



LAWFUL DEVELOPMENT CERTIFICATE - PROPOSED USE OR DEVELOPMENT¹		
<p>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.</p> <p>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.</p>		
<p>National Requirements - in line with Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)</p>		
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 and other information relevant to the application	Detailed documentation required to help substantiate that the proposed use or operational development is lawful. If application seeks to confirm that a proposed use will not be materially different to an existing use or will be within the same use class, then first need to establish that the existing use is lawful.	
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	
Other plans and drawings, including scale bar on all drawings to allow for electronic measurements to be made.	May be required	

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