



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

Ms

First name

Amy

Surname

Bath

Company Name

Address

Address line 1

43 Wivelsfield Road

Address line 2

Address line 3

Town/City

Haywards Heath

County

West Sussex

Country

Postcode

RH16 4EN

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

***** REDACTED *****

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)

Conversion of the existing detached car port/garage structure within the rear garden of 43 Wivelsfield Road, Haywards Heath, RH16 4EN to form a garden room ancillary to the use of the main dwellinghouse. The proposal retains the existing footprint and structure, with the proposed garden room measuring approximately 6.322m x 5.612m externally.

The works comprise the removal of the existing open/non-structural elements and alteration of the existing structure to create an enclosed garden room. The external elevations will be finished in render and incorporate new aluminium Crittall-style French doors and aluminium-framed windows. The existing roof form is retained/adapted to provide the completed garden room, with rainwater goods provided as indicated on the proposed drawings.

The proposed building remains within the existing location and footprint of the car port/garage, as identified on the submitted location and block plans.

No new vehicular or pedestrian access is proposed, no new street is required, and there are no proposed alterations to the existing access arrangements. No additional hardstanding or means of enclosure are proposed as part of these works. Surface water from the roof will be managed via the proposed rainwater goods and connected/discharged using the existing appropriate drainage arrangements within the property.

The garden room will remain ancillary to 43 Wivelsfield Road and will not constitute a separate dwelling or independent residential unit

Does the proposal consist of, or include, a change of use of the land or building(s)?

- ☒ Yes
- ☐ No

If Yes, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out

The proposed use is as a private garden room ancillary to the existing dwellinghouse at 43 Wivelsfield Road. The room will provide additional domestic recreational/living space for use solely by the occupants of the main dwelling and will not operate as a separate residential unit or commercial premises.

The use will be entirely residential and domestic in nature. No commercial or industrial processes will be undertaken, no specialist or external machinery will be installed, and the proposed use will not generate noise, fumes, deliveries or other activities beyond those normally associated with a residential property.

The garden room may be used at any time reasonably associated with normal domestic occupation of the property. There are therefore no specific operating hours proposed

If Yes, please fully describe the existing or the last known use, with the date when this use ceased

car port to garden room

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 building is a long-established car port/garage structure situated within the residential curtilage of 43 Wivelsfield Road and has been used for purposes incidental to the enjoyment of the dwellinghouse. The submitted existing drawings identify the established structure, its footprint and existing elevations.

The proposal does not involve the creation of a new independent planning unit or a change away from the established residential use of the land. It is simply proposed to alter and enclose the existing structure to provide a garden room that will remain wholly ancillary to the occupation and enjoyment of the main dwellinghouse.

The existing and proposed drawings demonstrate that the works relate to the established car port/garage structure within the residential curtilage, with its location also clearly identified on the submitted location and site/block plan.

On this basis, the existing use of the land and building is considered lawful as part of the established residential property, and the proposed garden room will continue to be used solely for purposes incidental to the enjoyment of 43 Wivelsfield Road.

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

Drawing 146/1000 – Location and Site/Block Plan, showing the application site, property boundary and location of the proposed garden room.
Drawing 146/2000 – Existing Floor Plan & Elevations, recording the existing car port/garage structure and its current form.
Drawing 146/3000 – Proposed Floor Plans, showing the proposed conversion and dimensions of the garden room.
Drawing 146/3001 – Proposed Elevations, showing the proposed external appearance, materials, doors and windows.

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 Lawful Development Certificate should be granted because the proposal relates to the alteration and conversion of an existing car port/garage structure situated within the established residential curtilage of 43 Wivelsfield Road. The existing structure and its current footprint are identified on the submitted existing plans and elevations.

The works will convert the existing structure into a garden room for purposes incidental to the enjoyment of the dwellinghouse. The proposed garden room will remain within the existing residential curtilage and will not create a separate dwelling, independent planning unit or commercial use.

The proposal retains the established location and footprint of the existing structure, with the submitted plans showing the proposed garden room measuring approximately 6.322m x 5.612m externally. The alterations principally comprise enclosing and upgrading the existing structure, providing a rendered external finish, aluminium Crittall-style French doors and aluminium windows.

The proposed development is therefore considered to constitute development permitted by the relevant permitted development rights for a dwellinghouse and does not require a separate grant of planning permission. The Certificate is sought to formally confirm the lawfulness of the proposed works before development is undertaken.

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

Daniel white

Date

17/09/2026