



Planning & Sustainability  
 Southampton City Council  
 Ground Floor, Civic Centre  
 Southampton  
 SO14 7LS

Telephone 023 8083 2603  
 Fax 023 8083 2607  
 Email [planning@southampton.gov.uk](mailto:planning@southampton.gov.uk)

**For Office Use Only**

Date Received

Fee

Application No.

Application for a Lawful Development Certificate for an Existing use or operation or activity including those in breach of a planning condition.

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

**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 address of anyone you know who has an interest in the land:

Name	Address	State the nature of their interest (if known)	State whether they have been informed about this application		If No, 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, I am:

- (a) a member of staff (c) related to a member of staff  
(b) an elected member (d) 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. Description of Use, Building Works or Activity

Please state for which of these you need a lawful development certificate/building works (you must tick at least one option):

- An existing use:  Yes  No
- Existing building works:  Yes  No
- An existing use, building work or activity in breach of a condition:  Yes  No

Being a use, building works or activity which is still going on at the date of this application

If Yes to either 'an existing use' or 'an existing use in breach of a condition', please state which one of the Use Classes of the Town and Country Planning (Use Classes) Order 1987 (as amended) the use relates to:

### 8. Description of Existing Use, Building Works or Activity

What is the existing site use(s) for which the certificate of lawfulness is being sought? Please fully describe each use and state which part of the land the use relates to:

### 9. Grounds For Application For A Lawful Development Certificate

Please state under what grounds is the certificate sought (you must tick at least one box):

- The use began more than 10 years before the date of this application.
- The use, building works or activity in breach of condition began more than 10 years before the date of this application.
- The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years.
- The building works (for instance, building or engineering works) were substantially completed more than four years before the date of this application.
- The use as a single dwelling house began more than four years before the date of this application.
- Other - please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

If the certificate is sought on 'Other' grounds please give details:

If applicable, please give the reference number of any existing planning permission, lawful development certificate or enforcement notice affecting the application site. Include its date and the number of any condition being breached:

Reference Number:	<input type="text"/>	Condition Number:	<input type="text"/>	Date (DD/MM/YYYY): (must be pre application submission)	<input type="text"/>
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Please state why a Lawful Development Certificate should be granted:

### 10. Information In Support Of A Lawful Development Certificate

When was the use or activity begun, or the building works substantially completed:  (date must be pre-application submission) (DD/MM/YYYY)

In the case of an existing use or activity in breach of conditions has there been any interruption?  Yes  No

If Yes, please provide details of the dates, duration and any discontinuance of the development which is the subject of this application. If your application is based on the claim that a use or activity has been ongoing for a period of years, please state exactly when any interruption occurred:

In the case of an existing use of land, has there been any material change of use of the land since the start of the use for which a certificate is sought?  Yes  No

If Yes please provide details?

# 10. Information In Support Of A Lawful Development Certificate (Continued) - Residential Information

Does the application for a Certificate relate to a residential use where the number of residential units has changed?  Yes  No  
 If Yes, please complete the following table:

Proposed Housing						
	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
<b>Market Housing</b>						
Houses						<i>a</i>
Flats & Maisonettes						<i>b</i>
Live-Work Units						<i>c</i>
Cluster Flats						<i>d</i>
Sheltered Housing						<i>e</i>
Bedsit/Studios						<i>f</i>
Unknown						<i>g</i>
<b>Market Housing Total (a + b + c + d + e + f + g) =</b>						<b>A</b>

Existing Housing						
	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
<b>Market Housing</b>						
Houses						<i>a</i>
Flats & Maisonettes						<i>b</i>
Live-Work Units						<i>c</i>
Cluster Flats						<i>d</i>
Sheltered Housing						<i>e</i>
Bedsit/Studios						<i>f</i>
Unknown						<i>g</i>
<b>Market Housing Total (a + b + c + d + e + f + g) =</b>						<b>E</b>

Social Rented Housing						
	1	2	3	4+	Unknown	Total
	<b>Social Rented Housing</b>					
Houses						<i>a</i>
Flats & Maisonettes						<i>b</i>
Live-Work Units						<i>c</i>
Cluster Flats						<i>d</i>
Sheltered Housing						<i>e</i>
Bedsit/Studios						<i>f</i>
Unknown						<i>g</i>
<b>Social Rented Housing Total (a + b + c + d + e + f + g) =</b>						<b>B</b>

Social Rented Housing						
	1	2	3	4+	Unknown	Total
	<b>Social Rented Housing</b>					
Houses						<i>a</i>
Flats & Maisonettes						<i>b</i>
Live-Work Units						<i>c</i>
Cluster Flats						<i>d</i>
Sheltered Housing						<i>e</i>
Bedsit/Studios						<i>f</i>
Unknown						<i>g</i>
<b>Social Rented Housing Total (a + b + c + d + e + f + g) =</b>						<b>F</b>

Intermediate Housing						
	1	2	3	4+	Unknown	Total
	<b>Intermediate Housing</b>					
Houses						<i>a</i>
Flats & Maisonettes						<i>b</i>
Live-Work Units						<i>c</i>
Cluster Flats						<i>d</i>
Sheltered Housing						<i>e</i>
Bedsit/Studios						<i>f</i>
Unknown						<i>g</i>
<b>Intermediate Housing Total (a + b + c + d + e + f + g) =</b>						<b>C</b>

Intermediate Housing						
	1	2	3	4+	Unknown	Total
	<b>Intermediate Housing</b>					
Houses						<i>a</i>
Flats & Maisonettes						<i>b</i>
Live-Work Units						<i>c</i>
Cluster Flats						<i>d</i>
Sheltered Housing						<i>e</i>
Bedsit/Studios						<i>f</i>
Unknown						<i>g</i>
<b>Intermediate Housing Total (a + b + c + d + e + f + g) =</b>						<b>G</b>

Key Worker Housing						
	1	2	3	4+	Unknown	Total
	<b>Key Worker Housing</b>					
Houses						<i>a</i>
Flats & Maisonettes						<i>b</i>
Live-Work Units						<i>c</i>
Cluster Flats						<i>d</i>
Sheltered Housing						<i>e</i>
Bedsit/Studios						<i>f</i>
Unknown						<i>g</i>
<b>Key Worker Housing Total (a + b + c + d + e + f + g) =</b>						<b>D</b>

Key Worker Housing						
	1	2	3	4+	Unknown	Total
	<b>Key Worker Housing</b>					
Houses						<i>a</i>
Flats & Maisonettes						<i>b</i>
Live-Work Units						<i>c</i>
Cluster Flats						<i>d</i>
Sheltered Housing						<i>e</i>
Bedsit/Studios						<i>f</i>
Unknown						<i>g</i>
<b>Key Worker Housing Total (a + b + c + d + e + f + g) =</b>						<b>H</b>

<b>Proposed Housing Grand Total (A + B + C + D) =</b>	
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<b>Existing Housing Grand Total (E + F + G + H) =</b>	
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**TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):**

### 11. 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:

### 12. Declaration

I/we hereby apply for a Lawful Development Certificate as described in this form and the accompanying plans/drawings and additional information.

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 issued as a result of such false or misleading information.

### 13. Applicant Contact Details

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address (optional):

### 14. Agent Contact Details

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address (optional):

### 15. 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: