

**APPLICATION CHECK LIST – APPLICATION FOR A LAWFUL DEVELOPMENT
CERTIFICATE FOR AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING
THOSE IN BREACH OF A PLANNING CONDITON (015)**

Please ensure that you have included the following:
(Unless submitted electrically 4 copies of all plans and documents are required)

- Planning Application Form, completed, signed and dated
- The application fee – cheque made payable to Uttlesford District Council
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north
- Floor Plans as existing and proposed (if applicable)
- Elevations Plans as existing and proposed (if applicable)
- Existing and proposed site sections and finished floor and site levels
- Roof Plans
- Such Evidence verifying the information included in the application as can be provided
- Such other evidence as is considered to be relevant to the application

Where applicable (see guidance on supporting documents):

- Photographs
- Supporting information such As sworn affidavit(s)
- Planning Statement