Llywodraeth Cymru
Welsh Government

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

Town and Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (Wales) Order 2012 (as amended)

If printed, please complete using BLOCK CAPITALS and BLACK ink.

1. Applicant Name and Address

Title:	Mr	First name:	Richard
Last name:	Taylor		
Company (optional):			
Unit:		House number:	36
House suffix:			
House name:			
Address 1:	Sunnybank Road		
Address 2:	Sandfields		
Address 3:			
Town:	Port Talbot		
County:	Glamorgan		
Country:	Wales		
Postcode:	SA12 6JQ		

2. Agent Name and Address

Title:	Mr	First name:	William
Last name:	James		
Company (optional):			
Unit:		House number:	8
House suffix:			
House name:			
Address 1:	Mariners Point		
Address 2:			
Address 3:			
Town:	Port Talbot		
County:			
Country:			
Postcode:	SA12 6DL		

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Mae'r ddogfen hon ar gael yn Gymraeg hefyd / This document is also available in Welsh
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg / We welcome correspondence and telephone calls in Welsh

3. Site Details

Please provide the full postal address of the application site.

Unit: | House number: 38 | House suffix:

House name:

Address 1: Sunnybank Road

Address 2:

Address 3:

Town: Port Talbot

County:

Postcode: (optional) SA12 6JQ

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".

Easting: | Northing:

Description:

Kitchen extension conforming to permitted development guidelines.
Ground floor rear extension.
Composite boards to front elevation

4. Pre-application Advice

Has pre-application advice been sought from the local planning 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 the 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
		☐	☐

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

Name	Address	Nature of interest in the land	Have they beeninformed of the application?		If they have not been informed of the application please explain why not
			Yes	No	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

6. Authority Employee/Member

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.

Do any of these statements apply to you? Yes ☐ No ☑

If Yes, please provide details of the name, relationship and role:

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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.

Kitchen extension and front elevation conforming to permitted development guidelines.

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:

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:

Is the proposed operation or use: Temporary ☐ Permanent ☑

If temporary please give details:

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

Kitchen extension and front elevation conforming to permitted development guidelines.

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):

Kitchen extension and front elevation conforming to permitted development guidelines, there no other work associated with the above.
Existing sewers and soak away for surface water.
See Green Infrastructure statement included.

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 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 and dated application form. ✓

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 original and 3 copies of such evidence verifying the information included in the application as you can provide. ✓

The correct fee. ✓

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10. Declaration

I/we hereby apply for planning permission as described in this form and the accompanying plans/drawings and additional information. I confirm that, to the best of my knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the persons giving them.

Signed – Applicant:	
Or signed – Agent:	[redacted]
Date (DD/MM/YYYY): (date cannot be pre-application)	2/01/2026

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:

Country code: | Mobile number (optional):

Email address (optional):

12. Agent Contact Details

Telephone numbers:

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Email address (optional):

13. 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*)

Agent ☐ Applicant ☑ Other (if different from the agent/applicant's details) ☐

If Other has been selected, please provide:

Contact name: Richard Taylor

Telephone number:

Email address: