



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	14
Suffix	
Property Name	
Address Line 1	Bittern Avenue
Address Line 2	
Address Line 3	West Sussex
Town/city	Yapton
Postcode	BN18 0BW

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

Easting (x)	Northing (y)
497369	103236

Description

Applicant Details

Name/Company

Title

Mrs

First name

Donna

Surname

Hobbs

Company Name

Address

Address line 1

14 Bittern Avenue

Address line 2

Yapton

Address line 3

Town/City

Arundel

County

Country

GB

Postcode

BN18 0BW

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)

The proposal comprises the partial internal conversion of the applicant's existing domestic garage to form a home office ancillary to the main dwelling. The garage forms one half of a double garage building, with the adjoining garage serving the neighbouring property and being separately owned. The application relates solely to the applicant's half of the garage building, and no works are proposed to the neighbouring garage, its access or use.

The building operations include the construction of a full-height internal partition wall to separate the rear office area from the retained front garage/storage area; insulation to the walls, floor and ceiling; installation of suitable electric heating for domestic home-office use; formation of one new opening in the garden-facing side elevation for a 900mm wide x 2000mm high fully glazed personnel door with black frame; and formation of one new opening in the same elevation for a 900mm wide x 450mm high-level window with black frame.

A ceiling access hatch will also be formed within the converted office area to provide access to the existing roof void for inspection, maintenance and light storage only. The roof void will not be converted to habitable accommodation.

The existing garage footprint, roof form, overall height and existing garage door will remain unchanged. No extension is proposed. No new vehicular access, street, hardstanding, boundary treatment, means of enclosure or alteration to the existing drainage arrangements is proposed.

The precise siting and dimensions of the proposed works are shown on the accompanying existing and proposed plans and elevations.

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

The proposal is for the partial conversion of the existing detached domestic garage to provide a home office ancillary to the main dwelling. Approximately the rear 4.2 metres of the garage will be used as a home office, with the front section retained as garage/storage space and the existing garage door retained.

The office will be used solely by the occupiers of the dwelling for normal home-working purposes and will remain entirely ancillary to the residential use of the property. It will not be separately occupied or used as an independent dwelling, annexe or commercial premises.

There will be no customer visits, employees, business signage, business-related deliveries or machinery installed.

The use will remain incidental/ancillary to the normal residential occupation of the main dwelling and may take place during normal daytime and evening home-working hours.

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

The existing and current use is as a detached domestic garage and storage area ancillary to the main dwelling. This use has not ceased and continues at the present time.

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 existing building is a detached domestic garage constructed as part of the approved Ryebank Gate residential development and serves Plot 136. It forms part of the development approved under planning reference Y/49/21/RES and has been in continuous domestic use ancillary to the main dwelling since the property was built.

The garage is therefore an existing lawful building and its current use as domestic garage/storage ancillary to the dwelling is lawful.

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

Developer site/layout plan identifying Plot 136.

Existing and proposed garage floor plans.

Existing and proposed elevations showing the new personnel door and high-level window.

Location/site plan identifying the application property.

Photographs of the existing garage and garden-facing elevation.

Copy of correspondence from Arun District Council advising that a Lawful Development Certificate for a Proposed Use or Development should be submitted.

Supporting statement explaining the existing lawful garage use and the proposed ancillary home-office use.

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?

The proposed development is considered lawful because the existing detached garage is an established lawful building ancillary to the main dwelling, and the proposed use of part of the garage as a home office would remain ancillary to the residential use of the property within Use Class C3.

The proposal does not create a separate dwelling, annexe or independent commercial premises and will not result in a material change of use of the planning unit. The existing garage footprint, roof form, overall height and garage door will remain unchanged.

The proposed works are limited to the internal partial conversion of the garage together with the formation of one new fully glazed personnel door and one high-level window within the garden-facing side elevation. No extension or enlargement of the existing building is proposed.

The application is therefore made to obtain formal confirmation under Section 192 of the Town and Country Planning Act 1990 that the proposed use and associated building operations, as shown on the submitted plans, would be lawful and would not require a separate 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

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

Donna Hobbs

Date

05/10/2026