

Validation Checklist

Certificate of Lawfulness

(Existing Building Operations)



Listening Learning Leading

Please ensure you have read our advice note.

This checklist will help you to prepare your application for a certificate of lawfulness.

It is up to you/the applicant, to prove that your development qualifies for a certificate of lawfulness. Therefore, you should provide us with sufficient and accurate information.

If you think this checklist asks for some information that is not relevant to your application, please explain why it is not appropriate, otherwise you **must** submit it.

Detail required (Four copies of <u>all</u> documents and plans unless otherwise stated) (All drawings must contain scale bars)	Included		If 'No' explain why not
	Yes	No	
One completed copy of the Validation Checklist			
Completed application form, signed and dated			
The correct fee (please refer to the fee list) and state amount.	£...		
Ordnance survey based location plan to a scale of 1:1250 or 1:2500. It must show the direction of north and the names and numbers of properties and streets. You should clearly edge the application site with a red line and draw a blue line around any other adjoining land the applicant owns.			
Block plan to a scale of either 1:200 or 1:500, showing the direction of north, the existing building operation in relation to site boundaries, neighbouring properties, walls, garden, other buildings, open spaces and landscaping, access arrangements, existing car parking arrangements and the extent of any hard surfacing.,			
Existing floor plans to a scale of either 1:50 or 1:100 clearly identifying the operational development for which a certificate of lawfulness is sought.			

Detail required (Four copies of <u>all</u> documents and plans unless otherwise stated) (All drawings must contain scale bars)	Included		If 'No' explain why not
	Yes	No	
Existing elevations to a scale of either 1:50 or 1:100 clearly identifying the operational development for which a certificate of lawfulness is sought.			
Sworn affidavit(s) from people with personal knowledge of the development carried out.			
Supporting information Information of an independent and verifiable nature should also be included where available. Depending upon the nature of the operational development for which a certificate of lawfulness is sought this might include invoices, correspondence, other written records, photographs/aerial photographs (with a verifiable date), and the like. (Note: - Although copies of these documents are acceptable for lodgement with the application, originals should be made available upon request).			
Planning Statement A statement of the ground(s) on which the Certificate is sought.			

Sometimes we might need to ask for extra or electronic copies of plans if we need to consult more neighbours or experts than usual. We also reserve the right to ask for any other information we think is necessary so that we can assess your application properly.