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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

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)

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

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)

A rear dormer

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

6 Shenstone, Lindfield, Haywards Heath RH16 2PU is a detached single-family dwellinghouse within an established residential cul-de-sac off Hickmans Lane. The property has been in continuous use as a single dwellinghouse (Use Class C3) since its construction [in the 1960s/70s as part of the Shenstone estate development], and there has been no material change of use since that time. The surrounding properties are of the same residential character and use.

The property is not a listed building, is not within a Conservation Area, and is not subject to an Article 4 Direction. To the applicant's knowledge, permitted development rights have not been removed by condition on any planning permission relating to the property.

The recent refusal under DM/26/1485 concerned proposed works only and does not affect the lawfulness of the existing dwelling or its use.

The existing building is therefore a lawful dwellinghouse to which the permitted development rights in Schedule 2, Part 1 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) apply.

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

6 Shenstone Proposed Elevation Planning PL_120_00 PD
6 Shenstone Proposed Elevation Planning PL_102_00 PD
6 Shenstone Proposed Elevation Planning PL_106_00 PD
23_140_PL_010

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 application property is a lawful detached dwellinghouse (Use Class C3), as set out above. It is not listed, not within a Conservation Area, not subject to an Article 4 Direction, and its permitted development rights have not been removed. The proposed works therefore benefit from the permitted development rights in Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Each element is assessed below against the relevant limitations and conditions.

1. Loft conversion with rear dormer: Part 1, Class B

The proposal enlarges the dwellinghouse by an addition to the rear roof slope to form a second-floor bedroom with ensuite and storage, as shown on drawings 23_140_PL_102 and 23_140_PL_120.

B.1(a)–(b): The dwellinghouse was not built under Classes M, MA, N, P, PA or Q of Part 3.

B.1(c): No part of the dormer exceeds the height of the highest part of the existing roof. The dormer ridge is below the main ridge.

B.1(d): The dormer is on the rear roof slope and does not extend beyond the plane of any roof slope forming the principal elevation or fronting a highway.

B.1(e): The new space created is within the 50 m³ allowance for a detached house.

B.1(f): The proposal includes no verandah, balcony or raised platform.

B.1(g): The proposal does not alter any chimney, flue or soil and vent pipe.

B.2(a): The external materials match the existing house in appearance: [tile-hung cheeks / tiles to match existing roof].

B.2(b): The edge of the dormer closest to the eaves is set back at least 0.2 m from the eaves, measured along the roof plane. It does not overhang the outer face of the wall.

B.2(c): Any windows will be non-opening unless the opening part is more than 1.7 m above the floor of the room.

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

- BuchanRumArchitects

Date

11/10/2026

