



For office use only

Application No.

Date received

Fee paid £

Receipt No:

Council Offices, Church Walk, Clitheroe, Lancashire. BB7 2RA Tel: 01200 425111 www.ribblevalley.gov.uk

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

First name

Lesley

Surname

Haworth

Company Name

St. Mary's Centre Community Hall

Address

Address line 1

Carford,

Address line 2

Parsonage Road

Address line 3

Wilpshire

Town/City

Blackburn

County

Country

GB

Postcode

BB1 4AG

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

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

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 existing building is a long-established community centre (St Mary's Centre Community Hall) used for community meetings, classes, performances and other community activities. The building is lawfully occupied and operated as a community facility. It is owned by the Trustees of the Centre. The St Mary's Centre Community Hall became a charity in 2023.
We currently have between 3,000 - 4,000 people visit the St Mary's Centre every year.

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

1. Existing Windows Images
2. Proposed Windows Images
3. Quote from chosen supplier
4. Heritage Statement
5. Independent Heritage Report

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

Information about the proposed use(s)

Select the use class that relates to the proposed use.

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

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

The proposal consists solely of replacing the existing single-glazed arched windows within the main hall with like-for-like double-glazed windows. The replacement windows will match the existing design, proportions, opening style and external appearance whilst improving thermal performance and energy efficiency. No alterations are proposed to the use of the building, the size of the window openings or the external appearance other than the incorporation of double glazing. The proposal forms part of an energy efficiency improvement programme recommended following an energy assessment and is intended to reduce heat loss, improve user comfort and ensure the continued sustainable use of this important community facility.

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

***** REDACTED *****

First Name

Surname

***** REDACTED *****

Reference

Date (must be pre-application submission)

12/05/2026

Details of the pre-application advice received

Copy of email received by planning office on 12.5.26 -

Dear Lesley

I have spoken to one of our planning officers and he has said that it isn't clear based on the supporting information as to whether or not installation of the proposed replacement windows would result in a material change to the character and appearance of the building. In light of this, I think that the best option would be to submit a Lawful Development Certificate-Proposed Use application.

Lawful Development Certificate – Ribble Valley Borough Council [1]

Planning application fees (Legislation) – Ribble Valley Borough Council [2]

Adopted Validation Checklist May 2025 – Ribble Valley Borough Council [3]

Kind regards

Planning Department

Ribble Valley Borough Council, Council Offices, Church Walk,
Clitheroe, Lancashire BB7 2RA

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

Lesley Haworth

Date

07/07/2026