

**Validation checklist for: Application for a Lawful Development Certificate for a proposed use or development**

Please note that all matters on this validation checklist are considered important in the consideration of this application type. If you do not include an item listed but do not provide a separate statement or justification for its non-inclusion, your application may be made invalid. We will endeavour to notify you as soon as possible of any additional requirements that may be identified by our usual constraints checking processes.

**National Requirements**

**Government Guidance on the National list can be found by using the following link:**

<https://www.gov.uk/guidance/making-an-application#Validation-requirements-for-planning-permission>

<b>Information Required</b> Best practice guide to maps and plans <a href="https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf">https://ecab.planningportal.co.uk/uploads/1app/maps_plans_and_planning_apps.pdf</a>	
<b>Completed form</b>	
<i>Included <input type="checkbox"/></i> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>	
<i>Not Included <input type="checkbox"/></i> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>	
<b>Location plan (at a scale of 1:1250 or 1:2500) with red line around entire site, any adjoining land owned or controlled by applicant in blue, showing at least two named roads where possible, scale bar and the direction of north.</b>	
<i>Included <input type="checkbox"/></i> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>	
<i>Not Included <input type="checkbox"/></i> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>	

<b>Information Required</b>	
<b>Appropriate fee</b> <b>Government Guidance on the fees and fee calculations can be found by using the following link:</b> <a href="https://www.gov.uk/guidance/fees-for-planning-applications">https://www.gov.uk/guidance/fees-for-planning-applications</a>	
Included <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>	
Not Included <input type="checkbox"/> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>	
<b>Such evidence verifying the information included in the application as can be provided</b>	
Included <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>	
Not Included <input type="checkbox"/> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>	
<b>Such other information as is considered to be relevant to the application</b>	
Included <input type="checkbox"/> <i>If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.</i>	
Not Included <input type="checkbox"/> <i>If not included, please provide justification here as to why you do not consider this necessary.</i>	

## Local Validation Requirements

Notes July 2019

Links to South Downs Local Plan policies will be updated in the weeks following adoption of the Plan. In the meantime, all policies in the Submission Local Plan may be found here <https://www.southdowns.gov.uk/planning/national-park-local-plan/> .

For the purposes of the Local List, the definition of Major Development is as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

**Additional Plans - The national requirements note the need for a location plan and “others as necessary” with the reliance on the local requirements to detail what those are. For the avoidance of doubt the local requirements are:**

- Block plan including site access details, scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building), original paper size and a north point.
- Existing and proposed elevations and floor plans in full (including outbuildings)
- Existing and proposed site sections and finished floor and site levels and datum point (1:50 or 1:100) (In all cases where proposals involve a change in ground levels or is on a sloping site).
- Roof plans (Required for all applications involving extensions to roof forms and new buildings).

Included

*If included, please specify here the name of the document. If embedded within a document, please give the name and page numbers where this can be seen.*

Not Included

*If not included, please provide justification here as to why you do not consider this necessary.*