

**11. LAWFUL DEVELOPMENT CERTIFICATE FOR A
PROPOSED USE OR DEVELOPMENT
VALIDATION REQUIREMENTS (S192)**

Please see the Full Validation checklist for more detail

This information is always required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application will be delayed until it is provided.

The case officer may request other information after the application has been registered

THE BURDEN OF PROOF IN A LAWFUL DEVELOPMENT CERTIFICATE APPLICATION LIES WITH THE APPLICANT AND THEREFORE SUFFICIENT AND PRECISE INFORMATION SHOULD BE PROVIDED TO SUPPORT THE APPLICATION

| NATIONAL REQUIREMENTS | | √ |
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| N1 | Application Form :Answer all questions | |
| N2 | Correct Fee | |
| N6 | Location Plan This should: <ul style="list-style-type: none"> • Be up to date and of Ordnance Survey quality • Be At a scale of 1:1250 or 1:2500 • Show a North point. • Show at least two named roads • Show surrounding buildings which are named or numbered. • Clearly identify the application site with a red edge which should include all the land required to carry out the proposed development. • Show any other land in the control or ownership of the applicant which is close to or adjacent to the application site, with a blue line. • Show the exact location of the application site. | |
| N8 | Floor Plans (for a Lawful Development Certificate for a proposed use or development) These should: <ul style="list-style-type: none"> • Be drawn to a recognised metric scale, preferably 1:50 or 1:100 • Explain the proposal in detail. | |
| N9 | Elevations & Roof Plans (for a Lawful Development Certificate for a proposed building) These should: <ul style="list-style-type: none"> • Be drawn to a recognised metric scale, preferably 1:50 or 1:100 • Explain the development in detail | |
| LOCAL REQUIREMENTS | | |
| L32 | Copies of Applications on CD Required for: <ul style="list-style-type: none"> • All hard copy/paper applications • Major applications when requested during pre application discussions | |
| *Additional supporting information to illustrate the proposed use or development e.g. Plans / Statement referring to relevant part of the Town and Country Planning General Permitted Development Order or Town and Country Planning Use Classes Order* | | |

Applicants are encouraged to submit and pay for planning and other applications electronically using the Government's Planning Portal service on the internet – www.planningportal.gov.uk

The Council will process applications submitted on paper. These require

- (i) 1 copy of each document, plan and form.
- (ii) 1 copy of all the application documents on CD in PDF format.

If you do not intend to provide all the information required by the Councils local list of validation requirements, you should provide a short written justification as to why it is not appropriate in the particular circumstance.