

Please submit Checklist with application. Please indicate with a tick in the  that you have submitted the information or state the reason why it has not been submitted.

## 12. Application for a lawful development certificate for proposed use or development

### NATIONAL REQUIREMENTS

**YES** Completed form (1 original + 1 copy to be supplied unless the application is submitted electronically)

**YES** A plan which identifies the land to which the applications relates, drawn to a scale of 1:1250 or 1:2500 and showing the direction of North (2 sets to be supplied unless the application is submitted electronically)

**YES** Such evidence and/or other information verifying the information included in the application as can be provided

**YES** [The appropriate fee](#)

### LOCAL REQUIREMENTS

Conditional documents required	Document type	Circumstances when document should be submitted	Reason not included/if included, please indicate where it is located, i.e. part of supporting planning statement or design and access statement.
<input type="radio"/>	Planning Statement setting out why the matter is considered to be lawful	All applications	<b>Complies with Permitted Dev Rights.</b>

○	<p>Plans (2 copies to be supplied unless the application is submitted electronically):</p> <ul style="list-style-type: none"> <li>• Block plan of the site at a scale of 1:200 or 1:500 showing the proposed work with dimensions, including those to boundaries, clearly stated,</li> <li>• Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing site survey plan at appropriate scale</li> </ul>	All applications relating to operational development	<b>YES</b>
○	<p>Plans (2 copies to be supplied unless the application is submitted electronically):</p> <ul style="list-style-type: none"> <li>• Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)</li> <li>• Existing site survey plan at appropriate scale</li> </ul>	All applications relating to the use of building(s)	<b>YES</b>

<b>Additional mandatory documents</b> ○	Ordnance Survey licence number if applicable	This must be provided for all <a href="#">Ordnance Survey</a> based location plans and block plans	<b>ON DRAWING</b>
○	Scale bar	A scale bar attached to ALL plans	<b>ON DRAWINGS</b>

Please submit this form with your application

Additional information on the local requirements can be found in Part II of the [Planning Application Requirements \(Local\)](#)

Applications can be easily submitted online through the [Planning Portal](#)

