

Planning Services, Adur & Worthing Councils

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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	34
Suffix	
Property Name	
Address Line 1	Hillview Road
Address Line 2	Offington
Address Line 3	West Sussex
Town/city	Worthing
Postcode	BN14 0BX

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

Easting (x)	Northing (y)
512841	106585
Description	

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

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

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)

Conversion and extension of existing loft space to create 2no Bedrooms and Shower Room.

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

Planning permission granted for - PROPOSED GROUND FLOOR REAR EXTENSION WITH HIP TO GABLE PARTLY ABOVE, LOFT SPACE WINDOW TO EAST (REAR) ELEVATION AND ROOFLIGHT TO SOUTH ELEVATION (APPLICATION NUMBER: AWDM/0105/26)

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

Planning Approval for application number AWDM/0105/26.

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 conversion and extension of the loft space is deemed permitted development meeting the criteria of Schedule 2, Part 1 of the GPDO Class B.

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

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

The two proposed dormers, in addition to the rear roof enlargement totalling 53.55m³ would exceed the PD Volume limit of 50m³ and as such they could not be undertaken as a Permitted Development.

Given that the rear extension and roof enlargement has been commenced, our advice is that the dormer windows be removed from the current planning application, so that this can be approved.

In order to construct the dormer windows under permitted development, they would have to be reduced slightly in volume to meet the total 50m³. If you are minded to follow this route, an amended plan would also be needed to the current application to show this change, making clear that the dormers no longer form part of the application. The description of the application would also be revised to only refer to the rear extension.

A Certificate of Proposed Lawful Development can then be submitted. This should show the measured dimensions of the dormer annotated on the plans, and your volumetric calculations should also be included. Please note that a Permitted Development approach would make the dormers subject to the standard Permitted Development conditions, which include the use of obscure glazed windows (level 3) and unopenable up to 1.7m height.

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

Steve Tubb

Date

10/08/2026