



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 AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION

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.

Evidence

Such evidence verifying the information included in the application as can be provided.

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 development:

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

Last updated: 27th July 2026