



working on behalf of Barking and Dagenham

Be First
5th Floor, MAKE IT Barking
15 Linton Road
Barking
IG11 8HE

VALIDATION CHECKLIST

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT

Please submit via the Planning Portal (our preferred method). If you are unable to submit via the Portal then please use other electronic means such as a memory stick or electronic transfer (for example We Transfer or equivalent). Do not send hard copies as we are a paperless office.

STATUTORY NATIONAL INFORMATION REQUIREMENTS
An application MUST include the following information/documents:
Application Form The completed application form should be submitted.
Location Plan (typically at a scale of 1:1250 or 1:2500) The location plan should be based on an up-to-date map and should identify sufficient roads and/or buildings on land adjoining the application site. The application site should be edged clearly with a red line and a blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.
The correct fee The quickest and most efficient way to submit your application and fee is via the Planning Portal. In cases where you are unable to submit via the Planning Portal you will need to pay on the Council's website and confirm payment details to us. Please note that we do not accept cheques sent to London Borough of Barking and Dagenham or Be First.

The [Planning Portal's Fee Calculator](#) can help you calculate the planning fee required for your application.

LOCAL INFORMATION REQUIREMENTS

An application MAY also require the submission of the following information/documents:

Plans / Drawings

All plans / drawings should be drawn at an identified standard metric scale. They should be named and numbered in a logical manner and given titles which refer to their content.

Some or all of the following plans / drawings may be required depending on the nature of the proposal:

- Existing and Proposed Site Plan (typically at a scale of 1:100 or 1:200)
- Existing and Proposed Elevations (at a scale of 1:50 or 1:100)
- Existing and Proposed Floor Plans (at a scale of 1:50 or 1:100)
- Existing and Proposed Sections (at a scale of 1:50 or 1:100)
- Existing and Proposed Roof Plans (at a scale of 1:50 or 1:100).

Last updated: 27th July 2026