

Application for a Lawful Development Certificate for a proposed use or development

Checklist of requirements

Notes for clarification

- The Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions
- Please include a scale bar on all plans

National requirements

Requirement	Threshold	Completed ?
Standard application form	All applications	
Location Plan	All applications – scale 1:1250 or 1:2500	
Site Plan	All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan)	
Fee	All applications (unless exempt)	

Local requirements

Requirement	Threshold	Completed ?
Existing and proposed elevations	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	
Existing and proposed floor plans	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	
Existing and Proposed Site Sections, Finished Floor and Site Levels	As necessary to clearly show the proposed works in relation to what is already there. Scale 1:50 or 1:100	
Planning Statement	All applications - to fully explain the existing and proposed developments	