

Worthing Borough Council
Adur & Worthing Councils,
Portland House,
44 Richmond Road,
Worthing,
BN11 1HS

3rd June 2026
Dear Sir/Madam

Erection of Oak framed Caravan to provide additional accommodation for the family of Croft Cottage, 98a, South Street, Tarring, Worthing, BN14 7NB

Please find enclosed an application for a Lawful Development Certificate in respect of the above proposal. This application includes the following plans/documents:

- Red Lined Location Plan at 1:1250 @a4 (drg. 99736/01);
- Proposed Site Plan at 1:500 @a3 (drg. 99736/02);
- Proposed Elevations at 1:100 @a3 (drg. 99736/03);
- Proposed Roof Plan and Floor Plan at 1:100 @a3 (drg. 99736/04);
- Planning Statement;
- Mobility & Construction Test Statement;
- Ownership & Land Use Statement;
- Relevant Case Law;
- Structural Calculations Example;
- Structural Calculations Example including Porch;
- Caravan Approval Portfolio Part One;
- Caravan Approval Portfolio Part Two;
- Caravan Approval Portfolio Part Three

The application fee will be paid directly via the Planning Portal.

This application relates to the proposed siting of an Oak framed Caravan within the garden of the existing dwelling and seeks confirmation that the proposal falls within the definition of a 'Caravan' as set out in the Caravan Sites & Control Development Act 1960, as amended by the Caravan Sites Act 1968. Further details are provided in the enclosed Planning Statement and Case Law Documents.

I trust that you have all the required information to review and validate this application. However, if you do require further documentation, please do not hesitate to contact myself.

Yours Faithfully,



Jack Nethercott BA, MSc
Planner for Whitlock & Lowe Ltd