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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

150

Suffix

Property Name

Address Line 1

Western Road

Address Line 2

Address Line 3

West Sussex

Town/city

Hurstpierpoint

Postcode

BN6 9TB

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

Easting (x)

527738

Northing (y)

116854

Description

Applicant Details

Name/Company

Title

Mr

First name

Benjamin

Surname

Wong

Company Name

Address

Address line 1

150 Western Road

Address line 2

Address line 3

Town/City

Hurstpierpoint

County

West Sussex

Country

United Kingdom

Postcode

BN6 9TB

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant 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)

Extension of existing detached garage by approximately 1 metre in width and 1 metre in depth, with renovation and conversion to form part storage and part home office/garden room incidental to the enjoyment of the dwellinghouse. Works include new insulated flat or shallow-pitch roof (material tbc - likely EDPM) with rooflights, insulated walls with external render finish, replacement of existing garage door with a narrower door, new windows and doors, internal partition, plastering, and electrical installation. The building is situated within 2 metres of the boundary and the overall building height will not exceed 2.5 metres. Works are considered permitted development under Class E, Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

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 building is a detached domestic garage situated within the curtilage of the dwellinghouse at 150 Western Road, Hurstpierpoint. It has been used as a garage ancillary to the dwellinghouse for many years. Pre-application advice received from Mid Sussex District Council (reference DM/25/2505, dated 4 November 2025) confirmed that no restrictions affecting permitted development rights for the building were identified.

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

1. Site location plan (submitted)
2. Existing and proposed floor plans and elevations (submitted)
3. Pre-application advice letter from Mid Sussex District Council, reference DM/25/2505, dated 4 November 2025

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 works comprise the extension and conversion of an existing detached domestic garage, situated within the curtilage of the dwellinghouse at 150 Western Road, Hurstpierpoint. The converted building will be used as a home office and storage space incidental to the enjoyment of the dwellinghouse. The works fall within the scope of permitted development under Class E, Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). The building is situated within 2 metres of the boundary and the overall height will not exceed 2.5 metres, complying with the relevant criteria. Pre-application advice from Mid Sussex District Council (ref. DM/25/2505, 4 November 2025) confirmed that no restrictions affecting permitted development rights were identified.

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

First Name

***** REDACTED *****

Surname

***** REDACTED *****

DM/25/2505

Date (must be pre-application submission)

04/11/2025

Details of the pre-application advice received

Dear Ben

Thank you for your enquiry relating to the above. I apologise for the delay in getting back to you.

From the information available to me it is my informal opinion that formal planning permission would not be required to convert the existing garage provided the use would be incidental to the main use of the dwellinghouse. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) sets out which works do not require planning permission. Having looked into the planning history and details of the property, I have not identified any restrictions that would affect undertaking a garage conversion under permitted development. I would also like to note here that the property does fall within the Hurstpierpoint Conservation Area. If the proposal does not meet the criteria, planning permission would be required and any proposal would be considered against the impact on the Conservation Area.

Class E, Part 1 of Schedule 2 is the relevant section which refers to permitted development rights for buildings incidental to the enjoyment of the dwelling house. It states (in part) that development is not permitted where:

(e) the height of the building, enclosure or container would exceed—

(i) 4 metres in the case of a building with a dual-pitched roof,

(ii) 2.5 metres in the case of a building, enclosure or container within 2 metres of the boundary of the curtilage of the dwellinghouse, or

(iii) 3 metres in any other case;

(f) the height of the eaves of the building would exceed 2.5 metres;

(g) the building, enclosure, pool or container would be situated within the curtilage of a listed building;

(h) it would include the construction or provision of a verandah, balcony or raised platform;

(i) it relates to a dwelling or a microwave antenna;

(j) the capacity of the container would exceed 3,500 litres

It will therefore be necessary to check the measurements of the garage, to ensure that they comply with the above criteria if you decide to go ahead with the amendments under permitted development rights.

The above represents my informal view only based on the information contained in your enquiry. Should you require a formal determination as to whether planning permission is required for your proposal then it is open to you to make an application to this authority for a Certificate of Lawful Development, under Section 192 of the Town and Country Planning Act 1990, as amended by the Planning and Compensation Act 1991.

I hope the above is of use to you.

The information contained in pre-planning advice may be subject to public disclosure under the Freedom of Information Act 2000. Unless the information contained is legally exempt from disclosure, we cannot guarantee that we will not provide the whole or part of this advice to a third party making a request for information about the subject matter.

Kind Regards

Tracie

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

Benjamin Wong

Date

23/04/2026