



VALIDATION CHECKLIST

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

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	☒	
The appropriate fee. If N/A, why?	☒	☐
Location plan	☒	
Such evidence verifying the information included in the application as can be provided (Statutory Declaration from person/persons with knowledge of the existing use/works carried out).	☐	/
Such other information as is considered to be relevant to the application (bills, receipts, rent books).	☒	
Reasons, if any, for regarding the use, operations or other matter described in the application as lawful.	☒	
LOCAL REQUIREMENTS		
Floor plans	☒	☐
Elevations	☒	☐
Site plan at 1:200 where certificate for lawful use of land sought	☐	☒
Photographs/photomontages	☐	☒
Planning Statement to include:	☒	☐
In the case of an application for a certificate of lawfulness for an existing use the date on which the use, operations or other matter began or, in the case of operations carried out without planning permission, the date on which the operations were substantially completed.	☒	
In the case of an application for a certificate of lawfulness for an existing use of buildings and other land (made under section 191 (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.	☒	
In the case of an application for a certificate of lawfulness for any other matter constituting a failure to comply with any condition or limitation subject to which planning permission has been granted is lawful (made under section 191 (1)(a) of the Town and Country Planning Act 1990): Sufficient details of the planning permission to enable it to be identified (planning reference number on decision notice).	☐	/
Planning Reference Number:		



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	YES	N/A
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.	☐	☒
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.	☐	☒

NB Applicants are advised that where documents are required by the above checklist but not provided, a full explanation must be provided. In the event that the explanation provided is insufficient, the Local Planning Authority will consider the application invalid until such time as the information is provided.

The burden of proof lies with the applicant and as such, sufficient and precise information must be provided.