


**Surrey Heath Borough Council**

Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD

**Telephone:** 01276 707100

**Website:** www.surreyheath.gov.uk

**Email:** development.control@surreyheath.gov.uk

## Application for a Lawful Development Certificate for a Proposed Use or Development

### Town and Country Planning Act 1990 (as amended)

**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 Location

**Disclaimer:** We can only make recommendations based on the answers given in the questions.

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

Address Line 3

Town/city

Postcode

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

Easting (x)  Northing (y)

Description

## Applicant Details

### Name/Company

Title

Mr

First name

B

Surname

Funnell

Company Name

### Address

Address line 1

20 Ravenstone Road

Address line 2

Address line 3

Town/City

Camberley

County

Surrey

Country

Postcode

GU15 1SN

Are you an agent acting on behalf of the applicant?

Yes

No

### Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

## Agent Details

### Name/Company

Title

First name

Surname

Company Name

### Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

## Contact Details

Primary number

\*\*\*\* REDACTED \*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\* REDACTED \*\*\*\*

## Description of Proposal

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

Yes

No

If Yes, 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)

Alterations to brick up garage door and insert new single access door.  
Change garage to store.

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

Yes

No

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

Residential dwelling house

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

Select the use class that relates to the existing or last use.

C3 - Dwellinghouses

### Information about the proposed use(s)

Select the use class that relates to the proposed use.

C3 - Dwellinghouses

Is the proposed operation or use

- Permanent  
 Temporary

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

The house retains its PD rights.  
This work is not affected by and does not affect the first floor extension being built over the garage.  
There is no condition requiring the garage to be retained as a garage.  
There is no extension in front of the building line.

## 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?

- The agent  
 The applicant  
 Other person

## 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):**

Officer name:

Title

\*\*\*\*\* REDACTED \*\*\*\*\*

First Name

\*\*\*\*\* REDACTED \*\*\*\*\*

Surname

\*\*\*\*\* REDACTED \*\*\*\*\*

Reference

Email from Mr Williams dated 08/01/2024

Date (must be pre-application submission)

08/01/2024

Details of the pre-application advice received

Hi Claire,

I am assuming that your property retains its permitted development (PD) rights. Alterations to a dwelling house (depending on those alterations) generally fall under Class A or Part 1 of the General Permitted Development Order 2015.

I had a quick look at the planning history and could not find any restrictions on your permitted development rights, but if an application is submitted a case officer would review that this is the case. In general conversions of garages to habitable accommodation incidental to the enjoyment of the main dwelling house, on properties which do retain permitted development rights, would fall under Class A of Part 1 of the GPDO but is dependent on the what is being proposed and what permitted development rights are retained.

The submission of a Lawful Development Certificate is not obligatory and property owners can undertake development which is permitted under the GPDO without submission of a LDC application. The LDC application just confirms what is being proposed is permitted development.

An application for an LDC has a statutory determination period of 8 weeks.

If you believe that your property does retain its PD rights and what you are undertaking is PD then you can do this without a formal application to the Council. You can also apply retrospectively for an LDC if you carry out works which are PD and then require confirmation that what has been built is PD and immune from enforcement. This would be an application for an existing use or development though the fee for the application is more than a proposed application.

I appreciate that the above is a little vague, but the LDC application is the formal process for determining what is being proposed is permitted development.

I hope this helps.

Please feel free to contact me if you have any further questions.

Regards

Iain Williams MRTPI

Team Leader

## Authority Employee/Member

With respect to the Authority, is the applicant and/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

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 above statements apply?

- Yes  
 No

## Interest in the Land

Please state the applicant's interest in the land

- Owner
- Lessee
- Occupier
- Other

## 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, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published 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

Clive Milburn

Date

10/01/2024