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

<table>
<thead>
<tr>
<th>Details required</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed form (original plus 3 copies to be supplied unless the application is submitted electronically)</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
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<tr>
<td>Such evidence verifying the information included in the application as can be provided</td>
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<tr>
<td>Such other information as is considered to be relevant to the application</td>
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<tr>
<td>The appropriate fee (see Fees list)</td>
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</tbody>
</table>

### LOCAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Details required</th>
<th>Yes</th>
<th>No</th>
<th>If No, please explain why not</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans (original plus 3 copies to be supplied unless the application is submitted electronically) including:</td>
<td></td>
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<tr>
<td>• Existing and proposed elevations at a scale of 1:50 or 1:100</td>
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<tr>
<td>• Existing and proposed floor plans at a scale of 1:50 or 1:100</td>
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<tr>
<td>• Site survey plan at a scale of 1:50 or 1:100</td>
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