



APPLICATION FOR CERTIFICATE OF LAWFUL USE

THE LAND PLANNING AND DEVELOPMENT (CERTIFICATES OF LAWFUL USE) ORDINANCE, 2019

Please complete this form in **black ink** using **block capitals**.

Two copies of this form, all accompanying information detailed below & relevant fee must be submitted.

Required information to accompany this form:

- Two copies of a site location plan (at a scale of 1:1250 or 1:2500 and including the North point) which clearly and accurately identifies the location of the land to which the application relates, and
- Two copies of a block layout plan (at 1:200 or 1:500 and including the North point) which clearly and accurately identifies the land to which the application relates, and
- Where the application relates to two or more uses, the block plan must indicate to which part of the land each use relates, and
- Such evidence verifying the information included in the application as the applicant can provide, and the relevant fee for the application, which is currently £250.

1. Details of Parties Involved

Name and Address of Applicant

Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Mobile:	<input type="text"/>
	<input type="text"/>	Email:	<input type="text"/>
Postcode:	<input type="text"/>		

Name and Address of Agent (if applicable)

Name:	<input type="text"/>	Telephone:	<input type="text"/>
Address:	<input type="text"/>	Mobile:	<input type="text"/>
	<input type="text"/>	Email:	<input type="text"/>
Postcode:	<input type="text"/>		

Address of Land/Property relating to Application.

Name:	<input type="text"/>	Cadastre No:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>		
Postcode:	<input type="text"/>		

Name and address of anyone else with an interest in the Land/Property (if more than one person, please provide details on a separate sheet.)

Name:		Telephone:	
Address:		Mobile:	
		Email:	
Postcode:			

Full name of the occupier of the land/Property (if different) (and if more than one occupier, please provide details on a separate sheet.)

Name:		Telephone:	
Address:		Mobile:	
		Email:	
Postcode:			

2. Details

Please describe the use for which a Certificate is sought.

Please state the date on which the use for which a Certificate is sought began (or the dates in the case of more than one use).

Please specify the name of any use class (under the Land Planning & Development (Use Classes) Ordinance, 2017) which you consider is applicable to the use.

Please specify your reasons for regarding the use as lawful (Please note that factual information/evidence to substantiate these reasons must accompany the application – please see Practice Note 13 – Certificates of Lawful Use for further information).

Has there been any interruption to this use? (Please tick Yes or No) Yes: No:

If so, please describe the nature of the interruption/s, when it was and for what period.

Has there been any change in the use of the land since the start of the use for which a Certificate is sought? (Please tick Yes or No)

Yes

No

If so, please describe the change and when it took place.

3. Fees, Checklist & Declaration

- Application Fee of £250 is enclosed
- Two copies of a site location plan (at a scale of 1:1250 or 1:2500 and including the North point) which clearly and accurately identifies the location of the land to which the application relates
- Copies of a block layout plan (at 1:200 or 1:500 and including the North point) which clearly and accurately identifies the land to which the application relates
- Where the application relates to two or more uses, the block plan must indicate to which part of the land each use relates
- Such evidence verifying the information included in the application as the applicant can provide

This form must be signed by the Applicant, or if applicable, their appointed agent.

Applicant/Agent Declaration:

I/we are aware that it is an offence to provide false or misleading information.

I/we declare that to the best of my/our knowledge, all the particulars on this form are correct.

I/we agree that any information given on this form may be disclosed to relevant Committees of the States of Guernsey, made accessible to the public, published in the local media and on the States of Guernsey website.

I/we agree that officers of the Planning Service may enter onto the property in order to consider this application. (N.B. it may not be possible to provide prior notice of such visits).

Please note that the Authority can revoke a Certificate of Lawful Use in whole or part if a statement was made or document used which was false in a material particular, or if any material information was withheld.

Applicant Signature

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Date:

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Print name:

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Agent Signature:

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Date:

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Print Name:

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Notes - Please read Practice Note PN 13 (available separately) to assist you in completing this form

When processing your personal data, the Development & Planning Authority complies with the Data Protection (Bailiwick of Guernsey), Law 2017. If you would like to see further information about how we process your personal data, please visit www.gov.gg/dp