



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

Checklist of requirements

Notes for clarification

- The Site plan shall include both existing and proposed development.
- All plans shall include critical dimensions
- Please include a scale bar on all plans

National requirements

| Requirement | Threshold | Completed ? |
|---------------------------|---|-------------|
| Standard application form | All applications | |
| Location Plan | All applications – scale 1:1250 or 1:2500 | |
| Site Plan | All applications – scale 1:100, 1:200 or 1:500 (except where the information is only a duplication of that clearly visible and identifiable on the location plan) | |
| Fee | All applications (unless exempt) | |

Local requirements

| Requirement | Threshold | Completed ? |
|---|---|-------------|
| Existing elevations (e.g. at a scale of 1:50 or 1:100) | If development included alterations to elevations | |
| Existing floor plans (e.g. at a scale of 1:50 or 1:100) | If development included alterations to the floor layout or the use or activity is different in different parts of the building/site | |
| Existing site survey plan (e.g. at a scale of 1:50 or 1:100) | All applications | |
| Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use) and any records or information to substantiate the application. | All applications | |