



# Certificate of Lawfulness Existing Use Checklist

Working in partnership

## Application for a Lawful Development Certificate Existing

We encourage documents to be submitted electronically through the Planning Portal or via email to [planning@nelincs.gov.uk](mailto:planning@nelincs.gov.uk). Plans should be submitted on plain paper with all drawing titles, drawing numbers and scales clearly labelled.

### Fee

Submitted

For fee information, please call 01472 326289 selecting option 1 for planning.

You can pay by card via the link below and by selecting planning

<https://www.nelincs.gov.uk/pay-it>

Cheques are also accepted and should be made payable to North East Lincolnshire Council. Cash is NOT accepted

In exceptional circumstances, electronic payment details and instructions can be requested by calling 01472 326289 and selecting option 1

**Please note all fees for applications submitted through the planning portal need to be paid directly through their website.**

### Application Form

One copy of the completed certificate of lawfulness existing application form.

**It should be noted that the suitability of this application type will be assessed by the planning officer post validation.**

### Site Plans

Base Ordnance Survey site plans can be obtained by calling 01472 326289 selecting option 1. You will then need to add the relevant information as detailed below.

### Site Location Plan

A site plan to a scale of 1:1250 or 1:2500 with the application site edged clearly with a continuous red line adjoining the adopted highway. It must outline all land required for the works to be carried out. Any adjoining owned land must be outlined in blue. A north point must be clearly shown and sufficient road names and/or buildings on land adjoining the site must be shown in order to clearly identify the site.

### Block Plan

A site plan to a scale of 1:500 or 1:200 clearly showing the proposed works to scale, a north point, all adjoining land and/or buildings and named roads. It must show an accurate representation of the site including all trees (identifying any covered by a TPO), boundary treatments and outbuildings.

We require finished floor levels and existing and proposed ground levels for new dwellings.

**Note:** If your application is for or includes a new access, car park or dwelling, you will require an existing block plan to the same specifications as above showing the site as existing.

## Evidence

Please provide as much evidence to support the certificate as possible. The evidence MUST demonstrate the time period stated. If you are unsure of the periods for lawfulness, please contact us on 01472 326289 selecting option 1.

## Supporting Planning Statement

Supporting planning statement must be provided and must include grounds in which the certificate is sought. Along with a description of all uses of land within the site.



## Supporting Evidence

Evidence such as dated photographs, receipts, bills, invoices, plans, certificate of works which cover the time period stated. It is recommended that signed testimonies are included (such as affidavits).



## Plans and Elevations

For building works, please provide dimensioned plans and elevations or photographs clearly showing the works which are sought under this certificate.



For certificates involving the use of a building, plans showing the room uses will be required.