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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

90

Suffix

Property Name

Address Line 1

Turners Mill Road

Address Line 2

Address Line 3

West Sussex

Town/city

Haywards Heath

Postcode

RH16 1NJ

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

Easting (x)

532790

Northing (y)

125114

Description

## Applicant Details

### Name/Company

Title

Mr & Mrs

First name

Lewis and Sophie

Surname

Levoi

Company Name

### Address

Address line 1

90 Turners Mill Road

Address line 2

Address line 3

Town/City

Haywards Heath

County

West Sussex

Country

Postcode

RH16 1NJ

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

\*\*\*\*\* REDACTED \*\*\*\*\*

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

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 existing garage forms part of the existing residential property and is an established part of the dwelling. There are no known planning restrictions or enforcement notices affecting the garage, and it is understood to have been lawfully constructed as part of the existing property.

The proposed works relate to the conversion of the existing garage and do not involve the creation of a new building or extension to the existing footprint.

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

Existing and Proposed Site Location Plan Existing and Proposed Block Plan Existing and Proposed Floor Plans Existing and Proposed Elevations

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 proposed development is considered to constitute permitted development under Schedule 2, Part 1 of the Town and Country Planning (General Permitted Development) (England) Order 2015, as amended.

The proposal involves the conversion of the existing garage within the existing residential property and the replacement of the existing front elevation windows. The works do not involve an extension to the existing footprint or any material enlargement of the dwelling.

The replacement front windows will match the existing windows in terms of material, colour and appearance and are therefore considered to comply with the relevant permitted development requirements.

Accordingly, it is considered that the proposed works would be lawful and that a Lawful Development Certificate should be granted.

## 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

Sabrine Soullard

Date

04/09/2026