

Validation Checklist V16

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

PLEASE READ THE ADVICE NOTE ON VALIDATION OF APPLICATIONS BEFORE PROCEEDING

PLEASE SUBMIT A COPY OF THIS CHECKLIST, COMPLETED AS APPROPRIATE, WITH YOUR APPLICATION

A MINIMUM OF 4 COPIES (INCLUDING THE ORIGINAL) OF ALL DOCUMENTATION RELATING TO THE APPLICATION SHOULD BE SUBMITTED EXCEPT IF THE APPLICATION IS SUBMITTED ELECTRONICALLY WHEN A SINGLE COPY IS SUFFICIENT. *Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.* THERE MAY BE CIRCUMSTANCES WHEN THE COUNCIL REQUESTS MORE COPIES.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

The following **must** be included with your application:

- **The Correct Fee¹**
- **The Application Form completed, signed** (unless submitted electronically) **and dated**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site edged in red and any adjoining or other nearby land owned by the applicant outlined in blue
- Such **evidence** as you consider sufficient to verify the information included in the application

LOCAL REQUIREMENTS

- **Other Plans and drawings necessary to describe the application. These may include:**
 - Existing and Proposed Site Layout Plans (Scale 1:200 or 1:500)
 - Existing and Proposed Block Plans (Scale 1:100 or 1:200)
 - Existing and Proposed Elevations (Scale 1:50 or 1:100)
 - Existing and Proposed Floor Plans (Scale 1:50 or 1:100)

¹ see [Fees for Applications Guidance Note](#)

Existing and Proposed site sections and finished floor and site levels (Scale 1:50 or 1:100)

Having read our Validation Advice Note does your proposal require the submission of any of the following? Please tick the appropriate boxes and submit the relevant documents with your application. The amount of detail required will depend on the individual case and may vary from minimal to comprehensive. Please consult the Advice Note.

Y N Photographs and photomontages

Y N Planning Statement

If you answer yes to any of the above but do not supply the information your application will be invalid.

Signed:.....

Date:.....

We can provide this document in a variety of other formats including Braille and large print. For further information and help please call our Customer Services Team on 01304 821199 or email customerservices@dover.gov.uk.