

APPLICATION FOR LAWFUL DEVELOPMENT CERTIFICATE FOR EXISTING USE/BUILDING/BREACH OF CONDITION

PART I - COMPULSORY REQUIREMENTS

Planning applications may be submitted either as a 'hard copy' or as an on-line application. Online applications can be made via the [Planning Portal](#) and planning application forms can be downloaded from the Council's [Planning website](#). When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

Please Note: It is a MANDATORY REQUIREMENT to fill in this checklist for all applications.

All Plans:

- Marked "Do Not Scale", or similar, cannot be accepted.
- Must have a scale bar.
- Should show the original paper size.
- If any plan or drawing is based or appears to be based upon Ordnance Survey information/maps/data then to preserve [Ordnance Survey copyright](#), the relevant licence to reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The [national requirements](#) for planning applications state that **all** applications for planning permission **MUST** include:

The completed application form	YES →	The standard application form requires applicants to supply information on a range of issues, tailored to the type of application. Applicants MUST answer ALL the questions.
		Requirement Included Please tick <input type="checkbox"/>
The correct fee	YES →	Most planning applications incur a fee. These are described in Communities and Local Government (CLG) Circular 04/2008, Planning-Related Fees . The Planning Portal includes a fee calculator for applicants
		Requirement Included Please tick <input type="checkbox"/>

Reason not included:

The Location Plan

YES

ALL applications **MUST** include a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 sized paper). Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North.

The application site should be edged clearly with a **red line**. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A **blue line** should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Requirement Included Please tick

Site Plan

YES

The site plan should be drawn at an identified standard metric scale. It should accurately show:

- a) The direction of North
- b) The development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries

Requirement Included Please tick

Drawings (including floor plans and elevations)

YES

All drawings should be provided at a preferred scale of either 1:100 or 1:50 (and capable of reproduction at A3 size). The drawings should explain the development in detail and clearly show the works. All sides of the development must be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations must also be included; if only to show that this

is the case.

Plans must show the direction of North, and elevations marked appropriately, ie north, northeast, etc. (facing the direction in question).

Requirement Included Please tick

PART II - LOCAL REQUIREMENTS

Hart District Council requires that additional information, known as the Local Requirements, are submitted where necessary. Applicants are advised to seek advice on the need for more information before submitting an application. The information requirements are set out below.

Planning Statement

When required

All applications.

YES 

Information required

The onus of proof is on the applicant to show, on the balance of probabilities that the existing use/building/breach of condition is lawful .

The application therefore needs to be supported by evidence to show that the existing use/building/breach of condition either

- (a) Has the benefit of planning permission, or
- (b) Has been taking place continuously for the relevant period of time.

Requirement Included Please tick

Reason not included or if included, please indicate where it is located, i.e., as a separate document or part of planning statement or design & access statement.