

Applications for Certificates of Lawfulness – Applicant/Agent Checklist

This application is submitted On-Line

1. Application Form Completed to include the following

Applicant Details Agents Details Site Address (inc. post code)

Ownership certificates Proposal Materials

Additional information

Completed and submitted on-line and copy saved

Contact list included telephone number and e-mails (Not to be made available on the web site)

2. Site Plan

A site plan at a scale of 1:1250 or 1:2500

Site Boundary indicated by a red line

Material Ownership of adjoining Land shown by a blue line

3. Drawings

All dimensions are in metric at a scale of 1:50 or 1:100 for floor plans, elevations and sections

Drawings have the scale or scale bar

Drawings have critical dimensions

North is indicated on all drawings

List of Drawings submitted (Drawing paper size should be A3)

4. Photographs

List of Photographs/photo montages with context and purpose explained

5. Supporting Statements

A list of supporting statements

Planning Sworn Affidavits Evidence

Volume Calculations

6. Pre-Application Discussion

List of documents included e.g. letters, minutes etc

7. Fees

Fees Check with the Council

Paid on-line

Paid by cheque