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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

10

Suffix

Property Name

Blue Peter Bungalow

Address Line 1

Oakenfield

Address Line 2

Address Line 3

West Sussex

Town/city

Burgess Hill

Postcode

RH15 8SJ

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

Easting (x)

531020

Northing (y)

120073

Description

Applicant Details

Name/Company

Title

Mr

First name

Mark

Surname

Gill

Company Name

Address

Address line 1

10 Blue Peter Bungalow

Address line 2

Oakenfield

Address line 3

Town/City

Burgess Hill

County

West Sussex

Country

Postcode

RH15 8SJ

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

***** REDACTED *****

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)

Enclose a walk-through, single-storey rear extension, add velux roof windows for loft conversion

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

Class C3 dwellinghouse

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

N/A

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 proposal comply with the criteria set out in Schedule 2, Part 1, Classes A & C of the General Permitted Development Order

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

Surname

***** REDACTED *****

Reference

DM/25/1643 and DM/25/2112

Date (must be pre-application submission)

29/09/2025

Details of the pre-application advice received

DM/25/2112:

"I am writing with regards to the above enquiry and, having considered the proposal, I would advise as follows.

Having investigated the planning history of the property, there does not appear to be any conditions that would restrict the enclosing of the walk through using permitted development rights.

It is my informal view that planning permission would not be required providing it would comply with the following criteria:

- Only half the area of land around the "original house" can be covered by extensions or other buildings.
- Extensions cannot be higher than the highest part of the existing roof; or higher at the eaves than the existing eaves.
- Where the extension comes within two metres of the boundary the height at the eaves cannot exceed three metres.
- Extension cannot be built forward of the 'principal elevation' or, where it fronts a highway, the 'side elevation'.

The work cannot include:

- *verandas, balconies or raised platforms.
- *a microwave antenna (e.g. TV aerial or satellite dish).
- *a chimney, flue or soil and vent pipe.
- *any alteration to the roof of the existing house.
- Must not exceed four metres in height.
- Must not extend more than 4 metres beyond the rear wall
- Must not exceed more than half the width of the original house
- The materials used in any exterior work must be of a similar appearance to those on the exterior of the existing house.

In my informal opinion, if the proposal met all of the above criteria, I would advise that planning permission would not be required.

DM/25/1643:

From your email dated the 26th June 2025, the proposed works include:

1. Enclosing a walk through.
2. The installation of Velux roof windows.

It is my informal view that planning permission would not be required providing it would comply with the following criteria:

- no first floor accommodation is provided;
- the materials used in any exterior work must be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse, including the windows;
- the Velux windows must not protrude more than 0.15 metres beyond the plane of the slope of the original roof when measured from the perpendicular with the external surface of the original roof;
- the Velux windows must not protrude more than 0.15 metres beyond the plane of the slope of the original roof when measured from the perpendicular with the external surface of the original roof; and
- Any Velux window located on a roof slope forming a side elevation of the house must be -
 - (a) obscure-glazed; and
 - (b) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed.

If the works would not comply with any of the above, I would informally advise that planning permission would be required.

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

Kelly McNally

Date

14/05/2026