

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

and

Application for a Lawful Development Certificate for a Proposed Use or Development

National Requirements:

- **Completed form**
(1 original + 3 copies to be supplied unless the application is submitted electronically)
- **A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North**
(1 original + 3 copies to be supplied unless the application is submitted electronically)
- **Such evidence verifying the information included in the application as you can provide**
- **A statement setting out the applicant's interest in the land,**
the name and address of any other person known to the applicant known to have an interest in the land and whether any such person has been notified of the application.
- **The appropriate fee**

Richmond Council's Requirements:

- **Plans:**
 1. Block plan of the site (e.g. at a scale of 1:500)
 2. Existing and proposed elevations (e.g. at a scale of 1:100)
 3. Existing and proposed floor plans (e.g. at a scale of 1:100)
 4. Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100)
 5. For Section 191 applications only – Existing Use or Operation (Supporting evidence, e.g. sworn affidavits, to demonstrate the use (10 years of use)(4 years for single dwelling units) or building (4 years in situ) has been in place for the relevant periods of time.

All plans and drawings to indicate; key dimensions (in metric) e.g. width, height & length; and to recognised metric scale

- **Photographs**

