

**VALIDATION CHECKLIST: APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION.**

The following information (**on both the national and local list of requirements**) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. **We encourage you to submit all applications online via the Planning Portal. However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale.** If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development. We will automatically declare your application invalid if we cannot justify the need for the information. Our **guidance note** provides more details on the kind of information that needs to be submitted for the matters referred to in the list.

**National List of Requirements**

<b>Requirements</b>	<b>Guidance Notes</b>
Completed application form	Application form must be completed in full, signed and dated. The description of the development must accurately reflect all aspects of the existing use or development.
A plan which identifies the land to which the application relates drawn to an identified scale showing the direction of North.	At a scale of 1:1250 or 1:2500 (or larger) or at an appropriate scale to show at least two named main roads and surrounding buildings and showing the direction of North. <b>The boundaries of the application site must be edged in red.</b> Any other land within the applicant's control must be edged in blue on the site plan. The immediately adjoining buildings must be numbered or named clearly
Such evidence verifying the information included in the application as can be provided	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 of the use or when the operational development was completed.
The appropriate fee	Required (see section 24 of guidance note – planning fees): <a href="http://www.southwark.gov.uk/downloads/download/506/fees_for_planning_applications">http://www.southwark.gov.uk/downloads/download/506/fees_for_planning_applications</a> . You can make a payment by debit or credit card by calling us on 020 7525 5403 between 10:00 and 16:00, Monday to Friday.

**Local List of Requirements**

<b>Requirements</b>	<b>Guidance Notes</b>
None	