



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

What information do I submit with my application?

Introduction

This document should be used by applicants and agents intending to submit an application for a Lawful Development Certificate to the Authority. It provides a checklist of the supporting documentation that may be required at the time of submission.

The checklist will;

- Give you greater certainty
- Help to minimise the likelihood that validation of your submission will be delayed by us having to request more information.

National Requirements¹

Forms

- Completed form (3 copies to be supplied unless the application is submitted electronically)

Plans

- The National requirements are for 'a plan which identifies the land to which the application relates'. This shall be met by providing a plan based on an up-to-date map at an identified metric scale. For built up areas and within villages the location plan shall be at a scale of 1:1250 (or 1:2500 in the case of larger or more remote sites) and indicate the direction of North. Wherever possible the plan shall be scaled to fit onto A4 or A3 size paper. The location plan will clearly identify the land to which the application relates within a red line and within a blue line for any other land owned by the applicant located adjacent to the application site. Three copies need to be supplied unless the application is submitted electronically.

Other Information

- Suitable evidence verifying the information included in the application as can be provided
- Suitable information as is considered to be relevant to the application
- The appropriate fee

Local Requirements

- ALL plans must include a scale bar.
- If paper copies are submitted you must state the scale and original paper sheet size, in order to avoid confusion if the document is reprinted.
- It is the responsibility of the applicant to provide sufficient information and appropriate evidence to enable the Planning Authority to make a determination. The applicant needs to describe the proposal with sufficient clarity and precision, avoiding ambiguity, in order to enable us to ascertain what is exactly involved.

Contact us

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Development Control
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Duke Street
Barrow-in-Furness
LA14 2LD

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¹ The national guidelines are subject to change at short notice but we will endeavour to update these at the earliest opportunity.