

# Lawful Development Certificate for:

(i) An Existing Use, Operation or Activity Including Those in Breach of Planning Conditions

(ii) A Proposed Use or Development

## Checklist of National Requirements

- |   | Tick   |
|---|--|
| 1 <b>Application Form</b> (Original and three copies unless submitted electronically)   | <input type="checkbox"/>   |
| 2 <b>Plans</b> (Original and three copies unless submitted electronically)  |  |
| <b>Location Plan</b> (1:1250 or 1:2500):  | <input type="checkbox"/>   |
| <ul style="list-style-type: none"><li>• The direction of North</li><li>• Application site edged red/other land owned by the applicant edged blue</li><li>• Wherever possible, at least 2 named roads and surrounding buildings</li></ul>  |  |
| 3 <b>Other Information</b>  |  |
| <ul style="list-style-type: none"><li>• Such evidence verifying the information included in the application as can be provided</li><li>• Such other information as is considered to be relevant to the application</li><li>• The burden of proof in a lawful development certificate is firmly with the applicant and, therefore, sufficient and precise information should be provided</li></ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| 4 <b>Fee</b>  |  |
| <ul style="list-style-type: none"><li>• <a href="#">Appropriate fee</a></li></ul>   | <input type="checkbox"/>   |

## Checklist of Local requirements

These may include some or all of the following

- |  | Tick                     |  | Tick                     |
|--|--------------------------|--|--------------------------|
| Planning statement.....                      | <input type="checkbox"/> | existing use or development) of evidence     |                          |
| Photographs and photomontages .....          | <input type="checkbox"/> | records to corroborate <b>continuous</b> use |                          |
| Other supporting information and plans ..... |                          | over the previous ten years.....             | <input type="checkbox"/> |
| necessary to describe the subject of the     |                          |  |                          |
| application (3 copies to be supplied         |                          |  |                          |
| unless the application is submitted          |                          |  |                          |
| electronically)                              |                          |  |                          |
| Plans (1:50 or 1:100):                       |                          |  |                          |
| a) existing elevations.....                  | <input type="checkbox"/> |  |                          |
| b) existing floor plans .....                | <input type="checkbox"/> |  |                          |
| c) existing site survey plan .....           | <input type="checkbox"/> |  |                          |
| d) proposed elevations .....                 | <input type="checkbox"/> |  |                          |
| e) proposed floor plans.....                 | <input type="checkbox"/> |  |                          |
| f) proposed site survey plan .....           | <input type="checkbox"/> |  |                          |
| For an existing use, operation or activity:  |                          |  |                          |
| Lawful development certificate supporting    |                          |  |                          |
| information e.g. sworn affidavit(s) (from    |                          |  |                          |
| people with personal knowledge of the        |                          |  |                          |
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