



LONDON BOROUGH OF CAMDEN

APPLICATION FOR AN ESTABLISHED USE CERTIFICATE

TOWN & COUNTRY PLANNING ACT 1990

TOWN & COUNTRY PLANNING GENERAL DEVELOPMENT ORDER 1988

(As amended)

Please read notes overleaf before answering any questions. Please complete all sections in BLOCK CAPITALS. Please answer every question. Four copies of the completed forms and drawings specified in Section 3 of the notes are required.

I apply for an Established Use Certificate and declare that to the best of my knowledge all the information contained in this application form is correct.  SIGNED: <u>B. Canavan</u> <u>James Reck</u> Applicant/Agent  DATE: <u>11-4-91</u>	Office use only:  Case File:  Reg. No.  Date recd.
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<b>1. Applicants</b>  Name <u>B. CANAVAN + J. PETELN</u> Address <u>9, PARSIFAL RD</u> <u>WEST HAMPSTEAD</u> <u>LONDON NW6</u> Post Code: <u>LU6</u> Tel. No: <u>071-435 0296</u>	<del> <b>Agent (if any) to whom correspondence will be sent</b>           Name: _____          Address: _____          _____          _____          Post Code: _____          Tel. No: _____ Ref: _____       </del>
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**2. Address of Application Site**  
9, PARSIFAL RD, WEST HAMPSTEAD, LONDON NW6 Post Code LU6

**3. Description of use and land**

a. What is the use in respect of which a certificate is sought?  
USE AS 2 (TWO) SELF-CONTAINED RESIDENTIAL UNITS

b. Was this use begun before 1st January 1964? YES  NO   
 If No, when was the use begun? \_\_\_\_\_

c. What is the area to which this application relates? (if it relates to part of a building specify the area(s) in question and provide floorplans with the area(s) clearly marked in red)  
GROSS AREA OF FLOORSPACE: 428.51 m<sup>2</sup>  
TOTAL NET AREA OF SITE: 818.18 m<sup>2</sup>. SEE ATTACHED PLANS Refs 3/1 to 3/4  
+ LOCATION PLANS Refs L3/1 to L3/4 Drawing Nos: 634:1 to 634:5

**4. Nature of Established use (please tick the appropriate box)**

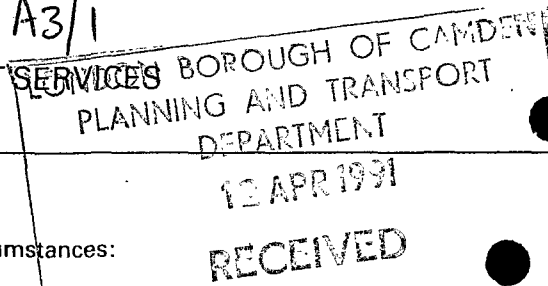
a. The use was begun before 1st January 1964 without planning permission & has continued since that date.

b. The use was begun before 1st January 1964 under a conditional planning permission, the conditions of which have either never been complied with or have not been complied with since that date. (A copy of the planning permission must be enclosed with this application.)

c. The use was begun after 31st December 1963 as a result of a change of use not requiring planning permission and there have not been any further changes of use requiring planning permission since that date.

**5. Information in support of this Application**

Specify what information you have submitted to substantiate your claim that the use in question is established:  
2 TENANCY AGREEMENTS, dated 14-9-49 and 1-5-50, REFERRING TO SELF-CONTAINED NATURE OF PREMISES.  
AFFIDAVITS FROM THE APPLICANTS, COVERING THE PERIOD 1960 TO THE PRESENT.



**A GUIDE TO APPLICANTS FOR AN ESTABLISHED USE CERTIFICATE**

An Established Use Certificate can only be granted in the following circumstances:

- i) If a use was begun before 1st January 1964 without planning permission & has continued since that date.
- ii) If a use was begun before 1st January 1964 with conditional planning permission but has not complied with those conditions since that date.
- iii) If a use was begun after 31 December 1963 as a result of a change of use not requiring planning permission and no change of use requiring planning permission has occurred since that date. If you require advice on what information you will need to supply to support your application for an Established Use Certificate you are advised to contact Planning Transport and Employment Services at the address **on the back page.**

You are reminded that it is an offence to knowingly or recklessly make a false statement or produce false documentation in support of an application for an Established Use Certificate.

**1. Name and Address of Applicant/Agent:**

If the form is completed by an agent all correspondence from the Council will be sent to him or her. Please give a contact name or reference.

**2. Address of Application Site:**

The application must be accompanied by a plan or sketch to a scale of 1:1250 showing the site to which it refers and its boundary and relationship to adjoining property. The application site should be edged in red and any adjoining land owned by the applicant edged in blue.

**3. Description of Use and Land:**

An application cannot be made for a use not subsisting at the time of the application nor for use of land as a single dwelling unit. Your application must specify a particular use (e.g. 'jeweller's workshop'), NOT a general category of use (e.g. 'light industrial use'). Where the use began on or after 1 January 1964 you must give the date of commencement of the use. If there is more than one use of the site/buildings you must give a full description of all uses of the land and provide floorplans with the areas to which this application relates clearly marked in red. Any floorplans submitted must be identified by a distinctive reference number. Plans should also show a north point, the metric scale and indicate whether enlarged from an ordnance survey map or drawn from survey. (Four sets of drawings are required).

**4. Nature of Established Use:**

You must specify on what grounds (as set out in Section 191 of the Town & Country Planning Act 1990) the certificate is sought.

**5. Information in Support of the Application:**

Your application will be determined by the Council on the basis of the evidence available, therefore it is important that your application be accompanied by documentary evidence supporting your statement. Apart from documents or records compiled in respect of the premises, the most useful evidence is that in the form of a sworn declaration by a person or persons who has or have lived or worked in the premises throughout the period in question, giving a detailed description of the use(s) of, activities carried on and furniture and equipment in, the premises. This detailed evidence is particularly important where there is the possibility that official records are in conflict.

**You are reminded that the onus of proof is with you, the applicant.**

**Your application is unlikely to be successful unless sufficient supporting information is submitted to the Council.**

**NOTICE No. 1 (EXAMPLE):**

**Under Section 193 of the Town & Country Planning Act 1990, and Article 29 of the Town & Country Planning General Development Order 1988 (as amended).**

Property/land at (a) \_\_\_\_\_  
I give notice that (b) \_\_\_\_\_  
is applying to London Borough of Camden Council for an Established Use Certificate in respect of the following use:  
(c) \_\_\_\_\_

Any owner\* of the land who wishes to make representations about this application should write to: **Planning Transport and Employment Services, Camden Town Hall, Argyle Street, London, WC1H 8EQ** within 21 days of the date of service of this notice.

\* For the purpose of this application 'owner' means a person having a freehold interest or a leasehold interest, the unexpired term of which is not less than 7 years and any other person who is the occupier of any part of the land.

Insert:

- (a) address or location of the property/building/land in question.
- (b) applicant's name.
- (c) description of the use for which the Established Use Certificate is sought.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_

**Check List:**

Please use this list to check that your application has been completed correctly.

- Have you provided 4 copies of floorplans showing clearly & accurately, to a metric scale, the site or building and the areas to which your application relates marked in red?
- Have you provided 4 copies of a location plan drawn to scale with the site outlined in red and any land in the same ownership outlined in blue?
- Have you provided enough documentary evidence to support your application for an Established Use Certificate?
- Have you provided enough documentary evidence to support your application for an Established Use Certificate?
- Have you signed dated and fully completed 4 copies of the application form?
- Have you given full information on who owns and occupies the land involved? have the correct notices been served on the owners/occupiers (if there are owners apart from the applicant)? (see Part II)

Please note:

If you cannot put a tick to every question your application is probably incomplete and is unlikely to be successful.

Please submit the completed application to:

Planning Transport & Employment Services,  
London Borough of Camden,  
Town Hall,  
Argyle Street Entrance,  
Euston Road,  
London, WC1H 8EQ

or by hand to the Enquiry/Reception Desk at above address (5th floor).

**PART II – SITE OWNERSHIP:**

When making an application for an Established Use Certificate it is important that you provide information about the ownership and occupation of the application site by filling in an appropriate Certificate under Section 193 of the Town & Country Planning Act 1990, and Article 29 of the Town & Country Planning General Development Order 1988 (as amended). There is a penalty for knowingly or recklessly completing a false or misleading certificate.

An OWNER is the freeholder of the site and anyone who has a leasehold interest with at least 7 years unexpired. For the purposes of an Established Use Certificate application, a person shall be treated as an OWNER if he/she is an OCCUPIER of any part of the land.

Use Certificate A if you are the sole owner and occupier of all the land and buildings to which this application relates. If you are not the only owner and occupier of all the application site then any other person who qualifies as an owner must be informed of the terms of your application. If you can identify all other owners you must serve a notice on them using the wording shown in Notice 1 below. Once you have done this complete Certificate B below and submit it to the Council with your application. Certificates C & D and Notice 2 are available from the Council at the address given at the bottom of this form. Use Certificate C if you do not know the names of all the owners of application site and Certificate D if you do not know the names of any of the owners of the site. In either of these cases you will need to place a notice in a local newspaper using the wording of Notice 2 and in addition, if using Certificate C, give notice to the owners whose names and addresses you do know using the wording of Notice 1.

**CERTIFICATE A (Owners/Occupiers):**

**Under Section 193 of the Town & Country Planning Act 1990, and Article 29 of the Town & Country Planning General Development Order 1988 (as amended).**

*We* certify that:

1. at the beginning of the period of 21 days ending with the date of this application nobody, except the applicant, was the owner of any part of the land to which this application relates.
2. none of the land to which this application relates, is, or is part of, an agricultural holding.

Signed: B. Caravan

*James Kelly*

Date 11-4-91

On behalf of: \_\_\_\_\_

**CERTIFICATE B:**

**Under Section 193 of the Town & Country Planning Act 1990, and Article 29 of the Town & Country Planning General Development Order 1988 (as amended).**

I certify that:

1. I have/The applicant has given the required notice\* to everyone else who, at the beginning of the period 21 days ending with the date of this application was the owner of any part of the land to which this application relates as listed below:

Owners name:

Address at which notice was served:

Date on which notice was served:

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. none of the land to which this application relates is, or is part of, an agricultural holding.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_

(\* See Example Notice over).