

Prototype output only, demonstrating that the planning application data standard can generate a working form; not a production service and not to be issued as an official application form.

Lawful development certificate: Existing use or development

An application for a certificate confirming that an existing use of land, operational development or an activity being carried out in breach of a planning condition is lawful for planning purposes

Submission details

Details about the submitted payload, including how it is identified, routed, validated, handled and traced

Submission reference

A unique reference for the submission

Specification profile

The specification profile used to determine context-specific allowed codelist values for the application

☐

MHCLG core – The core national specification profile used by MHCLG.

☐

GLA – The Greater London Authority profile used where GLA-specific requirements apply.

☐

National public view – The national public view publication profile.

Submitted at

The date and time the application was submitted

Created at

The date and time the submission payload was created

Documents

List of submitted documents with references and details

Reference

Unique reference for the document within this application submission, generated by the submitting system

Name

The name or title of the document

Description

Brief description of what the document contains

Document types

List of codelist references that the document covers

You may provide more than one answer.

- ☐ Acoustic report – A report measuring the noise environment for a new development or its effect within a proposed development
- ☐ Affordable housing statement – This statement should set out how the development scheme will comply with the local authority's affordable housing policy
- ☐ Air quality assessment (AQA) – An assessment of the impact on air quality around the development and during the construction phase
- ☐ Arboricultural impact assessment – A supporting report from an arboriculturist for any proposed work on trees - providing detail on the conditions of the trees on or next to the development site
- ☐ Archaeological assessment – An evaluation to identify and assess the potential of an area to contain as-yet unrecorded archaeological sites
- ☐ Biodiversity survey and report – Information on biodiversity interests and protected species and any possible impacts on them from the development, plus details of any measures proposed to mitigate or compensate for the impacts
- ☐ Community infrastructure levy (CIL) form – A form that must be completed to determine whether the development is subject to a CIL payment
- ☐ Condition of Trees – Written arboricultural advice
- ☐ Application form – The application form required for a planning application, including the relevant sections and questions
- ☐ Daylight and sunlight assessment – An assessment to evaluate the potential impact of a proposed development on the amount of natural light received by surrounding properties
- ☐ Design and access statement – A report accompanying and supporting a planning application that explains how a proposed development is a suitable response to the site and its setting, and demonstrates that it can be adequately accessed by prospective users
- ☐ Elevation - existing – What a building or structure currently looks like from the outside at a scale of 1:50 or 1:100
- ☐ Elevation - proposed – Showing how the building will look after work has been carried out at a scale of 1:50 or 1:100
- ☐ Energy statement – A detailed report about how a planned development will meet the energy efficiency standards set by the local planning authority
- ☐ Environmental Impact Assessment (EIA)
- ☐ Environmental Statement – A statement setting out an assessment of the likely environmental effects of the proposed development - this is only required if the local planning authority deem the application to have environmental impacts after the Environmental Impact Assessment has been assessed
- ☐ Flood risk assessment – An assessment of flood risk that needs to be completed if the proposed development is within a flood risk zone to show the potential impacts of the development on flooding and propose mitigation, such as SuDs
- ☐ Floor plan - existing – Floor plans showing the building as it is now, usually at a scale of 1:100, but can be 1:50 if done to maintain consistency from the elevation drawings
- ☐ Floor plan - proposed – Floor plans showing the proposed changes to the building, usually at a scale of 1:100, but can be 1:50 if done to maintain consistency from the elevation drawings
- ☐ Heritage impact assessment – If the site is close to a heritage asset or conservation area a report is needed to assess the effect of the proposed development on the significance of the heritage
- ☐ Heritage statement – This statement describes a heritage asset, its significance and the proposed works that are being applied for
- ☐ Hydrocarbon Licence – Proof of exploration rights from North Sea Transition Authority (NSTA)

- ☐ Land contamination assessment – Report on potential land contamination issues - if contamination is found on site remediation and mitigation proposals will need to be included
- ☐ Landscaping plan – A plan of a site considering both soft-landscaping (natural elements like flowers, trees, and grass) as well as hard-landscaping (man-made features like lawn furniture, fountains, and sheds)
- ☐ Lighting assessment – A lighting assessment is required for all applications that include use of floodlighting or a significant amount of external lighting
- ☐ Location plan – A location plan that shows the site outlined clearly in red in relation to the surrounding area, at a scale of 1:1250 or 1:2500, showing at least 2 named roads and surrounding land and buildings. A blue line must be drawn around any other land owned by the applicant close to or adjoining the application site
- ☐ Noise and Traffic Assessment – Evaluates operational impact on surrounding communities
- ☐ Noise assessment – A report that assesses the impact of noise from the proposed development on the surrounding area
- ☐ Site photographs – Pictures to show the existing context and condition of the site and surrounding area
- ☐ Planning statement – The statement identifies the context and need for a proposed development, and assesses how the development is in accordance with the relevant national and local policies
- ☐ Roof plan - existing – Drawing showing the roof as it is now
- ☐ Roof plan - proposed – Drawing showing the proposed changes to the roof
- ☐ Schedule of Works
- ☐ Section - existing – A plan that shows an existing vertical cut through a building or site, revealing the interior and exterior profiles
- ☐ Section - proposed – A plan that shows the proposed vertical cut through a building or site, revealing the interior and exterior profiles
- ☐ Site plan – A site plan that shows the proposed development in relation to the site boundaries and other existing buildings at a scale of 1:200 or 1:500 is advised
- ☐ Site restoration plan
- ☐ Sketch Plan – Often a plan showing the position of the trees listed in an application
- ☐ Statement of community involvement (SCI) – Sets out how residents and businesses have been involved in the design and development process of the proposals
- ☐ Structural damage report – A report that relates specifically to the structural condition of the property if it has been affected by nearby trees
- ☐ Subsidence Report – A report by an engineer or surveyor describing damage, vegetation, soil, roots, and repair proposals
- ☐ Sustainable Drainage Strategy (SuDS)
- ☐ Transport assessment or statement – A description and analysis of the existing transport conditions and details of the expected impact of the proposed development on the local transportation system
- ☐ Travel plan – A package of actions to encourage safe, healthy and sustainable travel options for a new development
- ☐ Ecology Assessment – A document to identify how protection of biodiversity and habitat quality will be achieved and enhanced, where possible.
- ☐ Fire statement – A report that sets out how the proposal handles the fire safety aspects, including details of fire safety measures, access for firefighting, and evacuation plans.
- ☐ Habitat baseline plan

- ☐ Proposed habitat plan
- ☐ Sustainability statement – A report that outlines how the development will meet sustainability objectives, including energy efficiency, water conservation, and waste management.
- ☐ Biodiversity Net Gain Metric – A metric used to assess the biodiversity value of a site before and after development, ensuring that the development results in a net gain for biodiversity.
- ☐ Site investigation – A report or investigation assessing ground conditions and potential contamination risks at the site, including whether further investigation, risk assessment or remediation is needed.
- ☐ Construction management plan – A plan setting out how construction works will be managed to reduce impacts during development, including matters such as access, deliveries, working hours, noise, dust and parking.
- ☐ Waste management plan – A plan setting out how waste from the proposed development will be stored, collected, managed or disposed of during construction or operation.
- ☐ Water impact assessment – An assessment of how the proposed development may affect water bodies, water quality, water supply or related water environments.

Uploaded date

The date the document was uploaded to the application

File

Details of the digital file attached to a submission

Base64

Base64-encoded content of the file for inline file uploads

Filename

Name of the file being uploaded

MIME type

The file's MIME type such as application/pdf or image/jpeg

File size

Size of the file in bytes that can be used to enforce limits

Fee

The fee payable for the application including amounts and transaction details

Amount

The total amount due for the application fee

Amount paid

The amount paid towards the application fee

Transactions

References to payments or financial transactions related to this application

You may provide more than one answer.

Description of existing use

How the development site is used, including use class information

Existing use details

List of existing site uses and related land areas

Use

A use class or type of use

- ☐ B2 – General Industrial – Industrial uses not falling within Class E.
- ☐ B8 – Storage and Distribution – Warehousing and storage.
- ☐ C1 – Hotels – Includes hotels, boarding houses, and guest houses.
- ☐ C2 – Residential Institutions – Care homes, hospitals, and boarding schools.
- ☐ C2A – Secure Residential Institutions – Prisons, young offender institutions.
- ☐ C3 – Dwellinghouses – Sole or main residence used by people forming a single household.
- ☐ C4 – Houses in multiple occupation – Defined in the Housing Act 2004 (with the exclusion of converted block of flats).
- ☐ E(a) – Retail (other than hot food) – Shops and other retail services.
- ☐ E(b) – Food and Drink – Premises mostly for on-site consumption.
- ☐ E(c)(i) – Financial Services – Banks, building societies, and credit unions.
- ☐ E(c)(ii) – Professional Services – Non-health/medical services (e.g., accountants, solicitors).
- ☐ E(c)(iii) – Any Other Service – Non-retail services to the public.
- ☐ E(d) – Indoor Sports and Recreation – Excludes motorised or firearms activities.
- ☐ E(e) – Medical or Health Services – Clinics and health centres.
- ☐ E(f) – Creche, Day Nursery – Facilities for childcare.
- ☐ E(g)(i) – Office – For operational or administrative functions.
- ☐ E(g)(ii) – Research and Development – Development of products or processes.
- ☐ E(g)(iii) – Industrial Process – Processes that can operate within a residential area.
- ☐ F1(a) – Education – Schools, colleges, and training centres.
- ☐ F1(b) – Display of Works of Art – Galleries (excluding commercial galleries).
- ☐ F1(c) – Museum – Non-commercial museums.
- ☐ F1(d) – Public Library – Libraries open to the public.
- ☐ F1(e) – Public Hall/Exhibition Hall – Community spaces for events.
- ☐ F1(f) – Public Worship/Religious Instruction – Churches, mosques, synagogues.
- ☐ F1(g) – Law Court – Court facilities.
- ☐ F2(a) – Local Community Shop – Shop under 280 sqm with no similar facility nearby.
- ☐ F2(b) – Community Hall – Halls for local community use.
- ☐ F2(c) – Outdoor Sport/Recreation – Excludes motorised sports.

- ☐ F2(d) – Indoor/Outdoor Swimming Pool – Includes skating rinks.
- ☐ Sui generis – Uses that do not fall within any defined use class and are considered unique. For example, theatres, nightclubs, scrap yards and mineral extraction
- ☐ Other (Please Specify) – Free text required if selected.

Use details

Further detail of the use

Land part

Which part of the land the use relates to

Use works activity

Why a Lawful Development Certificate is required regarding how the development site is being used, or specific works taking place on the site.

LDC need

What is the lawful development certificate needed for?

You may provide more than one answer.

- ☐ Existing use
- ☐ Existing building work
- ☐ Existing use in breach of condition
- ☐ Building work in breach of condition
- ☐ Activity in breach of condition

Use

A use class or type of use

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- ☐ B8 – Storage and Distribution – Warehousing and storage.
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- ☐ C2 – Residential Institutions – Care homes, hospitals, and boarding schools.
- ☐ C2A – Secure Residential Institutions – Prisons, young offender institutions.
- ☐ C3 – Dwellinghouses – Sole or main residence used by people forming a single household.
- ☐ C4 – Houses in multiple occupation – Defined in the Housing Act 2004 (with the exclusion of converted block of flats).
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- ☐ E(c)(ii) – Professional Services – Non-health/medical services (e.g., accountants, solicitors).
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- ☐ Sui generis – Uses that do not fall within any defined use class and are considered unique. For example, theatres, nightclubs, scrap yards and mineral extraction
- ☐ Other (Please Specify) – Free text required if selected.

Specified use

A specified use if no applicable use class is available

Grounds for lawful development certificate

Evidence and explanations relating to a Lawful Development Certificate (LDC) application

Grounds pre 2024

List of grounds pre 2024-04-25 under which the certificate is sought

You may provide more than one answer.

- ☐ Use over 10 years ago – The use began more than 10 years before the date of this application.
- ☐ Breach of condition over 10 years ago – The use, building works or activity in breach of condition began more than 10 years before the date of this application.
- ☐ Lawful change of use within 10 years – The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years.
- ☐ Building works completed over 4 years ago – The building works (for instance, building or engineering works) were substantially completed more than four years before the date of this application.
- ☐ Dwelling change of use over 4 years ago – The change of use to use as a single dwelling house began more than four years before the date of this application.
- ☐ Other – Other – please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

Grounds post 2024

List of grounds post 2024-04-25 under which the certificate is sought

You may provide more than one answer.

- ☐ Use over 10 years ago – The use, building works or activity began more than 10 years before the date of this application.
- ☐ Lawful change of use within 10 years – The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years.
- ☐ Other – Other – please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

Other details

Explanation if other ground is selected

Supporting applications

List of supporting planning permissions, certificates, or notices affecting the application site

Reference number

Reference number of the planning permission

Condition number

Number of any condition being breached

Decision date

The date when the decision was made, in YYYY-MM-DD format

Reason

A textual explanation of why something is proposed, required or decided

Information to support LDC

Supporting information required to make a Lawful Development Certificate application

Existing use start date

Date when the existing use of the land or building commenced, in YYYY-MM-DD format

Existing use interrupted

Indicating whether the existing use has been interrupted since it commenced

☐

Yes

☐

No

Interruption details

Details of any interruption to the existing use including dates and circumstances

Existing use change

Indicate whether there has been any change in the existing use since it commenced

☐

Yes

☐

No

Existing use change details

Details of any changes to the existing use including nature of changes and dates

Residential units

Details of the residential units that make up both the current and proposed development.

Residential unit change

Proposal includes the gain, loss or change of use of residential units

☐

Yes

☐

No

Residential unit summary

Breakdown of unit counts by tenure and housing type

Tenure type

Category of housing tenure

☐

Market Housing – Private housing for sale or rent.

☐

Social Rented Housing – Public/social housing at below-market rents.

☐

Intermediate Housing – Housing with rents or ownership costs between social housing and market housing.

☐

Key Worker Housing – Housing for essential workers (e.g. teachers, NHS staff).

☐

Social, Affordable, or Intermediate Rent – Housing for below-market rent.

☐

Affordable Home Ownership – Shared ownership or similar schemes.

☐

Starter Homes – Discounted homes for first-time buyers.

☐

Self-Build and Custom Build – Homes built or commissioned by individuals.

Housing type

Type of housing

☐

Houses – Detached, semi-detached, or terraced houses.

☐

Flats/Maisonettes – Self-contained apartments or maisonettes.

☐

Sheltered Housing – Housing with support for older or disabled people.

☐

Bedsit/Studio – Single-room living spaces.

☐

Cluster Flats – Flats with shared communal areas.

☐

Other – Any other housing type not listed.

☐

Live-Work Units – Properties combining residential and workspace.

☐

Unknown – When the type of housing is uncertain.

Existing unit breakdown

Number of existing units by bedroom count

Units per bedroom number

Number of units broken down by bedroom count

No bedrooms unknown

Set to true when counting units where bedroom number is unknown

☐

Yes

☐

No

Number of bedrooms

The number of bedrooms in unit

Units

The number of units of that bedroom count

Total units

Total number of units

Proposed unit breakdown

Number of proposed units by bedroom count

Units per bedroom number

Number of units broken down by bedroom count

No bedrooms unknown

Set to true when counting units where bedroom number is unknown

☐

Yes

☐

No

Number of bedrooms

The number of bedrooms in unit

Units

The number of units of that bedroom count

Total units

Total number of units

Total existing units

The total number of existing units

Total proposed units

The total number of proposed units

Net change

Calculated net change in units

Agent contact details

Name and contact information if an agent is being used.

Agent reference

A reference to an agent object

Contact details

A structured object containing contact information for an individual. This component is required for planning in principle (PiP) applications and optional for other application types. Contains email and phone contact information.

Email

The email address that can be used for electronic correspondence with the individual

Phone number(s)

One or more telephone numbers to contact individual

Phone number

A phone number

Contact priority

The priority of a number

☐

Primary – The preferred item to use

☐

Secondary – The option to use if primary is not working

Agent details

Name and contact information if an agent is being used.

agent

Details of the agent

Reference

A unique reference for the data item

Person

Detail to help identify a person

Title

The title of the individual

First Name

The first name of the individual

Last Name

The last name of the individual

Contact address

A structured object containing an address used for correspondence.

Address Text

Text representation of an address or site

Postcode

Postcode for a contact address or site

UPRN

Unique Property Reference Number for a property

Company

The name of a company (that the agent works for)

User role

The role of the named individual. Agent or proxy

☐

Agent – A professional agent working for the applicant

☐

Proxy – An individual working on behalf of the applicant but not in a professional capacity

Applicant contact details

Telephone number and email address of the applicant.

Applicant reference

Reference to match contact details to a named individual from the applicant details component

Contact details

A structured object containing contact information for an individual. This component is required for planning in principle (PiP) applications and optional for other application types. Contains email and phone contact information.

Email

The email address that can be used for electronic correspondence with the individual

Phone number(s)

One or more telephone numbers to contact individual

Phone number

A phone number

Contact priority

The priority of a number

☐

Primary – The preferred item to use

☐

Secondary – The option to use if primary is not working

Applicant details

Name and contact information for the parties making the application.

Applicants

Details of an individual applicant for the planning application, including their personal information and contact details

Reference

A unique reference for the data item

Person

Detail to help identify a person

Title

The title of the individual

First Name

The first name of the individual

Last Name

The last name of the individual

Contact address

A structured object containing an address used for correspondence.

Address Text

Text representation of an address or site

Postcode

Postcode for a contact address or site

UPRN

Unique Property Reference Number for a property

Conflict of interest

Details of any conflict of interest that may exist between the applicant and planning authority.

Checklist

Checking whether all the requirements of the form have been met, such as proof of payment or supporting documentation.

National requirement types

List of the document types required for the given application type

You may provide more than one answer.

Declaration

Signed and dated verification of the application's accuracy.

Person reference

Declaration must be made by an applicant or agent making the application

Declaration confirmed

Confirms the applicant or agent has reviewed and validated the information provided in the application

☐

Yes

☐

No

Declaration date

The date the declaration was made

Interest details

Names and contact details for all parties with an interest in the proposed development.

Applicant interest type

The applicant's relationship to the land, property or building

☐

Owner

☐

Lessee

☐

Occupier

☐

None – Applicant has no direct interest in the property

Owner details

Details of property owners including their personal information and notification status

Person

Personal details of the property owner

Title

The title of the individual

First Name

The first name of the individual

Last Name

The last name of the individual

Contact address

A structured object containing an address used for correspondence.

Address Text

Text representation of an address or site

Postcode

Postcode for a contact address or site

UPRN

Unique Property Reference Number for a property

Informed of application

Whether the owner has been informed of the application

☐

Yes

☐

No

Interested persons

Details of persons with an interest in the property including their personal information, nature of interest, and notification status

Person

Personal details of the interested person

Title

The title of the individual

First Name

The first name of the individual

Last Name

The last name of the individual

Contact address

A structured object containing an address used for correspondence.

Address Text

Text representation of an address or site

Postcode

Postcode for a contact address or site

UPRN

Unique Property Reference Number for a property

Nature of interest

Description of the nature of a person's interest in the property

Informed of application

Whether the person has been informed of the application

☐

Yes

☐

No

Reason not informed

Reason why a person was not informed of the application

Pre-application advice

Details of pre-application advice previously received from the planning authority

Pre-application advice sought

Whether pre-application advice has been sought from the planning authority

☐

Yes

☐

No

Planning officer name

Name of the planning officer who provided the pre-application advice

Reference

A unique reference for the data item

Advice date

Date when pre-application advice was received, in YYYY-MM-DD format

Advice summary

Summary of the pre-application advice received from the planning authority

Site details

Where the proposed development will be built.

Site locations

Details of the sites where development or works are proposed

Site boundary

A polygon or multipolygon boundary

Site address

A structured object containing an address used to describe a development site.

Address Text

Text representation of an address or site

Postcode

Postcode for a contact address or site

UPRNs

Unique Property Reference Numbers (UPRNs) for existing premises within a site boundary

You may provide more than one answer.

USRNs

Unique Street Reference Numbers (USRNs) associated with the site

You may provide more than one answer.

Easting

Easting coordinate in British National Grid (EPSG:27700)

Northing

Northing coordinate in British National Grid (EPSG:27700)

Latitude

Latitude coordinate in WGS84 (EPSG:4326)

Longitude

Longitude coordinate in WGS84 (EPSG:4326)

Site Visit Details

Information to help the planning authority arrange a site visit

Site seen from public area

Can site be seen from a public road, public footpath, bridleway or other public land

☐

Yes

☐

No

Site visit contact type

Indicates who the authority should contact to arrange a site visit

☐

Applicant – The applicant of the application

☐

Agent – The agent who completed the form

☐

Other – Another person who should be contacted to arrange a site visit

Contact reference

The reference of the applicant or agent who should be contacted for site visits

Other site visit contact

Details of specifically named contact for site visits

Full name

The complete name of a person

Phone number

A phone number

Email

The email address that can be used for electronic correspondence with the individual