



Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

Switchboard: 01444 458166
DX 300320 Haywards Heath 1
Email: servicesupport@midsussex.gov.uk
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

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

Mr

First name

Andrew

Surname

Russell

Company Name

Address

Address line 1

7 Kingsland Cottages Reeds Lane

Address line 2

Address line 3

Town/City

Sayers Common

County

West Sussex

Country

Postcode

BN6 9JG

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)

Proposed outbuilding, for use as a home office

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

Statement of Lawfulness: Proposed Outbuilding (Home Office)

1. Introduction and Use Class

The proposal involves the construction of an outbuilding within the curtilage of a dwellinghouse. The intended use is as a domestic home office. Under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), specifically the preamble to Class E, development is permitted for "any building or enclosure... required for a purpose incidental to the enjoyment of the dwellinghouse."

A home office used for personal business or remote work, without the arrival of regular clients or staff, is a well-established incidental use that does not constitute a material change of use.

2. Compliance with GPDO Schedule 2, Part 1, Class E

We confirm that the proposal complies with every restrictive criterion set out in paragraph E.1 as follows:

E.1(a) Total Footprint: The total area of ground covered by buildings and enclosures within the curtilage (other than the original dwellinghouse) will not exceed 50% of the total area of the curtilage.

E.1(b) Location: No part of the building will be situated on land forward of a wall forming the principal elevation of the original dwellinghouse.

E.1(c) Number of Storeys: The building is strictly single-storey in its entirety.

E.1(e) Height (Within 2m of Boundary): To ensure compliance, since the building is located within 2 metres of the boundary of the curtilage, the whole of the building shall not exceed 2.5 metres in height.

E.1(f) Height (Beyond 2m of Boundary): (If applicable) In all other cases, the building height does not exceed 4 metres in the case of a dual-pitched roof, or 3 metres in any other case.

E.1(g) Eaves Height: The height of the eaves of the building does not exceed 2.5 metres.

E.1(h) Prohibited Features: The proposal does not include the construction or provision of a veranda, balcony, or raised platform (exceeding 300mm in height).

E.1(i) Designated Land: The dwellinghouse is not situated on article 2(3) land (National Parks, AONBs, Conservation Areas, etc.), nor does it involve a container or microwave antenna.

E.1(j) Listed Buildings: The building is not within the curtilage of a listed building.

3. Conclusion on Lawfulness

As the proposed outbuilding is to be used for a purpose incidental to the enjoyment of the dwellinghouse and adheres to all dimensional and locational constraints stipulated in Schedule 2, Part 1, Class E of the GPDO, it constitutes Permitted Development.

The proposed use as a domestic home office is lawful as it remains ancillary to the primary residential use of the site. Therefore, no express grant of planning permission is required.

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

DWL 01 - LDC drawings pack - Existing and Proposed Plans - Scale 1-100 - A1 - 2026-04-14

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?

Because the proposal meets all criteria as detailed above under the GPDO

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

***** REDACTED *****

Surname

***** REDACTED *****

Reference

Kingsland

Date (must be pre-application submission)

09/04/2026

Details of the pre-application advice received

-

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

James Smith

Date

14/04/2026