

# αβχδ VALIDATION CHECKLIST

## APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR OPERATION OR ACTIVITY

Three copies of all documents unless stated otherwise or submitted electronically. Failure to complete all boxes will result in your application being returned as invalid.

|                                                                                                                                                                                                                                                                                                     | YES                                     | N/A                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------|
| Completed form                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/>     |                          |
| The appropriate fee. If N/A why?                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/>     | <input type="checkbox"/> |
| Location plan                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>     |                          |
| Such evidence verifying the information including in the application as can be provided (Statutory Declaration from person/persons with knowledge of the existing use/works carried out).                                                                                                           | <input type="checkbox"/>                |                          |
| Such other information as is considered to be relevant to the application (bills, receipts, rent books).                                                                                                                                                                                            | <input type="checkbox"/>                |                          |
| Reasons, if any, for regarding the use, operations or other matter described in the application as lawful.                                                                                                                                                                                          | <input type="checkbox"/>                |                          |
| <b>LOCAL REQUIREMENTS</b>                                                                                                                                                                                                                                                                           |                                         |                          |
| Existing and Proposed Floor plans                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> x   | <input type="checkbox"/> |
| Existing and proposed Floor plans and elevations at 1:50/1:100 where certificate for lawful operations sought.                                                                                                                                                                                      | <input checked="" type="checkbox"/> x   | <input type="checkbox"/> |
| Site plan at 1:200 where certificate for lawful use of land sought                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> x   | <input type="checkbox"/> |
| <b>Planning Statement to include:</b>                                                                                                                                                                                                                                                               |                                         |                          |
| In the case of an application for a certificate of lawfulness for a proposed use of buildings and other land (made under section 192 (1)(a) of the Town and Country Planning Act 1990: The name of any use class which is considered applicable to the use existing at the date of the application. | <input checked="" type="checkbox"/> x x |                          |
| Where the application specifies two or more uses, operations or other matters the plan which accompanies the application shall indicate to which part of the land each use, operation or matter relates.                                                                                            | <input checked="" type="checkbox"/> x x |                          |
| A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant known to have an interest in the land and whether any person has been notified of the application.                                                                    | <input checked="" type="checkbox"/> x x |                          |

o site plan @ 1:10,000  
x x per accompanying  
letters