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: 11

Suffix:

Property Name:

Address Line 1: Hertford Road

Address Line 2: Worthing Central

Address Line 3: West Sussex

Town/city: Worthing

Postcode: BN11 1HX

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

Easting (x): 514611

Northing (y): 103124

Description:

Applicant Details

Name/Company

Title

Dr

First name

Sebastian

Surname

Thomas

Company Name

Fairmile Developments

Address

Address line 1

St James' Hall

Address line 2

Mill Road

Address line 3

Town/City

Lancing

County

West Sussex

Country

Postcode

BN15 0PT

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

Mrs

First name

Sarah

Surname

Collins

Company Name

SC Planning

Address

Address line 1

2 Washere Close

Address line 2

Berwick

Address line 3

Town/City

Polegate

County

East Sussex

Country

United Kingdom

Postcode

BN26 6TB

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)

Internal alterations to convert 4 bedroom single family dwelling (C3 use class) into a 6 bedroom house of multiple occupation (HMO) (C4 use class).
Internal works include providing en-suite shower rooms to each bedroom, first floor communal snug room, communal kitchen and interior decoration throughout. No external works are proposed.

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?

- [x] 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 conversion of Class C3 (dwellinghouses) into Class C4 (houses in multiple occupation) is permitted by Class L(b) of Part 3 of Schedule 2 of the Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended).

The proposed use of the property would meet the definition of a Class C4 HMO: a small shared house occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.

No external alterations are proposed: all windows and doors remain as existing.

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

Existing and Proposed Floor Plans
External photographs - no external alterations proposed.
Email correspondence between the applicant and the Council's private sector housing team.
Sales Particulars demonstrating was 4 bedroom C3 dwellinghouse.

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.

C4 - Houses in multiple occupation

Is the proposed operation or use

- [x] Permanent
- [ ] Temporary

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

There is sufficient information provided to confirm that the proposed alterations to the property are lawful under Class L(b) of Part 3 of Schedule 2 of the Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended).

Site Visit

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

- [x] Yes
- [ ] No

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

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

Pre-application Advice

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

- [x] 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

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

First Name

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

Surname

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

Reference

Private Sector Housing

Date (must be pre-application submission)

11/06/2024

Details of the pre-application advice received

Emails sent to applicant 11th June 2024 and 14th October 2024.

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

Sarah Collins

Date

20/12/2024