

## Appendix M: Draft version of “Local Validation Guidance – Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed)”

### Key

**Blue highlight** = hyperlink to be inserted to link to relevant page/section in the Local Validation List (Appendix B)

**Yellow highlight** = hyperlink to be inserted to link to the relevant page in another chapter/section of the Local Validation Guidance (Appendices C to R)

**Pink highlight** = hyperlink to be inserted to the webpage on which the List and Guidance documents will be published

**Green highlight** = hyperlink to be inserted to link to the Index document which is to be published alongside the List and Guidance Documents (Appendix S)

## Chapter 11: Applications seeking Certificates of Lawfulness (Existing or Proposed)

### Introduction

Applications seeking Certificates of Lawfulness are seeking a legal certificate to demonstrate that either

- a use or structure has existed continuously for such a length of time as to have become lawful and immune from enforcement action; or
- that a proposed use or structure does not require Planning Permission either because it is not development, or it is development but it is 'permitted development'.

All applications referred to in this section will require the following as a minimum:

- Application Form with appropriate Ownership Certificate,
- Fee
- Site Location Plan
- Drawings/other documents as appropriate to illustrate the proposed/previously undertaken works and/or use.

The onus rests with the applicant/their agent to demonstrate why the proposal or the works or use undertaken are lawful. This is particularly the case on applications which are seeking a certificate for a use and/or physical works that have already taken place and that the applicant/agent is seeking to establish has having become lawful through the passage of time. Therefore, whilst the documents listed below are required as a minimum, it is recommended that the applicant/agent considers and potentially submits documentation beyond those listed if they feel it is appropriate and/or if they consider that it will aid their case.

**Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on Private or Sensitive Information below). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.**

## Private or Sensitive information

Please note all certificate of Lawfulness Applications are held in the public domain. The majority of plans and other documents submitted with an application, and any consultee responses received during the consultation process are required under The Town and Country Planning Act 1990 (as amended) to be held in a Public Register, which in the case of East Suffolk is held electronically and can be accessed by anyone via the [Public Access](#) pages of our website.

Therefore, please bear in mind that anything you submit is likely to be published online. We do redact certain personal details such as personal contact phone numbers and email addresses, but if you are making statements of a personal nature revealing certain personal details, such as details of health conditions, dates of birth, user id numbers, Council Tax account details etc, please consider if those statements are entirely necessary. If it is considered that they are essential to the case being made, then please clearly mark any documents that are submitted containing such statements, so that any sensitive statements/reference id numbers etc within them can be redacted before the documents are published online.

## Application Description

The application description can be critical for Certificate of Lawfulness, as if granted, it will be granted for the proposal or previously undertaken physical works or use described.

Please note that the exact wording the applicant/their agent places on the application for will usually be used as the description on the formal application including on the public access area of our website, on all correspondence that is sent out by ourselves as part of the consultation process, on the site notice and in the advertisement in the newspaper (if one is required) and on the final decision notice. The only exceptions would be if we agree a revised description with the applicant/their agent either at registration stage or during the course of the application.

The applicant/agent needs to make sure that this is the description they are wanting on the decision notice, and that the description covers all of the elements that is sought to be covered by the certificate. For example, in a case that relates to the use of land for a particular use

and the erection of buildings associated with that use, the application description should make reference to both the use and the buildings. An example could be

*“Use of land for the storage of caravans, use of former agricultural building as office to manage storage business and retention of shed to house associated cleaning equipment”.*

It is recommended that descriptions avoid including personal details and do not say anything that the applicants would not want their neighbours or the wider public to know. For example, if the applications proposing a single storey extension to provide adapted accommodation for a disabled member of the family, that reasoning should not be included in the description on the application form. It is recommended instead the description is phrased along the lines of *“Erection of single-storey extension”* or *“Retention of single-storey extension”* without such personal information or reasoning behind the proposals.

Please note in the case of applications for Certificates of Lawfulness, for proposed works or uses, the Local Planning Authority is making a legal determination as to whether the proposed works are development and if so, if they are ‘Permitted Development’ i.e. do not required Planning Permission. Therefore, the personal disabilities, health conditions and other personal matters can not be considered in the determination. Therefore, there is no need to include such matters in the application description.

Similarly, in the case of applications for Certificate of Lawfulness, for existing works or uses, the Local Planning Authority is making a legal determination as to whether the works too place and/or the use has been continually taking place for sufficient time to have become lawful, and therefore the personal disabilities, health conditions and other personal matters cannot be considered in the determination. Therefore, there is no need to include such matters in the application description.

This section provides guidance on the documentation to submit with the following types of application:

- [Lawful Development Certificates for Existing Uses or Development](#)
  - [Applications seeking Lawful Development Certificates to confirm that physical works which have already been undertaken, were either not ‘development’ or were Permitted Development.](#)
  - [Applications seeking Lawful Development Certificates to confirm that physical works which have already been undertaken, were completed sufficient time ago to have become lawful](#)

- [Applications seeking Lawful Development Certificates to confirm that an existing use in its current form is lawful because it was either not development or permitted development to change to that use.](#)
- [Applications seeking Lawful Development Certificates to confirm that an existing use commenced and has been continuous for sufficient time as to have become lawful.](#)
- [Lawful Development Certificates for Proposed Uses or Development](#)
  - [Applications seeking Lawful Development Certificates to confirm that a proposal for physical works are either not development or are Permitted Development](#)
  - [Applications seeking Lawful Development Certificates to confirm that a proposed use is either not development or would be Permitted Development](#)

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## Lawful Development Certificates for Existing Uses or Development

### Physical works which have already been undertaken, were either not ‘development’ or were Permitted Development.

If the scheme relates to **an existing building, previously constructed extension or previously undertaken alterations to an existing building** and the application is seeking a Certificate to confirm the works were either not ‘development’ or were Permitted Development, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the works to be clearly understood.

It is also recommended that where such applications relate to extensions or alterations to existing buildings or outbuildings, they should include both **Existing elevational drawings**, clearly annotated to show the element which is the subject of the certificate of Lawfulness Application.

In the case of Certificate of Lawfulness applications for domestic outbuildings or alterations to such structures there may be scope at the discretion of officers for the submission of annotated photographs instead of to scale elevational drawings. However, a to scale block plan would still be required and in such cases the photographs would need to be fully annotated with full accurate dimensions of the outbuilding in metric. These dimensions would need to be of both its overall dimensions (width, depth, eaves level, ridge height) and the location and size of any openings (e.g. distances/heights from fixed features on the building e.g. building corners, ridge height etc) so that is clear precisely what you are seeking to retain.

However, it should be noted that the onus rests with the applicant/their agent to provide documentary evidence demonstrate that the physical works/construction of the extension, outbuilding and/or alterations to such structures were lawful, i.e. either not 'development' or were Permitted Development.

If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate what the works undertaken were, so that the certificate covers all matters they wish/need it to cover.

Please note if the new floorspace is close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the scheme would be CIL liable, even if it is confirmed to be Permitted Development via the Certificate of Lawfulness application.

If the application is also seeking to confirm that the use of that building did not require planning permission, the application should also include a statement describing the proposed uses, explaining how they function, and within which areas of the building(s) they are undertaken.

**Please note:**

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.
- submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.

- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**
- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

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### **Physical works which have already been undertaken, were completed sufficient time ago to have become lawful**

If the application is seeking to demonstrate that a **building, extension or alterations to an existing building were completed sufficient time ago to have become lawful**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the works to be clearly understood.

It is also recommended that the application should include an **Existing Block Plan/Site Layout Plan** clearly annotated to show the element(s) which is/are the subject of the certificate of Lawfulness Application.

The application should include both **Existing elevational drawings**, clearly annotated to show the element(s) which is/are the subject of the certificate of Lawfulness Application.

**The onus rests with the applicant/their agent to provide documentary evidence demonstrate that the physical works/construction of the extension, outbuilding and/or alterations to such structures was undertaken a sufficient time ago to have become lawful /immune from enforcement action through the passage of time.**

**If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate what the works undertaken were, so that the certificate covers all matters they wish/need it to cover.**

The type and means of documentary evidence to be submitted is up to the applicant and/or their agent but it could include copies of various forms of documents including but not limited to:

- date stamped photographs of the construction,
- dated aerial photographs,
- copies of invoices and/or receipts for the works and materials containing the business and/or site name,

- sworn signed statements from persons other than the applicant.....etc.

In many cases seeking to demonstrate the lawful use of the site will overlap with seeking to demonstrate the physical structures are lawful. Therefore applicants/agents are recommended to also review the section relating to [Applications seeking Lawful Development Certificates to confirm that an existing use commenced and has been continuous for sufficient time as to have become lawful.](#)

**Please note:**

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.
- submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.
- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

**An existing use in its current form is lawful because it was either not development or permitted development to change to that use.**

If the application is seeking a certificate to confirm that **an existing use is lawful in its current form is lawful**, because it is not ‘development’ or it is Permitted Development, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the use to be clearly understood.

It is also recommended that the application should include an **Existing Block /Site Layout Plans** clearly annotated to show the proposed uses across the site and/or within the building(s).

If multiple uses are proposed within building(s) **Existing Floor Plans** should also be submitted, annotated to show the existing uses.

The application should also include a statement describing the proposed uses, explaining how they function, and within which areas of the building(s) they are undertaken.

**The onus rests with the applicant/their agent to provide documentary evidence demonstrate that the use is either not development or it is Permitted Development. This is likely to need to include evidence and clear details of the previous use of the site/building(s).**

**If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant’s interest to ensure that they submit sufficient information to clearly demonstrate what the use is, so that the certificate covers all matters they wish/need it to cover.**

If the application is seeking confirmation that an existing building as well as its use was either not development or it was Permitted Development / did not require specific Planning Permission to be constructed, the documents set out in [“an existing building, previously constructed extension or previously undertaken alterations to an existing building and the application is seeking a Certificate to confirm the works were either not ‘development’ or Permitted Development”](#) should also be submitted.

**Please note:**

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.
- submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.
- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

### **An existing use commenced and has been continuous for sufficient time as to have become lawful.**

If the application is seeking confirmation that a use commenced and has been continuous for sufficient time as to have become lawful, it will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the use to be clearly understood.

**The onus rests with the applicant/their agent to provide documentary evidence demonstrate that the use has been taking place continuously and for sufficient time to have become lawful.**

**If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate what the use is, so that the certificate covers all matters they wish/need it to cover.**

If multiple uses have been undertaken within building(s) and/or across the site **Existing Floor Plans** and/or **block plans** should also be submitted, annotated to show the existing uses.

Whilst it is not a specific requirement to validate the application, the agent/applicant may wish to submit a statement setting out precisely how the site is being and has been used, and for how long those uses have taken place in their current form, with reference to documentary evidence to support their claims.

The type and means of documentary evidence to be submitted is up to the applicant and/or their agent but it could include copies of various forms of documents including but not limited to:

- date stamped photographs,
- dated aerial photographs,
- receipts from those using the business (if a business use),

- copies of invoices/receipts containing the business and/or site name,
- council tax or business rates records for the site,
- copies of bills for electricity, water, gas etc relating to and addressed to the business or property on the site,
- sworn signed statements from persons other than the applicant
- copies of appointment books (if a business).....etc.

In many cases seeking to demonstrate the lawful use of the site will overlap with seeking to demonstrate the physical structures are lawful. Therefore applicants/agents are recommended to also review the section relating to [Applications seeking Lawful Development Certificates to confirm that physical works which have already been undertaken, were completed sufficient time ago to have become lawful](#)

**Please note:**

- **Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.**
- **submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until ‘to scale’ drawings are submitted.**
- **It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.**

- **Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.**

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## Lawful Development Certificates for Proposed Uses or Development

### Proposed physical works are either not development or are Permitted Development

If the application is seeking a certificate confirming that a proposal is for **physical works, such as an extension, a new building and/or alterations to existing buildings is either not development or is Permitted Development**, it will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the proposed works to be clearly understood.

It is also recommended that the application should include an **Existing and proposed Block /Site Layout Plans** clearly annotated to show the element which is the subject of the certificate of Lawfulness Application.

The application should include both **Existing and proposed elevational drawings**, clearly annotated to show the element which is the subject of the certificate of Lawfulness Application.

Please note if the new floorspace is close to or above the threshold making the development **Community Infrastructure Levy (CIL) Liable**, the scheme would be CIL liable, even if it is confirmed to be Permitted Development via the Certificate of Lawfulness application.

Please note the Habitat Regulations Assessments imposed by (3) of the General Permitted Development Order and Regulations 75-77 of the Habitats Regulations, may reduce the scope for utilising Permitted Development Rights.

**If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate the proposed works, so that the certificate covers all matters they wish/need it to cover.**



**Please note:**

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on [Private or Sensitive Information](#)). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.
- submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.
- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.

### A proposed use is either not development or it would be Permitted Development

If the application is seeking a certificate confirming that a proposal is for **use part or the whole of an existing building and/or land for a specific use is either not development or is Permitted Development**, the application will require the following as a minimum:

- **Application Form with appropriate Ownership Certificate**, Guidance on application descriptions for application forms and the inclusion of personal or sensitive information is included within the [introduction](#)
- **Fee**
- **Site Location Plan**
- Sufficient details to enable the nature and extent of the proposed use to be clearly understood.

The application should include an **Existing and proposed Block /Site Layout Plans** and building floor plans should also be submitted, annotated to show the existing uses.

If multiple uses are proposed within building(s) **Existing Floor Plans** should also be submitted, annotated to show the proposed uses.

The application should also include a statement describing the proposed uses, explaining how they would function, and within which areas of the building(s) they would be undertaken. If a temporary use is proposed, this should be clearly stated and the period must be defined.

Please note the Habitat Regulations Assessments imposed by (3) of the General Permitted Development Order and Regulations 75-77 of the Habitats Regulations, may reduce the scope for utilising Permitted Development Rights.

**If a Lawful Development Certification is granted it will be granted specifically of the matters covered in the application. Therefore, it is in the applicant's interest to ensure that they submit sufficient information to clearly demonstrate the proposed use (and any [physical works](#)), so that the certificate covers all matters they wish/need it to cover.**

#### Please note:

- Please note that any documentation submitted with applications for Certificates of Lawfulness will form part of the formal application file and therefore will be published on the Public Access system on the East Suffolk Council website, with the only redactions likely to be to meet General Data Protection Regulations (GDPR) requirements (see the section on **Private or Sensitive**

**Information**). Therefore applicants/agents may wish to carefully consider how they word statements and the content of those and other documentary evidence they submit, including statutory declarations.

- submitted plans must be drawn to scale, and a photograph of a plan is not acceptable, as the process results in the photograph showing an image which is not at the same scale as that stated in the image. All plans must therefore be either drawn to scale electronically or drawn by hand and if being submitted electronically then scanned to scale, not photographed. Therefore, if photographs are submitted of plans (e.g. \*.jpg \*.png \*.gif) they will not be accepted as valid plans, and the application will be invalid until 'to scale' drawings are submitted.
- It is the applicant's responsibility to ensure that all submitted plans/drawings are drawn accurately, including in terms of how any surrounding buildings and trees are presented in relation to the application site and the proposals. They must be sure that development could proceed fully in accordance with the drawings/plans that are submitted. Inaccurate representation of the size or position of neighbouring buildings and/or buildings within the application site and/or the proposals could invalidate any consent. It is therefore recommended that all plans are drawn based upon measured surveys or in the event that an Ordnance Survey plan is used, that they are checked on the ground by the applicant/their agent for accuracy prior to submission.
- Although not a validation requirement, it is recommended that existing and proposed drawings/plans of the same type are drawn to the same scale as one another, in the interests of clarity and ensuring that it is as easy as possible to understand what the proposed changes are.