

**Application for a Certificate of Lawfulness
for an Existing Use or Activity
Including Those in Breach of a Planning Conditions**

Information Required

Two copies of relevant information is required unless the entire application is submitted through The Planning Portal.

<p>Application Form The 'Application for a Certificate of Lawfulness for an Existing Use or Activity Including Those in Breach of a Planning Conditions' form must be fully completed</p>	
<p>Application Fee Please use the Planning Portal Fee Calculator or the Schedule of Fees to determine the appropriate fee. The planning fee can be paid online where an application is submitted through the Planning Portal. Otherwise, the fee can only be paid by cheque or postal order, made payable to Mendip District Council. A reason should be provided if no fee is paid or the application may otherwise be invalidated if it is not clear why no fee is paid.</p>	
<p>Location Plan A map at a scale of 1:1250 or 1:2500 to clearly identify the location and boundaries of the application site (recommended outline in red). It is helpful if any other land owned by the applicant, close to or adjoining the application site, is also identified on the plan (recommended outline in blue). A location plan can be obtained from The Planning Portal at http://www.planningportal.gov.uk/planning/applications/plans.</p>	
<p>Evidence Any evidence to verify the information included in the application. The burden of proof rests with the applicant to demonstrate that an existing use, operation or activity is lawful. As such, sufficient and precise information should be provided. This could, for example, include sworn affidavit(s) from people with personal knowledge of the existing use, operation or activity, dated photography, invoices, receipts...etc. covering the entire relevant 4 or 10 year period.</p>	