PlanningPortal

This form should be saved to your device and then completed using the free Adobe Acrobat Reader application or full version of Adobe Acrobat. Many internet browsers and other applications can display PDF files, but we cannot guarantee their compatibility in regard to these forms. We specifically advise users of Apple devices not to use 'Preview' because of known issues.

Application for a Certificate of Lawfulness of Proposed Works to a Listed Building

The Planning (Listed Buildings and Conservation Areas) Act 1990: sections 26H and 26I, as inserted by section 61 of the Enterprise and Regulatory Reform Act 2013
The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Planning Authority in agreement with the declaration section

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.
Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information.
If you require any further clarification, please contact the Local Planning Authority directly.

Find contact details for Local Planning Authorities: https://www.planningportal.co.uk/lpasearch

If printed, please complete using block capitals and black ink.

1. Applicant Name and Address

Title:		First name:			
Last name:					
Company (optional):	China House Management Company				
Unit:		House number:		House suffix:	
House name:					
Address 1:	c/o Rendall and Ritter Ltd.				
Address 2:	13b St George Wharf,				
Address 3:					
Town:	London				
County:					
Country:	UK				
Postcode:	SW8 2LE				

2. Agent Name and Address

Title:	Mrs	First name:	Lynda		
Last name:	Jubb				
Company (optional):	Jubb Clews Ltd				
Unit:	30	House number:		House suffix:	
House name:	Manor Court				
Address 1:	Salesbury Hall Road				
Address 2:					
Address 3:					
Town:	Ribchester				
County:	Lancashire				
Country:	UK				
Postcode:	PR3 3XR				

3. Site Address Details

Please provide the full postal address of the application site.

Unit:	31	House number:		House suffix:	
House name:	China House				
Address 1:	104 Bloom Street				
Address 2:					
Address 3:					
Town:					
County:					
Postcode (if known):	M1 6HP				

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: 384235 Northing: 397807

Description:

List entry number 1218476

4. 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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date DD/MM/YYYY:
(must be pre-application submission)

Details of pre-application advice received?

5. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic Interest? (Note: only one box must be ticked):

Grade I ☐ Grade II* ☐ Grade II ☒ Don't know ☐

6. Description of Proposed Works

Please provide a detailed description of the proposed works (including existing and proposed materials and finishes) together with details of those part(s) of the building that are likely to be affected. A plan should also be included which clearly identifies the listed building to which your application relates (drawn to an identified scale and showing the direction of North):

Like for like replacement of rotted top floor painted timber (1No.)

Previously approved decision reference 055305/FO/CITY2/98 29 September 1998

7. Grounds for Application

Please state why you consider that a Certificate of Lawfulness of Proposed Works should be granted for these works i.e. why they do not require listed building consent and will not affect the character of the listed building as a building of special architectural or historic interest:

There is a rotten window on the top floor. The condition of the window is so poor it is dangerous and leaking. It isn't possible to carry out splice repairs because high level access on this elevation is extremely constrained, and in any case, it is not certain that a spliced repair would be effective after the craftsperson has excised all the rotten parts of the parent timber. The proposal is therefore to carry out like for like component replacement from the interior. For compliance with the Planning (Listed Buildings and Conservation Areas) Act 1990 section 7(1), the proposal does not appear to affect the listed building's character as a building of special historic and architectural interest. Confirmation of this point is sought from the LPA.

Please list any supporting documentary evidence which accompanies this application:

1.	Elevational images the existing subject window in poor condition for context.
2.	Image of the existing subject window in poor condition. External Face.
3.	Image of the existing subject window in poor condition. Internal Face.
4.	Image of the replacement element in the workshop prior to fitting. External Face.
5.	Image of the replacement element in the workshop prior to fitting. Internal Face.

8. Certificate of Lawfulness of Proposed Works - Interest in Listed Building

Please state the applicant's interest in the listed building?

Owner: ☒ Yes ☐ No Lessee: ☐ Yes ☐ No Occupier: ☐ Yes ☐ No

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

Name	Address	Have they been informed in writing of the application Yes	No
		☐	☐

If No to all the above, pleases give names and addresses of anyone you know who has an interest in the listed building:

Name	Address	Nature of interest in the listed building	Have they been informed of the application? Yes	No	If they have not been informed of the application please explain why not
[redacted]	31 China Ho. Manchester M1 6HP	Owner	☒	☐	
			☐	☐	
			☐	☐	
			☐	☐	

9. Authority Employee / 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 following statements apply to you and/or agent? ☐ Yes ☒ No

With respect to the authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

10. Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all the information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The burden of proof in a Certificate of Lawfulness of Proposed Works is firmly with the applicant and therefore sufficient and precise information should be provided.

The original and 3 copies of a completed dated application form: ☒

The original and 3 copies of a plan which identifies the listed building to which the application relates drawn to an identified scale and showing the direction of North: ☒

The original and 3 copies of such evidence verifying the information included in the application as you can provide: ☒

11. Declaration

I/we hereby apply for a Certificate of Lawfulness of Proposed Works as described in this form 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.

Signed - Applicant [redacted]nt

Date (DD/MM/YYYY):

16 April 2026 (date cannot be pre-application submission)

WARNING:
Section 26J of the Planning (Listed Buildings and Conservation Areas) Act 1990 provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 26I(6) enables the authority to revoke a Certificate they may have issued as a result of such false or misleading information.

12. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

[redacted]ber: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

14. 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? *(Please select only one)* ☒ Agent ☐ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name: Lynda Jubb

Telephone number: [redacted]

Email address: [redacted]