**ESSEX COUNTY COUNCIL**

**VALIDATION CHECKLIST 2 FOR APPLICATIONS FOR LAWFUL DEVELOPMENT CERTIFICATES**

This form should be completed and submitted in support of all of the above planning applications made to Essex County Council.

Provision of all the National List requirements is compulsory.

It may not be necessary to provide information for all the Local List requirements for every application. Guidance on when and what information is required is included within the National and Local Requirements document which is available to view on the County Council website.

Failure to provide all the National List requirements and the relevant Local List requirements will result in the application being invalid and the possibility that it may be returned to you.

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| --- | --- |
| **APPLICATION TYPE** | **TICK AS APPROPRIATE** |
| Application for **a** Lawful Development Certificate for and Existing Use or Operation or Activity including those in breach of a planning condition (CLEUD) |  |
| Application for a Lawful Development Certificate for Proposed Use or Development (CLUPUD) |  |

**NATIONAL REQUIREMENTS** – All of the following are required in support of the application

|  |  |  |
| --- | --- | --- |
| **Item**  | **Included?** | **Where the information can be found in the application documents** |
| Completed application form |  |  |
| Application Fee |  |  |
| Site Location Plan |  |  |
| Ownership Certificates & Notices |  |  |
| Supporting Statement including sufficient information/evidence to support the application (eg. photos/invoice/payment records/historical maps/statutory declarations) |  |  |

**LOCAL REQUIREMENTS** – The following Local List Requirements should be provided where relevant to the planning application

|  |  |  |
| --- | --- | --- |
| **Item** | **Included?** | **Where the information can be found in the application documents** |
| Site Plan |  |  |
| Block Plan |  |  |
| Existing and Proposed Elevations |  |  |
| Existing and Proposed Floor Plans |  |  |
| Existing and Proposed Site Sections Finished Floor/Site Levels |  |  |
| Existing and Proposed Roof Plans |  |  |
| Photographs and Photomontages |  |  |
| Validation Checklist |  |  |