



12. VALIDATION CHECKLIST FOR APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT

Applications for lawful development certificates should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

You should submit your application electronically via our website <https://www.westminster.gov.uk/application-forms>. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (<https://www.westminster.gov.uk/submitting-your-planning-application>) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.

National List of Requirements

Requirements	Status
1. Completed application form	Required
2. Plan identifying the land to which the application relates	Required
3. Evidence to verify the information included in the application and other information relevant to the application	Detailed documentation required to help substantiate that the proposed use or operational development is lawful. If application seeks to confirm that a proposed use will not be materially different to an existing use or will be within the same use class, then first need to establish that the existing use is lawful.
4. Such other information as is considered to be relevant to the application	Required
5. The appropriate fee.	Required

Local List of Requirements

Requirements	Status
A. Other plans and drawings, including scale bar on all drawings to allow for electronic measurements to be made	May be required