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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

41

Suffix

Property Name

Address Line 1

College Lane

Address Line 2

Address Line 3

West Sussex

Town/city

Hurstpierpoint

Postcode

BN6 9AD

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

Easting (x)

529229

Northing (y)

116392

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)

Demolition of 2no existing first-floor rear (north) elevation dormers, to be replaced with a new, full width dormer. A new 3m2 porch will be added at ground floor on the east elevation.

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 has always been a dwellinghouse (Class C3) and will continue to be a 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 works comply with permitted development guidelines for householders. The proposed full-width dormer complies with Class B of the Permitted Development Rights for Householders guidance: • The height of the new dormer will be lower than the highest part of the existing ridge line (B.1.b) • The dormer is on the rear elevation, and it does not extend beyond the plane of the roof forming the principal elevation fronting the highway (B.1.c) • The increase in cubic content after construction of the new dormer will be less than 50m³ (B.1.d). For details, refer to the Planning Statement. • No verandah, balcony or roof terrace is proposed (B.1.e) • The site is not on Article 2(3) land (B.1.f) • The materials proposed will be of similar appearance to those of the existing dwelling (B.2.a) • No new windows are proposed on the side elevations (B.2.c) The proposed porch complies with Class D of the Permitted Development Rights for Householders guidance for porches: • The porch footprint, measured externally, will be less than 3m² (D.1.b) • The eaves will be no higher than 3m over ground level (D.1.c) • No part of the structure will be within 2 metres of any boundary of the curtilage with a highway (D.1.d)

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

DM/26/0068

26/02/2026

Details of the pre-application advice received

Previous Lawful Development application (Ref. DM/26/0068) submitted on 12 January 2026, was refused on 26 February 2026 due to a small area of non-compliant metal cladding, which we were not allowed to amend. This scheme amends the proposals, simplifying the design and removing the metal cladding elements.

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

Dan McArthur

Date

24/04/2026