

VALIDATION CHECKLIST AND GUIDANCE NOTES
(Please complete and submit with application)

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

Application for a lawful development certificate for a proposed use or development.

NATIONAL REQUIREMENTS	Three copies unless submitted electronically	Provided (circle as appropriate)
Completed Form		Y
Site location plan	Plans drawn to a suitable scale and should wherever possible show at least two named roads and surrounding buildings/land named or numbered.	Y
Evidence verifying the information included in the application as can be provided.	This may also include a block plan of the site (1:100 or 1:200 scale) identifying the claimed lawful development.	Y
Such evidence verifying the information included in the application as can be provided.		Y
Such other information as is considered to be relevant to the application.		Y
Appropriate fee		Y
LOCAL REQUIREMENTS For an existing use or operation or activity including those in breach of a planning condition.	May include some or all of the following; may only require a simple statement depending upon the circumstances; and can be incorporated into one report if suitable. Three copies are required unless submitted electronically	
Block plan of the site (1:100 or 1:200 scale)		Y N
Existing elevations (1:50 or 1:100)		Y N
Existing floor plans (1:50 or 1:100)		Y N
Existing site survey plan (1:50 or 1:100)		Y N
Supporting information	For example documents; letters; plans; sworn affidavit(s) from people with personal knowledge of the existing use.	Y N
Photographs	Can be helpful to demonstrate the claimed lawful use, operation or activity	Y N
Planning Statement		Y N

Important Note – regarding the Community Infrastructure Levy

From the date of the adoption of the Community Infrastructure Levy Charging Schedule (expected in late April 2012) all planning applications which create new floorspace should be accompanied by an additional CIL form which provides additional information which will allow Huntingdonshire District Council to assess CIL payment liability.

It is important that the liable parties (usually either Developers or Landowners) are correctly identified as early as possible. Applicants should therefore submit the CIL Assumption of Liability form with the planning application. Failure to supply such information before work commences on site pursuant to a permission could result in additional penalty costs being incurred.

The forms and additional information about the Community Infrastructure Levy can be obtained from the CIL webpages on the Council's website or the CIL pages of the Planning Portal. The Community Infrastructure Levy Charging Schedule is also available for viewing from the Council's CIL webpages.

January 2012

<p>LOCAL REQUIREMENTS For a proposed use or development</p>	<p>May include some or all of the following; may only require a simple statement depending upon the circumstances; and can be incorporated into one report if suitable. Three copies are required unless submitted electronically</p>	
<p>Site Plan or block plan drawn at a scale of 1:500 or 1:200. (For large scale developments a plan at 1:500 is more suitable. For small schemes a plan at 1:200 is more suitable.) Ordnance Survey plans do not always accurately show boundaries, buildings and other features and should be checked before being relied upon</p>	<p>This should accurately show:- a) the direction of north; b) the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries; c) all buildings, roads and footpaths on land adjoining the site including access arrangements; d) all public rights of way crossing or adjoining the site; e) the position of all trees on the site and those on adjacent land that could influence or be affected by the development; f) the extent and type of any hard surfacing; and g) the existing and proposed (if any) boundary treatment. New buildings should also be shown in context with adjacent buildings.</p>	<p>Y N</p>

Existing and proposed elevations (1:50 or 1:100)	Should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions	Y N
Existing and proposed floor plans (1:50 or 1:100)	Should show clearly the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions	Y N
Site survey plan (1:50 or 1:100)	For applications involving a certificate either for a claimed authorised use or for lawful new build, a site survey plan may be required at the same scale as site or block plan and should show:- any site boundaries; the type and height of boundary treatment (e.g. walls, fences, etc); the position of any building(s) or structure(s) on the site and on the other side of site boundaries, trees and written dimensions.	Y N
Planning Statement	Not necessarily required but a planning statement gives an opportunity to explain the proposal and /or justification.	Y N

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Amended for CIL Jan 2012