

National and Local Planning Application Requirements

Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

Check List

<input type="checkbox"/>	Completed form (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough}
<input type="checkbox"/>	A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough}
<input type="checkbox"/>	Such evidence verifying the information included in the application as can be provided
<input type="checkbox"/>	Such other information as is considered to be relevant to the application
<input type="checkbox"/>	The appropriate fee

	Requirement	Threshold
	Plans (3 copies to be supplied unless the application is submitted electronically) {Charnwood BC require only 2 copies in Parishes and 1 copy in Loughborough} including:	
<input type="checkbox"/>	– Existing elevations (e.g. at a scale of 1:50 or 1:100)	If development included alterations to elevations
<input type="checkbox"/>	– Existing floor plans (e.g. at a scale of 1:50 or 1:100)	If development included alterations to the floor layout or the use or activity is different in different parts of the building/site
<input type="checkbox"/>	– Existing site survey plan (e.g. at a scale of 1:50 or 1:100)	All
<input type="checkbox"/>	Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)	All

For clarification

- the block plan shall include the existing development.
- All plans shall include critical dimensions