

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

Town and Country Planning Act 1990; Town and Country Planning (Development Management Procedure) (Wales) Order 2012

**This form is specifically designed to be printed and completed offline.**  
**Please complete this form in block capitals using black ink to facilitate scanning.**  
**You are advised to read the accompanying guidance notes and per-question help text.**  
**If you would rather make this application online, you can do so on our website: <https://planningportal.wales>**

## Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Welsh Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and other relevant items of primary and subordinate legislation.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form of the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application.

Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

## Local Planning Authority details:

Newport City Council

Newport City Council  
Regeneration Investment & Housing  
Civic Centre  
Godfrey Road  
Newport NP20 4UR  
  
01633 656656  
[planning@newport.gov.uk](mailto:planning@newport.gov.uk)  
[www.newport.gov.uk](http://www.newport.gov.uk)



## Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

### 1. Applicant Name and Address

Title: 

Mrs

 First name: 

Stephanie

Last name: 

Smith

Company (optional):

Unit:  House number: 

3

 House suffix:

House name:

Address 1: 

Bethesda Rise

Address 2: 

Rogerstone

Address 3:

Town: 

Newport

County: 

Newport

Country:

Postcode: 

NP10 9SY

### 2. Agent Name and Address

Title: 

Mr

 First name: 

Royston

Last name: 

Smith

Company (optional):

Unit:  House number: 

72

 House suffix:

House name:

Address 1: 

Church Road

Address 2: 

Rumrery

Address 3:

Town: 

Cardiff

County: 

Cardiff

Country:

Postcode: 

CF3 3BB

3. Site Details

Please provide the full postal address of the application site.

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Town:

County:

Postcode (optional):

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Easting:  Northing:

Description:

4. Pre-application Advice

Has pre-application 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, 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. 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

Design aligns to the remit under permitted development

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

|    |                 |
|----|-----------------|
| 1. | Scaled Drawings |
| 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:

Design aligns to the remit under permitted development

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):

Included in the drawing pack attached.

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:                                                                                                | <input checked="" type="checkbox"/> | The original and 3 copies of such evidence verifying the information included in the application as you can provide: | <input checked="" type="checkbox"/> |
| 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: | <input checked="" type="checkbox"/> | The correct fee:                                                                                                     | <input type="checkbox"/>            |

**10. Declaration**

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the