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From: Georgina Smith <georgina.smith@dwd-ltd.co.uk>
Sent: 22 October 2025 16:16:28 UTC+00:00
To: "DCSubmissions" <DRES.DCSubmissions@knowsley.gov.uk>
Cc: "Serena Page" <serena.page@dwd-ltd.co.uk>
Subject: RE: 25/00557/CLD
Categories: SAM

Hi Sam,

As per the Knowsley Council's adopted guidance on local validation requirements (July 2025), there is no requirement for existing floor plans to be submitted alongside an application for a Certificate of Lawfulness for a Proposed Use or Development.

The guidance states:

"In most planning applications, applicants are required to submit existing and proposed plans that show the site plan, floorplans, elevations and roof plans."

However, as noted in my previous email, this application does not fall under the category of a "most planning application," as its purpose is solely to establish whether the proposed development would be lawful if carried out and not assessed on planning merit. In this context, providing existing drawings serves no meaningful purpose in determining lawfulness. The submitted proposed plan clearly sets out the scope and nature of the works. Additionally, within the submitted Cover Letter there are criterion for assessment for a Certificate of Lawfulness of Proposed Use or Development that are relevant. I have bullet pointed these below:

- The works must be installed within an existing building
- The works must affect the interior part of the building only
- The works must not be precluded by a planning condition or S106 agreement
- The works must not result in a material change of use of the building.

For none of the points listed above would there been a need to know the existing floor plan.

Therefore, given the nature of a Lawful Development Certificate (Proposed), the application appropriately falls outside the scope of those planning applications for which existing plans are required.

Kind regards,

Georgina

Georgina Smith

BA (Hons) MSc MRTPI
Senior Planner

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From: DCSubmissions <DRES.DCSubmissions@knowsley.gov.uk>

Sent: 21 October 2025 15:08

To: Georgina Smith <georgina.smith@dwd-ltd.co.uk>

Subject: RE: 25/00557/CLD

Hi Georgina,

We only need an existing floor plan in order for this to be validated then it will be moved on to an officer for review, for a proposal we would need an existing idea of the development for any application type.

Kind regards,
Sam

Sam Begley

Planning Assistant

Planning

Telephone: [0151 443 2117](tel:01514432117)

Knowsley Council , Huyton Library , Civic Way , Huyton , Knowsley , L36 9GD



From: Georgina Smith <georgina.smith@dwd-ltd.co.uk>
Sent: 21 October 2025 14:23
To: DCSubmissions <DRES.DCSubmissions@knowsley.gov.uk>
Subject: RE: 25/00557/CLD

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Good afternoon,

Thank you for sending across the attached letter regarding the invalidation of our Certificate of Lawfulness (Proposed) application.

The purpose of a Lawful Development Certificate for a proposed use or operation is to confirm whether the intended development would be lawful if carried out. Unlike full planning applications, LDC (Proposed) submissions are not assessed on planning merit but solely on the basis of lawfulness.

Where the proposal relates solely to internal works (such as the installation of an internal mezzanine) there is no impact on the external appearance of the building, and therefore no "development" under Section 55 of the Town and Country Planning Act 1990. In such cases, existing drawings serve no meaningful purpose in determining lawfulness, provided that the proposed plans clearly set out the scope and nature of the works.

We hope this clarifies our position, and we would be grateful if you could reconsider the invalidation.

Kind regards,

Georgina

Georgina Smith

BA (Hons) MSc MRTPI
Senior Planner

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From: DCSubmissions <DRES.DCSubmissions@knowsley.gov.uk>

Sent: 20 October 2025 15:35

To: Georgina Smith <georgina.smith@dwd-ltd.co.uk>

Subject: 25/00557/CLD

Please see attached.

Kind Regards,
Knowsley MBC Planning Technical Support Team

Telephone: [0151 443 2381](tel:01514432381)

Knowsley Council , Huyton Library , Civic Way , Huyton , Knowsley , L36 9GD



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