

August 2008

1 APP Guidance Notes

Checklist 7



'leading for tomorrow'

ADDITIONAL (LOCAL) REQUIREMENTS FOR:

Application for a Lawful Development Certificate for an Existing Use or Operation or Activity Including Those in Breach of a Planning Condition

Application for a Lawful Development Certificate for a Proposed Use or Development

If any information considered necessary for the determination of the application is missing then the Authority is likely to make your application invalid and therefore it will not be registered, and determination of the application will not commence.

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

In addition to the National Requirements, it is a Local Requirement for Surrey Heath Borough Council planning applications in respect of the above to include the following:

Plans (original plus 3 copies, unless submitted electronically) including: -

- Existing elevations (at scale of e.g. 1:50 or 1:100); not required for existing use unless operational development involved
- Proposed elevations (at scale of e.g. 1:50 or 1:100); only required for proposed use or development
- Existing floor plans (at scale of e.g. 1:50 or 1:100); not required for existing use unless operational development involved
- Proposed floor plans (at scale of e.g. 1:50 or 1:100); only required for proposed use or development
- Site survey plan (at scale of e.g. 1:100 or 1:200) to include all buildings, structures and areas of land use