



LAWFUL DEVELOPMENT CERTIFICATE - EXISTING USE, OPERATION OR ACTIVITY ¹

You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the [planning portal](#).

Please refer to our [naming conventions](#) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National Requirements - in line with [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(as amended\)](#)

Information	When required	Policy and further advice
Completed application form	Required	
Plan identifying the land to which the application relates	Required	See national guidance on maps and plans
Evidence to verify the information included in the application	Detailed documentation required to help substantiate that the use or operational development is sufficiently long established to be lawful.	https://www.legislation.gov.uk/ukSI/2015/595/article/39/made
Such other information as is considered to be relevant to the application	Required	
The appropriate fee.	Required	See website advice: Planning application fees

Local Requirements

Information	When required
Information to support the Lawful Development Certificate application	Information to be provided where possible to support the application e.g. statutory declarations and/or sworn affidavits signed by individuals with personal knowledge of the premises to confirm the longevity of the use or when the operational development was completed.
Other plans and drawings, including scale bar on all drawings to allow for electronic measurements to be made	May be required
Photographs	Should be provided where relevant to support the application

¹ https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-lawful_development_certificates.pdf