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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

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

Surname

Bailey

Company Name

Address

Address line 1

24 Haynes Way

Address line 2

Address line 3

Town/City

Pease Pottage

County

West Sussex

Country

Postcode

RH11 9GB

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)

Proposed loft conversion to the rear elevation of the property, providing additional accommodation within the existing roof space.

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 is an existing established dwellinghouse at 24 Haynes Way, Pease Pottage, Crawley, RH11 9GB, which is currently and has been in continuous residential use as a single dwellinghouse. The existing building is therefore considered to represent a lawful residential use.

The proposal does not involve any change of use of the land or dwelling. It comprises alterations to the existing roof to provide additional accommodation within the roof space, including the formation of a rear dormer together with associated rooflights and alterations. The works are wholly associated with and incidental to the continued use of the property as a single dwellinghouse.

The submitted existing floor plans and elevations record the established form and residential use of the property, while the proposed drawings identify the alterations for which the Lawful Development Certificate is sought.

There is no known evidence to suggest that the existing dwelling or its current residential use is unauthorised or subject to any outstanding planning enforcement action.

The proposal relates to the alteration and enlargement of the roof of the existing dwellinghouse at 24 Haynes Way, Pease Pottage, to form additional accommodation within the existing roof space.

The proposed works are considered to constitute Permitted Development under Schedule 2, Part 1, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Class B specifically permits the enlargement of a dwellinghouse through additions or alterations to its roof, including the formation of dormer windows and loft conversions, subject to the relevant limitations and conditions.

The proposed dormer is located on the rear roof slope and does not project forward of the roof slope forming the principal elevation fronting the highway. The enlargement does not extend above the highest part of the existing roof, as demonstrated by the proposed elevations.

The proposed roof enlargement is designed to remain within the applicable Class B volume allowance. Class B permits an increase in roof space of up to 40m³ for a terraced dwelling or 50m³ for any other dwellinghouse, taking account of any previous enlargement of the original roof space.

The original eaves are retained and the proposed dormer is set back approximately 200mm from the original eaves, as specifically identified on drawing 120/3001. This accords with condition B.2, which requires the original eaves to be maintained or reinstated and, so far as practicable, the roof enlargement to be set back at least 0.2m from the eaves.

The proposed accommodation remains wholly incidental to the existing residential use of the dwelling and does not result in the creation of a separate planning unit or change of use. The proposed loft floor provides a master bedroom, ensuite and study associated with the existing dwelling.

The proposed rooflights are shown within the front roof slope. Rooflights are capable of being Permitted Development separately under Schedule 2, Part 1, Class C, provided that they comply with the applicable limitations, including that they do not protrude more than 0.15m beyond the plane of the original roof slope.

External materials to the dormer will be of a similar appearance to those of the existing dwelling, as required by Class B. No balcony, veranda or raised platform is proposed and no side-facing dormer windows are proposed.

Accordingly, the proposed loft conversion and rear dormer satisfy the relevant requirements of Schedule 2, Part 1, Classes B and C of the GPDO 2015 (as amended) and are therefore considered lawful development which does not require express planning permission.

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?

A Lawful Development Certificate should be granted because the proposed loft conversion 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 principal element of the proposal is a rear roof enlargement/dormer, which falls within Class B. The dormer is positioned on the rear roof slope and does not extend forward of the principal elevation or above the highest part of the existing roof. The proposed design retains the original eaves and provides an approximately 200mm setback from the eaves, as identified on drawing 120/3001. The roof enlargement is designed to remain within the applicable Class B permitted development volume allowance.

The proposal does not include a balcony, veranda or raised platform, and the external materials to the dormer will be of a similar appearance to those of the existing dwelling, in accordance with the relevant Class B conditions.

The proposed rooflights are shown within the front roof slope on the proposed roof plan. These are considered permitted development under Class C, subject to the required limitation on projection beyond the existing roof plane.

The works provide additional accommodation comprising a master bedroom, ensuite and study and remain wholly associated with the existing dwellinghouse. There is no change of use or creation of a separate dwelling.

Accordingly, the proposed works comply with the relevant limitations and conditions of Schedule 2, Part 1, Classes B and C of the GPDO 2015 (as amended). Express planning permission is therefore not required, and a Certificate of Lawfulness for Proposed Development should be granted under Section 192 of the Town and Country Planning Act 1990.

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

14/09/2026