

VALIDATION CHECKLIST

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE
(EXISTING AND PROPOSED USE OR DEVELOPMENT)

Please ensure you complete this checklist and return it with your application. To speed up the registration of the application you are recommended to submit online using the Planning Portal

NATIONAL Compulsory requirements for your application	Included (tick box)
Completed standard form: three copies to be supplied unless the application is submitted electronically.	Yes/No
<p>Location Plan: this must be based on an up to date map, identifying the land to which the application relates drawn to an identified scale, preferably 1:1250. The plan should, wherever possible, show at least two named roads and surrounding buildings and indicate the direction of north. The application site must be clearly edged with a red line and include all land necessary to carry out the proposed development. Any other adjacent or adjoining land owned by the applicant should be clearly edged with a blue line.</p> <p>Three copies to be supplied unless the application is submitted electronically.</p>	Yes/No
Such evidence verifying the information included in the application as can be provided.	Yes/No
Such other information as is considered to be relevant to the application.	Yes/No
Application fee: where one is necessary. Fee details can be obtained from Development Control Service or the website.	Yes/No

Pre Application Discussion

It is recommended that potential applicants contact the Development Control Service (DCS) with a draft application, after considering the checklist requirements and before submitting their application to the Council. For all but the most straightforward proposals discussion before submitting an application can save valuable time later.

Pre application discussion will be retained by the DCS. This should include consideration of the information requirements of the application, including agreement over matters to be included within the completed checklist listed below.

LOCAL information that may be required for your application	Included (tick box)
<p>A copy of other plans and drawings or information necessary to describe the subject of the application, in the case of an application for a Certificate for proposed development, including:</p> <ul style="list-style-type: none"> • Existing elevations at a scale of 1:50 or 1:100 • Proposed elevations at a scale of 1:50 or 1:100 • Existing floor plans at a scale of 1:50 or 1:100 • Proposed floor plans at a scale of 1:50 or 1:100 • Site Survey plan at a scale of 1:50 or 1:100 <p>Three copies to be supplied unless the application is submitted electronically.</p>	Yes/No
<p>Supporting information: for example sworn affidavits from people with personal knowledge of the existing use or summary of historical planning history.</p>	Yes/No

CONTACT

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Email: development.management@rochdale.gov.uk

Web: <http://www.rochdale.gov.uk>

WANTING TO PAY A PLANNING FEE BY CARD?

To maximise efficiency and support faster validation of your proposal, you can pay by card by phoning 0300 303 8873. The operator will take the card details and payment. A receipt is then provided to the person making the payment. An automatic confirmation will be sent to the Development Management Service.