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For Official use

App No:

Date Rec:

Fee:



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

39

Suffix

Property Name

Address Line 1

Holmesdale Road

Address Line 2

Address Line 3

West Sussex

Town/city

Burgess Hill

Postcode

RH15 9JP

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

Easting (x)

531139

Northing (y)

118233

Description

Applicant Details

Name/Company

Title

Mr

First name

Joe

Surname

Clark

Company Name

Address

Address line 1

39 Holmesdale Road

Address line 2

Address line 3

Town/City

Burgess Hill

County

West Sussex

Country

United Kingdom

Postcode

RH15 9JP

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

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)

Proposed loft conversion with dormer to the south elevation. Temporary external scaffolding will provide a working platform for the duration of the roof modifications. There will be no change to access or the street. No hard standings will be required to enable the works to be completed.

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

All of the criteria of permitted development have been followed

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

Please see roof calculations and planning drawings

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?

- A. permission to use the dwellinghouse as a dwellinghouse has been granted only by virtue of Class M, N, P or Q of Part 3 of this Schedule (changes of use);
B. No part of the dwellinghouse would, as a result of the works, exceed the height of the highest part of the existing roof;
C. No part of the dwellinghouse would, as a result of the works, extend beyond the plane of any existing roof slope which forms the principal elevation of the dwellinghouse and fronts a highway.
D. The cubic content of the resulting roof space does not exceed the cubic content of the original roof space by more than 50 cubic metres
E. No part of the works consists of, or includes
E.I The construction or provision of a veranda, balcony or raised platform,
E.I.I The installation, alteration or replacement of a chimney, flue or soil and vent pipe; or
F. The dwellinghouse is not on article 2(3) land.

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

PP-12903042

Date (must be pre-application submission)

09/05/2024

During the application of Planning Application Ref: PP-12903042 this Lawful Development was discussed.

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

Joe Clark

Date

08/04/2025

Amendments Summary

- Updated response to section 8 question 'Does the proposal consist of, or include, the carrying out of building or the operations?'
- Revised Location Plan HOL-00-A-20202-Existing and Proposed Plans. Location plan scale updated to 1:1250.
- Revised Existing and Proposed Plans HOL-00-A-20201-Site and Location Plan. First floor landing window now shown.