

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

NATIONAL REQUIREMENTS

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- 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)
- 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

Additional Mandatory Documents

a) The site plan should indicate the application site edged red to include access to the public highway and with any adjoining land in the same ownership of the applicant edged blue.

b) Plans (3 copies unless the application is submitted electronically):-

- Existing Elevations (at a scale of 1:50 or 1:100)
- Existing Floor Plans (at a scale of 1:50 or 1:100)
- Existing Site Survey Plans (at a scale of 1:50 or 1:100)

c) Evidence of operation/use/activity – please see Appendix 7

Conditional Documents Required	Document Type	Circumstances when document should be submitted
	None	

Notes for Guidance

- a) [Wealden Design Guide](#) – this has been adopted by the Council as a Supplementary Planning Document (SPD) and is, therefore, an important reference document when development schemes are being considered. Reference to this document would assist in any application.
- b) The Council's [planning website](#) has many helpful links to guidance documents, for example, PPG's and PPS' and will assist in the development of any proposed scheme.

APPENDIX 7 - TYPES OF EVIDENCE THAT CAN BE SUBMITTED IN SUPPORT OF AN APPLICATION FOR A CERTIFICATE OF THE LAWFULNESS OF AN EXISTING USE

1. Electoral registration records showing who is living at a property when the electoral register is being produced.
2. Community Charge and Council Tax records kept in the District Treasurer's Department.
3. Tenancy agreements or leases for premises can show the use for which the premises were let and the identity of who occupied the premises.
4. Copies of bills for the installation of separate electricity/ water/ gas supply/ telephone line for particular premises- this can show that a separate unit of accommodation has been created.
5. Copies of bank statements showing the applicant's address- but this could be a business or residential address.
6. Copies of:
 - o Credit card statements
 - o NHS medical cards
 - o Insurance policies referring to a property or persons resident at the application site.
 - o Correspondence referring to the application site.
 - o Gas/electricity/water/sewerage/telephone bills relating to the application site.
7. Copy of contract of employment referring to where a person is employed and also to where they are living.
8. Copies of bills and invoices showing the type and quantity of goods delivered to and sent out from a particular address. These need to be checked to ascertain that the application site address is not merely a post box address for a business or dwelling and that it is also the delivery address.
9. Copies of bills and invoices relating to any vehicles, plant or equipment used in the business referring to address to the application site including headed notepaper.
10. Copies of company or business accounts showing the nature of business conducted and the location of the business, including details of the scale of the business and assets held.
11. Copies of vehicle records; including insurance policies, HP records identifying where the home address of the applicant or the address of the business.
12. Copies of estate agents details or valuations at the time when premises were offered for sale.

13. Copies of correspondence with statutory bodies, local authorities and other organisations about the occupiers and the use and occupation of the application site e.g. Environmental Health Department (re. Nuisances and caravan site licences), Housing Dept., District Treasurer's dept, Works and Services(re: refuse disposal), the Education Authority concerning children living at the application site, Transport Authority relating to the licensing of HGV operating centre.
14. Invoice relating to the purchase of a caravan situated at the site.