



Northumberland

County Council

Quick Reference Checklist for

1. Lawful development: **Existing Use** | [View LDC – Existing Use/Operation guidance.](#)
2. Lawful development: **Proposed Use** | [View LDC – Proposed Use/Development guidance.](#)
3. Application for Certificate of Lawfulness of **Proposed Works to a Listed Building (LB)** | [View Certificate for Proposed Works to LB guidance.](#)

The information listed below must be submitted to make the above application types valid. Use this checklist to identify the documents required, then refer to the detailed guidance matching the corresponding 'Note' in the [Planning Validation Checklist](#).

Requirement	For detail refer to	When required for validation?		
		1 - LDC <u>Existing Use / Operation</u>	2 - LDC <u>Proposed Use / Development</u>	3 - Certificate for <u>Proposed Works to a Listed Building</u>
Application Form	Note 1	Always – Form title: <i>Lawful Development Certificate (LDC) for an Existing Use or Operation or Activity Including Those in Breach of a Planning Condition.</i>	Always – Form title: <i>Lawful Development Certificate (LDC) for a Proposed Use or Development.</i>	Always – *Form title: <i>Application for Certificate of Lawfulness of Proposed Works to a Listed Building.</i>
Correct Fee	Note 2	Always – (unless a concession applies) same as the full fee normally applied to the proposed works.	Always – half the normal planning fee unless a concession applies.	Not required – exempt from payment.
Scaled Plan Identifying the Land	Note 3 or Note 4	Always – this can be a location plan or a site plan. Outline the application site clearly in red and include a North arrow.	Always – this can be a location plan or a site plan. Outline the application site clearly in red and include a North arrow.	Always – this can be a location plan or a site plan. Outline the application site clearly in red and include a North arrow.

<p>Evidence</p> <p>This will depend on what work/use is being applied for.</p> <p><i>The Case Officer will assess the evidence following validation and may request further information if required. Your application may be refused if you do not provide enough detail.</i></p>	<p>-</p>	<p>Yes - the burden of proof is firmly with the applicant to provide the proper evidence. This should include:</p> <ul style="list-style-type: none"> • proof that any building was ‘substantially complete’ more than 4 years before the date of application; • proof that any use (or breach of condition) has been carried on continuously for a period of 10 years (4 for a dwelling) <p>Check the LDC guidance note accompanying the form for more detail.</p> <p>We recommend you also include a site plan as described in Note 4 of our Validation Checklist.</p> <p>Please remove all signatures where possible and any personal information e.g. email address/phone numbers etc not required for the application.</p>	<p>Yes - the burden of proof is firmly with the applicant to provide the proper evidence.</p> <p>We recommend you include existing and proposed plans as described in Notes 4 and 8 of our Validation Checklist as appropriate to your proposed works.</p> <p>Check the LDC guidance note accompanying the form for more detail.</p>	<p>Yes - the burden of proof is firmly with the applicant to provide the proper evidence.</p> <p>The information that should be provided is listed in the Certificate guidance note accompanying the form.</p> <p>We recommend you include existing and proposed plans as described in Note 4 and 8 of our Validation Checklist as appropriate to your proposed works.</p> <p>Details of listed building grading can be found on the National Heritage List for England (NHLE).</p>
---	----------	---	--	---

Government legislation requires that existing and proposed **lawful development certificates should be decided within 8 weeks or 6 weeks for a certificate of lawfulness of proposed works to a listed building**. This timescale begins when your application has everything we require to assess the proposal and make that decision (and not necessarily the date you submit it).

To help prevent an invalid application [submit your planning application using the Planning Portal](#).

Get it right first time – top 5 invalid reasons to avoid!

If an application is submitted without the required information it will be placed on hold (invalid) until we receive the necessary amendments or documents. Check for and avoid the following:

1. Incomplete/unsigned application forms

- Answer every question, sign and date the declaration.
- *The application form for Certificate of Lawfulness for Proposed Works to a Listed Building is not yet available on the Planning Portal online application system or paper form chooser. Download the [Certificate of Lawfulness for Proposed Works to a Listed Building form](#) then submit it as described on our website ([Apply for planning permission - other ways to apply](#)).

2. Fee missing/wrong amount paid

- If you are unsure of the fee [use the Planning Portal fee calculator](#).
- If applying by Planning Portal you must pay them (not us) as part of the online application.
- If applying by email/post quote your payment reference after [paying on our website](#).

3. Location/site plan missing or incorrect

- Either a location plan (see Note 3) or site plan (see Note 4) must be submitted with your application. The plan must clearly state a scale and measure to that scale.
- The plan must clearly identify the land to which the application relates using a red line boundary (include only the area required for the works and no more than is necessary).

4. Other plans/drawings/documents are incorrect

- Where other plans showing a scale e.g. 1:100 etc are submitted they must measure correctly to that scale. A metric scale ruler can be used to draw and measure to scale.
- Put a meaningful title on any plans submitted to show what it is e.g. proposed site plan, existing front elevation, proposed ground floor etc.
- Check window and door positions and sizes on elevations match those on the floor plan(s).
- We cannot accept photographs of plans. If you are unable to scan plans find a company/local library who can and request them as PDF documents.
- Links to online documents/product brochures or websites or sites such We Transfer etc will not be accepted. To upload large documents above the Portal / email limit use [Cryptshare](#).

5. No evidence is submitted

- You must submit some form of evidence with your application. Check the above list (including the relevant guidance note) and any pre-application response you have received.
- The Case Officer will assess the evidence following validation and may request further information if required. Your application may be refused if you do not provide enough detail so it is in your interest to provide sufficient information and avoid delay/refusal.

If, after reading this you are still uncertain what application type you are required to submit we can advise you further via our [Pre-application service](#). A fee applies for this service.

If you are unsure how to provide drawings/reports yourself and require someone to make the application on your behalf you can appoint a professional planning consultant. If a consultant (agent) is named on the form all communication will go directly to them. To find an approved Planning Consultant [search the RTPI Directory](#).