

Validation Checklist

Application for Lawful Development Certificate (Existing)

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 are not to scale. Drawings have not been provided in a metric scale. Missing chimneys.
Missing plans	<ul style="list-style-type: none"> Site location plan at 1:1250 or 1:2500
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 the national requirements.

NATIONAL REQUIREMENTS

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"/>
Site 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. Access up to the public highway must be indicated where lawfulness is being sought for these works. 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.

Reason	Information required	Yes	N/A
Existing Use:	Existing Floor Plans for building, set to scale of 1:50 or 1:100		
Confirmation of the use of an	Existing Site Layout if applicable to a piece of land, set to scale of 1:200 or 1:500.	<input type="checkbox"/>	<input type="checkbox"/>

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Reason	Information required	Yes	N/A
existing building/land	Any relevant evidence to verify the information in the application/proposal.		
Existing Building Work: Extensions to buildings, erection of fences etc.	Existing Floor Plans, set to scale of 1:50 or 1:100 Existing Elevations, set to scale of 1:50 or 1:100 Any relevant evidence to verify the information in the application/proposal.	<input type="checkbox"/>	<input type="checkbox"/>
An Existing Use, building work or activity in a breach of condition.	Existing Floor Plans, set to scale of 1:50 or 1:100 Existing Elevations, set to scale of 1:50 or 1:100 Any relevant evidence to verify the information in the application/proposal.	<input type="checkbox"/>	<input type="checkbox"/>
Site/Block Plan Must include: <ul style="list-style-type: none"> • Set to scale of 1:200 or 1:500, 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"/>