

Application for a lawful development certificate for an existing use or development including those in breach of a planning condition

NATIONAL REQUIREMENTS

- Completed application form (original plus 3 copies to be supplied unless the application is submitted electronically)
- A location plan drawn to an identified scale (normally 1:1250 (urban) or 1:2500 (rural)), the direction of north, and with the application site edged with a red line and any other adjacent or nearby land owned by the applicant edged with a blue line (original plus 3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

LOCAL REQUIREMENTS – may include some or all of the following (guidance on when local information is required is set out in an accompanying document):

- Other plans and drawings or information necessary to describe the subject of the application (original plus 3 copies to be supplied unless the application is submitted electronically) including:
 - Site/block plan (normally at a scale of 1:200 or 1:500) showing the direction of north, the development and any other buildings on the site with written dimensions where appropriate, buildings and highways on adjoining land, any public rights of way crossing the site,
 - Existing elevations (normally at a scale of 1:100)
 - Existing floor plans (normally at a scale of 1:50)
- Supporting information (for example sworn affidavit(s) from people with personal knowledge of the existing use or building)
- Photographs/photomontages