



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

NATIONAL REQUIREMENTS

Application form

When required
All applications

What information is required?
Please complete all questions on the form

Fee

When required
All planning applications that incur a fee
Where to look for further information
Full details can be found on the council's website or in the Government Circular 04/2008

What information is required?
The correct fee

Location Plan

Scale: 1:1250 or 1:2500

When required: All applications

What information is required?

- Up to date map edged clearly with a red line, including any land required for visibility splays and access to the site from a public highway. If an existing access is going to be used, the red line needs to only go up to highway land.
- The plan must cover a large enough area to enable the location to be easily found.
- A blue line should be drawn around any other land owned or controlled by the applicant, close to or adjoining the application site.
- North indicator
- If submitted based on OS data, plan needs to contain the relevant licence information as required by copyright law.

Where to look for further information

Further information is available on the [GOV.UK guidance](https://www.gov.uk/guidance) webpage or the Planning Portal

Please note for all Drawings and plans:

- A4 and A3 drawings are preferred, however larger drawings are acceptable
- If a drawing contains different elements of the proposal, they should be clearly grouped under headings.
- All drawings MUST include the following:
 - Scale of the drawing (eg 1:100, 1:200) (Metric)
 - Title to identify the development and subject of the drawing
 - Unique drawing number which also indicates any revision (eg. 123 Rev B)
 - All revisions should be described to identify any changes (eg 01/09 Rev A Layout changed)
 - Annotation against the drawing to indicate all key external dimensions
 - Scale bar
 - Date plan prepared or amended

LOCAL REQUIREMENTS

Such evidence verifying the information included in the application as can be provided

Such other information as is considered to be relevant to the application