



Self Certification Form for the Victoria Road Local Development Order

(Request for confirmation that a development is compliant with the Local Development Order)

This Form is available as a Word Document on request

Swindon Borough Council
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When to Use this Form

Using this form enables you to secure confirmation that your proposed change of use is compliant with the Victoria Road LDO.

Swindon Borough Council has expanded the national standards on the types of development in the Victoria Road LDO Area where a full Planning Permission is **not** required. This form enables you to apply for confirmation that your scheme complies with the Council’s enhanced “Permitted Development” standards in the area. If your application satisfies the Council’s “Permitted Development” standards you will receive a Planning “Lawful Development Certificate”.

For advice on whether this form is appropriate to your scheme or for help with filling in the form please see **Note 1**. Alternatively, please contact us on 01793 445502 or email us at sbcfdc@swindon.gov.uk

Applicant’s Details (and agent details if applicable)

Applicant’s Name and Address		Agent’s Name and Address	
Address of Application Site (if different)			
Applicant’s Tel No.		Agent’s Tel No.	
Applicant’s Email		Agent’s Email	

Description of Proposed Development

Please provide a description of the proposed change of use (from and to) together with details of any associated external and internal works

Access For All

If you are proposing a change of use that would create a publicly accessible building (Class A1, A2, A3, C1, C2, B1 or D1), please explain how the building would provide for ease of access in accordance with the Council’s Inclusive Design Access for All Guidance (see Note 3)

Shop Front Alterations

If you are proposing to replace or alter a shop front, please provide elevation plans to show the changes and explain how the changed shop front is in accordance with the Council’s Shopfronts Guidance (see Note 3)

Other Safeguards

NOTE: The LDO may contain other limitations and Conditions that impact on your development. Please refer to the LDO.

Interest in Land

Please state your interest (or your client's interest) in the land	Delete as appropriate	If you are not the owner (or the agent of the owner) please give details of the owner below:
Owner	Yes / No	
Lessee	Yes / No	
Occupier	Yes / No	
None of the above	Yes / No	

Payment

The fee for a Lawful Development Certificate for a Change of Use proposal is £192.50. Please state your intended means of payment of the application fee:	Delete as appropriate By Cheque / By Phone
If paying by Cheque please enclose the appropriate fee	£ (192.50)
<i>Cheques should be made payable to "Swindon Borough Council". If you are paying by phone please call 01793 445502.</i>	

Guidance Notes

Note 1: When to use this Form

This form should be used to seek Council confirmation that your proposed change of use is deemed compliant with the Local Development Order (LDO) for Victoria Road, Swindon.

The LDO allows changes between the following uses classes without the need for planning permission:

- Class A1: Shops
- Class A2: Financial and professional services
- Class A3: Restaurants and cafes
- Class C1: Hotels
- Class C2: Residential Institutions
- Class C3: Dwelling Houses
- Class C4: Houses in Multiple Occupancy
- Class B1: Business
- Class D1: Non-residential institutions

Please note that the LDO does not grant planning permission for any "development" other than the changes of use listed. With the exception of the installation, replacement of, or, alteration to shopfronts, or the installation of flues, no new build or extensions to existing properties are permissible under the LDO.

Note 2: Plan Drawings required

Plans and drawings must include a North point, specify paper size (e.g. A3) and a scale bar indicating a minimum of 0-10 metres. The reason for this is that we scan all plans submitted and may not retain paper copies.

The Site location plan (required in all cases) should identify the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads and buildings should be identified.

The Existing and Proposed elevations (required where external alterations are proposed, for example, installing a flue or alteration to shop front). Please provide elevation plans to show these features. Elevation plans should be at a scale of 1:50 or 1:100

Note 3: Further Guidance

The Council's 'Inclusive Design Access for All' and 'Shop Fronts Guidance' can be viewed at <http://www.swindon.gov.uk/ep/ep-planning/forwardplanning/Pages/ep-planning-design.aspx>