

Validation Checklist - Lawful Development Certificates

It is expected that an application for a Lawful Development Certificate whether an existing or proposed will include all the details of any proposed or existing use, buildings, engineering works or extensions and your application **MUST** therefore include the following:

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

DOCUMENT	Req'd? Yes/No
1 Copy of the relevant completed Lawful Development forms, signed and dated	
1 Copy of a site location plan with the application sited outlined in RED and any adjoining land owned or controlled outlined in BLUE to a scale of 1:1250 or 1:2500.	
1 Copy of existing and proposed floor plans (for all applications involving the use of a building) to a scale not less than 1:100	
1 Copy of existing and proposed extensions (for all proposed building works) to a scale not less than 1:100	
1 Copy of Sworn affidavit(s) from people with personal knowledge of the existing use or works carried out	
1 Copy of Supporting Planning Statement (to include statement of grounds on which the Certificate is sought)	
The correct planning fee (this depends on whether the development is for an existing or proposed use or works. If proposed then fee is halved)	