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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

25

Suffix

Property Name

Address Line 1

Benchfield Close

Address Line 2

Address Line 3

West Sussex

Town/city

East Grinstead

Postcode

RH19 3NZ

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

Easting (x)

540503

Northing (y)

138019

Description

Applicant Details

Name/Company

Title

Mr

First name

Andrew

Surname

Fleming

Company Name

Address

Address line 1

25 Benchfield Close

Address line 2

Address line 3

Town/City

East Grinstead

County

West Sussex

Country

United Kingdom

Postcode

RH19 3NZ

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

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)

Proposed roof alteration to the rear of the house - erection of a new dormer with associated internal and external works and alterations.
Materials to match existing roof.

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

The property is classified as a C3 dwellinghouse and has been in continuous use as a residential dwelling. There are no known planning restrictions or enforcement notices affecting the property. The proposed alterations relate to existing elements of the dwelling, such as internal improvements, or are modest additions such as a new dormer, all of which are within the scope of permitted development.

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

2613.01 Existing and Proposed Location Block Plans & Flood Risk and Surface Water Maps, 2613.02 Existing Plans, Elevations and Section, 2613.10 Proposed Plans, Sections and Elevations, 2613.302.02 CIL, 2613.302.01 Design and Access Statement

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 Lawful Development Certificate should be granted for this proposal because the proposed works fall within the scope of permitted development. The property is a C3 dwellinghouse, and the proposed changes—including alterations to fenestration, erection of new dormer, and internal insulation—do not constitute a material change of use or exceed the limitations set out in the GPDO. Internal insulation improvements do not affect the external appearance or use of the dwelling. The cubic content of the new dormer would not exceed the cubic content of the original roof space by more than 50 cubic metres, would not exceed the height of the highest part of the existing roof, and would not extend beyond the plane of any existing roof slope which forms the principal elevation of the dwellinghouse and fronts a highway. As all works comply with the relevant provisions of permitted development and do not require planning permission, a Lawful Development Certificate should be granted to confirm their lawful status.

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

Victoria Turner

Date

25/09/2026