

Planning Advice Note 16

Applying for a Certificate of Lawfulness for a Proposed Use or Development (October 2008)

When to apply

You should apply for this certificate if you need a formal decision from the Authority stating whether planning permission is required, or not, for a proposed use or development. Initially you may find it useful to refer to [Planning Advice Note 3](#) which states some situations when you definitely do need to apply for planning permission and could therefore submit a planning application straight away.

As an alternative you may wish to seek independent advice from an architect or planning consultant. The Royal Town Planning Institute (RTPI) can advise on registered consultants in your area (Tel: 020 7929 9494 or see www.rtpi.org.uk). The RTPI also operate a volunteer service called Planning Aid Wales (Tel: 029 2048 5765) which may also be of assistance.

Making an application

Applications have to be submitted to the National Park Office in Brecon, and are promptly acknowledged in writing. It is important to ensure that information you give in making an application is correct, complete, in the right form and accompanied by the appropriate plans and drawings and fee. Validation is the initial process carried out in the Park Office and is the process of checking all this paperwork. We are obliged by the National Assembly for Wales to return a non-valid application for your further attention, inevitably causing a delay. Once you have formally submitted a valid application (if it is straight forward), it should take no more than eight weeks to be determined.

- **Application form**

FOUR completed copies of the 1APP form for the Certificate of Lawfulness for a Proposed Use or Development application form (available from our website) are required for each application (one original plus 3 photocopies are adequate). Note that the form needs signing and dating.

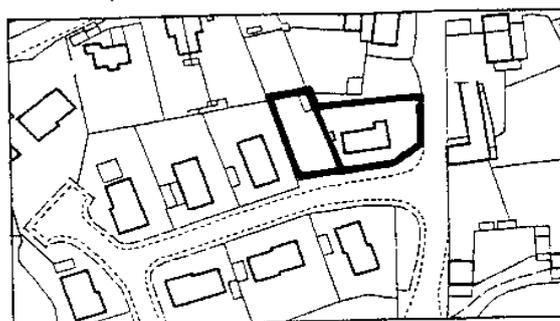
- **Plans**

FOUR copies of the appropriate plans must be provided. Whilst you can submit your own drawings, these must be of a good architectural standard, clear, accurate and precise to a metric scale. Plans are required to accurately define your proposed development and any decision will be based on these

plans. You should provide all the plans you think are necessary. We may request extra information depending on the nature of your application but generally we always require the following:

Location plan

All planning applications must be accompanied by a legible location plan, with the site correctly identified. An Ordnance Survey map at a scale of not less than 1:2500 is normally best. The site itself, including areas for any access improvements, visibility splays or other works forming part of the application, should be outlined in RED. Adjoining land in the same ownership should be outlined in BLUE.



Existing and proposed siting/block plans

These should show the relationship of the development with existing buildings on the site and on adjoining land, a scale of 1:500 is recommended.

Existing and proposed floor plans

These should show the layout of rooms and indicate the position of windows and doors, a scale of 1:50 or 1:100 is recommended.

Existing and proposed elevations

These only need to be provided if your proposal involves physical changes to a building and should show the building materials and finishes to be used. Front, side and rear elevations must be drawn, a scale of 1:50 or 1:100 is recommended.

- **Appropriate fee**

You should refer to [Planning Advice note 2](#) for the details.

For further information contact:

www.beacons-npa.gov.uk

Brecon Beacons National Park

Plas y Ffynnon, Cambrian Way, Brecon, LD3 7HP

Tel: (01874) 620431

Fax: (01874) 622574

E-mail: planning.enquiries@beacons-npa.gov.uk