

Newport City Council

Newport City Council
Regeneration Investment & Housing
Civic Centre
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Newport NP20 4UR

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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) (Wales) Order 2012

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.

Site Details

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".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Town/city

Postcode

Description of site location (must be completed if postcode is not known)

Easting (x)

Northing (y)

Description

Applicant Details

Applicant Details

Name/Company

Title

Mrs

First name

Sara

Surname

Butl

Company Name

The FedLine Project Newport and Cwmbran CiC

Address

Address line 1

103 Pentre Close

Address line 2

Coed Eva

Address line 3

Cwmbran

Town/City

Country

United Kingdom

Postcode

NP44 7LR

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Email address

***** REDACTED *****

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

- ☐ Yes
- ☒ No

Does the proposal consist of, or include, a change of use of the land or building(s)?

- ☒ Yes
- ☐ No

If Yes, 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

The proposal seeks permission for a change of use from Class A1 to Class D1. The associated works comprise a small amount of internal alterations only, including the removal of two internal stud walls, tiling to the kitchen and bathroom areas, installation of new flooring throughout, redecoration, and the installation of kitchen equipment. No external alterations are proposed. All works will be carried out between the hours of 7:00am and 7:00pm to minimise any potential disruption.

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

Last known use was as an office for Duffryn Community Link, the lease expired at the end of November 2025.

Has the proposal been started?

- ☐ Yes
- ☒ No

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

The existing use of the premises is lawful, as the building has historically been used for Class A1 purposes in accordance with its established planning use. There are no known breaches of planning control associated with the current or most recent use of the property.

The building itself is an existing, lawful structure and is not subject to any enforcement action. The proposed works relate solely to internal alterations within the existing building envelope and do not involve any extension, enlargement, or external changes. As such, the works are proposed to a lawful building and do not alter its lawful status.

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

No planning permissions sought , structure of building will remain

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:

A1 - Shops

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:

D1 - Non-residential institutions

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

A Lawful Development Certificate should be granted as the proposed development meets the relevant statutory tests for lawfulness under the Town and Country Planning Act. The proposal relates solely to internal works within an existing, lawful building and does not involve any extension, external alteration, or material change to the building envelope.

The internal alterations proposed—including the removal of internal stud walls, installation of kitchen equipment, new flooring, tiling, and redecoration—do not constitute development requiring planning permission. Furthermore, the works do not affect the external appearance of the building or its relationship with neighbouring properties.

The proposed use of the premises falls within the scope of lawful planning use, and the development can be carried out without breaching any existing planning conditions or limitations. The proposal therefore complies with the requirements for lawful development, and the issuing of a Lawful Development Certificate would provide clarity and certainty regarding the lawful status of the works and use.

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)

- ☒ The agent
☐ The applicant
☐ Other person

Pre-application Advice

Has pre-application advice been sought from the local planning authority about this application?

- ☐ Yes
☒ No

Authority Employee/Member

With respect to the Authority, is the applicant or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you?

- ☐ Yes
☒ No

Interest in the Land

Please state the applicant's interest in the land

- ☐ Owner
- ☒ Lessee
- ☐ Occupier
- ☐ Other

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

***** REDACTED *****

Declaration

I/We hereby apply for Lawful development: Proposed use as described in the questions answered, details provided, 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.
I/We also accept that:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Sara Butler

Date

21/12/2025