

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or 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:



Place Development
Town Hall
The Parade
Epsom
Surrey, KT18 5BY

email: supportgrouprequests@epsom-ewell.gov.uk
www.epsom-ewell.gov.uk

For office use only

Application number.....

Date received.....

Publication of applications on 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.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text 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 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

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? Yes No With respect to the authority, I am:

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

If Yes, please provide details of their name, role and how you are related to them.

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

The property benefits from permitted development rights as described in:

Town and Country Planning (General Permitted Development) Order 2015
 SCHEDULE 2 - permitted development rights
 PART 1 - Development within the curtilage of a dwellinghouse

Class E – buildings etc incidental to the enjoyment of a dwellinghouse (outbuilding)

The outbuilding complies with the above legislation, and therefore constitute lawful development.

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

1.	GPD has not been revoked/withdrawn from this property.
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:

Class C3 dwellinghouse

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:

Class E - buildings etc incidental to the enjoyment of a dwellinghouse

Outbuildings are considered to be permitted development, not requiring an application for planning permission, provided all the conditions are met: ALL CONDITIONS HAVE BEEN MET

- On designated land* outbuildings to the side of the house are not permitted development. Designated land includes national parks and the Broads, Areas of Outstanding Natural Beauty, conservation areas and World Heritage Sites. Not applicable.
- Outbuildings are not permitted development within the grounds of a listed building. Not applicable.
- In national parks, the Broads, Areas of Outstanding Natural Beauty and World Heritage Sites the total area to be covered by any outbuildings more than 20 metres from ANY WALL of the house must not exceed 10 square metres to be permitted development. Not applicable.
- Outbuildings are not permitted development forward of the principal elevation of the original house. The term original house means the house as it was first built or as it stood on 1 July 1948. Not applicable.
- Outbuildings and other additions must not exceed 50% of the total area of land around the original house. Sheds and all other outbuildings and extensions to the original house must be included when calculating this 50% limit. The total site is 576sqm, total footprint (GEA) including the existing house (72sqm) and the proposed outbuilding (50sqm) has a combined total of 122sqm which is 21.18%.
- To be permitted development, any new building must not itself be separate, self-contained, living accommodation and must not have a microwave antenna. Not applicable.

7. Outbuildings must be single storey with a maximum eaves height of 2.5 metres and maximum overall height of 4 metres with a dual pitched roof, or 3 metres in any other case. The maximum height of the eaves is 2500mm.

8. If the outbuilding is within 2 metres of the property boundary the whole building should not exceed 2.5 metres in height. The maximum height of the building is 2500mm.

9. Balconies and verandas are not permitted development. Raised platforms such as decking are permitted development provided, they are no higher than 300mm. Not applicable.

10. Containers, such as those used for domestic heating purposes, must not exceed 3,500 litres capacity to be permitted development. The other permitted development conditions which apply to outbuildings listed above also apply to containers. Not applicable.

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):

To introduce a single storey 10.0m x 5.0m (42.32sqm GIA) detached outbuilding.
To provide a home office and garden store.
Please refer to accompany drawings, which describe the proposals in further detail.
Class E – buildings etc incidental to the enjoyment of a dwellinghouse (outbuilding)

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 (LPA) 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:

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

10. Declaration

I/we hereby apply for a Lawful Development Certificate as described in this form 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.

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 been issued as a result of such false or misleading information.

11. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

12. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. 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: