

V8 VALIDATION REQUIREMENTS:

APPLICATIONS FOR A LAWFUL DEVELOPMENT CERTIFICATE

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

The following form should be completed with your application to ensure all the required information is submitted. Failure to submit any of the requirements will render your application invalid and it will not be registered.

Where an application is not accompanied by 'Local list' requirements a written justification must be produced by a suitably qualified person(s) giving reasons why it is not appropriate in that particular circumstance. In such cases the Council will consider the justification and where it is agreed, the application will be registered. However, if insufficient justification is provided, the Council will declare the application invalid and provide written reasons for the decision.

The list of local requirements is not exhaustive and the local planning authority can still request further information post-validation. Accordingly, an application can still be declared valid and then refused on the grounds of inadequate information.

Supplementary Guidance is available on the Council website which gives more detail of these requirements.

		TICK or CROSS
1. FORMS		
Correct National Standard Application Form (original and 3 copies unless submitted electronically)		
All signed and dated		
All relevant questions answered correctly		
2. PLANS		
Original and 3 copies of all plans and drawings necessary to describe the subject of the application. All detailed drawings should include a scale bar where appropriate.		
Location Plan at a scale of 1:1250 or 1:2500 to show:	The direction of North	
	Application site edged red/other land owned by the applicant edged blue	
	Wherever possible, at least 2 named roads and surrounding buildings	
3. OTHER INFORMATION		
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		
4. FEE		
Appropriate fee. For guidance refer to Circular 04/2008: Planning Related Fees.		

5. LOCAL REQUIREMENTS

Existing and Proposed Elevations at a scale of 1:50 or 1:100	Where the application is for an existing or proposed development	
Existing and proposed floor plans to a scale of 1:50 or 1:100	Where the application is for an existing or proposed development	
Site Survey Plan at a scale of 1:50 or 1:100	Where the application is for an existing or proposed development	
Sworn affidavit(s) from people with personal knowledge of the use or development	Required where the application is for an existing use or development	

Notes/Explanation: (Please add any further comments to support the above submissions)