**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