

Application for a Lawful Development Certificate for an Existing Use or Development

You will need to submit a completed checklist with your application. Please tick the box where items have been included, or mark with a cross where they have not been included. Where items are not included, please provide written justification as to why you consider these items are not required. Failure to provide all required items may prevent your application being validated.

It is important to note that it is up to the Applicant to provide sufficient clear and precise evidence to justify the grant of a Certificate. If the evidence provided with the application is considered to be inadequate to justify a Certificate being granted, then the application is likely to be refused. In most cases the Authority will not make requests for further information once the application has been validated, and therefore **Applicants are strongly advised to provide as much clear and precise evidence as they can when submitting the application. Legal officers are happy to provide pre-application advice in this respect.** Applicants should also refer to the Planning Portal's General Guidance Notes for Lawful Development Certificates.

NATIONAL REQUIREMENTS – required in all cases

(3 copies to be supplied unless the application is submitted electronically)

Item	TICK or
• Completed form (3 copies to be supplied unless the application is submitted electronically).	
• A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North (3 copies to be supplied unless the application is submitted electronically).	
• Such evidence verifying the information included in the application as can be provided.	
• Such other information as is considered to be relevant to the application.	
• The appropriate fee. (Cheque's made payable to the 'Peak District National Park Authority')	

LOCAL REQUIREMENTS – may include some of the following:

(3 copies to be supplied unless the application is submitted electronically).

Item	TICK or CROSS
• Planning Statement – explaining the full grounds on which the application is sought - (Required in all cases)	
• Sworn affidavits - (should normally be provided in all cases where evidence is required from individuals who have personal knowledge of the development.)	

Item	TICK or CROSS
Plans Including:-	
• Existing and/or Proposed elevations (e.g. at a scale of 1:50 or 1:100)	
• Existing and/or Proposed floor plans (e.g. at a scale of 1:50 or 1:100)	
• Existing and/or Proposed site survey plan (e.g. at a scale of 1:50 or 1:100) – (Required in all cases where an application specifies two or more uses, operations or other matters, and the plan MUST indicate to which part of the land each such use, operation or other matter relates.)	
• Copies of Council Tax records (residential use)	
• Evidence of entry on electoral roll (residential use)	
• Rent Book/Copy Tenancy Agreement (residential use)	
• Copies of utility bills (residential use)	
• Invoices for building works undertaken (operational development)	
• Copies of accounts/booking records (business use)	