

Validation Checklist

15. Application for Lawful Development Certificate

A. NATIONAL REQUIREMENTS and 3 copies of all forms, plans drawings to be supplied unless the application is submitted electronically	Document File Name(s) (if supplying electronically)		
Completed Form			
Site location plan (1:1250 or 1:2500) showing direction of north			
Such evidence verifying the information included in the application as can be provided.			
Such other information as is considered to be relevant to the application.			
Appropriate fee			
B. LOCAL REQUIREMENTS For an existing use or operation or activity including those in breach of a planning condition.	Documents Supplied: YES	Documents Supplied: NO*	Document file name:
Existing elevations (1:50 or 1:100)			
Existing floor plans (1:50 or 1:100)			
Existing site survey plan (1:50 or 1:100)			
Supporting information [e.g. sworn affidavit(s)] from people with personal knowledge of the existing use.			
Photographs/Photomontages			
Planning Statement			
Or C. LOCAL REQUIREMENTS For a proposed use or development	Documents Supplied: YES	Documents Supplied: NO*	Documents file name:
Existing and proposed elevations (1:50 or 1:100)			
Existing and proposed floor plans (1:50 or 1:100)			
Site survey plan (1:50 or 1:100)			
Planning Statement			

* - All relevant documents on the Local Requirements list will be required to be submitted with each application. Where an applicant/agent considers that a document is not relevant to the proposed development, they will be required to submit, under the relevant heading, a statement outlining in detail why that information has not been submitted.