

Please note **ALL** plans and drawings should include: unique reference numbers / letters / date (if applicable), paper size, key dimensions and scale bar indicating a minimum of 0-10 metres. Where possible drawings should not exceed A3 size and at least **1 copy of all documents** should be provided.

Please make sure you have checked the national and local level requirements before submitting your application. If you do not send all the information we need your application will be deemed invalid.

14 – Application for a Lawful Development Certificate for an existing use of operation or activity including those in breach of a planning condition

NATIONAL REQUIREMENTS:	Yes	
Completed form (signed and dated)		
A Site Location Plan typically to a scale of 1:1250 or 1:2500 which identifies the land to which the application relates outlined in red and any other land owned by the applicant, close to or adjoining the application site outlined in blue and showing the direction of North		
The appropriate fee		
Such evidence verifying the information included in the application as can be provided (e.g. sworn affidavit(s) from people with personal knowledge of the existing use) and evidence to verify information on the application form		
Such other information as is considered to be relevant to the application		
LOCAL REQUIREMENTS:	Yes	N/A
Lawful development certificate supporting information to verify information on form		
Confirmation that proposal fits statutory definition of a caravan for all applications relating to a 'caravan' (see below):		

If your application proposes the siting of a mobile home; static caravan; log cabin; mobile log cabin; holiday lodge; holiday chalet to properly assess your application we need to consider whether the unit is a 'caravan' or a 'building'.

- a) Does the unit fall within the following dimensions: Length (exclusive of any drawbar): 20m; Width: 6.8m; Overall height (measured internally from the floor at the lowest level to the ceiling at the highest level): 3.05m.
- b) Does the unit come in no more than 2 parts to the site?
- c) Once on site, can the unit be moved as one single unit?

If the answer to all of these questions is 'YES' then your application will be described as being for a 'caravan'. If you answer 'NO' to any question, then your application will be described as being for a 'building'.

Official Use

Checked by:

Dated: