

Lawful Development Certificate for Existing - V7

Please provide two sets of all documentation relating to the application (an original plus a copy) except if the application is submitted via the Planning Portal.

National Requirements

Application form

☐ **When required:**

All applications completed, together with a full description of the proposed works.

Where to look for further assistance:

Apply online at www.planningportal.co.uk. There are guidance notes and help text available on this website to assist you to complete the application form

Declaration:

☐ **Please ensure this is completed signed and dated within the 21 days prior to submission.**

Fees

☐ **Correct fee**

Exemptions and reductions may apply in certain cases. Full details can be found on: www.sevenoaks.gov.uk/planningfees or telephone the Validation Team on 01732 227000.

Drawings

Policy Drivers:

- The Development Management Procedure Order 2015
- CLG Guidance on Information Requirements and Validation – March 2010

Site Location Plan

When required: ☐ All applications

Scale: 1:2500 or 1:1250

What information is required?

- Up to date map with site edged clearly with a red line and any other land owned outlined in blue.
- Any required visibility splays and access to the site from the public highway.
- The direction of north.
- The plan must cover a large enough area to enable the location to be easily found.

Site Plan / Block Plan

When required: ☐ All applications

Scale: 1:500, 1:200, 1:100, must show a metric scale bar.

What information is required?

- The proposed development in relation to the site boundaries and other existing buildings on the site.
- The existing and proposed parking arrangements and details of the access to the highway.
- Any trees or hedges on your own property or on adjoining properties which are in within falling distance of the proposed development.
- If a new vehicular access is proposed show the dimensions & visibility splays of the new access.

Evidence

When required:

- ☐ Yes ☐ No Such evidence as you consider sufficient to verify the information included in the application. (N.B this may include sworn affidavit(s) from people with personal knowledge of the existing use or operation, dated photography, invoices etc.)
- ☐ Yes ☐ No Such other information as you considers to be relevant to the application.
- ☐ Yes ☐ No Photographs or Photomontages.

Local Requirements

Other documents

Please indicate whether you are including any of the documents listed below in support of your application:

- ☐ Yes ☐ No **Is your application for a Certificate of Lawfulness for an existing use of a building?**
If **yes**, please provide existing floor plans (Scale 1:50 or 1:100) accurately drawn to the chosen scale and must show a metric scale bar and it would be helpful if at least one dimension is annotated.
- ☐ Yes ☐ No **Is your application for a Certificate of Lawfulness for an existing development that is a building or structure that has been built?**
If **yes**, please provide floor plans (Scale 1:50 or 1:100) accurately drawn to the chosen scale and consistency between the existing and proposed plans and must show a metric scale bar and it would be helpful if at least one dimension is annotated.
If **yes**, please provide elevations (Scale 1:50 or 1:100) accurately drawn to the chosen scale and consistency between the existing and proposed plans and must show a metric scale bar and it would be helpful if at least one dimension is annotated.
- ☐ Yes ☐ No **Is your application for a certificate of lawfulness for an existing use of land?**
If **yes**, please provide existing site layout plans (Scale 1:200 or 1:500 and must show a metric scale bar)
If **yes**, are there any other uses within the application site?
If you answered **yes** to both questions, please provide a **full description of all the uses** and ensure they are identified on the site layout plans.
- ☐ Yes ☐ No **Is your application for a certificate of lawfulness for an existing hardstanding?**
If **yes**, please provide details of the materials used.

Authorisation

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

Please sign name electronically, no signature required.

Signed (print):

Date:

Any further information