

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

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan

### Part 1 Information Required- National Planning Application Requirements

<b>1</b>	<p><b>Completed form</b></p> <p>Including a signed ownership and agricultural holdings certificate (either A, B, C or D)</p>	
<b>2</b>	<p><b>Location Plan</b></p> <p>Ordnance survey based, at a scale of 1:1250 or 1:2500.</p> <ul style="list-style-type: none"> <li>• Up-to-date, with north marked, and sufficient to locate the site.</li> <li>• Identifies the land to which the application relates, i.e. a red outline to application site.</li> <li>• Blue outline to other land owned by the applicant.</li> <li>• The plan must cover a large enough area to enable the location to be easily found</li> </ul>	
<b>3</b>	Such evidence verifying the information included in the application as can be provided	
<b>4</b>	Such other information as is considered to be relevant to the application	
<b>5</b>	<b>The correct fee:</b> <a href="#">Planning Portal Fee Calculator</a>	
<b>6</b>	<p><b>Where Ownership Certificates B, C or D have been completed</b></p> <p>Evidence of notice as required by Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2015</p>	

### Part 2 Information Required- Adopted Local Application Requirements

	<p><b>Any other plan(s), information or statement(s) as may be reasonably required.</b></p> <p>This could include the following:</p> <ul style="list-style-type: none"> <li>• <b>Existing floor plans (e.g. at a scale of 1:50 or 1:100)</b></li> </ul> <p>This is required for all applications that involve the use or retention of a building, Extension or other structure.</p> <ul style="list-style-type: none"> <li>• <b>Existing elevational plans (e.g. at a scale of 1:50 or 1:100)</b></li> </ul> <p>This is required for all applications that involve the retention of a building, Extension or other structure.</p> <ul style="list-style-type: none"> <li>• <b>Existing site survey plan</b></li> </ul> <p>This required for all applications and should show the extent of the use, operation or activity clearly marked.</p>	
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