

## Application for a Lawful Development Certificate for a proposed use or development

### NATIONAL REQUIREMENTS

- **Completed application form** (1 copy to be supplied unless the application is submitted electronically)
- **A location plan** which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (1 copy to be supplied unless the application is submitted electronically)

The location plan must include a road name

Planning Practice Guidance:

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Please do not show the proposal on the location plan

- **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.
- **The appropriate fee**  
Found on our web pages:  
<https://www.fenland.gov.uk/planningforms>

## LOCAL REQUIREMENTS

- **All Plans:**  
For the avoidance of doubt, 'Do not scale' quoted on plans will not be accepted
  
- **Plans**  
(1 copy to be supplied unless the application is submitted electronically).  
**NB:** Full plans are not necessary for applications which relate to non compliance with a condition.
  - Proposed Site plan (e.g. at a scale of 1:500 or 1:200) showing the proposal
  - Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
  - Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)