



Application Number	
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KIRKLEES COUNCIL VALIDATION CHECKLIST	SUPPLY 1 COPY ONLY

Planning - PO Box 1720, Huddersfield, HD1 9EL
E-mail: planning.portal@kirklees.gov.uk Tel: 01484 414746

Application for a Lawful Development Certificate for a Proposed Use or Development

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	
Suffix	
Property Name	Oak Cottage
Address Line 1	Briestfield Road
Address Line 2	Briestfield
Address Line 3	Kirklees
Town/city	Dewsbury
Postcode	WF12 0NR

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
422474	416717
Description	

Applicant Details

Name/Company

Title

Mr and Mrs

First name

Surname

Parrish

Company Name

Address

Address line 1

Oak Cottage Bristfield Road

Address line 2

Bristfield

Address line 3

Town/City

Dewsbury

County

Kirklees

Country

Postcode

WF12 0NR

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

- ☒ Yes
- ☐ No

If Yes, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions)

Extensions and ancillary buildings

Does the proposal consist of, or include, a change of use of the land or building(s)?

- ☐ Yes
- ☒ No

Has the proposal been started?

- ☐ Yes
- ☒ No

Grounds for Application

Information about the existing use(s)

Please explain why you consider the existing or last use of the land is lawful, or why you consider that any existing buildings, which it is proposed to alter or extend are lawful

Existing use of building/land unchanged. Previous works carried out have been noted on the drawings with the relevant planning permission references.

Please list the supporting documentary evidence (such as a planning permission) which accompanies this application

26028D-01a-Location plan
26028D-02a- GA as existing
26028D-03a-GA as proposed
26028D-04a-Site plan as proposed

Select the use class that relates to the existing or last use.

C3 - Dwellinghouses

Information about the proposed use(s)

Select the use class that relates to the proposed use.

C3 - Dwellinghouses

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

Proposed extensions under class A occupy less than 50% of the curtilage of the existing building. Height of extensions do not exceed the highest part of the roof of existing dwellinghouse, and eaves do not exceed the height of existing. Enlarged parts do not extend beyond the principal elevation or front a highway. Rear extension does not extend beyond the rear wall of the existing detached house by more than 4m or 4m in height. Extensions are not to be joined to any existing extensions. Extensions are more than 2m away from the boundary of the curtilage. Proposed materials to match those of the existing dwellinghouse. Porch under class D to be less than 3sqm measured externally, no part of structure to exceed 3m above ground level and no part of structure within 2m of any boundary. Single storey buildings under class E are required for a purpose incidental to the enjoyment of the dwelling. Buildings to not exceed 50% of curtilage and and to not be situated forward of the principal elevation. Heights of proposed buildings to not exceed 4m to the ridge and 2.5m to the eaves. Buildings to be situated within 20m of the existing dwellinghouse.

Community Infrastructure Levy

Your development may be liable for a charge under the Community Infrastructure Levy if it involves new or additional gross internal area for residential and non-residential buildings, including extensions or a new dwelling. If your scheme is liable, this charge is payable after development begins.

Information on the CIL charges can be found on the local authority website. In London both Mayoral and local borough CIL charges may be applicable.

Your answers below, and in the application, will enable the local authority to establish if your development is liable for a charge and to calculate it accurately.

Further information on CIL, and what to do if you are liable can be found on the [Planning Portal](#).

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

Liability for CIL

Does the application include new build development (including extensions and replacement) of 100 square metres gross internal area or above?

- ☒ Yes
☐ No

Note: Answer No if either:

- the new or additional internal area only relates to a building into which people do not normally go or only go into intermittently for the purposes of inspecting or maintaining fixed plant or machinery; or
- the new or additional internal area solely relates to an internal/mezzanine floor and no other works or change of use are proposed.

Does the application include creation of one or more new dwellings (including residential annexes) either through new build or conversion (except the conversion of a single dwelling house into two or more separate dwellings with no additional gross internal area created)?

- ☐ Yes
☒ No

If liable for CIL, a Commencement (of development) Notice (CIL Form 6) must also be received by the collecting authority prior to the commencement of the development. Otherwise a surcharge equal to 20% of the notional CIL chargeable amount or £2,500, whichever is the lower amount, will be incurred.

All additional CIL forms can be downloaded from the [Planning Portal website](#).

Proposed New Gross Internal Area

Does the application involve new residential development?

- ☒ Yes
☐ No

Note: Residential development includes new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use. In flatted developments, this includes communal entrances, landings, etc and any related internal parking.

Does the application involve new non-residential development?

- ☐ Yes
☒ No

Please provide details of the changes to gross internal area

Market housing (if known)	Social Housing, including shared ownership housing (if known)	Total residential	Total non-residential
Existing gross internal area (square metres) (a) 	Existing gross internal area (square metres) (a) 	Existing gross internal area (square metres) (a) 345	Existing gross internal area (square metres) (a) 0
Gross internal area to be lost by change of use or demolition (square metres) (b) 	Gross internal area to be lost by change of use or demolition (square metres) (b) 	Gross internal area to be lost by change of use or demolition (square metres) (b) 30	Gross internal area to be lost by change of use or demolition (square metres) (b) 0
Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres) (c) 	Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres) (c) 	Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres) (c) 199.6	Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres) (c) 0
Net additional gross internal area following development (square metres) (c - b = d) 0	Net additional gross internal area following development (square metres) (c - b = d) 0	Net additional gross internal area following development (square metres) (c - b = d) 169.6	Net additional gross internal area following development (square metres) (c - b = d) 0

Grand Total	Existing gross internal area (square metres) (a) 345	Gross internal area to be lost by change of use or demolition (square metres) (b) 30	Total gross internal area proposed (including change of use, basements, and ancillary buildings) (square metres) (c) 199.6	Net additional gross internal area following development (square metres) (c - b = d) 169.6
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Existing Buildings

Are there any existing buildings on the site that will be retained, demolished or partially demolished as part of the development proposed?

- ☒ Yes
☐ No

Number of existing buildings on the site to be retained, demolished or partially demolished as part of the development proposed

2

Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal area that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months.

Brief description of existing building/part of existing building to be retained or demolished:

Existing workshop/outbuilding to be demolished

Gross internal area to be retained:

315 Square metres

Proposed use of retained gross internal area:

Dwellinghouse

Gross internal area to be demolished:

30 Square metres

Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?:

Yes

Is the building still occupied and used for its lawful use?:

Yes

Note: Any existing buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted temporary planning permission should not be included here, but should be included in the next question

Total floorspace

Total floorspace to be retained

Total floorspace to be lost by demolition

315

Square metres

30

Square metres

Does the development proposal include the retention, demolition or partial demolition of any whole buildings which people do not usually go into or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period?

☐ Yes

☒ No

If the development proposal involves the conversion of an existing building, will it be creating a new mezzanine floor within the existing building?

☐ Yes

☒ No / Not applicable

Exemption or Relief

Any exemption or relief must be claimed for and granted by the collecting authority prior to the commencement of the development, otherwise the full charge will be payable.

All additional CIL forms can be downloaded from the [Planning Portal website](#).

Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?

☐ Yes

☒ No

Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?

☐ Yes

☒ No

Do you wish to claim a self-build exemption for a whole new home?

☐ Yes

☒ No

Do you wish to claim an exemption for a residential annex?

☒ Yes

☐ No

You will need to complete 'CIL Form 8: Residential Annex Exemption Claim' and send this to the charging authority.

Do you wish to claim an exemption for a residential extension?

- ☐ Yes
☒ No

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes
☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent
☐ The applicant
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☐ Yes
☒ No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
☒ No

Interest in the Land

Please state the applicant's interest in the land

- ☒ Owner
☐ Lessee
☐ Occupier
☐ Other

Declaration

Declaration

I/We hereby apply for Lawful development: Proposed use as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

ADP Architects

Date

28/09/2026