked in RED. Any other land in the Ownership of the Applicant, but which does not form part of the Application can be marked in BLUE. A plan can be purchased from the Planning Portal at www.planningportal.co.uk but there are other websites that offer this service.	Yes
Existing and Proposed Site Plans	The Plan should, in most cases, be to a scale of either 1:200 or 1:500 and have the curtilage (boundary) of the site, the subject of the application, marked in RED. Any other land in the Ownership of the Applicant, but which does not form part of the Application can be marked in BLUE. The existing and proposed Site/Block Plan must include ALL features of the site including buildings, hardstanding areas, parking, gates, walls, fences and landscaping (including trees).	Yes, but this depends on what the application involves. Please call the Planning Department on 01553 616879 if you are unsure
Application Drawings	Existing and proposed drawings must be submitted and include the following;	Yes, but this depends on what the application involves. Please call the

	Roof Plan – to a scale of 1:100 Floor Plans – to a scale of 1:100 Elevations – to a scale of 1:100 Sections – to a scale of 1:100 showing site levels and finished floor levels	Planning Department on 01553 616879 if you are unsure
Evidence	Depending on your application will depend on what evidence you need to submit. You will need to submit such evidence verifying the information included in the application.	Yes
Other Information	Any other information considered to be relevant to the application	Yes