# 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 an Existing Use or Operation or Activity, including those in breach of a planning condition

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

The Atrium

Address Line 1

3 The Causeway

Address Line 2

Worthing

Address Line 3

Town/city

West Sussex

Postcode

BN12 6BT

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

Easting (x)

512041

Northing (y)

103263

Description

## Applicant Details

### Name/Company

Title

Mr

First name

Dean

Surname

Saunders

Company Name

TCW Development Ltd

### Address

Address line 1

3rd Floor

Address line 2

86-90 Paul Street

Address line 3

Town/City

London

County

Country

United Kingdom

Postcode

EC2A 4NE

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

### Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

## Agent Details

### Name/Company

Title

Mr

First name

Daniel

Surname

Holmes

Company Name

Batcheller Monkhouse

### Address

Address line 1

Stratton House

Address line 2

57 Lower Street

Address line 3

Town/City

Pulborough

County

Country

United Kingdom

Postcode

RH20 2AZ

## Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

## Reason for Lawful Development Certificate

Please indicate why you are applying for a lawful development certificate

◯ An existing use
⊘ Existing building works
◯ An existing use, building work or activity in breach of a condition

**Being a use, building works or activity which is still going on at the date of this application.**

## Description of Existing Use, Building Works or Activity

Please fully describe each existing use, building works or activity for which you want the lawful development certificate. Where appropriate, show to which part of the land each use, building works or activity relates

Please see supporting statement

## Grounds for application for a Lawful Development Certificate

Under what grounds is the certificate being sought

*Where the use, building works or activity began* ***before 25 April 2024***

☐ The use began more than 10 years before the date of this application
☐ The use, building works or activity in breach of condition began more than 10 years before the date of this application
☐ The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years
☐ The building works (for instance, building or engineering works) were substantially completed more than four years before the date of this application.
☐ The change of use to use as a single dwelling house began more than four years before the date of this application.
☑ Other - please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

***Where the use, building works or activity began on or after 25 April 2024***

☐ The use, building works or activity began more than 10 years before the date of this application.
☐ The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years.
☐ Other - please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

If the certificate is sought on 'Other' grounds please give details

A Certificate of Lawfulness is sought to confirm that material operations have commenced on site in accordance with Planning Permission AWDM/0918/22, that the permission remains extant and capable of completion.

Is the certificate being sought for a use, operation, or activity in breach of a condition or limitation?

◯ Yes
⊘ No

Please state why a Lawful Development Certificate should be granted

The evidence presented demonstrates that material operations, including the removal of existing windows, the partial installation of replacements and drainage operations, were undertaken in accordance with the approved plans, within the three-year statutory period for commencement

## Information in support of a Lawful Development Certificate

When was the use or activity begun, or the building works substantially completed (date must be pre-application submission)?

01-06-2023

In the case of an existing use or activity in breach of conditions has there been any interruption?

◯ Yes
⊘ No

In the case of an existing use of land, has there been any material change of use of the land since the start of the use for which a certificate is sought?

◯ Yes
⊘ No

**Residential Information**

Does the application for a certificate relate to a residential use where the number of residential units has changed?

◯ Yes
⊘ No

## 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

## Interest in the Land

Please state the applicant's interest in the land

⊘ Owner
◯ Lessee
◯ Occupier
◯ Other

## 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

## Declaration

I/We hereby apply for Lawful development: Existing 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 Holmes

Date

28/07/2025