



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 identifying 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

LOCAL REQUIREMENTS

Additional Mandatory Documents	<ul style="list-style-type: none"> • 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"> ○ Site survey plan (e.g. at a scale of 1:50 or 1:100)
---------------------------------------	---

Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Existing and proposed floor plans	<p>1 + 3 copies Scale 1:50 or 1:100 required where the proposal involves creation of additional floor space or a change to the layout within a building.</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)</p>

		original paper size and a north point.
	Existing and proposed elevations	<p>1+ 3 copies Scale 1:50 or 1:100 required where the proposal involves changes to the elevations of the building.</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 new buildings are proposed or 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 1:50 or 1:100	<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>
	Planning Statement	The planning statement can be used to draw all evidence together to support the application for a Lawful Development Certificate.