



Planning Service
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PLANNING APPLICATION CHECKLIST

Application for a lawful development certificate for an existing use or operation or activity including those in breach of a planning condition

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications and may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

Tick boxes have been provided at the side of each requirement to enable you to confirm the information you are providing with your application.

Notes regarding plans and drawings

Please note that drawings, plans and some other documents submitted with applications will be published on the council's website. All plans and drawings should include a scale bar indicating a minimum of 0-10 metres and show the paper size and key dimensions.

For online applications submitted via the Planning Portal drawings should be A3 or smaller and attached as .pdf (Adobe Acrobat) Files.. They should include: the print (paper) size; the relevant scale at that print size (e.g. 1:50 or 1:100); a scale bar showing the length of 1 and 10 metres and/or key dimensions.

The maximum size of all files that can be uploaded on the Planning Portal is 25Mb and no individual file can be larger than 5Mb. Please do not attach .cad or .exe files or use zip utilities to compress files because these are not accepted.

Planning Application Requirements

Four copies (including the original) of all of the information on the checklist are required unless the application is submitted electronically through the Planning Portal (www.planningportal.gov.uk)

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National Planning Application Requirements

You must provide the following as part of your application:

- Completed 1APP National Standard Application Form, signed and dated.
- Appropriate fee.
- A Site Plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North.
- A Location Plan based on an up-to-date map at a scale of 1:1250 or 1:2500. The application site should be clearly edged with a red line and a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- 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.

Local Planning Application Requirements

You may also need to provide the following as part of your application:	
Requirement	When Required
<input type="checkbox"/> Plans - Existing elevations at a scale of 1:50 or 1:100	Where the application relates to existing building works.
<input type="checkbox"/> Plans - Existing floor plans at a scale of 1:50 or 1:100	Where the application relates to existing building works or an existing use of a building.
<input type="checkbox"/> Plans - Existing site survey plan	Where the application relates to existing building works or an existing use of a building or site.

NOTE

In specific cases the Council may use powers under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988 which allows authorities to request in writing any further information required to enable it to determine an application, even where the above thresholds are not met.