

Local Development Order (LDO)

Confirmation of Compliance Checklist

This check list should be completed and returned with your application.

REQUIREMENTS (Original + Three copies required unless submitted electronically)	Provided (tick as appropriate)			
Completed LDO Confirmation of Compliance Application Form	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Site Plan (drawn at a scale of 1:500 or 1:200).	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other plans and drawings or information necessary to describe the subject of the application	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Block plan of the site (1:100 or 1:200 scale)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Existing and proposed elevations (1:50 or 1:100 scale)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Existing and proposed floor plans (1:50 or 1:100 scale)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100 scale)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Parking provision plan (drawn at a scale of 1:500 or 1:200).	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Design Code Compliance Checklist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Guidance notes for LDO Confirmation of Compliance Applications

Document / Plan

Additional Notes

REQUIREMENTS	
A completed LDO Confirmation of Compliance Application Form	Ensure all questions are answered and appropriate information provided and declarations signed.
A location plan (1:1250 or 1:2500) showing direction of north, based upon an up-to-date map which identifies the site edged red and includes other land owned by the applicant in blue.	Plans should wherever possible show at least two named roads and surrounding buildings/land named or numbered. The red line should include all land necessary to carry out the development. This includes any land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.
Site Plan or Block Plan drawn at a scale of 1:500 or 1:200. (For large scale developments a plan at 1:500 is more suitable.) Ordnance Survey plans do not always accurately show boundaries, buildings and other features and should be checked before being relied upon.	This should accurately show: a) the direction of north; b) the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries; c) all buildings, roads and footpaths on land adjoining the site including access arrangements; d) all public rights of way crossing or adjoining the site; e) the position of all trees on the site and those on adjacent land that could influence or be affected by the development;

	<p>f) the extent and type of any hard surfacing; and</p> <p>g) the existing and proposed boundary treatment including walls or fencing where this is proposed.</p> <p>New buildings should also be shown in context with adjacent buildings.</p>
Other plans and drawings or information necessary to describe the subject of the application.	Site survey plan (at the same scale as site or block plan) should show: any site boundaries; the type and height of boundary treatment; the position of any building(s) or structure(s) on the other side of such boundaries, trees and written dimensions.
Existing and proposed elevations (1:50 or 1:100 scale) with written dimensions.	<p>These should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions of height, width and depth and these should also indicate where possible the proposed building materials and the style, materials and finish of windows and doors.</p> <p>Where a proposed elevation adjoins another building or is in close proximity, the drawing should clearly show the relationship between them and detail the positions of openings on each property.</p>
Existing and proposed floor plans (1:50 or 1:100 scale) with written dimensions	These should explain the proposal in detail and where existing buildings or walls are to be demolished these should clearly be shown. The drawings should also show details of the existing building as well as those for the proposed development, together with written dimensions.
Existing and proposed site sections and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	<p>Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions.</p> <p>In all cases where the proposal involved a change in ground levels, scaled drawings should be submitted to show both existing and proposed levels including detail of foundations and eaves and show how encroachment is to be avoided.</p> <p>Full information should also be submitted to demonstrate how proposed new buildings relate to existing site levels and neighbouring development.</p>
Parking provision plan (drawn at a scale of 1:500 or 1:200).	<p>Both existing and proposed arrangements should be shown on a plan drawn at a scale of 1:500 or 1:200.</p> <p>This should show all parking and loading bays to be provided along with vehicle circulation and turning areas and should include the written dimensions of bays and any vehicle circulation areas.</p>
Design Code Compliance Checklist	<p>Completion of the relevant design code compliance checklist.</p> <p>Design code compliance checklists for each LDO area are to be found on the relevant pages of the Council's website.</p>