



City of Doncaster Council

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Local Validation Requirements – Lawful Development Certificates (Existing Development)

June 2025 (DRAFT FOR CONSULTATION)

The following document provides a comprehensive list of the information you may need to enable City of Doncaster Council to be able to process your planning application successfully. This document is divided into two sections – it is important that you read through the entire document carefully.

Section 1 sets out the national requirements that are required for your application to be validated; these are defined by legislation.

Section 2 sets out the local requirements that may be necessary for the successful processing of your application, depending upon its precise nature. Failure to submit any of the necessary information from the outset, with your application, could jeopardise what could otherwise be a favourable decision on your application. If any of the necessary information listed in this section is absent, then it is likely that your application will **NOT BE VALIDATED.**

If you consider any of the requisite information is not applicable to your scheme for any reason, you should include a full explanation of this within a covering letter submitted with your application.

Section 1: National requirements for validation of applications for lawful development certificate (existing development)

National Validation Requirement	What information is required	Relevant Legislation and Additional Advice
Application form, including completed ownership certificate	Planning application and fire statement forms: templates - GOV.UK (www.gov.uk) Planning applications - Planning applications - Planning Portal	Article 39 of the Town and Country Planning (Development Management Procedure) (England) Order 2015
Location Plan (based on an up-to-date map, at a scale of either 1:1250 or 1:2500)	<p>Entire application site must be outlined in red, and any other land within the ownership or control of the applicant, outlined in blue.</p> <p>Should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear.</p>	
Appropriate fee	Fee calculator (planningportal.co.uk)	The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012 (as amended)
Supporting evidence	<p>This must be sufficient to ascertain whether the use/development can be certified as lawful. The evidence can include:</p> <ul style="list-style-type: none"> • Sworn affidavit(s) • Dated Photographic evidence spanning the period of alleged lawful use. • Completion certificates • Council Tax/Business Rates payments • Employee salary slips • Accounts • Utilities bills • Receipts 	Lawful development certificates - GOV.UK

	<ul style="list-style-type: none">• Invoices/payments• Rent books.• Letters from neighbours• Any other information that you consider relevant.	
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