

Validation Checklist



Use with form no.14:

Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

NATIONAL REQUIREMENTS (see Guidance Notes for more details)

- Completed form (4 copies unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to a scale of 1:1250 or 1:2500 for a location plan **and** 1:500 or 1:200 for a site plan and showing the direction of North (4 copies unless the application is submitted electronically)
- 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
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following:
(see Guidance Notes for more details)

- Plans (4 copies unless the application is submitted electronically) and including as appropriate;
 - Existing elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. utility bills, independent documentary evidence in addition to sworn statements from people with personal knowledge of the existing use)
- Photographs/Photomontages (e.g. verified, historic and present day pictures)