

## Local validation checklist – Lawful Development Certificate for an existing use, operation or activity including those in breach of condition

This checklist has been created in order to clarify what information Stroud District Council requires to be submitted with your planning application. Any application submitted that does not provide the necessary information will not be validated and will not be progressed. If an invalid application is submitted, Officers will set out what further information is required in writing. Any application that remains invalid after 21 days will be returned and an administration fee charged.

Applications can be made via the Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk)  
Alternatively, please submit one copy of each document and plan and send to [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

For further information about the level of detail required for plans, please view the Council's Drawing Standards document, available at:

If after viewing the Drawing Standards you are still unsure about what needs to be supplied with your planning application, please contact us on 01453 766321 or by emailing [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

**Please note:** Stroud District Council reserves the right to request further information not listed below that is reasonably required for the determination of your planning application.

National Requirement List	Tick when provided
<b>Completed application form</b> (including ownership certificate, either A, B, C or D)	
<b>Correct fee</b> (where necessary) Planning portal fee calculator <a href="https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=">https://1app.planningportal.co.uk/FeeCalculator/Standalone?region=</a> Stroud District Council website <a href="https://www.stroud.gov.uk/media/558323/planning-fees-january-2018.pdf">https://www.stroud.gov.uk/media/558323/planning-fees-january-2018.pdf</a>	
<b>Site location plan (at a scale of 1:1000, 1:1250 or 1:2500)</b> Application site outlined in red All other land in the applicant's ownership outlined in blue Plan must detail names of surrounding roads and be large enough to easily locate the site	
<b>Block Plan (at a scale of 1:200 or 1:500)</b> (Existing and proposed) Block plan must show: <ul style="list-style-type: none"> <li>Any existing structures on the site.</li> <li>Any existing trees or public rights of way.</li> <li>Parking areas.</li> </ul>	
<b>Elevations (at a scale of 1:100 or 1:50)</b> Elevations must show the development in relation to any adjacent buildings. Elevations must be provided for each elevation and be clearly labelled.	
<b>Floor plans (at a scale of 1:100 or 1:50)</b> Should clearly indicate any walls being demolished.	
<b>Roof plans (at a scale of 1:100 or 1:50)</b>	
<b>Evidence *</b> Any such information as is relevant to verifying the proposed development, e.g. date stamped photographs, statutory declarations, date stamped bills and invoices	

\* Please note that any financial or sensitive information will be held confidentially by the Council. Please refer to our Data Privacy policy for further information.