

15. Application for a Lawful Development Certificate for a proposed use or development

NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Such evidence verifying the information included in the application
- A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such person has been notified of the application.
- Any other information which is considered relevant to the application
- Appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

For more guidance on the content of the plans referred to above please refer to the Explanatory Notes in **Section 2** of this Validation Checklist.

LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development.

- Completed Additional Information Sheet for Applications for Certificates of Lawful Proposed Development
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing site survey plan (scale of 1:50 or 1:100)

- Copy of other plans and drawings necessary to describe the application
- Planning Statement

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

For guidance on whether the above documentation is required for a specific development please refer to the Explanatory Notes in **Section 3** of this Validation Checklist.