

## 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)                        |
| <input type="text" value="467957"/> | <input type="text" value="107288"/> |

Description

Applicant Details

Name/Company

Title

Miss

First name

Lara

Surname

Rushton

Company Name

Address

Address line 1

9 Sandy Brow

Address line 2

Address line 3

Town/City

Waterlooville

County

9 Sandy Brow

Country

GB

Postcode

PO7 5JP

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

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

Secondary number

Fax number

Email address

## 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

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

property is an existing lawful single dwellinghouse. There have been no previous extensions or roof enlargements to the property. The proposal is to convert the existing loft space into habitable accommodation using rooflight (Velux) windows only, with no dormer or other enlargement of the roof. The property is not within a conservation area, and it is considered that the proposed development is lawful under Schedule 2, Part 1, Class C of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

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

Existing and proposed floor plans  
Existing and proposed elevations  
Existing and proposed roof plans  
Site plan  
Design drawings showing the proposed rooflight windows  
Structural calculations  
Supporting statement explaining why the proposed development is considered lawful under permitted development rights

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 proposal is for the conversion of the existing loft space into habitable accommodation with the installation of rooflight (Velux) windows only. No dormer, roof enlargement, or alteration to the height or shape of the existing roof is proposed. The rooflights will not project more than 150mm beyond the existing roof plane or extend above the highest part of the roof. The property is an existing lawful Class C3 dwellinghouse, is not located within a conservation area or other designated land, and retains permitted development rights. The proposal is therefore considered to constitute permitted development under Schedule 2, Part 1, Class C of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), and a Lawful Development Certificate is sought to confirm that planning permission is not required.

## 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

## 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

Lara Rushton

Date

25/07/2026