

**APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE  
FOR A PROPOSED USE OR OPERATION OR ACTIVITY CHECKLIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING GUIDANCE NOTES).**

**NAME OF APPLICANT:** \_\_\_\_\_

**NAME OF AGENT:** \_\_\_\_\_

**ADDRESS OF DEVELOPMENT:** \_\_\_\_\_

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

UNLESS SUBMITTED ELECTRONICALLY THREE COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH BOX AS APPROPRIATE.

- Have you completed the application forms and signed and dated all copies?
- Have you enclosed the correct fee? If not, please explain why:-
- Have you provided a site location plan at a scale of 1:1250 or 1:2500 and edged the application site in red and any adjoining land in your ownership or control in blue (remember the application site should be centred on the plan and identify all roads and properties surrounding the site so that neighbour notifications can be easily undertaken).
- Have you included Such evidence verifying the information included in the application as can be provided
- Have you included existing and proposed elevations (e.g. at a scale of 1:50 or 1:100); Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100); site survey plan (e.g. at a scale of 1:50 or 1:100)

## **GUIDANCE NOTES**

### **GENERAL**

All drawings and must contain a drawing title, drawing number and revision numbers. All documents must be referenced. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres.

### **LOCATION PLAN**

All applications must include copies of a location plan based on an up-to-date map. This should be at a scale of 1:1250 or 1:2500. In exceptional circumstances plans of other scales may also be required. Plans should wherever possible show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The plan should be marked with a north point and identify a minimum of two roads. We will also accept any location plans downloaded from Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).