

## Application for Lawful Development Certificate for Existing Use or Operation or Activity including those in Breach of Planning Condition

**NATIONAL REQUIREMENTS** (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)

	YES	N/A
<b>Completed application form</b> which should be signed and dated	<input type="checkbox"/>	
<b>The appropriate fee</b> – Same as Full application / existing use or operation – lawful not to comply with any condition or limitation £298	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location Plan</b> which should be up to date and at a scale of 1:1250 for an urban area or 1:2500 for a rural area. The application site should be clearly marked in <b>red</b> and include all land necessary to carry out the development, including access from the public highway, car parking, etc. Any other land owned should be outlined in blue.	<input type="checkbox"/>	
<b>Evidence to verify the claim for a Certificate</b> – could include: <ul style="list-style-type: none"> <li>Signed Affidavits</li> <li>Photographs</li> <li>Utility Bills or Council Tax Bills</li> <li>VAT receipts for commercial businesses</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any other information</b> considered to be relevant to the application	<input type="checkbox"/>	<input type="checkbox"/>

### LOCAL REQUIREMENTS FOR ALL APPLICATIONS

	YES	N/A
<b>Block/Site Plan</b> (at a scale of 1:200 or 1:500) highlighting the proposed development in relation to the site boundaries and other existing buildings on the site. Any trees or public rights of way affected by the development should be shown, together with the proposed parking arrangements. Any new boundary walls or fencing proposed as part of the development. The direction of north should be shown.	<input type="checkbox"/>	
<b>Existing Floor Plans</b> (at scale 1:50/1:100) showing the property before the works	<input type="checkbox"/>	<input type="checkbox"/>
<b>Existing Elevations</b> (at scale 1:50/1:100) showing the property before the works	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proposed Floor Plans</b> (at scale 1:50/1:100) showing the property after the works	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proposed Elevations</b> (at scale 1:50/1:100) showing the property after the works	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning Statement</b> - for all applications except those for trees, householders and minor alterations to commercial premises.	<input type="checkbox"/>	<input type="checkbox"/>

**NB** Applicants are advised that where plans and documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.