

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

Town and Country Planning Act 1990

Please complete using block capitals and black ink.

1. Applicant Name and Address

Title:	MRS.	First name:	LYNNE
Last name:	MARTIN		
Company (optional):			
Unit:		House number:	81
		House suffix:	
House name:			
Address 1:	CHAUCER AVENUE		
Address 2:			
Address 3:	RUSTINGTON		
Town:	LITTLEHAMPTON		
County:	WEST SUSSEX		
Country:	ENGLAND		
Postcode:	BN16 2PG		

2. Agent Name and Address

Title:	MR.	First name:	JAMIE
Last name:	BLONDIST		
Company (optional):	KRONA DESIGN		
Unit:		House number:	4
		House suffix:	
House name:	STORM HOUSE		
Address 1:	UNION PLACE		
Address 2:	WORTHING		
Address 3:			
Town:			
County:	WEST SUSSEX		
Country:	ENGLAND		
Postcode:	BN11 1LG		

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		House number:	81	House suffix:	
House name:					
Address 1:	CHAUGAR AVENUE				
Address 2:					
Address 3:	RUSTINGTON				
Town:	LITTLEHAMPTON				
County:	WEST SUSSEX				
Postcode (optional):	BN16 2PG				
Description of location or a grid reference. (must be completed if postcode is not known):					
Easting:	504766	Northing:	102062		
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:

Reference:

Date DD/MM/YYYY:

(must be pre-application submission)

Details of pre-application advice received?

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

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

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

Do any of these statements apply to you and/or agent? ☐ Yes ☒ No

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

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

C3 USE IS LAWFUL
(DRAWINGHOUSES)

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

- | | |
|----|------------------|
| 1. | EXISTING DRAWING |
| 2. | PROPOSED DRAWING |
| 3. | |
| 4. | |
| 5. | |

If you consider the existing, or last use is within a 'Use Class', state which one:

C3

Information About The Proposed Use(s)

If you consider the proposed use is within a 'Use Class', state which one:

C3

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:

C3 USE (DRAWINGHOUSES) REMAINS
RELEVANT

SIDE EXTENSION IS LESS THAN 4M HIGH
SIDE EXTENSION IS LESS THAN HALF THE
WIDTH OF THE BUILDING

MATERIALS WILL MATCH EXISTING

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 SIDE EXTENSION

- 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

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:



10. Declaration

I/we hereby apply for a Lawful Development Certificate 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.

Signe

Or signed - Agent

Date (DD/MM/YYYY):

23.9.2025

(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:

12. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

13. 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:

Telephone number:

Email address: