

# National and Local Information Requirements – Lawful Development Certificate for a Proposed Use or Development

## National Information Requirements

Planning applications are required to be accompanied by the following national information requirements. The basis for these requirements is the Town and Country Planning (Development Management Procedure) (England) Order 2010. If you fail to provide this information the Council will declare your application invalid. Documents not of sufficient quality to be scanned will also be returned.

Item	Requirement
<b>The Standard Application Form</b>	<p>All applications should be presented on a standard application form.</p> <p>The Council encourages the submission of applications electronically via the Planning Portal Government. Applications can be submitted at <a href="http://www.bradford.gov.uk/planning">www.bradford.gov.uk/planning</a>.</p> <p>If the application is submitted in paper format the Council requires one original and one copy of the completed standard application form to be submitted.</p>
<b>Ownership Statement</b>	<p>All applications must include a statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application.</p>
<b>Location plan</b>	<p>All applications must include a location plan (unless submitted electronically) based on an up to date map. These should be at an identified metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).</p> <p>If the application is submitted in paper format the Council requires one original and one copy of a location plan to be submitted.</p> <p>Plans 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.</p> <p>The application site should be edged clearly with a red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.</p> <p>A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.</p> <p>An up to date ordnance survey map for this purpose can be purchased from the Planning Portal or the Council.</p>
<b>Supporting Evidence</b>	<p>All applications must include as much evidence verifying the information included in the application as can be provided.</p>
<b>The correct fee</b>	<p>Planning applications incur a fee. These are prescribed in CLG Circular 04/2008, Planning Related Fees.</p> <p>The Planning Portal includes a fee calculator for applicants. A fee schedule can also be found on the Council's website at <a href="http://www.bradford.gov.uk/planningforms">www.bradford.gov.uk/planningforms</a>.</p>

## Bradford Local Information Requirements

This section sets out what information should be submitted with planning applications in addition to the national requirements. Local information requirements are at the discretion of the Council, but are based on national or adopted local policy requirements or 'policy drivers'. If you fail to provide this information the Council may declare your application invalid.

Local List Item	Policy Driver	Type of application or development that require this information	What Information is required
<b>Plans</b>			
<b>Existing and proposed elevations</b>	Planning Policy Statement 1 – Delivering Sustainable Development	All applications where new building work is proposed	<p>These should be drawn at a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there. All external sides of the proposal must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of doors and windows. Blank elevations must also be included; if only to show that this is in fact the case.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.</p>
<b>Existing and proposed floor plans</b>	Planning Policy Statement 1 – Delivering Sustainable Development	All applications where new building work is proposed	<p>These should be drawn at a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing walls or buildings are to be demolished these should be clearly shown. The drawings submitted should show details of the existing building(s) as well as those for the proposed development.</p> <p>New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p> <p>If the application simply relates to a change of use, and no development work is to be carried out, a floor plan may not be necessary.</p>
<b>Site Plan</b>	Planning Policy Statement 1 – Delivering Sustainable Development	Lawful Development Certificate for a proposed use or development	<p>Site plans should be drawn at an identified standard metric scale (typically 1:200 or 1:500) and accurately show:</p> <p>The direction of north            The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries</p> <p>and the following, <b>unless these would NOT influence or be affected by the proposed development:</b></p> <p>All the buildings, roads, and footpaths on land adjoining the site including access arrangements            All public rights of way crossing or adjoining the site            The position of all trees on the site and those on adjacent land            The extent and type of any hard surfacing; and            Boundary treatment including walls or fencing where this is proposed</p>