

# Guidance on Householder Permitted Development Rights

## Applying for a Lawful Development Certificate

Once you have checked through this guide and are confident that your proposal will not require Planning Permission, we would advise you to apply for a Certificate of Lawful Proposed Use or Development. The Certificate is a way of providing a formal confirmation that your proposal does not require Planning Permission.

When you apply for a Lawful Development Certificate there is some information you will need to submit with your application:

1. You can submit your application online with your plans and fee through the [Planning Portal](#), or download & print from the Planning Portal and post to us.
2. Fee of £86 (this is half the Planning Application fee £172)
3. A site location plan to a scale of 1:1250 with property edged in **RED** and indicating direction of north.
4. A site Plan at 1:500 indicating the location of the proposal in relation to boundaries and neighbouring properties.
5. Existing floor and elevation plan (including any existing extensions)
6. Proposed floor and elevation plan

**Two** copies of the form and all plans need to be supplied unless the application is submitted electronically through the Planning Portal.

The plans do not need to be drawn by an architect, but do need to be clear and accurately drawn to a recognised metric scale and any dimensions need to be shown in metric units (mm).

Please indicate on the plans what materials the existing house is built of and what materials will be used for the proposal.

For some types of proposal additional information may also be required:

**Roof Lights** – a drawing detailing the projection of the proposed roof lights from the roof line.

**Dormer Windows** – a drawing indicating the position of the proposed dormer in relation to the existing eaves.

**Hard Surfacing** – Details of proposed surface such as tarmac, concrete blocking, gravel, etc and details of any water run off provisions.

### Processing of Application

Once the Council has received a valid application, it will usually take between 4 to 6 weeks to determine the application, some more complex applications may take longer. If inadequate information is provided this may delay our decision.

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### Further Guidance

If are you still unsure if you need permission or want general planning advice, we have a duty officer available on an appointment basis on Monday 10.00am to 4.00pm.

Please note that if you require written confirmation that your proposal does not require Planning Permission, you must apply for a Lawful Development Certificate.

For further information please visit our website [www.derby.gov.uk](http://www.derby.gov.uk) or the Planning Portal – [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

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