

Checklist 6

For Applications for a Lawful Development Certificate for an EXISTING USE OR OPERATION OR ACTIVITY including those in breach of planning control

This checklist should be completed and included with the relevant applications.

3 copies of the application form, plans and supporting information should be submitted to the County Planning Authority, unless submitted electronically.

We reserve the right to request further information that we think is necessary in order to determine the application¹.

For further information on any of the items below please contact the [Development Management Team](#)

It is strongly advised that you have a pre-application discussion with a member of the Development Management Team before submitting your application.

Have you taken part in a pre-application discussion? (please circle)	Yes	No
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Forms	What information is required	Included (Please tick)	N/A (Please tick)
The 1APP form should be completed for all applications			
1APP Form To access the form directly visit: Planning Portal	All relevant questions answered correctly		
	All signed and dated		

Plans	Where relevant, the following information should be shown	Included (Please tick)	N/A (please tick)
All plans should be clearly titled and given a unique reference number. They should be dated and include the scale, a scale bar and the direction of north.			
The Location Plan	Two named roads and surrounding buildings		
Scale 1:1250 or 1:2500	Application site edged red		
	Other land owned by the applicant edged blue		

¹ Regulation 4 of the Town and Country Planning [Applications] Regulations 1988 enables local planning authorities to direct applicants to supply any further information, plans and drawings necessary to enable applications to be determined.

Plans	Where relevant, the following information should be shown	Included (Please tick)	N/A (please tick)
Existing and Proposed Site Plans Scale 1:500 or 1:200	The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions		
	The buildings, roads and footpaths on land adjoining the site including access arrangements		
	Public rights of way crossing or adjoining the site		
	All trees on the site, and those on adjacent land that could influence or be affected by the development		
	The extent and type of any hard surfacing		
	Boundary treatment including walls or fencing where this is proposed		
Block Plan of the Site Scale 1:100 or 1:200	Site boundaries		
	Type and height of boundary treatment		
	Position of any buildings or structures on the other side of boundaries		
Existing Elevations Scale 1:50 or 1:100	All sides of the proposal (including blank elevations)		
	Building materials		
	Style, materials and finish of windows and doors		
	Where an elevation adjoins another building or is in close proximity, show the relationship between the buildings, and detail the positions of the openings on each property		
Existing Floor Plans Scale 1:50 or 1:100	Any buildings or walls to be demolished		
	Floor plan of existing buildings		
	Floor plan of proposed buildings		
	Floor plans in context of adjacent buildings		

Other Requirements		Included (Please tick)	N/A (please tick)
Evidence verifying the information included in the application			
Such other information as is considered to be relevant to the application			
Lawful Development Certificate supporting information	For example sworn affidavit(s) from people with personal knowledge of the existing use		

Photographs	These should show the existing use, operation or activity, and be dated, numbered and cross-referenced to a plan		
Planning Statement	All planning applications should be accompanied by a Planning Statement		

Fees			
See the website or contact the Development Management Team for up to date fees			