

CHECKLIST 6: LAWFUL DEVELOPMENT CERTIFICATE

For Applications for a Lawful Development Certificate for an existing use or operation or activity including those in breach of planning control.

The original and 3 copies of the application form, plans and supporting information (a total of 4 copies) 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, email: devcontrolteam@worcestershire.gov.uk.

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

Forms

1APP Form: to access the form directly visit [Planning Portal](#).

What information is required?

- All relevant questions answered correctly.
- All signed and dated.

Plans

Plans should be clearly titled, show the direction of north and be given a unique reference number and dated.

Location Plan

Scale 1: 1250 or 1:2500

Where relevant, the following information should be shown:

- Two named roads and surrounding buildings.
- Application site edged red.
- Other land owned by the applicant edged blue.

Existing & Proposed Site Plan(s)

Scale 1:500 or 1:200.

Where relevant, the following information should be shown:

- 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.

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.

- 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.

Where relevant, the following information should be shown:

- 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.

Where relevant, the following information should be shown:

- 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.

Where relevant, the following information should be shown:

- 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

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 [County Council's planning webpages](#) or contact the Development Management Team, email: devcontrolteam@worcestershire.gov.uk for up to date fees.