

8. Certificate of Lawful Use (Existing or Proposed)

TO BE SUBMITTED WITH YOUR PLANNING APPLICATION <i>Please complete all white boxes.</i>	
Site Address:	
Proposed Development:	
CERTIFICATE OF LAWFUL USE VALIDATION CHECKLIST	Tick ✓
1. Application Form [Guidance] NR (National Requirement)	<input type="checkbox"/>
2. Location Plan [Guidance] NR	<input type="checkbox"/>
3. Site Plan [Guidance] NR (Proposed Use)	<input type="checkbox"/>
4. Metric Scale Plans and Drawings [Guidance] NR (Proposed Use)	<input type="checkbox"/>
5. Correct Fee [Guidance] NR	<input type="checkbox"/>
6. Supporting Evidence, Information & Photographs [Guidance] LR	
<p>a) Existing Use or Development: As much information and evidence as possible must be supplied to verify the information included in the application. For example: statutory declaration from person/persons with knowledge of the existing use/works carried out, plans and drawings, sworn affidavits from people with personal knowledge of the existing use, receipts and invoices, VAT receipts for commercial businesses, previous rates, and council tax.</p> <p><i>If there is insufficient information presented, a certificate will not be issued. The onus lies with the applicant to supply enough evidence to enable the Council to determine the application.</i></p>	<input type="checkbox"/>
<p>b) Proposed Use or Development: The application should include existing and proposed elevations, site plan (block plan), existing and proposed floor plans, and a Planning Statement.</p>	<input type="checkbox"/>

Explanation for not submitting any of the above information which will be taken into account when deciding whether your application can be registered:	
Print Name:	
Dated:	
I am the applicant: <input type="checkbox"/>	I am acting on behalf of the applicant: <input type="checkbox"/>

National Requirements

Application Form

All sections need to be completed using the relevant form from the Planning Portal.

Forms

Lawful Development Certificate for Existing Use | Lawful Development Certificate for Proposed Use

Location Plan

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 paper. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.

The application site should be outlined clearly with a continuous red line on the location plan. It should include all land necessary to carry out the proposed development, including land required for access to the site from a public highway. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

A location plan must have a north point and those based upon Ordnance Survey maps must have the appropriate Ordnance Survey copyright notice. The inclusion of a linear scale bar is recommended. [\[Guidance\]](#)

Site Plan

A site plan (also known as a block plan) should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should be drawn at an identified standard metric scale, typically 1:100, 1:200 or 1:500 and must have a north point. The inclusion of a linear scale bar is recommended.

It should also include the following, unless they would not influence or be affected by the proposed development: (a) all buildings, roads and footpaths on land adjoining the site including access arrangements; (b) all public rights of way crossing or adjoining the site; (c) the position of all trees on the site, and those on adjacent land; (d) the extent and the type of any hard surfacing; (e) the boundary treatment including walls or fencing where this is proposed; (f) any buildings to be demolished; (g) details of recycling and waste storage. [\[Guidance\]](#)

Plans and Drawings

All plans and drawings should have a unique number which can be used in the decision notice.

Location Plan – Please see the Location Plan [guidance](#) above.

Site (Block) Plan – Please see the Site Plan [guidance](#) above.

Elevations – Elevation drawings show the exterior faces of a building; what each side looks like from the outside. You will need to provide existing and proposed drawings with your application to a scale of 1:50 or 1:100 and include a scale bar. Elevations should be clearly identified as North, South, East, West. They must show every side affected by the proposal, with the following details: the relevant face of the building; fittings such as doors or windows; dimensions of the building; wall and roof materials, colours and finishes; the boundaries of the property; any additional features. [\[Planning Portal Guidance\]](#)

Floor Plans – The floor plan is a view from above and is used to show the layout of a building, it is likely you will need both existing and proposed plans. The floor plan should be drawn to a scale of 1:50 or 1:100 and include: a scale bar; new and existing storeys affected by the proposal with clear labels annotating the floor it represents; the use of each room and any windows, doors and walls; the area of an extension or additional floors; and show any walls to be demolished. [\[Planning Portal Guidance\]](#)

Sections – A section plan shows a view of a structure as though it had been sliced vertical in half. Section drawings are particularly important where any proposal involves a change in levels or is on a sloping site. Sections should be drawn to a scale of 1:50 or 1:100 when through a building, and 1:200 or 1:500 when through land. The drawing should include: a cut through of the key new parts of the development such as stairs; how the proposed works relate to neighbouring buildings; the floor levels of the building. [\[Planning Portal Guidance\]](#)

Roof Plan – Roof plans are required when changes are made to the appearance, shape or position of a roof within a development. Both the existing and proposed plans should be provided within the application. The roof plan is to be produced at a scale of 1:50 or 1:100 and should include all the features of the roof. Including the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys. The roof plan should also provide information about the existing and proposed materials and colours which will be used in the development. [\[Planning Portal Guidance\]](#)

Correct Fee

Planning application fees are due to be paid at the point of submitting your application. The payment of a fee does not guarantee the outcome of the decision on your application. Planning fees are set nationally by the UK Government through the [Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#).

You can visit the Planning Portal to calculate your planning fee [here](#). Alternatively, a full guide to fees for Planning Applications in England is available [here](#).