

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 <p>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</p> <p>Download the fees schedule for all English applications here</p>	<input type="checkbox"/>
Location Plan <ul style="list-style-type: none"> • At a typical scale of 1:1250 or 1:2500 (Scale must be annotated on the plan) • Site must be outlined in red (A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site) • Show the direction of North 	<input type="checkbox"/>
Site Plan (Only required if operational development is taking place) <ul style="list-style-type: none"> • At a scale of 1:500 or 1:200 (the scale must be annotated on the plan) • Show the direction of North • Show the development in relation to adjoining properties 	<input type="checkbox"/>

Supporting Information

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.

- 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.

Local Application Requirements

Plans and Drawings (if relevant)

- **Size and Scale** – 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
- All sides of the proposal should be shown
- Where a proposed elevation adjoins another building or is in close proximity, the drawings should show this relationship
- Plan showing elevations and layout details for all visible elevations

Monitoring

Equalities Monitoring Form

- 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.