

Validation Checklist

Application for Lawful Development Certificate (Proposed)

Common Invalid reasons

There are many reasons as to why an application can be made invalid. This can lead to delays in validating and determining the planning application. These are the top reasons for invalidity:

Invalid reason	Definition
Drawing discrepancies	<ul style="list-style-type: none"> Missing or incorrect sizes of doors and windows. Inconsistent measurements when comparing plans. Drawings do not have scale bars on them. Drawings have not been provided in a metric scale. Drawings are not to scale.
Missing plans	<ul style="list-style-type: none"> Site location plan at 1:1250 or 1:2500 Scaled existing and proposed block plan 1:200 or 1:500 Existing and proposed full floor plans and elevations 1:100 or 1:50
Fee – missing or incorrect	<ul style="list-style-type: none"> View the Council's planning application fees.
Incorrect or missing form	<ul style="list-style-type: none"> Every application type needs an application form in order to meet national requirements.

NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

Forms, plans and documents	Yes
Application form Fully completed including description of development, declaration and applicant details. <i>For further information refer to the Planning Portal.</i>	<input type="checkbox"/>
The appropriate fee: <i>View the Council's planning application fees.</i>	<input type="checkbox"/>
Location Plan <ul style="list-style-type: none"> Set to scale of 1:1250 or 1:2500 with the application site clearly marked in red and any other owned land marked in blue. Direction of north indication. Relationship to neighbouring properties or sites to enable the application site to be located. 	<input type="checkbox"/>

Additional information.

Note – the following documents may be helpful to address issues that may arise during the course of the application - where they are relevant to the proposal.

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Forms and documents	Yes	N/A
<p>Site/Block Plan Must include:</p> <ul style="list-style-type: none"> • Set to 1:200 or 1:500 scale, with matching scale bar. • Changes in footprint of the building(s). • Relationship to the site boundaries and other existing buildings on the site. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Floor Plans Existing and proposed plans required when any alterations, extensions and new buildings are proposed.</p> <p>Must include:</p> <ul style="list-style-type: none"> • Set to 1:50 or 1:100 scale with scale bar to match. • Clearly showing all windows, doors and rooflights to match elevations. • All floors of the existing dwelling and outbuildings (within 5m of the property) required when located within the Metropolitan Green Belt. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Elevations Existing and proposed plans showing any external alterations, including fenestrations and roof openings, boundaries and enclosures. All relevant elevations should be shown. Drawings must indicate that any proposed upper-floor window located in a wall or roof slope forming a side elevation is obscure-glazed and non-opening.</p> <p>Same parameters as section above.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Roof Plans Where any roof is being altered and the change cannot be adequately shown on the elevation plans.</p> <p>Must include:</p> <ul style="list-style-type: none"> • 1:50 or 1:100 scale and matching scale bar. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>External Materials Details of external materials, either indicated on plans or within the application form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site Photos Photographs to show site and area of proposed development. Confirmation of photographs dates is required.</p>	<input type="checkbox"/>	<input type="checkbox"/>