

## LAWFUL DEVELOPMENT Applications Validation Document

(more information can be found on the [Planning Portal website](#))

N – indicates a requirement of the National List

L – indicates a requirement of the Local List.

Tick if enclosed

|   |                                 |  |  |
|---|---------------------------------|--|--|
| N | Application Form                | Completed form, including signed and dated declaration (2 copies in total to be supplied if not submitted electronically).   |  |
| N | Certificates – Interest in Land | The completed certificate (regarding interests in the land) as required by the Town and Country Planning (Development Management Procedure) Order 2015.  |  |
| N | Site and Other Plans            | <p><b>2 copies in total to be supplied (if not submitted electronically).</b></p> <p>Plans must be labelled appropriately with drawing numbers (and revision references where changes have been made), annotations (materials etc.) and plans should always have titles, a clearly stated metric scale (1:50, 1:100 etc.) plus a scale bar (minimum 0-10m).</p> <p>They should also identify the address and number of any neighbours that about the site.</p> <p>The plans identified below may be required in some cases (as identified in each case) as evidence to verify the proposal for which a certificate is being sought.</p>  |  |
| N |                                 | <p><b>Site Location Plan</b> which identifies the land to which the application relates drawn to an identified metric scale (1:1250 or 1:2500) and wherever possible should be scaled to fit onto A4 of A3 size paper. The plan should show:</p> <ul style="list-style-type: none"> <li>The direction of North</li> <li><u>Identify sufficient roads and/or buildings or land adjoining the application site to ensure that the exact location of the application site is clear.</u></li> <li>The application site should be edged clearly with a red line. It should include all land to which the development relates – for example, land used for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.</li> <li>A blue line should be drawn around any other land owned by or under the control of the applicant(s), close to or adjoining the application site.</li> </ul> |  |
| N |                                 | <b>Block plan</b> of the site (scale of 1:100, 1:200 or 1:500) if the proposal will alter an existing building footprint or create a new building footprint.   |  |



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**Crown Copyright:** please note that the location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to use that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.

|   |  |   |  |
|---|--|---|--|
| L |  | <p><b>Existing and proposed elevations</b> (if the proposal will create, alter or add to a building/structure) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> <li>the <b>existing</b> and <b>proposed</b> view of each side of the building or structure that will be altered or added to by the proposal</li> <li>ground levels</li> <li>finished floor levels</li> <li>where the proposal relates to the conversion of a barn / outbuilding, information about which parts of the original building fabric that will be retained and which parts that will comprise new build</li> </ul> <p><b>Proposed elevations (contextual)</b> to a scale of 1:50 or 1:100 (if the proposal will create a building/structure) showing:</p> <ul style="list-style-type: none"> <li>the <b>proposed</b> elevations in context with any immediately adjoining / neighbouring buildings</li> <li>datum level</li> <li>ground level</li> <li>floor levels for the proposed building</li> </ul> |  |
| L |  | <p><b>Existing and proposed floor plans</b> to a scale of 1:50 or 1:100 (if the proposal will create, alter or add to a floor) showing:</p> <ul style="list-style-type: none"> <li>the <b>existing</b> and <b>proposed</b> layout of the whole of each floor that will be created, altered or added to by the proposal</li> <li>the name of each of the rooms or areas</li> </ul>   |  |
| L |  | <p><b>Existing and proposed site sections</b> and finished floor and site levels where appropriate (scale of 1:50 or 1:100). In respect of site levels the position of the fixed datum point needs to be identified and highlighted for all levels shown on the plan.</p>   |  |
| L |  | <p><b>Existing and proposed roof plans</b> (if the proposal will alter the roof) to a scale of 1:50 or 1:100 showing:</p> <ul style="list-style-type: none"> <li>layout of the roof structure (e.g. position and type of roof trusses, ridges, purlins etc.)</li> </ul>   |  |



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|   |  |  |  |
|---|--|--|--|
| L |  | <p><b>Existing (if any) and proposed cross section drawings</b></p> <ul style="list-style-type: none"> <li>• <i>(if the proposal will create, alter or add to a building )</i> to a scale of 1:50 or 1:100 showing:             <ul style="list-style-type: none"> <li>○ cross section(s) through the <b>existing</b> (if any) and <b>proposed</b> building and the remainder of the site relating these to the adjoining ground levels</li> </ul> </li> <li>• <i>if the proposal includes new or replacement windows and doors or other architectural features -</i> to a scale of 1:2 or 1:5</li> <li>• <i>if the proposal is for a track or an outdoor horse-riding arena -</i> to a scale of 1:10 or 1:20 showing:</li> </ul> <p>cross section(s) of any proposed surface treatment, which should include details of the proposed surfacing materials.</p> |  |
|   |  | <p><b>Existing and proposed site levels</b> (if the proposal will lead to a change in the level of the land) to a scale of 1:200 or 1:500 showing:</p> <ul style="list-style-type: none"> <li>• ground levels across the site. Measurements should be taken from an O.S. data point or from an otherwise authoritative and easily identifiable fixed point <u>which will not be affected by the proposed development.</u></li> <li>• These details need to be provided both in plan form and by appropriate cross sections and should cover the land including and beyond any proposed building footprint.</li> </ul>  |  |

|   |                 |  |  |
|---|-----------------|--|--|
| N | Other documents | <p><b>Supporting documentation</b> that provides evidence of an existing use e.g.:</p> <ul style="list-style-type: none"> <li>• photographs</li> <li>• utility bills</li> <li>• council tax statements</li> <li>• rental history etc.</li> </ul> |  |
| L |                 | <p><b>Statements</b> (preferably a Sworn Statement \ Affidavit) from people with personal knowledge of the existing use, operation, activity or works carried out.</p>   |  |
| N | Fee             | <p><b>The appropriate fee</b> - please see the most up to date fees on <a href="#">The Planning Portal</a></p>   |  |