

Application for a Lawful Development Certificate for a Proposed Use or Development

Town and Country Planning Act 1990: Section 192, as amended by Section 10 of the Planning and Compensation Act 1991; Town and Country Planning (Development Management Procedure) (Wales) Order 2012

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 Details

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

7

Suffix

Property Name

Address Line 1

Underbridge

Address Line 2

Town/city

Pontrhydyfen

Postcode

SA12 9RR

Description of site location (must be completed if postcode is not known)

Easting (x)

279528

Northing (y)

194100

Description

Applicant Details

Applicant Details

Name/Company

Title

Mr

First name

Richard

Surname

Vickery

Company Name

Address

Address line 1

7 Underbridge

Address line 2

Pontrhydyfen

Address line 3

Port Talbot

Town/City

Neath Port Talbot

Country

United Kingdom

Postcode

SA12 9RR

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Email address

***** REDACTED *****

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

The existing use of the property is as a single-family dwelling (Use Class C3), which has been maintained as such since it was purchased by my wife and me in 2020. The dwelling and the existing outbuildings (a garage and a summerhouse) have been used solely for domestic purposes continuously and lawfully.

No structural changes or alterations have been made to the buildings or land since that time, and the property has been well maintained and occupied as a lawful single dwelling. The garage is used for the secure storage of personal and gardening items, while the summerhouse is used as a small domestic outbuilding.

The proposal is to use the property as a holiday let, accommodating a maximum of 8 guests at a time.

This does not involve any physical alterations to the buildings or the land. Use of the property for short-term holiday accommodation is considered lawful as it does not involve a material change of use from a dwelling, and all operations will remain within the domestic scale and character of the site. The property has been well-maintained, and the driveway can safely accommodate all visitors without causing any impact on the surrounding area.

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

Cover letter explaining the proposed use of the dwelling as a short-term holiday let

Existing floor plans (there are no proposed changes)

Site plan and block plan (as submitted through the Planning Portal, with red and blue boundaries clearly shown)

Land Registry title plan and title register

Recent Council Tax bill confirming residential use of the property

Holiday let mortgage approval letter from Suffolk Building Society

Holiday let insurance certificate (approved and paid)

Current Landlord Gas Safety Record certificate

Photographs of the property exterior and driveway (showing its existing layout and available parking)

Electrical Installation Condition Report (EICR) has been approved and I am awaiting this from the electrician via email. I will add this to the cover letter.

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 (main residences)

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:

C6 - Short-term lets

Is the proposed operation or use

- ☐ Permanent
☒ Temporary

If Temporary please give details

The proposed use of the property as a holiday let is temporary. The current plan is to operate the property as a short-term holiday let for approximately 3–5 years. During this period, the property will also be used by the owners during school holidays. After this temporary period, the property will revert to being our primary family home. All use will comply with relevant regulations for short-term letting.

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

The proposed temporary use of the existing dwelling as a furnished holiday let (Use Class C6 – short-term holiday accommodation) would remain consistent with the lawful residential character of the property and would not involve any physical works or operational development.

Although the frequency of occupation will increase compared to current use (as the property is presently used by our family for approximately three months of the year), the intensity of use will remain consistent with that of a typical single dwellinghouse. The property will continue to accommodate only one family or small group at a time, with occupancy limited to a maximum of eight guests. The large private driveway provides ample off-street parking for all visitors, ensuring there is no impact on local parking, noise, or residential amenity.

The home will remain under professional management, with robust procedures in place for maintenance, safety, and considerate guest conduct. Given that the proposed short-term letting use does not amount to a material change of use under Section 55(2)(f) of the Town and Country Planning Act 1990, it is therefore considered lawful, and a Certificate of Lawfulness should be granted accordingly.

Supporting evidence, including site and floor plans, details of existing utilities, and records of property maintenance, demonstrates that the property is suitable for this use without affecting its lawful status.

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)

- ☐ The agent
☐ The applicant
☒ Other person

If Other has been selected, please provide contact details:

Title

***** REDACTED *****

First name

***** REDACTED *****

Surname

***** REDACTED *****

Phone Number

***** REDACTED *****

Email

***** REDACTED *****

Pre-application Advice

Has pre-application advice been sought from the local planning authority about this application?

- ☐ Yes
☒ No

Authority Employee/Member

With respect to the Authority, is the applicant 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

Do any of these statements apply to you?

- ☐ 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:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be made available 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

Richard Vickery

Date

29/10/2025