



# South Northamptonshire Council

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Mr Adrian Lloyd  
23 HARDWICK HALL WAY  
DAVENTRY  
NN11 8AQ

Your Ref:  
Case Officer: Ashley Bidwell  
Telephone: 01327 322380  
Email: development.management@southnorthants.gov.uk

Date: 11 January, 2019

Dear Sir/Madam,

## Town and Country Planning Act 1990 Acknowledgement of Application

**Application No. S/2019/0045/LDP**

**Proposal Certificate of Lawfulness for Proposed Development comprising of loft conversion with dormer extension to rear roofslope and rooflights to front roofslope.**

**Location 2 Manorfields Road Old Stratford MK19 6AS**

Your application for Certificate of Lawfulness (Proposed) as described above was received complete and valid on **8 January 2019**.

It is important that you carefully check the description of your application proposal as indicated above as this may have changed from that included on your application form. If you consider that the description does not accurately reflect your application proposal, then please contact the case officer referred to above within 5 working days from the date of this letter.

If on **5 March 2019** you have not been given notice by the Local Planning Authority of their decision, you are entitled, unless the application has already been referred to the Secretary of State, to appeal to the Secretary of State. Appeals must be made on a form, which can be obtained from the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or via the Planning Portal website at <https://www.gov.uk/appeal-planning-decision>

This is not an application for planning permission. You have applied for a Certificate of Lawfulness for a proposed use or development and you should be aware that it is not guaranteed that your application for a Certificate will be granted. You should read this Council's Permitted Development Guidance Note which is available on the Council's website. If your application is granted the Certificate of Lawfulness will give you peace of mind that the work you are undertaking is 'lawful'. This means that it does not need planning permission and no enforcement can be taken against you if

you carry out works in accordance with the details you submitted with your application.

If your application is refused this means that you will either need to apply for planning permission for your proposed development, or, if it is possible, revise your proposals so that they become 'permitted development'. The reasons for any refusal to issue a Certificate will be included in your decision.

Any subsequent application for planning permission could take up to 8 weeks to determine.

**You are strongly advised not to commence any work until one of the following occurs;**

- **You have an application for a Certificate of Lawfulness granted**
- **You get planning permission for your development.**
- **You have satisfied yourself that planning permission is not needed (although it should be borne in mind that this will have no formal status in law and cannot be relied upon at a later stage).**

**Should you start work in advance of any of these, or if having satisfied yourself that planning permission is not needed it subsequently transpires that it is in fact needed, the Council may take enforcement action against you.**

Your application will be dealt with as quickly as possible. However, should you require any information about its progress or whether it will be dealt with by committee or delegated powers, please telephone the case officer listed above. Alternatively please use our Online Planning Register, which will tell you the current status of the application together with other useful information. The Online Planning Register updates automatically and forms part of the Planning Online Services which are available to you 24 hours a day 7 days a week at <http://snc.planning-register.co.uk/plandisp.aspx?recno=102848>

Please note, it may be necessary after more detailed examination of your proposals to ask you to supply further information.

**The Council has a duty to publicise all planning applications, and will make the information available on our website through the Online Planning Register. We may also wish to display a site notice. You should note that removal or defacement of such a notice may delay determination of your application.**

If you need to contact us please quote the application number given above.

Yours faithfully



Jim Newton - Assistant Director - Planning and Economy

## **Information Note: Planning Officer site visits on Planning Applications**

As part of the consideration of every planning application, a planning officer will visit the site. This leaflet tries to answer some common questions about this process.

### **When will the site visit be carried out?**

In most cases the planning officer will visit the site within three weeks of the application being registered. Normally only one visit will be required, but on occasions the planning officer will need to return, or another officer may need to visit. Sometimes the planning officer may be accompanied by another officer (e.g. the conservation officer)

### **Why does the planning officer need to make a site visit?**

The planning officer will need to make a visit to become familiar with the site, to assess its surroundings and to identify any specific features that will require further consideration.

### **What will the planning officer do during the site visit?**

This may vary according to the type of application, but the officer may want to:

- Make notes on the site and its surroundings.
- Take measurements (e.g. of the distance of a building from the boundary).
- Post a site notice.
- Take photographs.

### **Where will the Officer want to view the site from?**

This will depend on the nature of the proposal. For example, for a front extension the planning officer may be able to see everything he or she needs to from the street. However if the application is for a rear extension the officer will need to see the back garden. For larger sites the officer may want to view the site from several vantage points.

### **Will the planning officer want to look inside any buildings?**

In most cases this will not be necessary, although it may be required for listed buildings. If the planning officer does need to see inside he or she will usually make a prior appointment.

### **Will the planning officer tell me when they are coming to visit the site?**

No, the case officer is unable to make appointments for the site visit and they will therefore be unannounced. This is because of finite resources and the need for officers to conduct multiple site visits on one outing and fit this in around other work.

### **What happens if I'm not at home when the officer visits?**

This depends on where the officer needs to view the site. The officer may be able to see the site from a neighbour's garden. If this is not possible the officer may leave a card and ask you to contact him or her to fix a mutually convenient appointment.

**What happens if I refuse to let the planning officer on the site?**

As it is essential that a proper site inspection be carried out the main result will be to delay your application. Rights of access do exist in planning legislation and in the last resort the officer can insist on access (subject to giving 24 hours notice in some circumstances). However you are quite entitled to ask for identification before allowing the officer onto the site.

**If I am a neighbour, can I ask the planning officer to view the site from my property?**

You can make this request and if possible the planning officer will view the site from your property.

**Will the planning officer be able to tell me whether the application will be approved when he or she visits?**

The site visit normally takes place early in the course of considering the application. The officer will not have received the results of consultations when he or she visits the site, and much depends on the site visit itself. It is therefore very unlikely that the officer will be able to advise on the likely outcome at this stage.

**What happens next?**

The planning officer will consider the results of consultations and what he or she has seen on the site. If amendments are required he or she may contact the agent, or applicant if there is no agent. The officer will then draft a recommendation. Further details on these stages can be obtained from the planning division.

**If planning permission is granted will anyone else call?**

The Council has Monitoring Officers to check that development conforms to the approved plans. They may visit the site during construction to ensure compliance, and after the development is completed to check conditions. If they note any failure to comply with the plans you may be required to remedy the situation and could be liable for prosecution.



**South  
Northamptonshire  
Council**

**Cherwell**  
DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Cherwell and South  
Northamptonshire Councils**

**Building Control Service**

PO Box, Banbury, Oxfordshire, OX15 4BH

Tel: 0300 003 0200 Fax: 0300 003 0201

Email: [building.control@cherwellandsouthnorthants.gov.uk](mailto:building.control@cherwellandsouthnorthants.gov.uk)

Dear Sir/Madam

**South Northamptonshire and Cherwell Council Building Control  
Benefits of using our service**

Following your planning application can I take this opportunity to confirm the level of service commitment that South Northamptonshire and Cherwell Council Building Control will provide you in partnership to deliver the Building Control function, from the pre-submission stage to the issue of a satisfactory completion certificate, in accordance with the site inspection tailored approach and meeting minimum Health and Safety requirements.

- Provide an totally independent check of your proposed building works from the drawings stage to the completion of the works on site,
- Locally based surveyors who are available to attend site when required
- Provide a free pre-submission service,
- Competitive rates with discounts for multiple work schemes,
- Fast track simplified submission process for your applications,
- Provide plan appraisal within 15 working days of receipt of your application,
- Provide the owner and builder with a comprehensive site inspections programme from commencement to a successful completion.

I am looking forward to working more closely with you in the very near future, and further improving our partnership to deliver a first class community service. Should you have any further questions please do not hesitate to contact us direct.

Many of the benefits are for the customer rather than the builder or designer; so if someone else is arranging for Building Regulations approval on your behalf, please ask that they use our service. You can contact us on 0300 003 0200 or find more information at:  
<http://www.southnorthants.gov.uk/buildingcontrol.htm>

Yours faithfully

Jim Newton - Assistant Director - Planning and Economy