

Applying for a Certificate of Lawful Proposed Use or Development

Once you have checked through this guide and are confident that your proposal will not require Planning Permission, we would advise you to apply for a Certificate of Lawful Proposed Use or Development. The Certificate is a way of providing a formal confirmation that your proposal does not require Planning Permission.

When you apply for a Certificate of Lawful Proposed Use or Development there is some information you will need to submit with your application:

1. Completed Application Form, these are available to download & print from our website or you can submit your application online through the Planning Portal.
2. Fee of £75 (this is half the Planning Application fee £150)
3. A site location plan to a scale of 1:1250 with property edged in **RED**.
4. A site Plan at 1:500 indicating the location of the proposal in relation to boundaries and neighbouring properties.
5. Existing floor and elevation plan (including any existing extensions)
6. Proposed floor and elevation plan
7. All plans must include the following:
 - A north point
 - A scale bar
 - OS copyright license number.

Two copies of the form and all plans need to be supplied unless the application is submitted electronically through the Planning Portal.

The plans do not need to be drawn by an architect, but do need to be clear and accurately drawn to a recognised metric scale and any dimensions need to be shown in metric units (mm).

Please indicate on the plans what materials the existing house is built of and what materials will be used for the proposal.

For some types of proposal additional information may also be required:

Roof Lights – a drawing detailing the projection of the proposed roof lights from the roof line.

Dormer Windows – a drawing indicating the position of the proposed dormer in relation to the existing eaves.

Hard Surfacing – Details of proposed surface such as tarmac, concrete blocking, gravel, etc and details of any water run off provisions.

Processing of Application

Once the Council has received a valid application, it will usually take up to 8 weeks to determine the application, some more complex applications may take longer. If inadequate information is provide this may delay our decision.



Guidance on Householder Permitted Development Rights

Certificate of Lawful Proposed Use or Development

Further Guidance

Please note that if you require formal written confirmation that your proposal does not require Planning Permission, you must apply for a Certificate of Lawful Proposed Use or Development.

For further information please visit our website www.hart.gov.uk or the Planning Portal – www.planningportal.gov.uk

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