

**Certificate of Lawfulness of Proposed Use or Development Application Validation Checklist**

Complete this checklist and submit it with your certificate of lawfulness of proposed use or development to confirm that the works or development being proposed would be lawful and not require express planning permission.

**You will need to submit this completed checklist with your application. It will not be accepted without it.**

Guidance and information on the drawing and documents listed below can be found in our [Validation Checklist Guidance Note.](https://www.southoxon.gov.uk/wp-content/uploads/sites/2/2022/12/2022-12-07-Final-Validation-Guide.pdf)

**National requirements**

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| --- | --- | --- |
| **Requirement**  | **Included – Y/N**  | **If No, short statement why detail is not required**  |
|  Completed application form, signed and dated   |   |   |
|  Completed Ownership Certificate (A, B, C or D as appropriate) – within application form   |   |   |
|  Correct application fee   |   |   |
|  Location Plan   |   |   |
|  Existing Site/Block Plan   |   |   |
|  Proposed Site/Block Plan   |   |   |
|  Existing and Proposed Elevations   |   |   |
|  Existing and Proposed Floor Plans   |   |   |
|  Existing and Proposed Roof Plans   |   |   |
|  Site sections and finished floor and site levels   |   |   |

**Local List Requirements**

In addition to the national requirements set out above, the following information may also be required and this is dependent on the particulars of your application and proposal.

Please see the Validation Checklist Guidance Note for further advice on the information which may need to be submitted with your application.

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| **Requirement**  | **Included – Y/N**  | **If N short statement why not required**  |
|  Planning/Supporting Statement   |   |   |

December 2022