

National and local information requirements for lawful development certificates

The burden of proof in a lawful development certificate application lies with the applicant and therefore sufficient and precise information should be provided to support the application.

We will validate the application in accordance with the national validation requirements that are set out in paragraph 39, Part 8 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. This document can be viewed by following the link:

<http://www.legislation.gov.uk/ukxi/2015/595/article/39/made>

Nevertheless, the 'suggested' information outlined below is considered necessary to make a full and accurate assessment about the lawfulness of the development. If applications are missing such information, there may be no later opportunity to submit further information to support the application.

| Validation requirements | Notes |
|--|---|
| National requirements (As per paragraph 39, Part 8 of the Town and Country Planning (Development Management Procedure) (England) Order 2015) | Application form |
| | Site location plan <i>'a plan identifying the land to which the application relates drawn to an identified scale showing the direction of North'</i> We would prefer a site location plan in a scale of 1:1250 with the application site outlined in red. |
| | Evidence verifying the information included in the application (see 'suggested information' for more detail) |
| | Fee |
| Suggested information for proposed development (e.g. a roof extension in accordance with permitted development as set out by the General Permitted Development Order 2015) | Existing and proposed elevations |
| | Existing and proposed floor plans |
| | Existing and proposed sections |
| Suggested information for applications for existing use/operation (e.g. proving an existing use of a building in accordance with Section 191(1) of the Town and Country Planning Act 1990) | Floor plans |
| | Evidence (e.g. sworn affidavits, utility bills, tenancy agreements) |
| General plan requirements (suggested) | A title and a drawing number The print (paper) size The relevant scale at that print size (i.e. 1:50 at A3 or 1:100 at A3) A scale bar of 5 metres highlighting each metre All plans to a recognisable scale (i.e. 1:50 or 1:100) Existing and proposed plans can be shown on the same drawing The plans should not be marked with 'do not scale' |