

# CHECKLIST 7: LAWFUL DEVELOPMENT CERTIFICATE - PROPOSED

For Applications for a Lawful Development Certificate for a Proposed Use or Development.

The original and 3 copies of the application form, plans and supporting information (a total of 4 copies) should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application<sup>1</sup>.

For further information on any of the items below please contact the Development Management Team, email: [devcontrolteam@worcestershire.gov.uk](mailto:devcontrolteam@worcestershire.gov.uk).

It is strongly advised that you have a [pre-application discussion](#) with a member of the Development Management Team before submitting your application.

## Forms

1APP Form: to access the form directly visit [Planning Portal](#).

What information is required?

- All relevant questions answered correctly.
- Completed Ownership Certificates A, B, C or D (not necessary for applications for approval of reserved matters).
- Agricultural Holdings Certificate (not necessary for applications for approval of reserved matters).
- All signed and dated.

## Plans

Plans should be clearly titled, show the direction of north and be given a unique reference number and dated.

### ***Location Plan***

Scale 1: 1250 or 1:2500.

Where relevant, the following information should be shown:

- Two named roads and surround buildings.
- Application site edged red.
- Other land owned by the applicant edged blue.

### ***Site Plans***

Scale 1:500 or 1:200.

---

Where relevant, the following information should be shown:

- The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions.
- The buildings, roads and footpaths on land adjoining the site including access arrangements.
- Public rights of way crossing or adjoining the site.
- All trees on the site, and those on adjacent land that could influence or be affected by the development.
- The extent and type of any hard surfacing.
- Boundary treatment including walls or fencing where this is proposed.

### ***Block Plan of the Site***

Scale 1:100 or 1:200.

Where relevant, the following information should be shown:

- Site Boundaries.
- Type and height of boundary treatment.
- Position of any buildings or structures on the other side of boundaries.

### ***Existing Elevations***

Scale 1:50 or 1:100.

Where relevant, the following information should be shown:

- All sides of the proposal (including blank elevations).
- Building materials.
- Style, materials and finish of windows and doors.
- Where an elevation adjoins other building or is in close proximity, show the relationship between the buildings, and detail the positions of the openings on each property.

### ***Existing Floor Plans***

Scale 1:50 or 1:100.

Where relevant, the following information should be shown:

- Any buildings or walls to be demolished.
- Floor plan of existing buildings.
- Floor plan of proposed buildings.
- Floor plans in context of adjacent buildings.

## **Supporting Documents**

**Planning Statement:** All planning applications should be accompanied by a Planning Statement.

## **Fees**

See the [County](#)