**Application for Lawful Development Certificate for a proposed use or operation or activity**

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan

**Part 1 Information Required- National Planning Application Requirements**

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| **1** | **Completed form**  Including a signed ownership and agricultural holdings certificate (either A, B, C or D) |  |
| **2** | **Location Plan**  Ordnance survey based, at a scale of 1:1250 or 1:2500.  • Up-to-date, with north marked, and sufficient to locate the site.  • Identifies the land to which the application relates, i.e. a red outline to application site.  • Blue outline to other land owned by the applicant.  • The plan must cover a large enough area to enable the location to be easily found |  |
| **3** | Such evidence verifying the information included in the application as can be provided |  |
| **4** | Such other information as is considered to be relevant to the application |  |
| **5** | **The correct fee:** [*Planning Portal Fee Calculator*](https://www.planningportal.co.uk/info/200126/applications/59/how_to_apply/7) |  |
| **6** | **Where Ownership Certificates B, C or D have been completed**  *Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015* |  |

**Part 2 Information Required- Adopted Local Application Requirements**

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|  | **Any other plan(s), information or statement(s) as may be reasonably required.**  This could include the following:   * **Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)**   This is required for all applications that involve a proposed change of use or extension/alterations to an existing building.   * **Proposed floor plans (e.g. at a scale of 1:50 or 1:100)**   This is required for all applications that involve a new building   * **Existing and proposed elevation plans (e.g. at a scale of 1:50 or 1:100)**   This is required for all applications that propose an extension or alterations to an existing building.   * **Proposed elevation plans (e.g. at a scale of 1:50 or 1:100)**   This is required for all applications that propose an building, extension or other structure.   * **Existing and proposed site plan**   This required for all applications for extensions, new structures/buildings, accesses.   * **Details of the proposed materials**   This required for all applications that propose extension or alteration of a building or other external works, e.g. surfacing. |  |