



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

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	Detailed documentation required to help substantiate that the use or operational development is sufficiently long established to be 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. Information to support the Lawful Development Certificate application	Information to be provided where possible to support the application e.g. statutory declarations and/or 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.
B. Other plans and drawings, including scale bar on all drawings to allow for electronic measurements to be made	May be required
C. Photographs	Should be provided where possible to support the application