

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE OR OPERATION OR ACTIVITY INCLUDING THOSE IN BREACH OF A PLANNING CONDITION

National Requirements Checklist

- Completed form (3 copies to be supplied unless the application is submitted electronically)
- A plan identifying the land to which the application relates drawn to an identified scale and showing the direction of north (3 copies to be supplied unless the application is submitted electronically)
- Such evidence verifying the information included in the application as can be provided
- Such other information as is considered to be relevant to the application
- The appropriate fee

Local Requirements Checklist

You may be required to include some or all of the following. You can check with an officer prior to submission, but some requirements may not be identified until the application has been submitted in which case you will be informed as an application progresses:

- Plans (3 copies to be supplied unless the application is submitted electronically. All plans and drawings should include: paper size, key dimensions and scale bar indicating a minimum of 0-10 metres):
- Existing elevations (e.g. at a scale of 1:50 or 1:100)
 - Existing floor plans (e.g. at a scale of 1:50 or 1:100)
 - Existing site survey plan (e.g. at a scale of 1:50 or 1:100)
- Lawful Development Certificate supporting information (e.g. sworn affidavit(s) from people with personal knowledge of the existing use)
- Photographs/Photomontages
- Planning Statement
- Any other plan/s, information or statements as may be reasonably required