



**Lawful Development Certificate Application Checklist**  
(Forms 14 and 15)

If you are making an application for a Lawful Development Certificate for (1) an existing use or operation or activity including those in breach of a planning condition or (2) a proposed use or operation, please use the following checklist. If you have any queries, please speak to Customer Services in the first instance on 01234-718068.

<b>Application Form</b>		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> <li>Complete all appropriate sections of the relevant form and ensure it is signed and dated.</li> </ul>	
<b>Ownership and Agricultural Holdings Certificate</b>		
	<ul style="list-style-type: none"> <li>Complete and sign the relevant Certificate A, B, C or D as required by Article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.</li> </ul>	
<b>Correct Fee</b>		
	<ul style="list-style-type: none"> <li>If the application relates to an existing use or operation the fee would be the same as if the application would be applying for planning permission.</li> <li>£234 if the application relates to an existing use or operation the without complying with a condition.</li> <li>Half the normal planning fee if the application relates to a proposed use or operation.</li> </ul>	
<b>Location Plan</b>		
	<ul style="list-style-type: none"> <li>At a scale of either 1:1250 or 1:2500.</li> <li>Based on an up to date Ordnance Survey map.</li> <li>North point to be clearly shown.</li> <li>Application site edged in red.</li> <li>Other land in the ownership of the applicant and adjoining the application site or nearby should be edged in blue.</li> <li>Where possible at least two named roads should be shown.</li> </ul>	
<b>Site/Block Plan</b>		
Only required for applications relating to 'Proposed Uses' or operations. It may also be included as evidence in support of an application for an 'Existing Use'.	<ul style="list-style-type: none"> <li>At a scale or either 1:500 or 1:200 or 1:100.</li> <li>Based on an up to date Ordnance Survey map.</li> <li>North point to be clearly shown.</li> <li>Proposed development to be clearly shown in relation to site boundaries, existing buildings. All neighbouring properties adjoining the application site should be shown in full.</li> <li>All roads and footpaths on land adjoining the site, including access arrangements to be shown.</li> <li>The location, species and spread of all trees within and immediately adjacent the applications site to be illustrated. In some instances, it maybe necessary for a tree report to be submitted in accordance with <i>BS5837: 2012 Trees in relation to design, demolition and construction</i> (eg. where a proposal affects trees in a conservation area or a tree covered by a tree preservation order).</li> <li>The location and type and hard surfacing.</li> <li>Details of all proposed boundary treatments.</li> </ul>	

<b>Existing and Proposed Elevations</b>		
<p>Only required for applications relating to 'Proposed' operations. Elevation drawings may also be included as evidence in support of an application for an 'Existing Use'.</p>	<ul style="list-style-type: none"> <li>• At a scale of 1:50 or 1:100.</li> <li>• Existing elevations of the affected building to be shown in their entirety (see example drawings on page 5).</li> <li>• Proposed elevations of the affected building to be shown in their entirety (see example drawings on page 5).</li> <li>• Proposed works in relation to the existing dwelling to be clearly shown.</li> </ul>	
<b>Existing and Proposed Floor Plans</b>		
<p>Only required for applications relating to 'Proposed Uses' or 'Operations'. Floor plans may also be included as evidence in support of an application for an 'Existing Use'.</p>	<ul style="list-style-type: none"> <li>• At a scale of 1:50 or 1:100.</li> <li>• Full existing floor plans of all affected levels of the building.</li> <li>• Full proposed floor plans of all affected levels of the building (eg. a single storey extension will require only ground floor plans).</li> <li>• Where existing buildings or walls are to be demolished, these should be clearly shown on the plans.</li> </ul>	
<b>Existing and Proposed Roof Plans</b>		
<p>Only required for applications relating to 'Proposed Operations'.</p>	<ul style="list-style-type: none"> <li>• At a scale of 1:50 or 1:100.</li> <li>• Full existing floor plans of all affected levels of the building.</li> <li>• Full proposed floor plans of all affected levels of the building (eg. a single storey extension will require only ground floor plans).</li> <li>• Where existing buildings or walls are to be demolished, these should be clearly shown on the plans.</li> </ul>	
<b>Evidence and Supporting Information</b>		
	<ul style="list-style-type: none"> <li>• The applicant is responsible for providing the necessary evidence and/or information to support their application. It <b>must</b> specify in reasonably precise terms what the use, operational development, or other activity is, or is proposed to be. The authority need not consider any proposal which does not include specific details of what it involves. Nor need they answer <i>general</i> questions on what could be undertaken on the land or what is lawful. The planning merits of the use, operation or activity in the application are not relevant. The issue of a certificate depends entirely on factual evidence about the history and planning status of the building or other land and the interpretation of any relevant Planning law or judicial authority. Your application must therefore provide sufficient factual information for the authority to decide whether to issue a certificate. Without sufficient or precise enough information, the authority will be justified in refusing a certificate.</li> <li>• Further information and guidance on making a Lawful Development Certificate application can be found in 'Lawful Development Certificates – A Users Guide' (December 2007) <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11497/developmentcertificates.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/11497/developmentcertificates.pdf</a></li> </ul>	