

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 as amended. 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
The Standard Application Form	<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 website. Applications can be submitted at www.bradford.gov.uk/planning and click on “Make a Planning Application.</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>
Ownership Statement	<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>
Location plan	<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>
Supporting Evidence	<p>All applications must include as much evidence verifying the information included in the application as can be provided.</p>
The correct fee	<p>Applications for Lawful development certificates incur a fee. These are prescribed in CLG Circular 04/2008, Planning Related Fees.</p> <p>The fee is the same as it would be for an equivalent planning application.</p> <p>The Planning Portal includes a fee calculator for applicants. A fee schedule can also be found on the Council’s website at www.bradford.gov.uk/planning and click on “Make a Planning Application</p>

Applications into the Planning Service

Consulting

Applicant(s) should be aware that under the terms of Articles 16 of The Town and Country Planning (Development Management Procedure) (England) Order 2010, the Local Authority must consult with other internal departments and external organisations for planning purposes. A list of consultees on planning applications can be found on our website at www.bradford.gov.uk/planning. The Local Authority will need to pass on those details that you submit on your application form in order to determine the planning application. Without this data collection, we could not process the application. Applicant signatures and email addresses will not be available outside the Local Authority. If you have any queries regarding this consultation process please telephone 01274 434605.

Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk

Publicity

Applicant(s) should be aware that under the terms of Article 13 and 36 of The Town and Country Planning (Development Management Procedure) (England) Order 2010 and the Local Authority Publicity Code of Practice the Local Authority may legally be required to publicise or register your application in the press, and/or by site notice, neighbour notification letter and our online planning system. This is to notify people who may be affected/interested by a Planning Application or other planning matter and to seek their views in accordance with the Planning Legislation and Local Authority Publicity Code of Practice. Applicant signatures and email addresses will not be available outside the Local Authority. If you have any queries regarding this publicity process please telephone 01274 434605. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk

(Please note if you are submitting an application on behalf of the applicant you must ensure that the above information is relayed direct to that person)