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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

Mrs

First name

Kathryn

Surname

Gunter

Company Name

Turner and Hoskins Architects

Address

Address line 1

Gibbshaven

Address line 2

Lingfield Road

Address line 3

Town/City

East Grinstead

County

West Sussex

Country

United Kingdom

Postcode

RH19 2EJ

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

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)

Changes to the rear fenestration - enlarged kitchen and bedroom window and new bifolding doors in place of existing windows.
Installation of MVHR system. Reroofing to match existing. Existing render to be removed and replaced with new breathable lime render. New UPVC windows throughout. New internal insulation to specific rooms.

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 classified as a C3 dwellinghouse and has been in continuous use as a residential dwelling. There are no known planning restrictions or enforcement notices affecting the property. The proposed alterations relate to existing elements of the dwelling, such as fenestration changes, reroofing, and internal improvements, all of which are within the scope of permitted development.

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

2442.01 Location and Block Plan
2442.02 Existing Floor plans
2442.03 Existing elevations and section
2442.04 Proposed Floor plans
2442.05 Proposed elevations and section

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 for this proposal because the proposed works fall within the scope of permitted development. The property is a C3 dwellinghouse, and the proposed changes—including alterations to fenestration, reroofing, replacement of render, and internal insulation—do not constitute a material change of use or exceed the limitations set out in the GPDO.

The changes to rear fenestration (enlarged windows and bifolding doors) are within the allowances for alterations to openings on a dwellinghouse.

The installation of an MVHR system is an internal improvement that does not affect the external appearance of the building.

Reroofing to match the existing structure is considered a maintenance or improvement work.

The replacement of render with breathable lime render is a like-for-like external improvement that does not alter the overall appearance significantly.

The installation of new UPVC windows throughout maintains the residential character of the property.

Internal insulation improvements do not affect the external appearance or use of the dwelling.

As all works comply with the relevant provisions of permitted development and do not require planning permission, a Lawful Development Certificate should be granted to confirm their lawful status.

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

Victoria Turner

Date

27/03/2025