



Lawful Development Certificate – Existing Use / Operation / Activity Checklist

This document includes all the items within the National requirements and the NNPA Local Validation List which relate to this application type.

This checklist refers to applications for Lawful Development Certificates in respect of an existing use, operation or activity, including those in breach of a planning condition.

This document is for guidance: it lists and describes all the forms and other documents which must be submitted for this particular application type in accordance with our Validation Scheme. Northumberland National Park welcomes [pre-application discussions](#) to ensure that when a planning application is submitted, it is complete and correct.

We welcome applications submitted electronically [via the Planning Portal](#). The Planning Portal enables planning applications to be completed and submitted online. In addition, links are available to providers of appropriate Location Plans and an electronic facility to pay planning fees.

The relevant [application form](#) can also be downloaded from the Planning Portal, which also offers explanatory [guidance notes](#).

All applications are assessed against [The National Planning Policy Framework, national planning practice guidance](#) and the [Northumberland National Park Authority Core Strategy and Development Policies](#) document (March 2009).

NATIONAL REQUIREMENTS

All applications must be accompanied by 1 original + 3 copies of the form and supporting documents = 4 in total (unless submitted electronically), together with the appropriate fee.

All submitted plans must incorporate a drawing number and title.

Application Form	Required in all cases
Location Plan	Required in all cases
Fee	Exemptions or concessions may apply in some cases

LOCAL REQUIREMENTS

The following items from part of the Northumberland National Park Authority Local Validation List and may be required as described in the detailed notes which can be accessed using the hyperlinks in the table.

Site Plan	Required in most cases
Existing and Proposed Elevations	Required in most cases
Existing and Proposed Floor Plans	May be required
Existing and Proposed Site Sections and Site Levels	May be required
Roof Plans	May be required
Heritage Statement	May be required
Planning Statement	May be required