Validation Checklist and Guidance – **Application for Lawful Development Certificate for a proposed or existing use or operation or activity including those in breach of a planning condition.**

This is a checklist of local requirements only. In addition, mandatory requirements are listed here. You will be required to provide all the information on the application form and some of the information on this checklist, where relevant to the proposal. Each application has its own requirements, and some may need more supporting information than others. Please submit this form with your application marking the end column as n/a if it is not relevant to your proposal.

General Notes

- Written dimensions are required on drawings
- If the application is found to be incomplete we will contact you as soon as possible, and the application will not progress until we have received the necessary information
- Information on fees can be found here
- The statutory determination period for this type of application is 8 weeks from the date the application is valid
- Please submit the policy tick sheet with this checklist when submitting your application. The policy tick sheet can be found here Guidance, Checklists and Advice Notes - Huntingdonshire.gov.uk

Important Note Regarding the Community Infrastructure Levy (CIL)

The introduction of the levy means that charging authorities require additional information to determine whether a charge is due and to determine the amount.

Applicants will therefore be required to provide additional details to enable authorities to calculate levy liability. This can be done using the form 1: CIL Additional Information from the HDC website or Planning Portal, **this should be submitted to your local planning authority alongside every planning application**.

The forms and additional information about the Community Infrastructure Levy, including the Charging Schedule can be obtained from the CIL webpages on the Council's website or the CIL pages of the Planning Portal

Item Required	Which application types require this?	Guidance on the standard of information required	Submitted? Y/N
Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development) The block plan detail required is in addition to the National Information Requirements	All applications for works or extension(s)	Must accurately show: • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. **Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.**	Yes. The application is for lawful use. However, to assist officers with understanding the scope of the application, an Existing Lawful Use Block Plan has been submitted identifying all relevant building and external areas on the application site based on a topographical survey.
Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications. Where there is an existing elevation where there will be no proposed works then photos of this elevation are acceptable.	These should accurately show the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the physical relationship between them and detail the positions of openings on each property. Please view for examples of acceptable drawings	Yes. The application is for lawful use. However, to assist officers with understanding the scope of the application, relevant historic plans where available have been provided with appendices.
Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications.	The floor plans should show details of the existing building as well as those for the proposed development, with written dimensions. These should show the proposal in detail and where existing buildings or walls are to be demolished these should be clearly identified.	

		All existing and proposed rooms should be labelled.	

Planning/Supporting Statement	Lawful and Proposed	A Planning Statement gives an opportunity to explain the proposal and it should identify the context and need for a proposed development and how the proposed development accords with relevant national and local planning policies. It should also include details of any pre-application consultations with the Local Planning Authority, wider community/statutory consultees and neighbours undertaken prior to submission. The statement should also identify and consider the possible detrimental impact of any proposal upon existing infrastructure and detail any improvements that are required	Yes
Photographs	Lawful and Proposed	Can be helpful to demonstrate the claimed lawful use, operation or activity	Yes, within Planning Statement
Site Sections as existing and proposed and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land Or Where the development is within 300mm of the site boundary	Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels a plan should be submitted to show both existing and proposed levels including detail of how encroachment of foundations and eaves is to be avoided.	N/A

Supporting Information	Lawful	For example documents may include; • Photographic evidence spanning the period of alleged lawful use; • Sworn Affidavit(s); • Council tax/Business Rates payments; • Employee salary slips; • Accounts; • Utilities bills; • Invoices/payments; • Rent books • Letters from neighbours	Yes. Relevant supporting information provided within Planning Statement and Appendices which correspond to the Existing Lawful Use Block Plan.