

Validation Checklist – Lawful Development Certificate for a proposed or existing use or operation or activity including those in breach of a planning condition

Requirement	When is this required?	Documents to be submitted to following standard or include the following
<p>Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development)</p>	<p>All applications for works or extension(s)</p>	<p>Must accurately show:</p> <ul style="list-style-type: none"> • must be on an up-to-date plan • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. <p>Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.</p>
<p>Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions</p>	<p>All applications where the proposal will alter the elevations</p>	<p>These should accurately show the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors.</p> <p>Where there is an existing elevation where there will be no proposed works, then photos of this elevation are acceptable. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the physical relationship between them and detail positions of openings on each property.</p>

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		Please view for examples of acceptable drawings
Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications	The floor plans should show details of the existing building as well as those for the proposed development, with written dimensions. These should show the proposal in detail and where existing buildings or walls are to be demolished these should be clearly identified. All existing and proposed rooms should be labelled.
Location plan (1:1250 or 1:2500)	All applications	<ul style="list-style-type: none"> • Must be on up to date plan • Must show a north arrow • Must be to an identified scale e.g. 1:1250 or 1:2500 are typical examples dependant on site size and location. The scale must be annotated on the plan. • Must show the site in context to the surrounding properties on an up-to-date map • Must show sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. • Must show the application site edged clearly with a red line. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
Planning/Supporting Statement	All applications	<p>A Planning/Supporting Statement gives an opportunity to explain the proposal and will be read alongside all other supporting documentation provided. This may include:</p> <ul style="list-style-type: none"> • Outline of why the proposal complies with the General Permitted Development Order • Outline of factual evidence about the history and planning status of the building or land • Outline of interpretation of any relevant planning law or planning case law

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Site Sections as existing and proposed and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	<p>Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land</p> <p>OR</p> <ul style="list-style-type: none"> • Where the development is within 300mm of the site boundary 	<p>Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels a plan should be submitted to show both existing and proposed levels including detail of how encroachment of foundations and eaves is to be avoided.</p> <p>Plans should demonstrate how proposed new buildings and external areas relate to existing/proposed site levels and neighbouring development.</p>
Supporting Information	The following documents are optional, but we encourage you submit them where relevant to support your application	<p>For example, documents may include;</p> <ul style="list-style-type: none"> • Photographic evidence spanning the period of alleged lawful use, operation or activity; • Affidavit(s); • Council tax/Business Rates payments; • Employee salary slips; • Accounts; • Utilities bills; • Invoices/payments; • Rent books • Letters from neighbours