



Arun District Council
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Tel: 01903 737756
www.arun.gov.uk

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)
502682	103840

Description

Applicant Details

Name/Company

Title

Mr

First name

Owen

Surname

Lewis

Company Name

Address

Address line 1

4 Sandfield Avenue

Address line 2

Address line 3

Wick

Town/City

Littlehampton

County

Country

United Kingdom

Postcode

BN17 7LL

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

☒ Yes

☐ No

If Yes, 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)

Removal of existing brick paving to footprint of new proposed w.c extension area and stack for re - use , Excavate down to formation levels ready to receive new 450mm wide x 1000mm deep concrete strip foundations and clear all oversite from reduced dig out and clear to skip at rear of property. Install new w.c foul drainage and all associated connections required into existing manhole and perform test. Install new concrete footings to foundation plan and allow the concrete to cure for 48 hours prior to further work commencing on site. From this point the bricklayers will start to install inner leaf ,cavity and outer leaf blockwork walls including insulation ,DPC and associated wall ties up to the height of 800mm. The next stage of the build would be to construct timber walls on top of the new blockwork with 145mm x 44mm C24 treated timber studs fixed at 400mm centres ready to receive the cut and pitch roof. Install cut and pitch roof with again 145mm x 44mm treated timbers at 400mm centres form opening for new small 450mm x 720mm roof light- all carpentry works will be inline with current building regulations. Once the roof is completed then the roof membrane and roofing battens will be installed to ensure the extension is water tight. The external wall build up can then also start as per specification and regulations .Roofer to then chase out existing outer brickwork and install new code 5 lead flashing fixed off by lead wedges in-between the existing mortar. Once the leadwork is chased out ready then the roofer will install the flashing kit to the small rooflight. From this point the roofer will install approx. 400mm x 250mm slate tiles with clout nails every fourth row into timber battens to match existing to main roof construction. 1st fix mechanical and electrical to current layout plan will start along with installing the new door and window within the w.c Then following on from this the new timber walls and roof construction will receive full fill insulation in-between the new studs with air tightness plastic over the top prior to plaster boarding. All new timbers walls and ceilings to receive 32mm insulation/plaster board to face of walls. As regards to the w.c walls and ceiling the same build up applies but we will use sound bloc plasterboard for additional privacy. All plaster board joints to receive scrim tape and angle beads installed to corners prior to plastering. Plastering to apply base coat and finish coat to all walls and ceilings with a 3mm skim as the finish. Plastering to have 3 days to dry out before decorations and second fix can start. Decorator to apply a mist coat and 1st coat to all walls ,ceilings and roof into rooflight. Install new floor finish to w.c and lobby area. From this point the second fix mechanical and electrical will start and will be completed within 1 week. Carpenter will then follow on with his second fix works of which include boxing in drainage / pipes, door linings architectures and skirting boards.

Does the proposal consist of, or include, a change of use of the land or building(s)?

☐ Yes

☒ No

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 current plot forms part of the existing rear garden within our boundary and additional parking area for the property is residential in nature.

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

I have existing plans of the house.

I have proposed plans for the new w.c extension.

I have plans for the w.c extension concrete foundation.

I have drainage and mechanical plans for the w.c extension.

I have layout plans for the w.c and lobby area.

I have land registry title documents.

I have drainage and water searches.

I have two site investigation reports.

I have applied for a build over application with Southern water as working on or near sewer.

I have site photos of the proposed area in question.

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?

. Lawful development certificate should be granted for this proposal because it complies with the legal framework set out in the town and country planning act 1990. The certificate confirms that the proposed development is lawful for planning purposes meaning it does not require planning permission.

. Further to the above the new build w.c extension is only a small amount of proposed building work that will be required of which also could fail under permitted development.

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

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

Owen Lewis

Date

19/02/2026