

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR DEVELOPMENT

Town and Country Planning Act 1990: Section 191 as amended by section 10 of the Planning and Compensation Act 1991. Town and Country Planning (General Development Procedure) Order 1995

1. & 2. Applicant/Agent Name and Address

You may submit the application yourself or employ an agent to do it on your behalf. All correspondence will be sent to your agent if you have one. If you are submitting the application yourself please state clearly your name and address.

3. Site Address

Please give the full address including a post code, or if there is no street address please describe the location as clearly as possible. For example 'field immediately north of telephone exchange, manor lane'

The location must be shown on the site location plan and this plan must have the application site clearly outlined with a bold **red line**.

- Any adjoining land owned or controlled by the applicant must be **outlined in blue**.
- It must contain a north point.
- It should be at scale 1:1250 or 1:2500 and must show the property in relation to the surrounding roads and other properties. It is best to use an Ordnance Survey extract, which you can obtain from Planning Services (Tel: 01249 706444)
- **Three** copies of the site location plan are required with your application.

4. Pre application discussions

If the proposal has been subject to any discussions or correspondence with the Council, please give the name of the person you have discussed it with or the reference given on any letter sent by the Council.

5. Lawful development Certificate – Interest in Land

Please specify the applicant's interest in the land. An Owner is the freeholder of the site and anyone who has a leasehold interest with at least seven years unexpired.

6. Council Employee / Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

7. Grounds for Application

You must explain in your own words why you consider a Lawful Development Certificate should be granted. The evidence necessary to prove your entitlement to a certificate will depend on what is applied for, but you should always remember that the emphasis is on the applicant to convince the local authority that a certificate should be issued. Therefore, the evidence submitted should be clear and convincing.

It is important that you state the relevant Use Class (if any) of any development deemed lawful.

8. Description of Proposal

If the proposal consists of, or includes, carrying out building or other operations, please give a detailed description of all* such operations and attach such plans or drawings as are necessary to show their precise nature. (In the case of a proposed building, the plans should indicate its precise siting and exact dimensions.)

9. Planning Application Requirements

Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to supply the correct information will result in your application being invalid.

10. Declaration

Please sign and date your application.

11. & 12. Applicant & Agent Contact Details

Please provide contact information for the Applicant and Agent. Please note these details are not mandatory and will be available to view on the public file, however they will not be available to view on the website

16. Site Visit

Access to the site (i.e. where the works are proposed to take place) may be required by the case officer. Please provide contact details in the event that an appointment needs to be made.