

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

Saad

Surname

Ali

Company Name

Cabzo Limited

Address

Address line 1

9 Warden Avenue

Address line 2

Address line 3

Town/City

Romford

County

Havering

Country

Postcode

RM5 2SP

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

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

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

We plan to use one of the two-bedroom in the residential property as an operating center for our private hire office. All business activities, including administrative tasks and operational management, will be conducted from this location. However, there will be no customer visits to the premises. Clients will be served via online platforms and telephone communication, ensuring there is no public access to the property.

There will be no structural alterations to the building, and the business will operate in a way that guarantees no disturbance to neighbors. The property will remain a residential space with minimal impact on its surroundings.

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

Currently used as a bedroom - we have not changed the use case currently.

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 currently in lawful use as a residential dwelling, with Mr. Saad Ali residing at the address. We are seeking a Lawful Development Certificate to confirm that the proposed use of one room within the property as an administrative base for a remote private hire operator's office is lawful.

The proposed use will not involve any physical or structural alterations to the property. The residential character of the premises will be fully retained. The room will be used solely for administrative tasks and remote dispatching of bookings, in compliance with Transport for London (TfL) private hire operator licensing conditions.

There will be no customers, drivers, or vehicles attending the property in connection with the business. All operations will be carried out remotely via telephone and computer systems. The use will not generate any additional traffic, parking demand, or noise beyond that of normal residential use.

This limited and ancillary use of a single room for administrative purposes does not constitute a material change of use and is consistent with lawful residential use under planning legislation and relevant case law.

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

- 1) Cover Letter - Outlining the proposed use
- 2) Letter from Property Owner
- 3) Photographs of the Property - external photos showing the residential character remains unchanged and Internal photo of the room showing it retains a domestic appearance

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.

C3 - Dwellinghouses

Is the proposed operation or use

- ☒ Permanent
- ☐ Temporary

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

The proposed use involves the administrative operation of a private hire business from a single room within an existing residential dwelling. This use is wholly remote, with no physical alterations to the property, no signage, and no attendance of clients, drivers, or vehicles. The residential character of the property will be retained in full.

The administrative activity is minor and ancillary to the main residential use, consistent with long-established case law and planning principles, which confirm that such remote business use does not constitute a material change of use. Therefore, the proposal remains within Use Class C3 and does not require planning permission.

We respectfully request that a Certificate of Lawful Development be granted on the basis that the proposed use is lawful.

Site information

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under [Section 346 of the Greater London Authority Act 1999](#).

[View more information on the collection of this additional data and assistance with providing an accurate response.](#)

Title number(s)

Please add the title number(s) for the existing building(s) on the site. If the site has no title numbers, please enter "Unregistered".

Title Number: EGL93782

Energy Performance Certificate

Do any of the buildings on the application site have an Energy Performance Certificate (EPC)?

- ☒ Yes
☐ No

Please enter the reference number from the most recent Energy Performance Certificate (e.g. 1234-1234-1234-1234-1234)

1190-7581-0122-7195-3993

Further information about the Proposed Development

Please note: This question is specific to applications within the Greater London area.

The Mayor can request relevant information about spatial planning in Greater London under [Section 346 of the Greater London Authority Act 1999](#).

[View more information on the collection of this additional data and assistance with providing an accurate response.](#)

What is the Gross Internal Area to be added to the development?

0.00	square metres
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Number of additional bedrooms proposed

0

Number of additional bathrooms proposed

0

Vehicle Parking

Please note: This question contains additional requirements specific to applications within Greater London.

The Mayor can request relevant information about spatial planning in Greater London under [Section 346 of the Greater London Authority Act 1999](#).

[View more information on the collection of this additional data and assistance with providing an accurate response.](#)

Does the site have any existing vehicle/cycle parking spaces or will the proposed development add/remove any parking spaces?

- ☒ Yes
☐ No

Please provide the number of existing and proposed parking spaces.

Vehicle Type:

Cars

Existing number of spaces:

2

Total proposed (including spaces retained):

2

Difference in spaces:

0

Please note that car parking spaces and disabled persons parking spaces should be recorded separately unless its residential off-street parking which should include both.

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

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

If Lessee or Occupier, please give details of the owner and state whether they have been informed in writing of this application

***** REDACTED *****

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

Saad Ali

Date

12/08/2025

Amendments Summary

As per your change request, I've updated the description by removing the reference to 'certificate of lawful existing use'.