



Validation Criteria for a Lawful Development Certificate for an Existing or Proposed Use, Operation or Activity. If you are making an application for a Certificate of Lawfulness the following plans or information should be provided.

Once you have completed this checklist, please send it or a copy to us, with your application.

- The following information must be submitted. If you think some information requested is not relevant to your application, please explain why not.
- **Failure to provide the information requested may invalidate your application and it will be returned to you as incomplete.**
- **One original plus one copy** of each document & plan is required unless the application is submitted electronically. However we reserve the right to ask for extra electronic or paper copies of plans or information we think is necessary to assess and publicise your application properly.

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
Completed form (signed and dated)			
Plans - All plans and drawings to indicate: paper size; key dimensions; scale bar indicating a minimum of 0 - 10 Metres			
<p>Location Plan (at a scale of 1:2500 or 1:1250 as may be necessary to fulfil the criterion below).</p> <p>This should show the application site outlined in red, including access to the highway. Any other adjoining land owned or controlled by the applicant should be outlined in blue. Where possible plans should show at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure the exact location of the application site is clear.</p>			
<p>Site/Block plan (at a scale of 1:200 or 1:500).</p> <p>This should show the direction of North and enable the precise identification of the property the subject of the application, in association with surrounding and adjoining properties. Should the application be for the change of use of land, the area should be clearly marked.</p>			
<p>Existing and proposed floor plans (at a scale of 1:50 or 1:100).</p> <p>These should show the existing and proposed layout of the building. All floors should be shown separately and if the application is for a proposed use the plan should indicate clearly the location of the proposed development and the various uses of the floorspace. Where existing and proposed works are shown on the same drawing, new work must be indicated. Where existing buildings or walls are to be demolished these should be clearly shown. New buildings should also be shown in context with adjacent buildings (including property numbers where applicable).</p>			

Requirement	Tick if provided		If 'No' explain why not
	Yes	No	
<p>Statement This should set 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.</p>			
<p>Lawful Development Certificate Supporting Information (including, where relevant, sworn affidavit(s) from people with personal knowledge of the existing use where a Lawful Development Certificate of existing use or operation is sought and any evidence verifying the information included in the application.</p>			
<p>The appropriate fee</p>			

This Validation Checklist is a Direction made under section 62 of the Town and Country Planning Act 1990 and Regulation 4 of the Application Regulations 1988. Failure to submit the information required by the Direction may result in the application being treated as invalid under article 5(4) of the Town and Country Planning (GDP) Order 1995.

Should you require further guidance, please contact: Planning Services, Elmfield, New Yatt Road, Witney, Oxon, OX28 1PB

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