You can use the Planning Portal to find the correct email address for your local planning authority.
www.planningportal.gov.uk/localauthoritysearch

Application for a Certificate of Lawfulness of Proposed Works to a listed building.

The Planning (Listed Buildings and Conservation Areas) Act 1990: sections 26H and 26I, as inserted by section 61 of the Enterprise and Regulatory Reform Act 2013.

The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014

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:	Mr
First name:	Philip
Last name:	Gillan
Company (optional):	
Unit:	
House number:	25
House suffix:	
House name:	
Address 1:	Chapel Road
Address 2:	
Address 3:	
Town:	Breachwood Green
County:	
Country:	
Postcode:	SG48NX

2. Agent Name and Address

Title:	Mr
First name:	Simon
Last name:	Gurd
Company (optional):	S.Gurd Property Solutions Ltd
Unit:	
House number:	17
House suffix:	
House name:	
Address 1:	Napier Road
Address 2:	
Address 3:	
Town:	Maidenhead
County:	
Country:	
Postcode:	SL65AR

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		House number:	25	House suffix:	

House name:

Address 1: Chapel Road

Address 2:

Address 3:

Town: Breachwood Green

County:

Postcode (if known): SG48NX

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: Kerry Andrews

Reference: 18/00333/LBC

Date DD/MM/YYYY: (must be pre-application submission) 09/02/2018

Details of pre-application advice received?

Formal application would not be required.
Certificate of Lawfulness to be applied for.

5. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic Interest? (Note: only one box must be ticked):

Grade I ☐ Grade II* ☐ Grade II ☒ Don't know ☐

6. Description of Proposed Works

Please provide a detailed description of the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building that are likely to be affected. A plan should also be included which clearly identifies the listed building to which your application relates (drawn to an identified scale and showing the direction of North):

Internal alterations to the first floor bathroom including provision of a new mechanical extractor fan with an external vent.

7. Grounds for Application

Please state why you consider that a Certificate of Lawfulness of Proposed Works should be granted for these works i.e. why they do not require listed building consent and will not affect the character of the listed building as a building of special architectural or historic interest:

Application submitted for LBC & planning consent but works considered de minimis and thus within the boundaries of the Certificate of lawful development

Please list any supporting documentary evidence which accompanies this application:	
1.	Design drawing 201714 rev B
2.	Heritage, design and access statement
3.	Photo montage
4.	
5.	

8. Certificate of Lawfulness of Proposed Works - Interest in Listed Building

Please state the applicant's interest in the listed building?

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
		☐	☐

If No to all the above, pleases give names and addresses of anyone you know who has an interest in the listed building:

Name	Address	Nature of interest in the listed building	Have they been informed of the application? Yes	No	If they have not been informed of the application please explain why not
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

9. Authority Employee / Member

With respect to the Authority:

1. I am a member of staff
2. I am an elected member
3. I am related to a member of staff
4. I am 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:

10. 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 the 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 Certificate of Lawfulness of Proposed Works 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 a plan which identifies the listed building to which the application relates drawn to an identified scale and showing the direction of North: ☒

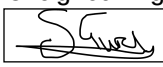
The original and 3 copies of such evidence verifying the information included in the application as you can provide: ☒

11. Declaration

I/we hereby apply for a Certificate of Lawfulness of Proposed Works 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):

13/02/2018 (date cannot be pre-application submission)

WARNING:
Section 26J of the Planning (Listed Buildings and Conservation Areas) Act 1990 provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 26I(6) enables the authority to revoke a Certificate they may have issued as a result of such false or misleading information.

12. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
	01438 833179	

Country code:	Mobile number (optional):
	07827914085

Country code:	Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):
	07818440876

Country code:	Fax number (optional):

Email address (optional):

simongurd@sgurdpropertysolutions.co.uk

14. 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: