

Application for a Lawful Development Certificate for a Proposed use or development.

Town and Country Planning Act 1990: Section 192, as amended by section 10 of
the Planning and Compensation act 1991.

Town and Country Planning (Development Management Procedure) (England) Order 2010

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

3. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (optional):

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

4. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date DD/MM/YYYY:
(must be pre-application submission)

Details of pre-application advice received?

5. Lawful Development Certificate - Interest In Land

Please state the applicant's interest in the land?

Owner: Yes No Lessee: Yes No Occupier: Yes No

If Yes to Lessee or Occupier please give details of the owner and state whether they have been informed in writing of this application:

Name	Address	Have they been informed in writing of the application	
		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

if No to all the above, please give name and addresses of anyone you know who has an interest in the land:

Name	Address	Nature of interest in the land	Have they been informed of the application?		if they have not been informed of the application please explain why not
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

6. Authority Employee / Member

With respect to the Authority:

1. I am a member of staff 3. I am related to a member of staff
2. I am an elected member 4. I am related to an elected member

Do any of these statements apply to you?

Yes No

If Yes, please provide details of the name, relationship and role

7. Grounds For Application

Information About The Existing Use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter, or extend are lawful

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application:

1.	
2.	
3.	
4.	
5.	

If you consider the existing, or last use is within a 'Use Class' in the Town and Country Planning (Use Classes) Order 1987 (as amended), state which one:

Information About The Proposed Use(s)

If you consider the proposed use is within a 'Use Class' in the Town and Country Planning (Use Classes) Order 1987 (as amended), state which one:

Is the proposed operation or use:

Temporary Permanent

If temporary please give details:

Please state why you consider that a Lawful Development Certificate should be granted for this proposal:

8. Description Of Proposal

Does the proposal consist of, or include:

a) The carrying out of building or other operations? Yes No

If Yes to a, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions):

b) Change of use of the land or building(s)? Yes No

If Yes to b, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out:

If Yes to b, please describe fully the existing or the last known use, with the date this use ceased:

Has the proposal been started? Yes No

9. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

The original and 3 copies of a completed dated application form:

The original and 3 copies of such evidence verifying the information included in the application as you can provide:

The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

The correct fee:

10. Declaration

I/we hereby apply for a Lawful Development Certificate as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant

Or signed - Agent

Date (DD/MM/YYYY):

(date cannot be pre-application submission)

WARNING:

The amended section 194 of the 1990 Act provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 193(7) enables the authority to revoke, at any time, a certificate they may have been issued as a result of such false or misleading information.

11. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

12. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one) Agent Applicant Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

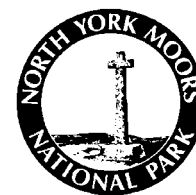
Contact name:

Telephone number:

Email address:

Validation Checklist

Lawful Development Certificate for a Proposed Use or Development



To ensure that the Planning Officer dealing with your planning application has a complete picture on which to base their judgments and to ensure proper public consideration, the following information is required at application submission stage. Failure to supply the required information with a planning application submission will delay a decision on the proposal as the statutory determination period will not begin until the required information is submitted and the validation requirements fulfilled.

Please complete the attached checklist to indicate what you have included with your application. All plans should include paper size, key dimensions and scale.

Standard National Validation Requirements

(Three copies are to be supplied unless the application is submitted electronically)

Completed Application Form with Signed and Dated Declaration YES NO

Location Plan based on an up-to-date map, to a recognised scale i.e. 1:2500 or 1:1250 with a north arrow labelled and with your application development site edged in red. YES NO

Such **evidence** verifying the information included in the application as can be provided. YES NO

Such Other Information as is considered to be relevant to the application e.g. any legal cases or precedents being cited. YES NO

Application Fee YES NO
Please see the Authority's Fee Sheet for further information.

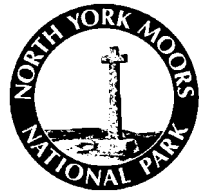
Other Drawings Relevant to the Application YES NO

Further additional information may be requested; however this will not delay the validation of your planning application but may be required prior to a decision being made.

Please do not hesitate to contact the Development Management Administration Team if you require further assistance.

Guidance Notes

Lawful Development Certificate for a Proposed Use or Development



These notes have been written to help you with the submission of your planning application.

Application Forms

Please submit three copies ensuring that all parts of the form are completed and the declaration is signed and dated unless submitted via the Planning Portal.

Location Plan

This plan should be an up-to-date map at an identified scale (i.e. 1:1250 and 1:2500) with the north arrow labelled. The plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the development site is clear. The plan should show the application development site edged in red.

The following companies provide ordnance survey location plans at a charge, however you may wish to source your own company as there may be others available:

Fox's Copy Centre
21 Market Place
Thirsk
North Yorkshire
YO7 1HD

Phone: 01845 523268

Email: foxscopy@btconnet.com

York Survey Supply Centre

Prospect House
George Caley Drive
York

YO30 4XE

Phone: 01904 692723

Email: sales@yorksurvey.co.uk

Such Evidence Verifying the Information included in the application as can be provided and any **other information** that the applicant may feel relevant to support the application.

Application Fee

Please see the Authority's Fee Sheet for further information.

Other Drawings Relevant to the Application

Detailed drawings must be submitted to scale i.e. 1:100 or larger showing elevations, cross sections, floor plans and layouts of the proposed works together with existing and proposed ground levels and floor levels. Drawings shall include both existing and proposed details. It is a legal requirement that all measurements must be in metric and not imperial form. Any drawing submitted using solely imperial measurements will not be accepted and will be returned for metric conversion.

Important Information

The plans submitted as part of any application considered by the Planning Committee will be scanned and possibly used in a PowerPoint presentation of the scheme. It is essential, therefore, that the plans are sufficiently clear so that the details of the proposal can be easily seen when projected onto the screen.

If the plans are not clear resulting from, for example, discoloured paper or particularly fine line drawings it may be difficult for Members of the Committee to appreciate fully the details of the scheme which could result in a delay in the determination of an application if Members consider it appropriate to seek further clarification of aspects of the development proposed. Please try to ensure that submitted plans are clear and that they meet the requirements set out in this Guidance Note.