

List 4 Local Information Requirements for an:

- **An Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in Breach of a Planning Condition**
- **An Application for a Lawful Development Certificate for a Proposed Use or Development**
- **An Application for a Lawful Development Certificate for Listed Building Consent for Alteration(s), Extension(s) or Demolition**

Information listed within 'Section 1: National Requirements' is required to be submitted with all of the above types of applications.

The Council cannot formally adopt a local list for the above types of application. It is recommended, however, that applicants review the list and submit information that they consider necessary for determining the application. Any additional information required, but not submitted, will be requested by the case officer within 21 days of the Council receiving the application. The information requested will be required to be submitted and received within 14 days of the request.

To speed up the consideration of your application, please consider whether these are likely to be required and submit them with your application.

6a Certificate of Lawfulness for a Proposed Development or Use (LDC)**Required for Lawful Development Certificates****Building works for proposed use or development:**

- Submit plans, elevations and sections at scale 1:100 or 1:50 that clearly show the full extent of use or building works including horizontal and vertical scale bars and paper size.

Alterations to the roof including extensions, dormer windows, roof lights:

- Provide a schedule setting out existing and proposed cubic content of the roof space. You also need to show how you reached your calculation.
- If you are proposing to install roof lights please confirm how far they project from the roof slope by marking the measurement on the drawings.
- If you are proposing dormer windows please confirm the distance between the eaves of the original roof and the bottom of the dormer window.
- Annotate your drawings to confirm if you are cladding any part of the extension.

Change of use

Details of the previous lawful use of the building and why it is considered that no planning permission is required.

6b Certificate of Lawfulness for an Existing Use or Development (CLEUD)

An application for a Certificate of Lawfulness is assessed purely on the basis of the evidence submitted in support of it (for example affidavits, receipts, photographs etc.), and on any evidence that the Council may have, such as its own records, or may obtain during processing of the application

Required for Certificate of Lawfulness for Existing Use or Development (CLEUD)

Building works existing use or development:

- Submit plans, elevations and sections at scale 1:100 or 1:50 that clearly show the full extent of use or building works considered lawful including horizontal and vertical scale bars and paper size.

Alterations to the roof including extensions, dormer windows, roof lights:

- Provide a schedule setting out the cubic content of the roof space, including any previous increases in roof space to a dwelling compared to when originally built. You also need to show how you reached your calculation.
- If the application relates to roof lights please confirm how far they project from the roof slope by marking the measurement on the drawings.
- If the application relates to dormer windows please confirm the distance between the eaves of the original roof and the bottom of the dormer window.

Change of use

Details of the use of the building and why it is considered lawful is required.