Planning Services, Adur & Worthing Councils

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.gov.uk

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: 16

Suffix:

Property Name:

Address Line 1: Belvedere Avenue

Address Line 2:

Address Line 3: West Sussex

Town/city: Lancing

Postcode: BN15 9QN

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

Easting (x): 517573

Northing (y): 104600

Description:

Applicant Details

Name/Company

Title

Ms

First name

Camille

Surname

Evans

Company Name

Address

Address line 1

16 Belvedere Avenue

Address line 2

Address line 3

Town/City

Lancing

County

BN15 9QN

Country

GB

Postcode

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?

- [x] 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 and structural alteration of an existing rear conservatory into a solid, insulated extension on the established footprint (3.08m wide by 3.62m long). The works involve keeping the existing straight brick wall on the right-hand side fully intact. The existing translucent polycarbonate roof will be replaced with a new flat felt/EPDM roof featuring a structural central sky lantern. The existing glass door on the left elevation will be removed and replaced with new windows. The angled rear end of the conservatory will be squared off to accommodate new large sliding double doors opening directly into the rear garden, supported by new structural brick piers at the corners. The existing internal sliding doors separating the main house kitchen and the extension are to be fully retained.

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

- [ ] Yes
- [x] No

Has the proposal been started?

- [ ] Yes
- [x] 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 rear conservatory was constructed under full planning permission granted by the local planning authority in 2002. The property is a single-family dwellinghouse (Class C3) and has been in continuous, lawful residential use since its construction.

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

Reference L/190/02/TP/20160
Alternative Reference L/190/02/TP
Application Received Mon 21 Oct 2002
Application Validated Mon 21 Oct 2002
Address 16 Belvedere Avenue Lancing West Sussex BN15 9QN
Proposal Rear Conservatory
Status Unknown
Decision Application Permitted
Decision Issued Date Thu 28 Nov 2002
Appeal Status Not Available
Appeal Decision Not Available

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

- [x] Permanent
- [ ] Temporary

Why do you consider that a Lawful Development Certificate should be granted for this proposal?

The proposal involves replacing the roof and upgrading the glazed elevations of an existing rear conservatory on its established footprint (3.08m wide by 3.62m long). The development complies fully with the criteria set out in Class A of Part 1, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015. The extension remains single-storey, does not exceed 4 metres in height, does not extend beyond the rear wall of the original dwellinghouse by more than 4 metres, and maintains the original separating internal doors to the kitchen layout.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- [ ] Yes
- [x] No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- [ ] The agent
- [x] The applicant
- [ ] Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- [ ] Yes
- [x] 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

Camille Evans

Date

25/10/2026