

Validation Checklist – V16

Lawful Development Certificate for a Proposed Use or Development (s192 of the Town and Country Planning Act 1990)

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. Single storey rear extension at 24 London Road, Stone – Front Elevation).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 3 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- **Correct Fee¹**
- **Application Form completed, signed (unless submitted electronically) and dated**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue
- **Site Layout Plan/Block Plan (Scale 1:500 or 1:200)**
- Such **evidence** as you consider sufficient to verify the information included in the application
- Such other **information** as you consider to be relevant to the application.
- **A completed Validation Checklist**

PART 2: LOCAL REQUIREMENTS

Question 1:

Y **N** Is your application for a Certificate of Lawfulness for a **use of a building**?

If **yes**, please provide **existing and proposed floor plans (scale 1:50 or 1:100)**.

Question 2:

¹ see [Fees for Applications Guidance Note](#)

Validation Checklist – V16

Y N Is your application for a Certificate of Lawfulness for a proposed **use of land**?

If **yes**, please provide **existing and proposed site layout plans (scale 1:200 or 1:500)**

If **yes**, will there be any other uses within the application site?

If you answered yes to both questions, please provide a **full description of all of the uses** and ensure that they are identified on the site layout plans.

Question 3

Y N Is your application for a Certificate of Lawfulness for the carrying out of **building operations**, that is do you want to build something?

If **yes**, please provide **floor plans (Scale 1:50 or 1:100)**

If **yes**, please provide **elevations (Scale 1:50 or 1:100)**

Question 3:

Y N Is your application for a Certificate of Lawfulness for the carrying out of **other operations**?

If **yes**, please provide plans to an appropriate metric scale.

Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site.

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01322 343203.

It should be noted that these requirements apply only to the submission of applications for planning permission and do not:

- **relate to the information necessary to comply with any other legislation;**
- **infer or convey acceptability in respect of any other legislation.**

Signed:.....

Date:.....