

# National and Local Information Requirements – Lawful Development Certificate for an Existing 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>