**Certificate of Lawfulness Validation Checklist**

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| **DOCUMENTATION REQUIREMENTS** |
| All applications should preferably be submitted via the Planning Portal. Alternatively, to assist with the application process it would help if all forms, plans and documents relevant to the application were submitted by email to [planningvalidation@walthamforest.gov.uk](mailto:planningvalidation@walthamforest.gov.uk). On occasion if required we may request hard copies of drawings to be submitted. |
| Maximum file size is 5MB.  Any file greater should be divided into parts and suitably named. Alternatively any large file documents can be sent via WeTransfer |
| **Drawing Confirmation**  All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-5 metres. |
| This checklist should be read in conjunction with the Local Validation Requirements for planning applications. |

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| **NATIONAL REQUIREMENTS** | |
| The London Borough of Waltham Forest requires an original plus two (2) copies of all plans forms and documents are required where the application is not submitted via Planning Portal. | |
| **Completed Application Form** | |
| **Supporting Evidence** | |
| **Other Information** | |
| **The Appropriate Fee** | [**Calculate fees on Planning Portal website**](http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator) |
| **Location Plan** | |

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| **LOCAL REQUIREMENTS** | |
|  | **Notes** |
| **Community Infrastructure Levy (CIL) Additional Information Form** | Required |
| **Existing and Proposed Elevations** (at a 1:50 or 1:100 scale) | Required for applications involving alterations to the external appearance of the building. |
| **Existing and Proposed Floor Plans including roof plan** (at a 1:50 or 1:100 scale) | Required |
| **Existing and Proposed Sections** (at a 1:50 or 1:100 scale) | Required for applications involving alterations to the external appearance of the building. |
| **Photographs/CGIs** | Required for:   * All major applications * Development affecting a heritage asset or its setting; demolition of an existing building * Certificates of lawfulness |
| **Supporting Information for existing**  **uses/developments** | Required. This could include:   * Dated utility bills per flat * Confirmation from utility service provider indicating the installation dates for meters per flat * Receipts for the building works, materials or labour in association with the conversion. * Receipts for facilities, kitchens, white goods and bathrooms * Tenancy agreements * Managing agents agreements * Council Tax bills * Building Regulation certificates * Electoral Register details * Land registry * Tax return details, bank statements * Landlords Insurance |

**Submitting an application via the Planning Portal or by email**

It is recommended that Certificate of Lawfulness Applications are submitted using the Planning Portal and the following requirements met:

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| **File Type**   * All drawings should be attached as **.pdf (Adobe Acrobat)** files rather than .tif files. * Other files types that will be accepted are .jpg, .doc and .xls files only. * All files should be clearly labelled / named referencing the drawings they contain. |
| **File Size**   * The maximum size of any single attachment must be no more than 5MB. * All drawings submitted electronically must be A3 or smaller. |
| **Electronic Plan Information Requirements**  All drawings must include the following information:   * The print (paper) size; * The relevant scale at that print size, such as 1:50, 1:100; * A scale bar showing the length of one metre and five metres; * Key dimensions. |

**Questions**

Please refer to the Local Validation Requirements for planning applications.