

	<b>Lawful Development Certificate Local Validation List</b>  <b>The PDNPA Local Validation List requires the application to be supported by the following information where stated.</b>	<b>When required</b>
1.	A Location plan, which shows the application site in relation to the surrounding area. The Location plan should be at a scale of 1:1250, and identify the application site edged with a red line, and other land owned by the Applicant edged with a blue line. The plan must include a “north” arrow.	All applications
2.	Block plan of the site on A3 or A4 paper at a scale of 1:500 or 1:200 showing any site boundaries edged red.	All applications
3.	Existing and proposed elevations, on A3 or A4 paper and at a scale of 1:50 or 1:100, with scale annotated on the plan.	Applications relating to existing or proposed buildings/uses of land/works being undertaken.
4.	Existing and proposed floor plans, on A3 or A4 and at a scale of 1:50 or 1:100, with scale annotated on the plan.	Applications relating to existing or proposed buildings/uses of land/works being undertaken.
5.	Existing and/or Proposed site survey plan on A3 or A4 paper at a scale of 1:50 or 1:100 – the plan must indicate to which part of the land each such use, operation or other matter relates.)	All applications which relate to two or more uses, operations or other matters
6.	A supporting statement, which sets out the details of the use, operations or activity for which a certificate is sought, and explains on what grounds a certificate is sought, and how the evidence verifies the claim.	All applications
7.	Statutory Declarations from people with a personal knowledge of the use/operation or activity for which a certificate is sought. If a Statutory Declaration cannot be submitted, then sufficient information to confirm the existing development/use of the land should be submitted for consideration. Additional information may be requested.	All applications under S.191 for an existing development
8.	Supporting documentary evidence  This could include: <ul style="list-style-type: none"> <li>• Copies of Council tax records</li> <li>• Evidence of entry on Electoral Role</li> <li>• Rental and Tenancy Agreements</li> </ul>	All applications under S.191 for an existing development

	<ul style="list-style-type: none"> <li>• Copies of accounts/booking records</li> <li>• Copies of utility bills</li> <li>• Invoices for building works (operational development)</li> </ul>	
9.	In applications for ancillary buildings within the curtilage of a dwelling a full description of the existing or proposed use of the ancillary building.	Applications relating to ancillary buildings within the curtilage of a dwelling.