



**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 required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk) or <https://iapply.co.uk/>

Alternatively application forms can be downloaded from our website [www.cotswold.gov.uk](http://www.cotswold.gov.uk). If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email [planning.mail@cotswold.gov.uk](mailto:planning.mail@cotswold.gov.uk)

**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.

Information required	Tick when provided
<p><b><u>Completed Application Form</u></b></p> <p><b>When required:</b></p> <ul style="list-style-type: none"> <li>All applications</li> </ul> <p><b>Information Required:</b></p> <p>Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)</p>	
<p><b>Evidence</b></p> <p><b>Information Required:</b></p> <ul style="list-style-type: none"> <li>Relevant information verifying that the development is immune from enforcement this can include e.g. statutory declarations, dated bills/invoices, tenancy agreements, dated photographs etc.</li> </ul>	
<p><b>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</b></p>	



For further information, e.g. on electronic submission and submitting plans – <a href="#">Making a planning application</a>	
<p><b><u>Site Location Plan:</u></b> Ordnance Survey based, at a scale of 1:1250 or 1:2500</p> <p><b>Information Required:</b></p> <ul style="list-style-type: none"><li>• Up-to-date, with north marked, must cover a large enough area to enable the location to be easily found</li><li>• <b>Red</b> outline to identify the application site (including visibility splays) and access point to the site from the public highway</li><li>• <b>Blue</b> outline to identify other land owned by the applicant.</li></ul>	
<p><b><u>Site Block Plan:</u></b> at a scale of at least 1:500</p> <p><b>Information Required:</b></p> <ul style="list-style-type: none"><li>• The plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.</li></ul>	
<p><b><u>Elevations and Floor Plans</u></b> at a scale of 1:50 or 1:100.</p> <p><b>When required:</b></p> <ul style="list-style-type: none"><li>• Where alterations and/or extensions to an building have been undertaken,</li></ul> <p><b>Information Required:</b></p> <ul style="list-style-type: none"><li>• All sides of the proposal must be shown and labelled.</li><li>• Floor Plans should detail the uses of each room</li></ul>	
<p><b><u>Correct Planning Application Fee</u></b></p> <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>	

**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.**