

Essex County Council Validation Form 2 for:

APPLICATIONS FOR LAWFUL DEVELOPMENT CERTIFICATES

Applications **MUST** include the national requirements & applicable local requirements. It is advised to discuss exact requirements during pre-application discussions (as this varies site by site), to avoid time & expense of undertaking unnecessary work, while speeding up validation & planning processes by ensuring all relevant information is submitted.

All electronic submissions **MUST** follow file size, type and naming conventions specified in the Supplementary Guidance (Section 1.1.11).

APPLICATION TYPE	Tick as appropriate
Applications for a Lawful Development Certificate for and Existing Use or Operation or Activity including those in Breach of a Planning Condition (CLUED)	<input type="checkbox"/>
Applications for a Lawful Development Certificate for a Proposed Use or Development (CLUEPD)	<input type="checkbox"/>

NATIONAL REQUIREMENTS			
Item	Advice in section (s):*	Required ?	Where information can be found, or statement why it is not appropriate
Single (or agreed number) of hardcopies	1.1.11.6		N/A
The Standard Application Form (signed & dated), <i>including signed & dated declarations of Ownership & Agricultural Holdings</i>	2.4	YES	
Location Plan	2.3.5	YES	
The Correct Fee	2.2	YES	
Statements/evidence verifying:	1.2.10 1.2.10.1 1.2.10.2	YES	
Whether the application relates to a use, a building operation or a condition not complied with;			
The date that the use (or breach of condition) started, or the date on which the building was substantially complete;			
The use class the applicant considers to be applicable;			
In the case of a breach of condition, details of the relevant application;			
The reasons the applicant thinks the operation is entitled to a CLUED/CLUEPD;			

* - Sections of the Supplementary Guidance

Further local requirements are listed overleaf:

NATIONAL REQUIREMENTS continued

Item	Advice in section (s):	Required ?	Where information can be found, or statement why it is not appropriate
Other relevant supporting information e.g.	1.2.10 1.2.10.1 1.2.10.2	YES	
Statutory declarations (sworn statements);			
Photographs;			
Invoices/payment records;			
Historical maps			

LOCAL REQUIREMENTS

Item	Advice in section (s):	Required ?	Where information can be found, or statement why it is not appropriate
Aftercare / Restoration Scheme	3.1		
Plans of development:			
Site Plan	2.4.7		
Block Plan of the Site	2.4.1		
Existing & Proposed Elevations	2.4.2		
Existing & Proposed Floor Plans	2.4.3		
Existing & Proposed Site Sections Finished Floor / Site Levels	2.4.4		
Existing & Proposed Roof Plans	2.4.6		
Structural Survey	3.25		

You are advised to submit your application through the Planning Portal, with at least (or as otherwise advised) one hard copy to:

Minerals & Waste Planning Team,
Essex County Council,
E3 County Hall,
Market Road,
Chelmsford,
Essex, CM1 1QH