

Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of planning condition

VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

Apply online now using the [Planning Portal](#)

The benefits of applying online include

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

National Application Requirements – Mandatory Information

Application Form <ul style="list-style-type: none"> • Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition Form 	<input type="checkbox"/>
Application Fee You must provide the appropriate fee when the application is submitted, failure to submit the correct fee will result in the application being declared as invalid Download the fees schedule for all English applications here	<input type="checkbox"/>
Location Plan All applications must include a location plan which should: <ul style="list-style-type: none"> • Be at a scale of 1:1250 or 1:2500; • Show the direction of North and identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application is clear • Show the application site outlined in red, which includes all land necessary to carry out the proposed development • Show any other land owned by the applicant, close to or adjoining the application site, outlined in blue. 	<input type="checkbox"/>
Site Plan (Only required if operational development is taking place) All applications must be submitted with a site plan (sometimes called a block plan) which should: <ul style="list-style-type: none"> • Be at a scale of 1:500 or 1:200; and • Show the direction of North and proposed development in relation to the site boundaries and other existing buildings, both on the site and adjacent to it, with dimensions including those to the boundaries. 	<input type="checkbox"/>

<p>Application Form</p> <ul style="list-style-type: none"> Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition Form 	<input type="checkbox"/>
<ul style="list-style-type: none"> The site plan should also include the following, unless these would not influence or be affected by the proposed development: All buildings, roads and footpaths on land adjoining the site including access arrangements; All public rights of way crossing or adjoining the site; The position of all trees on the site and those on adjacent land; The extent and type of any hard surfacing; and The type and height of any boundary treatment including walls or fencing where proposed. 	<input type="checkbox"/>
<p>Supporting Information</p> <p>This information is needed for our Legal Services Department to ascertain whether the use/development warrants a certificate being issued to formalise the use/development.</p> <ul style="list-style-type: none"> A sworn affidavit is the preferred form of evidence. This is a document in which the signer swears under oath before a Solicitor or someone authorised to take oaths that the statements in the document are true. Other evidence can include receipts, invoices, rent books, completion certificates, dated photographs or any other information that you consider relevant It is also useful if plans showing the development or the use of the building can be submitted. This should preferably be on paper size less than A2 and at a typical scale of 1:50 or 1:100. An application must specify in reasonably precise terms what the existing use, operational development, or other activity is, and details of what it involves. Factual evidence about both the history and planning status of the building or other land and the interpretation of any relevant Planning law or judicial authority is also useful 	<input type="checkbox"/>

<p>Any other plans, drawings and information necessary to describe the development which is the subject of the application</p> <ul style="list-style-type: none"> • All plans should contain an individual reference that identifies the individual plan, the version number and date of production (any amended plans submitted at a later date should follow the same reference format). • Elevations if required - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Full elevations showing all sides of the development even if they do not contain windows/door openings • Internal Layouts - Preferably on paper size less than A2 and at a typical scale of 1:50 or 1:100, (existing & proposed should be at a similar scale to aid comparative study) scale annotated on the plan. Plans showing the proposed internal layout of each unit type • Landscaping if required - Plans showing details of the proposed landscaping scheme • Street Scene Plans if required - Plans indicating or including at least 1 existing house either side of the proposed development • Extraction Details – if extraction details proposed, elevational drawings showing all external ductwork and termination points, if possible include adjacent buildings. Confirmation that the system discharges vertically and showing that it will be one metre higher than the highest residential window or one metre higher than eaves level • Cross-section – for advertisement applications clearly showing method of illumination 	<input type="checkbox"/>
---	--------------------------

Monitoring

<p>Equalities Monitoring Form</p> <ul style="list-style-type: none"> • It would help us if you could complete our Equalities Monitoring form so we can check there is a fair planning process for all. Monitoring is essential if we are to address the needs of all sections of the community. It will help us fulfil the Government's aim to build sustainable and inclusive communities and to reduce social exclusion. 	<input type="checkbox"/>
--	--------------------------