

Development Management, Economic Development and Planning,
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Application for a Lawful Development Certificate for an Existing Use or Operation or Activity, including those in breach of a planning condition

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	20
Suffix	
Property Name	
Address Line 1	Union Street
Address Line 2	
Address Line 3	Wiltshire
Town/city	Trowbridge
Postcode	BA14 8RU

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

Easting (x)	Northing (y)
385728	158188
Description	

Applicant Details

Name/Company

Title

Mrs

First name

Claire

Surname

Gregory-Smith

Company Name

Trowbridge Osteopaths & Wellbeing Centre Ltd

Address

Address line 1

20 Union Street

Address line 2

Address line 3

Town/City

Trowbridge

County

Country

United Kingdom

Postcode

BA14 8RU

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Reason for Lawful Development Certificate

Please indicate why you are applying for a lawful development certificate

- ☒ An existing use
☐ Existing building works
☐ An existing use, building work or activity in breach of a condition

Being a use, building works or activity which is still going on at the date of this application.

If Yes, to either 'an existing use' or 'an existing use in breach of a condition', please select the relevant Use Class.

Description of Existing Use, Building Works or Activity

Please fully describe each existing use, building works or activity for which you want the lawful development certificate. Where appropriate, show to which part of the land each use, building works or activity relates

The building was previously my home and osteopathic clinic.

I have planning permission for the ground and middle floors for treatment rooms for osteopathic and musculoskeletal services.

The top floor is now being used as an office (small room at the front of the building), and the larger room is being used for talking therapies/staff room.

Grounds for application for a Lawful Development Certificate

Under what grounds is the certificate being sought

Where the use, building works or activity began **before 25 April 2024**

- ☒ The use began more than 10 years before the date of this application
- ☐ The use, building works or activity in breach of condition began more than 10 years before the date of this application
- ☐ The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years
- ☐ The building works (for instance, building or engineering works) were substantially completed more than four years before the date of this application.
- ☐ The change of use to use as a single dwelling house began more than four years before the date of this application.
- ☐ Other - please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

Where the use, building works or activity began on or after 25 April 2024

- ☐ The use, building works or activity began more than 10 years before the date of this application.
- ☐ The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years.
- ☐ Other - please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

Is the certificate being sought for a use, operation, or activity in breach of a condition or limitation?

- ☐ Yes
- ☒ No

Please state why a Lawful Development Certificate should be granted

I had a visit from the council tax and planning enforcement agency in April 2026. They explained that although I have planning permission for the treatment rooms, the rest of the building was classed as residential. I assumed, wrongly, that since we were using the rooms occasionally, I did not need to change the planning status. I then applied via the council advice service to see what needed to be done, and Jo Stewart (Wiltshire Council) told me to apply for a certificate of Lawfulness as the changes had been made over 10 years ago. I did explain that I had contacted the planning department and that I have emails from the valuations team dating back to 2022. Unfortunately, I was passed around the Council tax and business rates departments before eventually reaching the valuations team. Unfortunately, the planning breach wasn't identified until now, and I have taken steps to rectify the situation as soon as I became aware of it.

I now live with my husband in 152 Wyke Road, Trowbridge, BA14 7NT. This move was a slow transition. We have been together for 17 years, married for 3 and living together for approximately 11 years.

Information in support of a Lawful Development Certificate

When was the use or activity begun, or the building works substantially completed (date must be pre-application submission)?

01-04-2015

In the case of an existing use or activity in breach of conditions has there been any interruption?

- ☐ Yes
- ☒ No

In the case of an existing use of land, has there been any material change of use of the land since the start of the use for which a certificate is sought?

- ☐ Yes
- ☒ No

Residential Information

Does the application for a certificate relate to a residential use where the number of residential units has changed?

☐ Yes

☒ No

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

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

ENQ/2026/00801

Date (must be pre-application submission)

20/04/2026

Details of the pre-application advice received

I rang Mary Warner for further clarification to guide me through the next steps.

This is a synopsis of the letter I received

Based on the information you've provided, it appears you are proposing a change of use from residential to commercial (Osteopathic Practice) at 20 UNION STREET, TROWBRIDGE, BA14 8RU.

You've indicated that you intend to carry out the works under permitted development rights. These rights allow certain types of development to proceed without the need for full planning permission, as set out in the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). We have reviewed the details you submitted, along with any relevant planning history and sitespecific constraints such as Article 4 Directions (a planning tool that removes certain permitted development rights, meaning you may need to apply for planning permission for changes that would normally not require it) or planning conditions. From the information provided, it appears that the proposal does not meet the criteria for permitted development under the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). This is due to the following reason: There is no provision in the General Permitted Development Order (GPDO) that allows a building or part of a building to change from residential use (Use Class C3) to commercial use, as such, planning permission would be required before proceeding with the proposed works. When planning permission is required, it does not necessarily mean that your proposal is unacceptable. Rather, it means that formal consent is needed to allow the Local Planning Authority (LPA) to assess the proposal in detail.

You should also note that this assessment represents an informal officer opinion only. It does not constitute a formal decision under Section 192 of the Town and Country Planning Act 1990 (as amended), and it is not legally binding on the Council. If you wish to obtain a formal determination, you may apply for a Certificate of Lawfulness (Proposed Use or Development).

Interest in the Land

Please state the applicant's interest in the land

- ☒ Owner
☐ Lessee
☐ Occupier
☐ Other

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

If yes, please provide details of their name, role, and how they are related:

***** REDACTED *****

Declaration

I/We hereby apply for Lawful development: Existing 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

Claire A Gregory-Smith

Date

07/05/2026