

London Borough of Lewisham Validation Checklist: Application for a Certificate of Lawfulness (Existing)

The following tables set out what information **must** be submitted with your application to be made valid and what information may be required. If an application is submitted without meeting these requirements it will not be made valid and you will be informed that you have 21 days to provide the necessary information before it is withdrawn.

The Council does not negotiate on applications for lawful development certificates (proposed), so will consider what has been submitted as valid on receipt and proceed to determine it on that basis.

Duty Planner Service

The Council offers a duty planner service through which you can discuss your proposals with a planning officer and receive written advice prior to the submission of an application. Further details can be found on our website [here](#).

National List of Requirements

No.	Validation Requirement	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
1.	<i>Appropriate Fee</i>	Payment must be made online at time of submission through the Planning Portal.	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)
2.	<i>Completed application form (including ownership certificate)</i>	<p>The form must be completed in full, signed and dated. The description of the development should be concise, clear and accurately reflect all aspects of the proposal.</p> <p>In terms of ownership, please note that if (where relevant) the declaration on the application form is dated more than 21 days after the date on which notice was served on the owners, the application will be made invalid.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
3.	<i>Site Location Plan</i>	<p>The site location plan must:</p> <ul style="list-style-type: none"> • be at a scale of 1:1250 or 1:2500 (or larger if appropriate) • include a scale bar • show sufficient roads and buildings adjacent to the application site to identify it exactly • show the direction of North • show the boundaries of the application site edged in red (including sufficient land to carry out the development i.e. access, landscaping, visibility splays and parking) • show any other land within the applicant's control edged in blue 	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)
4.	<i>Evidence to verify the subject of the application</i>	<p>Detailed documentation required to substantiate that the existing use or operational development is lawful.</p> <p>Such evidence may include; utility bills, tenancy agreements, Council Tax bills, valuation records, building material receipts, telephone bills, statutory declarations, photographs, sworn affidavits signed by individuals with personal knowledge of the premises to confirm the longevity.</p>	The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Local List of Requirements

No.	Validation Requirement	When is it required?	What is required?	Statutory Basis, Development Plan Policy, National Policy and/or Guidance
5.	Relevant Plans and Drawings	All applications	<p>Plans and drawings that are required where relevant:</p> <ul style="list-style-type: none"> • Block Plans: existing and proposed at 1:500 scale • Floor Plans: existing and proposed, including roof plans, at 1:50 or 1:100 scale • Elevations: existing and proposed at 1:50 or 1:100 scale • Sections: showing finished floor and site levels at 1:50 or 1:100 scale • Street elevations: showing proposal in relation to the existing streetscene at 1:50 or 1:100 • Site sections: showing the proposal in relation to adjoining buildings and spaces • Landscape plan: showing the treatment of all spaces within the site not covered by buildings (where relevant) • Site survey with datum points and contours (where relevant) <p>All plans and drawings must:</p> <ul style="list-style-type: none"> • Include a scale bar showing a length of 1metre and 10 metres • Show the direction north 	In order for officers to understand the nature of the application.
6.	Completed CIL form	All Applications	A completed CIL form must be provided at application stage with accurate floorspace calculations.	<p>The Community Infrastructure Levy Regulations 2010 (as amended)</p> <p>The form available on the Planning Portal.</p> <p>The charging schedule and rate information available on the Council's website.</p> <p>Relevant NPPG on CIL</p>

Guidance on description of development:

Certificate of Lawfulness (Existing) for

...the retention of two self-contained flats at X address.

...the continued use of X address as X use.

...the retention of a single storey rear extension at X address.