



CHECKLIST FOR CERTIFICATE OF LAWFULNESS APPLICATION FOR AN EXISTING USE OR OPERATION OR ACTIVITY

This checklist sets out the information that should be supplied with an application for a Lawful Development Certificate for an **existing** use or activity including those in breach of a planning condition and contains minimum national requirements and the local requirements that may be applicable.

The national requirements are based on those which are set out in the CLG document "The Validation of Planning Applications: Guidance for Local Planning Authorities" issued in December 2007. The local requirements were approved by Warwick District Council Planning Committee on 30 January 2008.

PLEASE NOTE: Information provided on the application form and accompanying drawings and documents will be made available on the internet.

NATIONAL REQUIREMENTS

- **Completed form** - 3 copies to be supplied unless the application is submitted electronically.
- **Location plan** which identifies the land to which the application relates drawn to an identified scale e.g. 1: 1250 or 1: 2500 , based on an up to date map and showing the direction of North. (3 copies to be supplied unless the application is submitted electronically)
- Such **evidence** verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate **fee**

LOCAL REQUIREMENTS :

Plans and Drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:

- Existing and proposed elevations (eg at a scale of 1:50 or 1:100).
- Existing and Proposed floor plans (e.g. at a scale of 1:50 or 1:100).
- Existing site survey plan (e.g. at a scale of 1:50 or 1:100)

Supporting evidence – e.g. Sworn affidavits or statutory declarations from people with personal knowledge of the existing works or use being carried out. Declarations need to be specific and precise.

Photographs – aerial or other photographs can be useful especially on site with a number of uses and where dates can be verified by events.

Please read these guidance notes carefully before making your application. Applications not accompanied by the required information will not be able to be registered as valid and complete and will be returned with guidance given on the additional information required. To avoid this happening, you may wish to contact a planning officer to clarify the information requirements for your application.

The burden of proof in a Lawful Development Certificate is firmly with the applicant and you will need to provide sufficient and precise information



If you need help or advice, please telephone numbers given below during office hours:-
8.45 am - 5.15 pm Monday - Thursday; 8.45 - 4.45 pm on Fridays: Planning Department,
P.O. Box 2178, Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5QH

For your information, the District is split into two area teams which deal with the following areas:-

Western Area Team: Direct Line (01926 456532) :-

Warwick, Kenilworth, Burton Green, Leek Wootton/Hill Wootton, Barford, Sherbourne, Wasperton, Norton Lindsey, Budbrooke, Hatton, Haseley, Rowington, Beausale, Wroxall, Honiley, Shrewley, Baddesley Clinton, Lapworth, Bushwood, Stoneleigh, Ashow.

Eastern Area Team: Direct Line (01926 456538):-

Leamington Spa, Cubbington, Whitnash, Bishops Tachbrook, Radford Semele, Old Milverton, Blackdown, Baginton, Bubbenhall, Offchurch, Eathorpe, Hunningham, Wappenbury, Weston-under-Wetherley.

Warwick District Council strives to ensure that all people, regardless of ethnic origin or disability have equal access to its services. All information will be made available in braille, cassette tape or other languages on request.