

VALIDATION CHECKLIST

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE (EXISTING AND PROPOSED USE OR DEVELOPMENT)

NATIONAL: Compulsory information that is required to validate your application	Included (tick box)
Completed standard form – The national requirement is for FOUR copies (including one original) to be supplied unless the application is submitted electronically.	
Location Plan - This must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line. As with all other plans SBC requires at least SIX copies to be supplied unless the application is submitted electronically. However, even where applications are submitted electronically hard copies of plans and supporting documents may be required.	
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.	
Correct Application fee: Where one is necessary. Fee details can be obtained from Development Control Service or the website.	

LOCAL: Information that <u>MAY</u> be required to validate your application Please enquire before submission for exact number of copies required.	Included (tick box)
Supporting Information: For example sworn affidavits from people with personal knowledge of the existing use or works carried out, Labour receipts or pictures of use / work.	
Supporting Planning Statement: This should include information on the grounds on which the Certificate is sought.	
<p>A copy of other plans and drawings necessary to describe the subject of the application, in the case of an application for a Certificate for proposed development, including:</p> <ul style="list-style-type: none"> • Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100) • Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100) • Block plan (e.g. at a scale of 1:200 or 1:500) • Roof plan (e.g. at a scale of 1:200 or 1:500) <p>SBC requires at least SIX copies to be supplied unless the application is submitted electronically. However, even where applications are submitted electronically hard copies of plans and supporting documents may be required.</p>	