

Application for a Lawful Development Certificate for a Proposed use or development.

Town and Country Planning Act 1990: Section 192, as amended by section 10 of
the Planning and Compensation act 1991.

Town and Country Planning (Development Management Procedure) (England) Order 2010

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

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.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	Mr & Mrs			First name:	N & K		
Last name:	PETERS & WESTCOTT						
Company (optional):							
Unit:		House number:	43	House suffix:			
House name:							
Address 1:	CLODEN AVENUE						
Address 2:	EAST PRESTON						
Address 3:							
Town:	LITTLEHAMPTON						
County:	W/SUSSEX						
Country:							
Postcode:	BN16 1 QX						

2. Agent Name and Address

Title:		First name:	
Last name:	Trevor Unsted		
Company (optional):	55-57 Sea Lane Rustington BN16 2RQ		
Unit:		House number:	
House name:			
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

3. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: 43 House suffix:

House name:

Address 1: CLOVEN AVENUE

Address 2: EAST PRESTON

Address 3:

Town: LITTLEHAMPTON

County: W / SUSSEX

Postcode (optional): BN16 1QX

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

Easting: Northing:

Description:

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:

HARRY CHICK

Reference:

K/2/22/HH

Date DD/MM/YYYY:

(must be pre-application submission)

28 April 2022

Details of pre-application advice received?

SEE EMAIL FROM HARRY CHICK
RECEIVED 12.01.22

5. Lawful Development Certificate - Interest In Land

Please state the applicant's interest in the land?

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, please give name and addresses of anyone you know who has an interest in the land:

Name	Address	Nature of interest in the land	Have they been informed of the application?		if they have not been informed of the application please explain why not
			Yes	No	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

6. Authority Employee / Member

With respect to the Authority:

1. I am a member of staff
2. I am an elected member
3. I am related to a member of staff
4. I am related to an elected member

Do any of these statements apply to you?

☐ Yes ☒ No

If Yes, please provide details of the name, relationship and role

9. Planning 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 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 Lawful Development Certificate 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 such evidence verifying the information included in the application as you can provide:



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



The correct fee:

£103.00



10. Declaration

I/we hereby apply for a Lawful Development Certificate as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant

[Redacted Signature]

Date (DD/MM/YYYY):

9 May 2012

(date cannot be pre-application submission)

WARNING:

The amended section 194 of the 1990 Act provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 193(7) enables the authority to revoke, at any time, a certificate they may have been issued as a result of such false or misleading information.

11. Applicant Contact Details

Telephone numbers

Country code: National number:

Extension number:

[Redacted]

Country code:

[Redacted]

Country code:

[Redacted]

Email address (optional):

[Redacted]

12. Agent Contact Details

Telephone numbers

Country code: National number:

Extension number:

[Redacted]

Country code: Mo

[Redacted]

Country code: Fax

[Redacted]

Email address (optional):

[Redacted]

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:

[Redacted]

Telephone number:

[Redacted]

Email address:

[Redacted]

7. 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

From Construction, original & continuous use as a DOMESTIC SINGLE DWELLING

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

1.	K/2/22/HH [APPROVAL 18.3.22]
2.	EXISTING PLANS 11-21-CA Pa DECS ELEV'S 11-21-CA P b
3.	PROPOSED PLANS 05-22-CA Pg DRAWING ELEV'S 05-22-CA P A.
4.	LOCATION & BLOCK PLANS 05-22-CA P i
5.	

If you consider the existing, or last use is within a 'Use Class' in the Town and Country Planning (Use Classes) Order 1987 (as amended), state which one:

PRIVATE / DOMESTIC.

Information About The Proposed Use(s)

If you consider the proposed use is within a 'Use Class' in the Town and Country Planning (Use Classes) Order 1987 (as amended), state which one:

PRIVATE / DOMESTIC

Is the proposed operation or use:

☐ Temporary

☒ Permanent

If temporary please give details:

Please state why you consider that a Lawful Development Certificate should be granted for this proposal:

THE PROPOSED REAR DORMER IS IN FULL COMPLIANCE WITH THE CURRENT C/DOO CLASS. B.
NOTE: VOLUME INCREASE DOES N/E 50 cu m.
JULIETTE BALCONY IS FACH FIXED DIRECTLY TO THE DORMER FACE & DOES NOT CREATE A BALCONY.

8. Description Of Proposal

Does the proposal consist of, or include:

a) The carrying out of building or other operations? ☒ Yes ☐ No

If Yes to a, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions):

CONSTRUCTION OF A NEW REAR DORMER TO ENLARGE THE EXISTING STUDY AREA.

b) Change of use of the land or building(s)? ☐ Yes ☒ No

If Yes to b, 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:

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

Has the proposal been started?

☐ Yes

☒ No

αβχδ VALIDATION CHECKLIST

APPLICATION FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR A PROPOSED USE OR OPERATION OR ACTIVITY

Three copies of all documents unless stated otherwise or submitted electronically. Failure to complete all boxes will result in your application being returned as invalid.

	YES	N/A
Completed form	☒	
The appropriate fee. If N/A why?	☒	☐
Location plan	☒	
Such evidence verifying the information including in the application as can be provided (Statutory Declaration from person/persons with knowledge of the existing use/works carried out).	☒	
Such other information as is considered to be relevant to the application (bills, receipts, rent books).	☒	
Reasons, if any, for regarding the use, operations or other matter described in the application as lawful.	☒	
LOCAL REQUIREMENTS		
Existing and Proposed Floor plans	☒	☐
Existing and proposed Floor plans and elevations at 1:50/1:100 where certificate for lawful operations sought.	☒	☐
Site plan at 1:200 where certificate for lawful use of land sought	☒	☐
Planning Statement to include:		
In the case of an application for a certificate of lawfulness for a proposed use of buildings and other land (made under section 192 (1)(a) of the Town and Country Planning Act 1990: The name of any use class which is considered applicable to the use existing at the date of the application.	☒	ITEM 7.
Where the application specifies two or more uses, operations or other matters the plan which accompanies the application shall indicate to which part of the land each use, operation or matter relates.	☐	N/A.
A statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant known to have an interest in the land and whether any person has been notified of the application.	☒	ITEM 5.

