

Validation Checklist V15

Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a Planning Condition

PLEASE READ THE ADVICE NOTE ON VALIDATION OF APPLICATIONS BEFORE PROCEEDING

PLEASE SUBMIT A COPY OF THIS CHECKLIST, COMPLETED AS APPROPRIATE, WITH YOUR APPLICATION

A MINIMUM OF 2 COPIES (INCLUDING THE ORIGINAL) OF ALL DOCUMENTATION RELATING TO THE APPLICATION SHOULD BE SUBMITTED EXCEPT IF THE APPLICATION IS SUBMITTED ELECTRONICALLY We would prefer a maximum print size for any documents or drawings of A2 or A3. Please do not submit drawings that have to be printed to A0.

Please limit individual file sizes to less than 5Mb.

The following **must** be included with your application:

- **The Correct Fee¹**
- **The Application Form completed, signed** (unless submitted electronically) **and dated**
- **Site Location Plan (Scale 1:1250 or 1:2500)** with the application site edged in red and any adjoining or other nearby land owned by the applicant outlined in blue
- 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 photographs, invoices etc.)
- Such other **information** as you consider to be relevant to the application. **The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.**
- **Other Plans and drawings necessary to describe the application. These may include:**
- Block Plan (Scale 1:500 or 1:200) to include details of all uses where appropriate**
- Floor Plans (Scale 1:50 or 1:100) to include details of all uses where appropriate**

¹ See [Fees for Applications](#)

LOCAL REQUIREMENTS

Having read our Dover Validation Requirements does your proposal require the submission of any of the following? Please tick the appropriate boxes and submit the relevant documents with your application. The amount of detail required will depend on the individual case and may vary from minimal to comprehensive. Please consult the Validation Requirements.

Y N Photographs and photomontages

Y N Planning Statement

If you answer yes to any of the above but do not supply the information your application will be invalid.

Signed:.....

Date:.....

We can provide this document in a variety of other formats including Braille and large print. For further information and help please call our Customer Services Team on 01304 821199 or email customerservices@dover.gov.uk.