



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

12

Suffix

Property Name

Address Line 1

Elbow Wood Drive

Address Line 2

Address Line 3

Lancashire

Town/city

Barrow

Postcode

BB7 9ZD

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

Easting (x)

373849

Northing (y)

438857

Description

Applicant Details

Name/Company

Title

Mrs

First name

Samantha

Surname

Whalley

Company Name

Address

Address line 1

12 Elbow Wood Drive

Address line 2

Barrow

Address line 3

Town/City

Barrow

County

Lancashire

Country

GB

Postcode

BB7 9ZD

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

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)

The proposal is to create a hard standing, tarmac area, to be used as an additional car park area for our property. Currently, parking is very limited and this development will allow parking for an additional vehicle, avoiding the need to park on the public highway. The area intended for this development lies within the existing boundary of our property and is currently used as a lawn within our legal boundary. A hard standing, tarmac area is to be created as an extension of our current car parking space, it will replace an existing lawn area at the front of our property and will include an Aco Drain to be installed between the hard standing tarmac area and our neighbour's lawn. The dimensions of this additional, proposed car parking space will be 14m2.

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

An additional hard standing tarmac area of 14m2 will be created, this will provide an additional car park space for one vehicle behind the existing hedgerow. The provision of this additional car parking space will avoid parking on the public highway. This will involve the use of machinery to replace and resurface the existing lawn area. The work will take up to 3 days and be conducted during regular working hours 9am to 5pm.

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

The current use of the land is a lawn area at the front of our property, lying within our property boundary.

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 proposal to create an additional car parking space, will make use of land which lies within the existing boundary of our property. This area is currently used as a lawn within our legal boundary, as such we determine this to be a lawful proposal.

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

Following an initial email correspondence with RBVC on 28/05/26 who stated that PD does not preclude us from carrying out the work. RBVC recommended that we complete and submit a Lawful Development Certificate application.
We were informed that planning permission would not be required as such this is not applicable.

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

Change of use

Information about the proposed use(s)

Select the use class that relates to the proposed use.

Change of use

Is the proposed operation or use

- ☒ Permanent
☐ Temporary

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

We were advised by RVBC via email dated 28/05/26 that a Lawful Development Certificate be applied for. In addition, the certificate would be proof of our legality in this matter regarding creating an additional parking space within our property boundary if we sell the property in the future.

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

***** REDACTED *****

Reference

email

Date (must be pre-application submission)

25/05/2026

Details of the pre-application advice received

Dear Sam

I have checked with our Head of Service who has confirmed that the PD does not preclude you from carrying out work on hardstanding. However, in order for us to fully advise you whether or not it is lawful, we'd suggest that you apply for a Certificate of Lawfulness for proposed use to confirm. This would also be useful if you were to sell your house as proof of your legality in this matter.

Lawful Development Certificate – Ribble Valley Borough Council
Planning application fees (Legislation) – Ribble Valley Borough Council

Kind regards.

Planning Dept
Ribble Valley Borough Council
Council Offices
Church Walk
Clitheroe BB7 2RA

Further information and additional advice on permitted development rights and submitting planning applications can be found at www.planningportal.co.uk

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

Samantha Whalley

Date

03/08/2026