

## Lawful Development Certificate for Proposed - V8

Please provide one set of all documentation relating to the application.

### National Requirements

#### Application form

**When required:**  
*All applications completed, together with a full description of the proposed works.*

#### Where to look for further assistance:

Apply online at [www.planningportal.co.uk](http://www.planningportal.co.uk). There are guidance notes and help text available on this website to assist you to complete the application form.

#### Declaration:

Please ensure this is completed signed and dated within the 21 days prior to submission.

#### Fees

**Correct fee**

Exemptions and reductions may apply in certain cases. Full details can be found on: [www.sevenoaks.gov.uk/planningfees](http://www.sevenoaks.gov.uk/planningfees) or telephone the Validation Team on 01732 227000.

#### Drawings

##### Policy Drivers:

- The Development Management Procedure Order 2015
- CLG Guidance on Information Requirements and Validation – March 2010

##### Site Location Plan

When required:  All applications

Scale: 1:2500 or 1:1250

##### What information is required?

- Up to date map with site edged clearly with a red line and any other land owned outlined in blue.
- Any required visibility splays and access to the site from the public highway.
- The direction of north.
- The plan must cover a large enough area to enable the location to be easily found.



## Evidence

### When required:

- Yes  No      Such evidence as you consider sufficient to verify the information included in the application
- Yes  No      Such other information as you consider to be relevant to the application.

## Local Requirements

### Other documents

Please indicate whether you are including any of the documents listed below in support of your application:

- Yes  No      **Is your application for a Certificate of Lawfulness for a use of building?**  
If yes, please provide existing and proposed floor plans (Scale 1:50 or 1:100) accurately drawn to the chosen scale and must show a metric scale bar and it would be helpful if at least one dimension is annotated.
- Yes  No      **Is your application for a Certificate of Lawfulness for a proposed use of land?**  
If yes, please provide existing and proposed site layout plans (Scale 1:200 or 1:500 and must show a metric scale bar).  
If yes, will there be any other uses within the application site?  
If you answered **yes** to both questions, please provide a full description of all of the uses and ensure that they are indicated on the site layout plans.
- Yes  No      **Is your application for a Certificate of Lawfulness for the carrying out of building operations, that is do you want to build something?**  
If yes, please provide existing and proposed floor plans and elevations (Scale 1:50 or 1:100), accurately drawn to the chosen scale and consistency between the existing and proposed plans. It must show a metric scale bar and it would be helpful if at least one dimension is annotated.
- Yes  No      **Is your application for a Certificate of Lawfulness for the carrying out of other operations?**  
If yes, please provide plans to an appropriate metric scale.
- Yes  No      **Is your application for a certificate of lawfulness for a proposed hardstanding?**  
If yes, please provide details of the materials used.



## Authorisation

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

**N.B. Failure to submit any of the requirements will result in the application not being registered.**

Please sign name electronically, no signature required.

Signed (print):

Date:

## Any further information