



Validation Checklist – V15

Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a Planning Condition (s191 of the Town and Country Planning Act 1990)

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. Residential development at Netherfield Park, Merryton – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 3 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

Documents that **must** be included with your application:

- **Correct Fee¹**
- **Application Form, completed, signed** (unless submitted electronically) **and dated**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site outlined in red and any other land owned by the applicant outlined in blue
- Such **evidence** as you consider sufficient to verify the information included in the application. (N.B. This may include sworn affidavit(s) from people with personal knowledge of the existing use or operation, dated photography, invoices etc.)
- Such other **information** as you consider to be relevant to the application.

¹ see [Fees for Applications Guidance Note](#)

- **Photographs or Photomontages**
- **A completed Validation Checklist**

Please complete part 2 which identifies additional information that may also be required with your application.

PART 2: LOCAL REQUIREMENTS

Question 1:

Y N Is your application for a Certificate of Lawfulness for an existing **use of a building**?

- If **yes**, please provide existing **floor plans (Scale 1:50 or 1:100)**

Question 2:

Y N Is your application for a Certificate of Lawfulness for an existing **development** that is a building or structure that has been built?

- If **yes**, please provide **floor plans (Scale 1:50 or 1:100)**
- If **yes**, please provide **elevations (Scale 1:50 or 1:100)**

Question 3:

Y N Is your application for a certificate of lawfulness for an existing **use of land**?

- If **yes**, please provide existing **site layout plans (scale 1:200 or 1:500)**
- If **yes**, are there any other uses within the application site?
- If you answered **yes** to both questions, please provide a **full description of all of the uses** and ensure they are identified on the site layout plans.

Continued

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Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site.

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 01634 331700

Signed:.....

Date:.....