



Northumberland County Council

Validation Checklist for: Lawful Development Certificate – Proposed Use

Use this checklist to see when you need to submit information. Then [refer to the matching note number on our website \(opens in a new window\)](#). That will explain the detail you must include in your documents, to make sure they are valid. This list applies from 1st July 2024.

National planning application requirements

Requirement	Refer to	Do I need to submit this?
Application form	Note 1	Yes. Form title: Application for a Lawful Development Certificate for a Proposed use or development.
Application fee	Note 2	Yes, this will be half the normal fee applied to the proposed works. Unless: <ul style="list-style-type: none">• a concession applies.
Location plan	Note 3	Submit either a location plan or a site plan.
Site plans	Note 4	Submit either a location plan or a site plan.

Evidence to support your application

It's up to you as the applicant to include the proper evidence. This will depend on what work or use is being applied for. If you submit elevation, floor, and roof plans we will assess them using the criteria in Note 8. Make sure your plans follow our requirements.

The information you should include is listed in the [Lawful Development Certificate guidance note](#).

The Case Officer will assess the evidence following validation. They may request further information if required. We could refuse your application could if you do not provide enough detail.

Timescale for a decision

Government legislation requires us to decide lawful development certificates within 8 weeks. The timescale only starts from the date your application is complete. This is also known as the 'valid' date.

Contact details

Technical Support Team, Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

[Visit our Northumberland County Council website](#)

Email planning@northumberland.gov.uk