



## **Application for a lawful development certificate for an existing use or operation or activity including those in breach of a planning condition**

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the information that is required is not included with your application, then it will be made invalid and we will not register or process it. In this case, we will try and speak directly to you stating what additional information is required and how this can be supplied.

Please supply one copy of each document and plan. Application forms can be obtained from the Council offices or website [www.cotswold.gov.uk](http://www.cotswold.gov.uk). Alternatively online applications can be made via the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

If you are unsure about what needs to be supplied with your application please contact Customer Services (01285 623 000).

**Once you have completed this checklist please send it or a copy to us with your application.**

These are a special type of application that seeks to certify that an existing use, development or operations is immune from enforcement action because it is lawful. There is no equivalent to certify that works do not need listed building, conservation area or advertisement consent.

<b>Information required</b>	<b>Tick when provided</b>
<b>Completed Application Form</b> Including a signed ownership certificate (either A, B, C or D)	
<b>Evidence:</b> Relevant information verifying the details included in the application, e.g. statutory declarations, dated bills/invoices, dated photographs.	
<b>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</b> For further information, e.g. on electronic submission and submitting plans – <a href="#">Making a planning application</a>	
<b>Location Plan:</b> Ordnance survey based, at a scale of 1:1250 or 1:2500. <ul style="list-style-type: none"> <li>• Up-to-date, with north marked, and sufficient to locate the site.</li> <li>• <b>Red</b> outline to application site, including any required visibility splays and access to the site from the public highway</li> <li>• <b>Blue</b> outline to other land owned by the applicant.</li> <li>• The plan must cover a large enough area to enable the location to be easily found.</li> </ul>	
<b>Block Plan:</b> at a scale of at least 1:500. <ul style="list-style-type: none"> <li>• The plan must show the structures, boundary treatments, trees etc on the site</li> <li>• Parking areas</li> </ul>	
<b>Elevations</b> at a scale of 1:50 or 1:100. Required for the retention of a building, extension or other structure <ul style="list-style-type: none"> <li>• Show the proposal in relation to the existing site and adjacent buildings.</li> <li>• All sides of the proposal must be shown and labelled.</li> </ul>	
<b>Floor plans</b> at a scale of 1:50 or 1:100	



Required for the retention of a building, extension or other structure <ul style="list-style-type: none"><li>• Development/areas of demolition should be clearly identifiable.</li></ul>	
<b>Correct Fee</b> where necessary: <ul style="list-style-type: none"><li>• <a href="#">CDC web-site Planning Fees page</a></li><li>• <a href="#">Planning Portal Fee Calculator</a></li></ul>	
<b>Additional information that may be required</b>	<b>Tick when provided</b>
<b>Other Plans/Photographs:</b> dependent on factors such as the location or characteristics of the site and the scale and nature of the development.	

**Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.**