



Self Certification Form for Employment Area Local Development Orders

(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
 Planning Department
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 Swindon
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 T: (01793) 445502
 E: sbcfdc@swindon.gov.uk
 W: www.swindon.gov.uk

When to Use this Form

Using this form enables you to take advantage of the streamlined procedures for securing a Planning approval at the qualifying employment areas in the Borough.

Swindon Borough Council has expanded the national standards on the types of development in qualifying employment areas 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 these areas. 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 development below

Please state the site area in hectares (ha) (enter area here) ha

Proposals Involving New Buildings

Does the proposal involve the creation of new building(s) or building extension(s)?	Delete as appropriate Yes / No
If yes, please specify: i) Existing gross internal floorspace of buildings on the site (square metres)	(enter area here) sqm
ii) Net additional gross internal floorspace following development (square metres)	(enter area here) sqm
Will the new building(s) or building extension(s) incorporate materials and finishing that match with existing buildings?	Delete as appropriate Yes / No / N/A
If no, please enclose details of the building materials proposed (such as wall, roof, window and door details)	

Proposals involving changes to Parking and Vehicle Circulation

Will the proposal result in the loss of parking spaces?	Delete as appropriate Yes / No
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NOTE: If yes, please enclose information to show how the new parking provision, including disabled and cycle parking, is satisfactory to meet the needs of the site

Will the proposal result in the reconfiguration of internal roads?	Delete as appropriate Yes / No
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NOTE: If yes, please enclose information to show how the reconfigured internal roads safely meet the needs of the site

Noise Safeguards

Does your proposal lie in a “noise protection area” identified on the LDO Zoning Map?	Delete as appropriate Yes / No
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If yes, does your proposal involve new external storage, plant or machinery?	Delete as appropriate Yes / No / N/A
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NOTE: If yes, manufacturer’s noise emissions data for any external plant or machinery should be submitted. Proposed noise mitigation measures for new external storage activities should also be explained.

Contaminated Land Safeguards

Is a contaminated land site investigation required for your development proposal?	Delete as appropriate Yes / No
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We recommend that you consult the Council’s Contaminated Land Officer on whether a contaminated land site investigation is needed. The Contaminated Land Officer can be contacted on Tel 01793 466044 or email ep@swindon.gov.uk

NOTE: Where a contaminated land site investigation is needed, please enclose this with your submission.

Drainage Safeguards

Will your scheme result in a change of drainage arrangements at the site?	Yes / No
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NOTE: Where a scheme results in a change of drainage arrangements, please enclose a drainage strategy detailing any on and/or off site drainage works.

Other Safeguards

NOTE: The LDO may contain other limitations and Conditions that impact on your development, which may require additional supporting work. 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

Please state your intended means of payment of the application fee (see Note 3):	Delete as appropriate By Cheque / By Phone
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If paying by Cheque please enclose the appropriate fee <i>Cheques should be made payable to “Swindon Borough Council”.</i> <i>If you are paying by phone please call 01793 445502.</i>	£ (enter fee here)
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Guidance Notes

Note 1: When to use this Form

This form enables you to apply for a “Lawful Development Certificate” to provide confirmation that your proposal meets our “permitted development” planning standards and does not require a full planning permission. This form should only be used when Full Planning Permission is **not** required. If you submit this form when planning permission is required we will notify you and give you an opportunity to upgrade to a full planning application.

For further assistance please Tel 01793 445502 or email on sbcdc@swindon.gov.uk

Note 2: Plan Drawings required

All 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 Block plan (required in all cases) should be at a scale of 1:100 or 1:200 or 1:500 identifying the position of the development. The plan should include written dimensions of the development to the site boundaries and other existing buildings, access arrangements, public rights of way and position of trees.

The Existing and Proposed floor plans (required when new buildings are proposed) should be at a scale of 1:50 or 1:100

The Existing and Proposed elevations (required when new buildings are proposed) should be at a scale of 1:50 or 1:100

Other technical details that are necessary to support your application, for example, drainage strategy, contaminated land site investigation, details of alternative building materials, proposed changes to parking and circulation, or specifications of external plant / machinery.

If you require assistance with getting your plans drawn up, the Council has a number of ‘partner’ agents who can assist. Details of our ‘partner’ agents can be downloaded from www.swindon.gov.uk/planning

Note 3: Fees Explained

The fee for a Lawful Development Certificate is half the normal planning fee for the development proposed. The Table below sets out the fees for typical developments. Please contact us if you are not sure which fee applies to your scheme. A full fees schedule can be viewed at www.planningportal.gov.uk/uploads/english_application_fees.pdf

Application Type	Application Fee
Car parks, service roads or other accesses	£97.50
Erection of buildings: No increase in gross floor space or no more than 40 sq m	£97.50
Erection of buildings: More than 40 sq m in gross floorspace but no more than 75 sq m	£192.50
Erection of buildings: More than 75 sq m in gross floorspace but no more than 3,750 sq m	£192.50 for each 75sq m (or part thereof)
Erection/alterations/replacement of plant and machinery (Not more than 5 hectares)	£192.50 for each 0.1 hectare (or part thereof)

Legal Notice

This form enables you to make an application for a Lawful Development Certificate for a Proposed use or development under the Town and Country Planning Act 1990: Section 192, as amended by Section 10 of the Planning and Compensation Act 1991 and the Town and Country Planning (Development Management Procedure) (England) Order 2010. A Lawful development Certificate provides you with a Certificate that removes any doubt as to the legality of your proposal in planning terms. Prospective purchaser's may require this.