



LAWFUL DEVELOPMENT CERTIFICATE APPLICATION VALIDATION REQUIREMENTS

Please see the [Full Validation checklist for more detail – ie the Master Document](#)

This document provides guidance on what documents are usually required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application may be delayed until it is provided.

The case officer may request other information after the application has been registered

DRAWING REQUIREMENTS

All drawings should meet the following:

- Portable Document Format (PDF) is the recommended file format to ensure that they are accessible to consultees;
- All drawings shall include a scale bar and key dimensions;
- All drawings shall specify the printing page size for which the scale applies
- All documents and drawings shall be given a meaningful title and dated with drawings given a unique plan reference. For example: Block Plan drawing v1A.pdf or Design and access statement 28102013.pdf.
- Plans should not contain the phrase 'Do not scale'.
- All drawings shall be correctly orientated for on-screen display
- Scanned documents must be a minimum of 200 dots per inch (dpi) resolution for black and white and 100 dpi for colour;
- All photographs in PDF file format and no larger than 15 cm x 10 cm.
- Updated or revised versions of plans or documents should be clearly named to show a change so that the new documents can be easily identified when uploaded. For example Block Plan drawing v1B.pdf or Design and Access Statement 30102013.pdf."

INFORMATION REQUIRED	WHEN REQUIRED	Information Provided (tick as appropriate)
Application Form	Always	<input type="checkbox"/>
Ownership Certificate	Always	<input type="checkbox"/>
Correct Fee	Always	<input type="checkbox"/>
Location Plan	Always	<input type="checkbox"/>
Existing Site Plan	If Existing Development applied for	<input type="checkbox"/>
Existing Floor Plans	If Existing Development applied for	<input type="checkbox"/>
Existing Roof Plan	If Existing Development applied for and roof design is complex (NOT Use)	<input type="checkbox"/>
Existing Elevations	If Existing Development applied for (Not Use unless external alterations)	<input type="checkbox"/>

Proposed Site Plan	If Proposed Development applied for	<input type="checkbox"/>
Proposed Floor Plans	If Proposed Development applied for	<input type="checkbox"/>
Proposed Roof Plan	If Proposed Development applied for and Roof Design is complex (NOT use)	<input type="checkbox"/>
Proposed Elevations	If Proposed Development applied for (NOT use unless external alterations)	<input type="checkbox"/>
Existing/Proposed Levels and Sections	If Proposed Development applied for and it is proposed to change the ground levels	<input type="checkbox"/>
Planning Statement	Where Existing use is applied for - this should include evidence to support the claim of uninterrupted use	<input type="checkbox"/>