

CHECKLIST OF REQUIRED INFORMATION FOR APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT

NATIONAL REQUIREMENTS

- Completed form (original plus 3 copies to be supplied unless the application is submitted electronically).
- A plan which identifies the land to which the application relates drawn to an identified scale, and showing the direction of North (original plus 3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

DEFINITION OF TERMS

National requirements

The Standard Application Form

From 6 April 2008, all planning applications will need to be presented on a standard application form, which will be available electronically. The Government wishes to encourage applicants to submit applications electronically wherever possible, as this provides opportunities for streamlining procedures and thereby reducing costs. However applicants will retain the option of submitting paper versions of the form. In that event, the legislation requires three additional copies plus the original of the completed standard application form to be submitted. An applicant may be requested by the local planning authority to submit more than three copies, but three copies is the statutory requirement for a valid application.

The 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. The Advertisement Regulations requires three copies plus the original (unless submitted electronically). 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. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

The correct fee (where one is necessary)

Refer to the separate scale of fees.