

Certificate of Lawfulness for Proposed building or use Validation Checklist

National Requirements -Plans

Location Plan

Scale 1:2500 or 1:1250

When required All applications

What information is required?

- Up to date map with site edged clearly with a red line
- The direction of north should be shown.

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 - 48 - found at:

[Communities and government validation guidance](#)

Other Documents

Application Form

When required

All applications

What information is required?

Further guidance is available to [download on our website](#)

Evidence to verify the claim for a Certificate

When required All applications

What information is required?

Any evidence, other than that required in the Local

Requirements, that can verify the claim that planning permission from the local planning authority is not required

Where to look for further assistance

Town and Country Planning (General Permitted Development) Order as amended

Fee

When required All applications

What information is required?

The correct fee

Where to look for further assistance

Full details can be found on the [Council's web site](#) or in Government Circular 04/2008

Local Requirements – Plans *All plans must have include a scale bar*

Existing Elevations

Scale 1:100 or 1:50

When required

Where the application relates to an extension to an existing building

What information is required?

Drawings that clearly show the existing appearance of the building

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

[Communities and government validation guidance](#)

Proposed Elevations

Scale 1:100 or 1:50

When required

Where the application relates to alterations and/or extensions to an existing building When new buildings, such as garages are proposed

What information is required?

These should show any elevations that would be created or altered by the development. These should include proposed building materials

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

[Communities and government validation guidance](#)

Existing & Proposed Floor Plans

Scale 1:100 or 1:50

When required

Where the application relates to extensions to an existing building

What information is required?

These should show the use of the rooms

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

[Communities and government validation guidance](#)

Existing & Proposed Roof Plans

Scale 1:100 or 1:50

When required

Where the application relates to an alteration to the roof and the alteration cannot be accurately shown on elevation plans

What information is required?

The shape of the roof, including any areas cut-away or proposed to be used for balconies; seating **Planning Policy and Where to look for further assistance**

Government Guidance on Information Requirements and Validation - paragraphs 94 & 95 - found at:

[Communities and government validation guidance](#)