

VALIDATION CHECKLIST – APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

National List of Requirements

Document Required	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
Completed application form	Application form must be completed in full, signed and dated. The description of the development should be concise and must accurately reflect all aspects of the existing use or development. The application form should clearly set out the applicant's interest in the land.		Section 191 of the Town and Country Planning 1990	
Location Plan	This drawing should: <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:1250 or 1:2500 (metric). • Be up to date • Include the direction of north • Include sufficient named roads to identify the exact location of the site (wherever possible at least two) • Include all the surrounding buildings, roads and footpaths on land adjoining the site 	https://www.planningportal.co.uk/applications https://www.gov.uk/guidance/making-an-application#Plans-and-drawings	Section 191 of the Town and Country Planning 1990	

	<ul style="list-style-type: none"> • Include a red line around all land required for the development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings) • Include a blue line around all other land owned by the applicant close to or adjoining the application site 			
<p>A copy of other plans and drawings or information necessary to describe the development which is the subject of the application (1 copy to be supplied unless the application is submitted electronically).</p>	<p>May be required for operational development.</p> <p>Block Plan should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:200 or 1:500 (metric) • Include the direction of north • Show the proposed development in relation to the site boundaries and other existing buildings on the site • Show all buildings, roads and footpaths on land adjoining the site including access arrangements • Show all public rights of way crossing or adjoining the site • Show the position of all trees on the site and adjacent land • Show the extent and type of any hard surfacing 		<p>Section 191 of the Town and Country Planning 1990</p>	

	<p>Existing and Proposed Elevations should:</p> <ul style="list-style-type: none">• Contain a scale bar• Normally be at a scale of 1:50 or 1:100 (metric)• Should clearly show the proposed works in relation to what is already there• Show all sides of the proposal• Show where a proposed elevation adjoins or is in close proximity to another building• Drawings should clearly show the relationship between the buildings and detail positions of the openings on each property <p>Existing and proposed floorplans should:</p> <ul style="list-style-type: none">• Contain a scale bar• Normally be at a scale of 1:50 or 1:100 (metric)• Include written dimensions to show overall size of any new buildings or extensions.• Show where existing buildings or walls are to be demolished (if applicable)• Show details of the layout of existing building(s) as well as those for the proposed development			
--	--	--	--	--

	<p>Existing and proposed site sections and finished floor and site levels should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric) • Show how proposed buildings relate to existing site levels and neighbouring development (with levels related to a fixed datum point off site) • Show details of existing and proposed foundations and eaves where a change is proposed and how encroachment onto adjoining land is to be avoided <p>Roof plans should:</p> <ul style="list-style-type: none"> • Contain a scale bar • Normally be at a scale of 1:50 or 1:100 (metric). • Show the shape of the roof, its location and any features such as chimney positions or windows 			
Relevant fee	<p>Cheques should be made payable to: SADC or credit card payment should be made by calling 01727 866100.</p> <p>Alternatively applications made through the Planning Portal include a secure</p>	<p>Please see https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=1 to assist in the calculation of the planning fee</p>	<p>Town and Country Planning (Fees for Applications, Deemed Applications, Requests and</p>	

	online payment facility.	https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf	Site Visits) (England) Regulations 2012 (as amended)	
Local List of Requirements				
Requirements	Guidance Notes	Where to look for further assistance	Policy Driver	Provided (Y/N)
Planning/ Supporting Statement	To put forward the case in favour of the application, including details such as legislation or why the development is lawful. The onus rests with the applicant to demonstrate that the existing use/development/operations are lawful.	Planning/ Supporting Statement	Section 191 of the Town and Country Planning 1990	
Such detailed evidence and supporting information verifying the information included in the application as can be provided.	Such evidence may include utility bills, tenancy agreements, Council Tax bills, valuation records, building material receipts, telephone bills, statutory declarations, photographs, sworn affidavits signed by individuals with personal knowledge of the premises to confirm the longevity of the use or when the operational development was completed.	Such detailed evidence and supporting information verifying the information included in the application as can be provided.	Section 191 of the Town and Country Planning 1990	

Applicants are referred to Paragraphs 39-42 of the National Planning Policy Framework (February 2019) regarding pre-application engagement. The Council has a pre-application advice service and encourages applicants to use this service. Further details can be found on the Council's website: <http://www.stalbans.gov.uk/planning/makingaplanningapplication/householderpreapp.aspx>