



Validation checklist:

Application for Lawful Development Certificate for an Existing use or operation

National Requirements	Tick
Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	
Application form, fully completed, signed and dated	
Location plan (based on an up to date map) at a scale of 1:1250 showing at least two main roads, surrounding buildings and show the direction of North. The application site must be edged clearly with a red line and a blue line around any other land owned by the applicant.	
Correct fee	

Additional Requirements	Tick
The following documents may be required depending upon the nature of the proposal to assess the lawfulness of the proposal. Upon validation if not provided as part of the initial application submission the LPA will confirm the level of further information necessary to be provided within 14 days of validation. Failure to provide the necessary information will result in the application being determined based upon the initial submission, and may result in Refusal of the application. Further guidance can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically :	
Block/site plan at a scale of 1:500 showing the proposed development, including neighbouring properties, site boundaries, any hardstanding and/or car park.	
Existing elevations at a scale of 1:50 or 1:100	
Existing floor plans at a scale of 1:50 or 1:100	
Evidence verifying the information included in the application as can be provided. Possible sources of evidence, will depend on what is being applied for, and could include: <ul style="list-style-type: none"> • Council tax records • Utility records e.g. bills for water, gas or electricity • Details of installation of gas, electricity or water meters from your supplier • Extract from the Register of Voters available from the public library • Building and insurance policies • Audited accounts • Tenants' rent books, letting agreements or registers • Builders accounts • Sworn statements from persons who have direct knowledge of the facts (your solicitor or appointed planning agent can advise you on how these should be set out) 	

<ul style="list-style-type: none">• Copies of other written correspondence or evidence that may support the application	
CIL Additional Information Requirement Form	