

Certificate of Lawfulness for Existing Use or operation or activity including those in breach of a planning condition Validation Checklist

National Requirements – Plans

Location plan

Scale 1:2500 or 1:1250

When required All applications

What information is required?

- Up to date map with site edged clearly with a red line
- The direction of north should be shown.

Planning Policy and Where to look for further assistance

Government Guidance on Information Requirements and Validation - paragraphs 44 to 47 - found at: [Communities and government validation guidance](#)

Other Documents

Application form

When required

All applications

What information is required?

Further guidance is available on the Planning Portal web site at [Lawful Development Certificate - Consent types - Planning Portal](#)

Evidence to verify the claim for a certificate

When required All applications

What information is required?

Could include statutory declarations; photographs; utility bills, depending on the nature of the claim

Planning Policy and Where to look for further assistance

Guidance notes and further information can be found on the Planning Portal website at [Lawful Development Certificate - Consent types - Planning Portal](#) and Government web site at [Lawful development certificates - GOV.UK](#)

Fee

When required Planning applications incur a fee

What information is required?

The correct fee

Planning Policy and Where to look for further assistance

For full details of fees and to calculate your planning fee, go to [Fees for planning applications - GOV.UK \(www.gov.uk\)](#) or the [Planning Portal](#) website

Local Requirements – Plans *All plans must have include a scale bar*

Existing floor plans

Scale 1:100 or 1:50

When required

All applications that involve the use of a building or the retention of a building erected without planning permission

What information is required?

The use of the floorspace should be clearly identified

Planning Policy and Where to look for further assistance

Government web site at [Lawful development certificates - GOV.UK \(www.gov.uk\)](#)

Existing elevations

Scale 1:100 or 1:50

When required

All applications that involve the retention of a building erected without planning permission

What information is required?

Plans that clearly show the external appearance of the building

Planning Policy and Where to look for further assistance

Government web site at [Lawful development certificates - GOV.UK \(www.gov.uk\)](#)

Existing site survey plan

Scale 1:100 or 1:200

When required

All applications that involve the retention of a land use that does not benefit from planning permission

What information is required?

The area of land for which any particular use is claimed must be clearly identified

Planning Policy and Where to look for further assistance

Government web site at [Lawful development certificates - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Other Documents

Statutory declarations

When required

All applications

What information is required?

Evidence from people with a personal knowledge of the use/operation or activity for which a certificate is sought

Planning Policy and Where to look for further assistance

Government web site at [Lawful development](http://www.gov.uk)

Photographs of the building or use

When required

Where such information is clearly dated and provides evidence to verify the claim

Planning Policy and Where to look for further assistance

Government web site at [Lawful development](http://www.gov.uk)

Contemporaneous documents

When required

Where such information is clearly dated and provides evidence to verify the claim

What information is required?

Utility bills; bills of sale; rental agreements; Council tax bills etc.

Planning Policy and Where to look for further assistance

Government web site at [Lawful development](http://www.gov.uk)

Planning statement

When required

All applications

What information is required?

Sets out the details of the use, operation or activity for which a certificate is sought and explains how the evidence verifies the claim

Planning Policy and Where to look for further assistance

Government web site at [Lawful development](http://www.gov.uk)

Ecological surveys and assessments

When required

Find out if your application needs to be supported by ecological information, by going to [Biodiversity and development - Wiltshire Council](http://www.wiltshire.gov.uk) and clicking on the guidance form "Does my application need to be supported by ecological information?" Please note this is a guide only and may not pick up all ecological constraints relevant to your application.

What information is required?

This depends on the nature of your proposal and its geographical location within Wiltshire. This link [Biodiversity and development - Wiltshire Council](http://www.wiltshire.gov.uk) can help you decide what to include in ecology survey and assessment reports and what to submit if you need to demonstrate Biodiversity Net Gain and / or nutrient neutrality. From this link you can also access information about mitigation strategies and contribution rates where development affects protected sites.

Planning Policy and Where to look for further assistance

National Planning Policy Framework [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk); protected species and sites [Protected species and development: advice for local planning authorities - GOV.UK \(www.gov.uk\)](http://www.gov.uk); biodiversity net gain [Biodiversity net gain - GOV.UK \(www.gov.uk\)](http://www.gov.uk); nutrient neutrality [Nutrient Neutrality and Mitigation: A summary guide and frequently asked questions - NE776 \(naturalengland.org.uk\)](http://www.gov.uk).