

**This form is specifically designed to be printed and completed offline.  
Please complete this form in block capitals using black ink to facilitate scanning.  
You are advised to read the accompanying guidance notes and per-question help text.  
If you would rather make this application online, you can do so on our website:  
<https://www.planningportal.co.uk/apply>**

# **Application for a Lawful Development Certificate for a Proposed use or development**

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

## Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

## Local Planning Authority details:



London Borough of Hillingdon, Residents Services, 3N Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW  
Tel: 01895 250230 Web: [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

## **Publication on Local Planning Authority websites**

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

<b>1. Applicant Name and Address</b>			
Title:	Mr	First name:	Arek
Last name:	Marczewski		
Company (optional):			
Unit:		House number:	
House name:			
Address 1:	32A Star Road		
Address 2:			
Address 3:			
Town:	Uxbridge		
County:			
Country:			
Postcode:	UB10 0QH		

<b>2. Agent Name and Address</b>					
Title:	<b>Mrs</b>	First name:	<b>Maria</b>		
Last name:	<b>Ignaszewska</b>				
Company (optional):	<b>MGDC LTD</b>				
Unit:	<input type="text"/>	House number:	<input type="text"/>	House suffix:	<input type="text"/>
House name:	<input type="text"/>				
Address 1:	<b>MGDC LTD, Office 67</b>				
Address 2:	<b>Millmead Business Centre</b>				
Address 3:	<b>Millmead Road</b>				
Town:	<b>London</b>				
County:	<input type="text"/>				
Country:	<input type="text"/>				
Postcode:	<b>N17 9QU</b>				

### 3. Site Address Details

Please provide the full postal address of the application site.

Unit:  House number:  House suffix:

House name:

Address 1:  32A Star Road

Address 2:

Address 3:

Town:  Uxbridge

County:

Postcode (optional):  UB10 0QH

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:

Reference:

Date DD/MM/YYYY:

(must be pre-application submission)

Details of pre-application advice received?

### 5. Lawful Development Certificate - Interest In Land

Please state the applicant's interest in the land?

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
		<input type="checkbox"/>	<input type="checkbox"/>

If No to all the above, please give name and addresses of anyone you know who has an interest in the land:

Name	Address	Nature of interest in the land	Have they been informed of the application?		if they have not been informed of the application please explain why not
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

## 6. Authority Employee / 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 following statements apply to you and/or agent?  Yes  No

With respect to the authority, I am:  
(a) a member of staff  
(b) an elected member  
(c) related to a member of staff  
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

## 7. 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

Single family dwelling house

### Information About The Proposed Use(s)

If you consider the proposed use is within a 'Use Class' in the Town and Country Planning (Use Classes) Order 1987 (as amended), state which one:

C3 - Dwellinghouses

Is the proposed operation or use:

Temporary

Permanent

If temporary please give details:

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

1.	
2.	
3.	
4.	
5.	

If you consider the existing, or last use is within a 'Use Class' in the Town and Country Planning (Use Classes) Order 1987 (as amended), state which one:

C3 - Dwellinghouses

Please state why you consider that a Lawful Development Certificate should be granted for this proposal:

The proposed development to be in accordance with provisions of Schedule 2, Part 1, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015.  
The submitted plans of the proposed roof extensions would:  
•not exceed the height of the highest part of the roof.  
•not extend beyond the plane of any existing roof slope, which forms part of a principal elevation of the dwelling house and fronts a highway.  
•volume would not exceed the cubic content of the original roof space by more than 50 cubic metres (detached dwelling house).  
•Minimum of 0.2m from eaves to edge of the enlargement to be measured along the roof slope from the edge of the enlargement to the outer edge of the eaves  
•all materials used would match those of the existing dwelling house.  
The site is not in a Conservation Area, World Heritage Site or Area of Outstanding Natural Beauty.

## 8. Description Of Proposal

Does the proposal consist of, or include:

a) The carrying out of building or other operations?  Yes  No

If Yes to a, 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):

Erection of the roof extension to include a rear dormer and installation of two rooflights in front roof slope.

b) Change of use of the land or building(s)?  Yes  No

If Yes to b, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out:

If Yes to b, please describe fully the existing or the last known use, with the date this use ceased:

Has the proposal been started?  Yes  No

## 9. Planning 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 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 (LPA) has been submitted.

The burden or proof in a Lawful Development Certificate 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 such evidence verifying the information included in the application as you can provide:



The original and 3 copies\* of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:



The correct fee:



\*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

## 10. Declaration

I/we hereby apply for a Lawful Development Certificate 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):

20/06/2025

(date cannot be pre-application submission)

### WARNING:

The amended section 194 of the 1990 Act provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 193(7) enables the authority to revoke, at any time, a certificate they may have been issued as a result of such false or misleading information.

## 11. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country code:	Mobile number (optional):
<input type="text"/>	<input type="text"/>

Country code:	Fax number (optional):
<input type="text"/>	<input type="text"/>

Email address (optional):

## 12. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country code:	Mobile number (optional):
<input type="text"/>	<input type="text"/>

Country code:	Fax number (optional):
<input type="text"/>	<input type="text"/>

Email address (optional):

## 13. Site Visit

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



If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)



No  
Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address: