



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

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x) Northing (y)

Description

Applicant Details

Name/Company

Title

Mr

First name

Chuka

Surname

Kalu

Company Name

Address

Address line 1

6 Springbank Crescent

Address line 2

Address line 3

Town/City

Huddersfield

County

Kirklees

Country

GB

Postcode

HD2 1XY

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant 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

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

- ☒ Yes
☐ No

If Yes, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out

The proposal is for the use of the existing two-bedroom dwellinghouse as whole-property short-term serviced accommodation for a maximum of five guests at any one time.

The property will be let as one complete self-contained dwelling to one booking at a time. Individual bedrooms will not be separately let to different guests. Guests will use the property for normal domestic activities, including sleeping, cooking, eating and relaxing.

The property will not operate as a hotel, hostel, bed and breakfast, HMO, event venue or party house. Parties and events will not be permitted.

No employees will be permanently based at the property. Cleaning and routine property management will take place between guest stays as required.

No industrial or commercial processes will be carried out at the property and no machinery or specialist equipment will be installed in connection with the proposed use.

As the proposed use is residential accommodation, there are no fixed operating hours. Guests may occupy the property overnight and throughout their booked stay.

The property benefits from an existing private driveway providing off-street parking for one vehicle.

No building works, structural alterations or material external alterations are proposed.

If Yes, please fully describe the existing or the last known use, with the date when this use ceased

The existing and current use of the property is as a two-bedroom residential dwellinghouse (Use Class C3). This use has not ceased. The proposed use as short-term serviced accommodation has not commenced.

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

The property is an established residential dwellinghouse and is currently used for residential purposes within Use Class C3.

The residential use is the existing lawful use of the property and has not ceased. No unauthorised building works or changes to the existing dwelling are proposed as part of this application.

This application relates solely to the proposed future use of the existing dwellinghouse as short-term serviced accommodation and seeks confirmation of the lawfulness of that proposed use under Section 192 of the Town and Country Planning Act 1990.

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

The following documents are submitted in support of this application:

Location Plan identifying 6 Springbank Crescent, Huddersfield, HD2 1XY and the application site.

Supporting Statement describing the existing residential use and the proposed use of the property as whole-property short-term serviced accommodation for a maximum of five guests.

Existing floor plan showing the current residential layout of the two-bedroom dwellinghouse.

Copy of correspondence from Kirklees Council Development Management (DC Admin) advising that a formal determination regarding the proposed use can be sought through an application for a Certificate of Lawfulness.

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.

Other

Other (please specify)

Whole-property short-term serviced accommodation occupied by one booking at a time.

Is the proposed operation or use

☒ Permanent

☐ Temporary

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

The property is an existing two-bedroom dwellinghouse currently used for residential purposes within Use Class C3. The proposed use is for the whole property to be made available as short-term serviced accommodation, with a maximum occupancy of five guests and only one booking occupying the property at any one time.

The character of occupation will remain residential in nature. Guests will occupy the property as a single self-contained unit and use the existing bedrooms, kitchen, bathroom and living accommodation for ordinary domestic activities such as sleeping, cooking, eating and relaxing. Individual rooms will not be separately let to different bookings.

The property will not operate as a hotel, hostel, bed and breakfast, HMO, event venue or party house. Parties and events will not be permitted, and no employees will be permanently based at the property. Cleaning and routine management will take place between guest stays as required.

No building operations, structural alterations or material external alterations are proposed. The existing residential layout and appearance of the dwelling will remain unchanged. The property also benefits from an existing private driveway providing off-street parking for one vehicle. Having regard to the limited scale and nature of the proposed operation, the applicant considers that the proposed use may not amount to a material change in the character of the existing residential use of the property. The application is therefore made under Section 192 of the Town and Country Planning Act 1990 seeking the Local Planning Authority's formal determination that the proposed use would be lawful without a separate grant of planning permission.

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

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

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

First Name

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

I contacted Kirklees Council Development Management seeking advice regarding the proposed use of 6 Springbank Crescent, Huddersfield, HD2 1XY as short-term serviced accommodation.

The Council advised that whether a material change of use of a building or land has taken place can depend upon the particular use and is a matter of fact and degree. The Council further advised that a formal determination as to whether a proposed use is lawful can be obtained by submitting an application for a Certificate of Lawfulness for a proposed use.

This application is therefore being submitted following that advice to obtain a formal determination regarding the proposed use of the property.

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

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

Chuka Kalu

Date

02/10/2026