

In order to make an application for a Certificate of Lawful Proposed Development for an extension or other building work on a house or the land associated with it, you will need to submit:

- 1) A completed 'Application for a Lawful Development Certificate for a proposed use or development'
- 2) An Ordnance Survey site plan
- 3) Scaled plans:
 - i) Elevation plans (side views)
 - ii) Floor plans
 - iii) Roof plans
- 4) Fee (£86)

What happens first?

When a Certificate of Lawful Proposed Development application is submitted it is reviewed to ensure all information is complete and the required payment has been made. If any part is either incomplete or missing we will contact you to request the missing information. In this event the application will be classed as invalid until the information is received.

What do I need to submit?

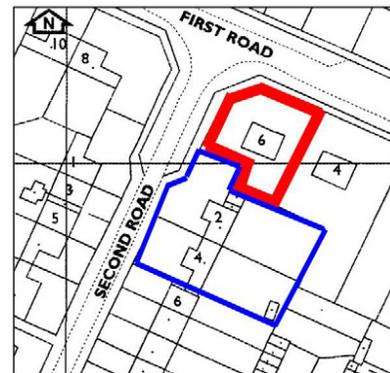
1) Application form

- The 'Application for a Lawful Development Certificate for a proposed use or development' form needs to be completed in full, signed and dated

NB: the application asks for your signature in multiple places, throughout the document.

2) An Ordnance Survey site plan

- Showing the property in relation to its surroundings
- The boundaries of the property must be marked with a **red** line
- Other land owned by the applicant must also be marked with a **blue** line
- The plan must be scaled at **1:1250**
- The plan must include a 'North' arrow and two named roads



Scale 1:1250

3.a) Elevation plans (side views)

- Elevation plans must show all sides of the property affected by the proposal
- Plans should be either 1:50 or 1:100 scales with a **scale bar** indicating a minimum length of 0 to 5 or 0 to 10 meters
- Existing elevations (prior to works) and proposed elevations (the planned works) displaying site levels must be supplied
- Each sheet must have a drawing reference number and include the site address

Helpful hint: you are advised to annotate the proposed elevations to state that the new extensions would match the materials of the existing house and any proposed upper-floor side windows are to be obscure glazed and non

opening up to 1.7m above floor level.

3.b) Floor plans

- Floor plans must show all floors of the property affected by the proposal
- Plans should be either 1:50 or 1:100 scales with a **scale bar** indicating a minimum length of 0 to 5 or 0 to 10 metres
- All existing floor plans (prior to works) and proposed floor plans (the planned works) must be supplied
- Each sheet must have a drawing reference number and include the site address

3.c) Roof plans

- Required if the proposed roof is **not** a flat roof
- Plans should be either 1:50 or 1:100 scales with a scale bar indicating a minimum length of 0 to 5 or 0 to 10 meters
- Each sheet must have a drawing reference number and include the site address

4) Planning fee

- This fee is a national charge and is set to £86 for the Certificate of Lawful Proposed Development
- If the fee is incorrect the application will be made invalid and the correct fee will be requested
- Payment can be made via the Government planning website the Planning Portal

Applications will not be processed until all outstanding information, including payment, is received.