

## **APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT**

### **National List of Minimum Requirements Necessary for Validation**

Three copies of the following documents will always be required unless the application is submitted electronically:-

1. Completed Application Form
2. Location Plan at 1:1250 or 1:2500 scale showing:
  - North Point
  - Application site outlined in red and any other land in the applicants ownership outlined in blue
3. Appropriate fee (unless exempt).
4. Such information as is considered to be relevant to the application

### **Local List of Requirements Necessary for Validation**

**In addition to the requirements set out in the National List, more information may be required in order to validate, and/or determine your application, depending on the issues raised by your proposal and the application site. You will need to read through the following lists to identify the issues that are relevant to your proposal.**

1. Plans as necessary and appropriate:
  - Existing and proposed elevations
  - Existing and proposed floor plans
  - Existing and proposed site sections, finished floor and site levels
  - Roof plan

All plans and drawings to 1:50 or 1:100 scale and should indicate: plan number; paper size, and scale bar indicating a minimum of 0-5 metres.

### **Supporting information that may also be required in certain cases**

1. Photographs/photomontages