



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)
497621	103669

Description

Applicant Details

Name/Company

Title

First name

Caroline

Surname

McGlynn

Company Name

Address

Address line 1

2 Woolgar Close

Address line 2

Address line 3

Town/City

Yapton

County

Country

GB

Postcode

BN18 0ZJ

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

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

We are seeking lawful development certificate permission to create a new fence line at the end of our driveway and fully within our boundary ownership.

The overall length of the driveway is approximately 17.5 metres and having a width of 3.23 metres.

We are proposing to reduce the length of the end of our driveway for a short distance of 2.21metres.

The remaining length of the drive will still be able to accommodate 3 vehicles, if needed.

We would like to place on that part of the driveway behind a new fence line mentioned a small wooden 4ft x 6ft greenhouse (1.24 m x 2.01 m and height of 2.06 m) which we understand is classed as an outbuilding therefore not requiring planning permission and which would also be located well behind the rear property wall line by 3.1 m., behind the new fence line. We would keep the existing permeable drive surface in situ. We believe this to be lawful as it is within our boundary and also we believe lawful development covers the creation of a new fence line well as with a small greenhouse in this location as it would be located beyond the back property wall line .

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

Select the use class that relates to the existing or last use.

Other

Other (please specify)

driveway within house boundary

Information about the proposed use(s)

Select the use class that relates to the proposed use.

Other

Other (please specify)

outbuilding possibly class e

Is the proposed operation or use

☒ Permanent

☐ Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

The changes to the fence line are within our boundary. That part of the driveway surface will not be changed as the permeable surface will be keep in situ. A domestic greenhouse (less than 2.5 metre high) as we understand falls under permitted development for outbuildings and are exempt structures which do not need formal planning permission.

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

Date (must be pre-application submission)

29/07/2026

If you require confirmation from us on whether you require 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?" The application can be made online at the planning portal www.planningportal.co.uk and I attach the validation requirements for a Lawful Development Certificate.

If you don't need permission, you will have a certificate confirming this for future reference, such as when you sell the property. If you do require planning permission, you would then need to go on to make a planning application.

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

Caroline McGlynn

Date

31/07/2026