



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	36
Suffix	
Property Name	
Address Line 1	Sheep Fold Avenue
Address Line 2	
Address Line 3	West Sussex
Town/city	Rustington
Postcode	BN16 3SQ

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

Easting (x)	Northing (y)
506286	102710
Description	

Applicant Details

Name/Company

Title

Mr

First name

Elliot

Surname

Leopold

Company Name

Address

Address line 1

36 Sheep Fold Avenue

Address line 2

Address line 3

Rustington

Town/City

Littlehampton

County

Country

United Kingdom

Postcode

BN16 3SQ

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

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)

We will be having plumbing work done to run water, toilet installation and gas supplies to our existing garage. As well as installing waste water pipes for all waste water from the garage through our own garden to the pre existing waste drain for the property that is already located there.

Access to this address or any other property will not be affected by this work as it will all be done within our property boundary, in our rear garden and in the garage that is also in our rear garden.

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

☒ Yes

☐ No

If Yes, 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

We are hoping to change the use of the garage so that we can use it for our small business. This will primarily be for storage of business equipment as well as a small office and kitchen as the business is a mobile food truck, and all cooking currently takes place in the vehicle, so this is an extension of that in an effort to make our lives easier by having another space to work in.

As we are a mobile food business and operate elsewhere for all of our events, there will be no extra traffic/foot traffic/staff visiting the property due to the planned works. It is purely a preparation and storage area for the two of us, so that we no longer have to work exclusively in the van on our driveway.

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

We purchased the property in November 2025 and the garage was either used as a car garage or as a general storage area by the previous owners of the property. The building already has power and lighting installed. We are currently using it as a storage area.

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 building in it's current state has been there in the same use as a garage and storage area for over 20 years by the previous owner.
- The planned works will not alter the outward appearance of the building and so will remain unchanged for any neighbours.
- The planned works will not encroach on any other property boundaries, nor will it restrict access to any other property.
- The change in use of the building will not change or increase the visitors to the property, as the only staff/owners of the business live at the address and there are no plans to expand the business to take on more staff, or to have clients visit the property.
- Although it is a food based business, due to it's small scale, there will be no increase of strong odours as the usage will not be different from a normal domestic kitchen, or any change from our current situation where the cooking takes place in the food van while it is parked on our private driveway.

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

We currently don't have any supporting documentary evidence as we are unsure if our business activity constitutes a material change of use, and therefore as far as we understand, the planned works should not require planning permission.

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?

We believe that the impact of the all the proposed works will have minimal to no effect on the surrounding area and neighbours due to the lack of external changes to the property.

However it will make a huge difference to our lives personally by providing us with a space to work in that is separate from our home.

We do not believe that the proposed works will require a change of the building class as the main property will remain unchanged, and will still be our main residential home. The only changes that will be made will be to the external garage, and it is essentially just adding extra utilities.

The garage will not be turned into a residential space, despite the utilities.

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

Date (must be pre-application submission)

12/02/2026

Details of the pre-application advice received

We contacted the Arun planning office to seek advice on whether or not planning permission was required, and this was their reply.

"To check whether you need planning permission you will need to make an application for a lawful development certificate for a proposed development. This type of application answers the question 'Do I need planning permission?' If you don't you will have a certificate for future reference. If however you do, you will need to go on to make a planning application.

The application can be made online at www.planningportal.co.uk and I attach the validation requirements list. You may also need building regulations so I have copied them into this email."

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

Elliot Leopold

Date

18/02/2026