

## 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 - 47 - found at:

[Communities and government validation guidance](#)

### Other Documents

#### Application form

**When required**

All applications

**What information is required?**

Further guidance is available on the Planning Portal web site at [Lawful Development Certificate - Consent types - Planning Portal](#)

#### 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**

[The Town and Country Planning \(General Permitted Development etc.\) \(England\) \(Amendment\) Order 2021 \(legislation.gov.uk\)](#)

#### Fee

**When required** All applications

**What information is required?**

The correct fee

**Where to look for further assistance**

For full details of fees and to calculate your planning fee, go to [Fees for planning applications - GOV.UK \(www.gov.uk\)](#) or the [Planning Portal](#) website

### 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](#)

### Ecological surveys and assessments

#### **When required**

Find out if your application needs to be supported by ecological information, by going to [Biodiversity and development - Wiltshire Council](#) and clicking on the guidance form "Does my application need to be supported by ecological Information?" Please note this is a guide only and may not pick up all ecological constraints relevant to your application.

#### **What information is required?**

This depends on the nature of your proposal and its geographical location within Wiltshire. This link [Biodiversity and development - Wiltshire Council](#) can help you decide what to include in ecology survey and assessment reports and what to submit if you need to demonstrate Biodiversity Net Gain and / or nutrient neutrality. From this link you can also access information about mitigation strategies and contribution rates where development affects protected sites.

#### **Planning Policy and Where to look for further assistance**

National Planning Policy Framework [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#); protected species and sites [Protected species and development: advice for local planning authorities - GOV.UK \(www.gov.uk\)](#); biodiversity net gain [Biodiversity net gain - GOV.UK \(www.gov.uk\)](#); nutrient neutrality [Nutrient Neutrality and Mitigation: A summary guide and frequently asked questions - NE776 \(naturalengland.org.uk\)](#).