



## Certificate of Existing Use or Development Application Validation Checklist

Complete this checklist and submit it with your certificate of lawfulness of existing use or development to confirm that any existing use/operation/activity that has already taken place is lawful on the date specified in the application.

**You will need to submit this completed checklist with your application. It will not be accepted without it.**

Guidance and information on the drawing and documents listed below can be found in our [Validation Checklist Guidance Note](#).

### National requirements

Requirement	Included – Y/N	If No, short statement why detail is not required
Completed application form, signed and dated		
Completed Ownership Certificate (A, B, C or D as appropriate) – within application form		
Correct application fee		
Location Plan		
Existing and Proposed Elevations		
Existing and Proposed Floor Plans		
Existing and Proposed Roof Plans		

### Local List Requirements

In addition to the national requirements set out above, the following information may also be required and this is dependent on the particulars of your application and proposal.

Please see the Validation Checklist Guidance Note for further advice on the information which may need to be submitted with your application.

<b>Requirement</b>	<b>Included – Y/N</b>	<b>If N short statement why not required</b>
Planning/Supporting Statement		
Sworn Statement/Affidavit(s) from individuals with personal knowledge of the development/operations carried out		
Photographic record		

December 2022