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www.bristol.gov.uk/planning



Checklist

Application for a lawful development certificate for an existing or proposed use

Please use this checklist to ensure that you have supplied all the information required to validate your application. **Two copies** of all documents are required, unless submitted electronically.

Site Address	
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National requirements (documents always required)	Included ✓
Completed application form	
Application fee (where applicable)	
Site Location Plan	

Other requirements, plans and drawings (where applicable)	Included ✓
<p>Such evidence verifying the information included in the application as can be provided, for example</p> <ul style="list-style-type: none"> • Statutory Declaration from person/persons with knowledge of the existing use/works carried out. • Plans and drawings • Sworn affidavits from previous employees, suppliers, contractors etc. who have had dealings with a business in the past • Receipts and invoices for goods and services • Vehicle registration documents • VAT receipts for commercial businesses • Previous rates, council tax, community charge bills 	
<p>Other plans and drawings necessary to describe the subject of the application:</p> <ul style="list-style-type: none"> • Existing and proposed floor plans and elevations (as would be submitted if planning permission were being sought) to a suitable metric scale, eg 1:50 or 1:100 	
Written statement detailing how the proposal would meet each relevant limitation and condition of the Permitted Development regulations	
Photographs and photomontages	

The onus lies with the applicant to supply sufficient and precise information and evidence to enable the council to determine the application. If there is insufficient information presented, a certificate will not be issued.

If you need advice on any of these points, please contact us on 0117 922 3000 or email

development.management@bristol.gov.uk