**CERTIFICATES OF EXISTING AND PROPOSED USES/ DEVELOPMENT**

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| **REQUIREMENTS** | **Included****Y/N** | **If not, why not** |
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| **Completed application form, signed, and dated** |  |  |
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| **Correct fee** |  |  |
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| **Location Plan** * At a scale of either 1:1250 or 1:2500
* Based on an up-to-date Ordnance Survey map
* North point to be clearly shown
* Application site edged in red
* Other land in the ownership of the applicant and adjoining the application site or nearby should be edged in blue
* Where possible at least two named roads should be shown
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| **Existing/ Proposed Block Plan*** At a scale or either 1:500 or 1:200 or 1:100
* Based on an up-to-date Ordnance Survey map
* North point to be clearly shown
* Proposed development to be clearly shown in relation to site boundaries, existing buildings.
* All roads and footpaths on land adjoining the site, including access arrangements to be shown
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| **Existing / Proposed Elevations*** At a scale of 1:50 or 1:100
* Existing elevations of the affected building to be shown in their entirety
* Proposed elevations of the affected building to be shown in their entirety
* Proposed works in relation to the existing dwelling to be clearly shown.
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| **Existing / Proposed Floor Plans*** At a scale of 1:50 or 1:100
* Full existing floor plans of all affected levels of the building
* Full proposed floor plans of all affected levels of the building (e.g. a single storey extension will require only ground floor plans)
* Where existing buildings or walls are to be demolished, these should be clearly shown on the plans
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| **Existing / Proposed Roof Plans** (only required for applications relating to Proposed Operations)* At a scale of 1:50 or 1:100
* Full existing roof plans for all affected levels of the building
* Full proposed floor plans of all affected levels of the building
* Where existing buildings or wall are being demolished these should be clearly shown on the plans
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| **Supporting information / planning statement*** This should include documentary evidence confirming the details provided in the application form. Sworn affidavit or tenancy agreements may form part off the submission.
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 22/12/2022