



## Application for a Lawful Development Certificate for a proposed use or development

### NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (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

### LOCAL REQUIREMENTS

<b>Additional Mandatory Documents</b>	<ul style="list-style-type: none"><li>• Plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):<ul style="list-style-type: none"><li>○ Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li><li>○ Site survey plan (e.g. at a scale of 1:50 or 1:100)</li></ul></li></ul>
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Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Location Plan	<p>Plans must be based on a licensed copy of an Ordnance Survey plan showing the OS Copyright Statement. Or drawn from a site survey and confirmed as such.</p> <p>It must be accurate and up-to-date, showing the site and adjoining properties with at least two roads shown along with the road names (where appropriate).</p> <p>The whole of the application site including access to the highway must be outlined in RED. The scale must be 1:1250 or 1:2500 and show the direction of north. If the applicant owns or controls any adjoining land, the land must be outlined in BLUE.</p>
	Block / Site Plan	<p>Plans must be based on a licensed copy of an Ordnance Survey plan showing the OS Copyright Statement. Or drawn from a site survey.</p> <p>The block / site plan should be at a scale of 1:500 showing the site centred on the map and showing the proposal in relation to all adjoining buildings and properties that have a common boundary, whether or not separated by a road. Furthermore, the plan must show the position, size and species of any trees in, or just outside, the site and the position of any new or altered access for cars and pedestrians and any changes to the parking arrangements. The plan also needs to show the direction of north.</p>

	Existing elevations	<p>4 copies Scale 1:100/ 1:50 required where elevational changes are involved.</p> <p>All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point.</p>
	Existing site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)	<p>In all cases where a proposal involves a change in ground levels or is on a sloping site. All plans to clearly and consistently show existing and proposed works.</p> <p>All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point.</p>
	Roof plans Scale 1:100/ 1:50	<p>Required for all applications involving significant extensions to roof forms and new buildings.</p> <p>All plans to clearly and consistently show existing and proposed works. All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point. To show the shape of the roof, materials, vents and location</p>
	Environmental Statement	<p>Where a project falls under Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations) 1999 or under Schedule 2 would have significant environmental effects an environmental statement must be submitted. This must be</p>

		<p>provided in the form set out in Schedule 4. If an EIA is not required the LPA may still require environmental information to be provided.</p>
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