

ADVICE ABOUT THE INFORMATION REQUIRED TO ACHIEVE A VALID
APPLICATION (LOCAL LIST)

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION

Application Form

One completed original plus one copy of the mandatory Standard Application Form are required.

Note: you must sign and date section 12 (declaration).

Fee

The correct fee must be submitted with the application. See the Planning Portal or our web-site for further information.

Plans, Drawings and Supporting Information

The burden of proof in a Lawful Development Certificate lies firmly with the applicant. Therefore, sufficient and precise information must be provided before the application is registered. (For further information see *Lawful Development Certificates: A User's Guide* published by the Department of Communities and Local Government.)

The table below lists the types of plans, drawings and supporting information that might be required. Those items marked with a ✓ are mandatory national requirements. The other items are our local requirements.

Plans and Drawings	
Location Plan (scale 1:2500 or 1:1250) with site outlined in red	✓
Block Plan (scale 1:500) or Site Plan (scale 1:200) – if the proposal has altered an existing building footprint or created a new building footprint	✓
Floor Plans – Before and After (scale 1:50 or 1:100) – if the existing use has created, altered or added to a floor	✓
Elevation Drawings – Before and After (scale 1:50 or 1:100) – if the existing use has created, altered or added to a building	✓

Supporting Information	
Sworn Statement(s) (Affidavit) from people with personal knowledge of the existing use, operation, activity or works carried out	
Supporting Documentation that provides evidence of an existing use e.g. utility bills, council tax statements, rental history etc.	

The 'glossary of terms for plans, drawings and supporting information' that supports this Local List provides for more information about each item.

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Notes:

- If you do not provide enough information to describe your proposal, or the information that you provide is inadequate, your application will be invalid. If this happens we will contact you (by phone, by e-mail or by letter) to explain what is required to create a valid application. If we do not receive the information we have requested within 21 days the application will be registered and assessed on the information originally provided.
- 1 original and 1 copy of each plan, drawing and supporting document should be provided.
- The location and block plans submitted with an application should not breach Crown Copyright (e.g. they should not be a Land Registry document, a photocopy or a screen grab image). If it appears to us that they do breach Crown Copyright they will not be accepted, the application will be made invalid and replacement plans that comply with Crown Copyright will be requested.
- When making a sworn statement it should be borne in mind that we may seek additional information from the Parish / Town Council, local residents / neighbours and other bodies.