



Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS

Switchboard: 01444 458166  
DX 300320 Haywards Heath 1  
Email: [servicesupport@midsussex.gov.uk](mailto:servicesupport@midsussex.gov.uk)  
[www.midsussex.gov.uk](http://www.midsussex.gov.uk)

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

141

Suffix

Property Name

Address Line 1

London Road

Address Line 2

Address Line 3

West Sussex

Town/city

Burgess Hill

Postcode

RH15 8LH

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

Easting (x)

530791

Northing (y)

119367

Description

## Applicant Details

### Name/Company

Title

Mrs

First name

Serena

Surname

Atkinson

Company Name

### Address

Address line 1

141

Address line 2

London Road

Address line 3

Town/City

Burgess Hill

County

Country

GB

Postcode

RH158LH

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

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)

Demolition and removal of the existing garage and shed structure and construction of a detached ancillary residential annexe within the rear garden. The proposed annexe will be used in connection with the main dwelling and will not form a separate dwelling.

Associated works include foundations/base, utility connections, drainage and access, and landscaping as shown on the submitted plans.

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 application site comprises an existing single dwelling/house with associated residential garden (cartilage) at 141 London Road, Burgess Hill. the property is in lawful residential use as a dwelling/house (Use Class 3) and has been used as such for many years. The proposed annexe will be located within the existing residential curtilage of the property.

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

Supporting Statement.  
Site Layout Plan.  
Proposed Annexe Plans and Elevations.

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

### 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 is sought in respect of a proposed garden annexe to be occupied by the applicant's adult disabled son. The annexe will remain incidental and ancillary to the main dwelling/house and will not form a separate planning unit.

The proposed structure is intended to comply with the definition of a caravan under the Caravan Sites Act 1968 (as amended), being constructed in transportable sections and assembled on site. The annexe will be located within the residential curtilage of the existing dwelling and will remain occupied in connection with the main house.

The proposal will provide suitable accommodation for the applicant's adult disabled son whilst maintaining family support. The project is also being part-funded by West Sussex County Council as part of an initiative to increase fostering capacity within the family home.

## 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

Serena Atkinson

Date

16/06/2026