

Planning Application Requirements (PAR) Checklist for:

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

Your application **MUST** include the items listed under National Requirements. It must also include those under Local Requirements where relevant. Any missing requirement could delay the validation of your application.

For a more detailed explanation of and guidance on each local requirement, please refer to the PAR descriptions list.

NATIONAL REQUIREMENTS

Details required	Yes
Completed form (original plus 3 copies to be supplied unless the application is submitted electronically)	
A plan which identifies the land to which the application relates and showing the direction of North, drawn to a scale of 1:1250 or 1:2500 with the application site outlined in red (original plus three copies to be supplied unless the application is submitted electronically)	
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	
The appropriate fee (see Fees list)	

LOCAL REQUIREMENTS

Details required	Yes	No	If No, please explain why not
Plans (original plus 3 copies to be supplied unless the application is submitted electronically) including:			
<ul style="list-style-type: none"> • Existing and proposed elevations at a scale of 1:50 or 1:100 			
<ul style="list-style-type: none"> • Existing and proposed floor plans at a scale of 1:50 or 1:100 			
<ul style="list-style-type: none"> • Site survey plan at a scale of 1:50 or 1:100 			