If you would rather make this application online, you can do so on our website:
https://www.planningportal.co.uk/apply

Application for a Lawful Development Certificate for a Proposed use or development.

Town and Country Planning Act 1990: Section 192, as amended by section 10 of the Planning and Compensation act 1991.

Town and Country Planning (Development Management Procedure) (England) Order 2015

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

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

ADUR & WORTHING
27 JUN 19
PLANNING SERVICES

Adur & Worthing councils

Publication of applications on planning authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MR
First name:	KRZYSZTOF
Last name:	SKIBA
Company (optional):	
Unit:	
House number:	11
House suffix:	
House name:	
Address 1:	SILVERDALE DRIVE
Address 2:	
Address 3:	
Town:	SOMPTING
County:	WEST SUSSEX
Country:	UK
Postcode:	BN15 9SH

2. Agent Name and Address

Title:	
First name:	
Last name:	
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	
Address 1:	
Address 2:	
Address 3:	
Town:	
County:	
Country:	
Postcode:	

ADUR & WORTHING
PLANNING SERVICES
PLAN AWDM/1041/19
DATE VALID - 5 AUG 2019

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		House number:	11	House suffix:	
House name:					
Address 1:	SILVERDALE DRIVE				
Address 2:					
Address 3:					
Town:	SOMPTING				
County:	WEST SUSSEX				
Postcode (optional):	BN15 9SH				

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: Northing:

Description:

4. 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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date DD/MM/YYYY:
(must be pre-application submission)

Details of pre-application advice received?

5. Lawful Development Certificate - Interest In Land

Please state the applicant's interest in the land?

Owner: ☑ Yes ☐ No Lessee: ☐ Yes ☐ No Occupier: ☐ Yes ☐ No

If Yes to Lessee or Occupier please give details of the owner and state whether they have been informed in writing of this application:

Name	Address	Have they been informed in writing of the application Yes	No
		☐	☐

if No to all the above, pleases give name and addresses of anyone you know who has an interest in the land:

Name	Address	Nature of interest in the land	Have they been informed of the application? Yes	No	if they have not been informed of the application please explain why not
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

6. Authority Employee / 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 following statements apply to you and/or agent? ☐ Yes ☑ No

With respect to the authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

7. 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 PROPOSED WORKS ARE ALTERATIONS TO AN EXISTING DWELLING
THE ALTERATIONS WILL BE CARRIED OUT IN ACCORDANCE WITH PLANNING PORTAL REQUIREMENTS ATTACHED

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

1.	
2.	
3.	
4.	
5.	

If you consider the existing, or last use is within a 'Use Class' in the Town and Country Planning (Use Classes) Order 1987 (as amended), state which one:

Information About The Proposed Use(s)

If you consider the proposed use is within a 'Use Class' in the Town and Country Planning (Use Classes) Order 1987 (as amended), state which one:

Is the proposed operation or use:

☐ Temporary ☐ Permanent

If temporary please give details:

Please state why you consider that a Lawful Development Certificate should be granted for this proposal:

8. Description Of Proposal

Does the proposal consist of, or include:

a) The carrying out of building or other operations? ☑ Yes ☐ No

If Yes to a, 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):

DEMOLISHION OF EXISTING REAR EXTENSION, REBUILD AS PER PLANS, FORM NEW REAR DORMER INCLUDING INTERNAL RECONFIGURATION & DRAINAGE CONNECTIONS TO EXISTING PROVISION WITHIN DWELLING CURTILIDGE

b) Change of use of the land or building(s)? ☐ Yes ☑ No

If Yes to b, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out:

If Yes to b, please describe fully the existing or the last known use, with the date this use ceased:

Has the proposal been started? ☑ Yes ☐ No

9. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority (LPA) has been submitted.
The burden or proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

The original and 3 copies* of a completed dated application form: ☑

The original and 3 copies* of such evidence verifying the information included in the application as you can provide: ☑

The original and 3 copies* of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☑

The correct fee: ☑

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

10. Declaration

I/we hereby apply for a Lawful Development Certificate as described in this form 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.

Signed - Applicant [redacted]

Or signed - Agent

Date (DD/MM/YYYY): 23.06.19 (date cannot be pre-application submission)

WARNING:
The amended section 194 of the 1990 Act provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 193(7) enables the authority to revoke, at any time, a certificate they may have been issued as a result of such false or misleading information.

11. Applicant Contact Details

Telephone numbers

Country code: [redacted] National number: [redacted] Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

12. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. 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? *(Please select only one)* ☐ Agent ☑ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name: Telephone number:

Email address:

PLANNING PORTAL

Class A
The enlargement, improvement or other alteration of a dwelling house.

Summary

Single-storey extension

An extension or addition to your house is considered to be permitted development, not requiring an application for planning permission, provided certain limits and conditions are met.

1. On designated land cladding of any part of the exterior of a dwelling (and extensions) with stone, artificial stone, pebble dash, render, timber, plastic or tiles is not permitted development.

*Designated land includes national parks and the Broads, Areas of Outstanding Natural Beauty, conservation areas and World Heritage Sites.

2. Extensions (including previous extensions) and other buildings must not exceed 50% of the total area of land around the original house.

The term 'original house' means the house as it was first built or as it stood on 1 July 1948 (if it was built before that date). Although you may not have built an extension to the house, a previous owner may have done so.

* Sheds and other outbuildings must be included when calculating the above 50% limit.

3. Extensions forward of the principal elevation or side elevation of a house and fronting a highway are NOT permitted development.

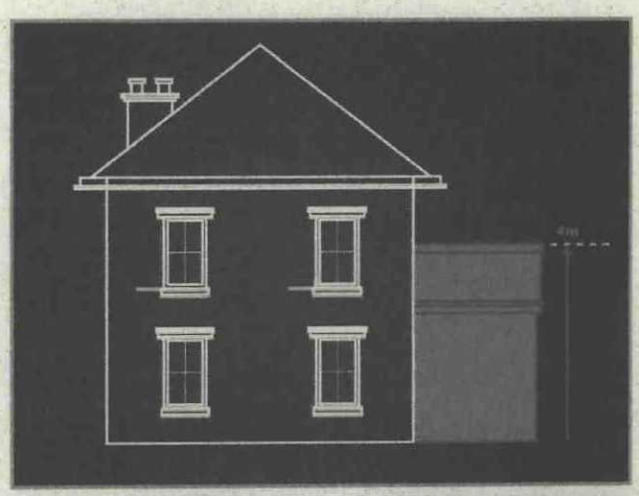
4. On designated land side extensions are not permitted development.

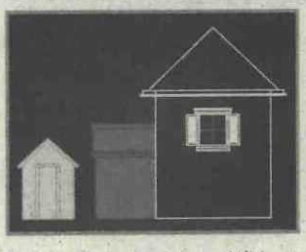
On designated land and Sites of Special Scientific Interest the regime for larger single-storey rear extensions (see point 9) which runs until 30 May 2019 does NOT apply.

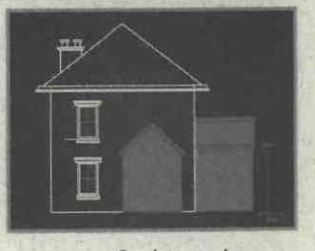
5. Materials used in exterior work to be similar in appearance to those of the exterior of the existing house. This condition does not apply when the extension is a conservatory.

6. Width of side extension must not have a width greater than half the width of the original house.

7. Side extensions to be single storey with a maximum height of four metres.







8. If extension is within two metres of a boundary maximum eaves height should be no higher than three metres to be permitted development.

9. Single storey rear extension must not extend beyond the rear of the original house by more than 3m an attached house or by 4m if a detached house.

In addition, outside designated land and Sites of Special Scientific Interest the limit is increased to 6m if an attached house and 8m if a detached house until 30 May 2019.

These increased limits (between 3m and 6m and between 4m and 8m respectively) are subject to the neighbour consultation scheme.

10. Single storey rear extension must not exceed a height of four metres.

11. Maximum eaves and ridge height of extension no higher than existing house.

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Class B

The enlargement of a dwelling house consisting of an addition or alteration to its roof.

Summary

Loft conversion (Roof extension)

A loft conversion for your house is considered to be permitted development, not requiring an application for planning permission, provided certain limits and conditions are met.

1. Loft conversions are NOT permitted development for houses on designated land.

2. To be permitted development any additional roof space created must not exceed these volume allowances:

- 40 cubic metres for terraced houses.
- 50 cubic metres for detached and semi-detached houses.

Bear in mind that any previous roof space additions must be included within this volume allowance. Although you may not have created additional space a previous owner may have done so.

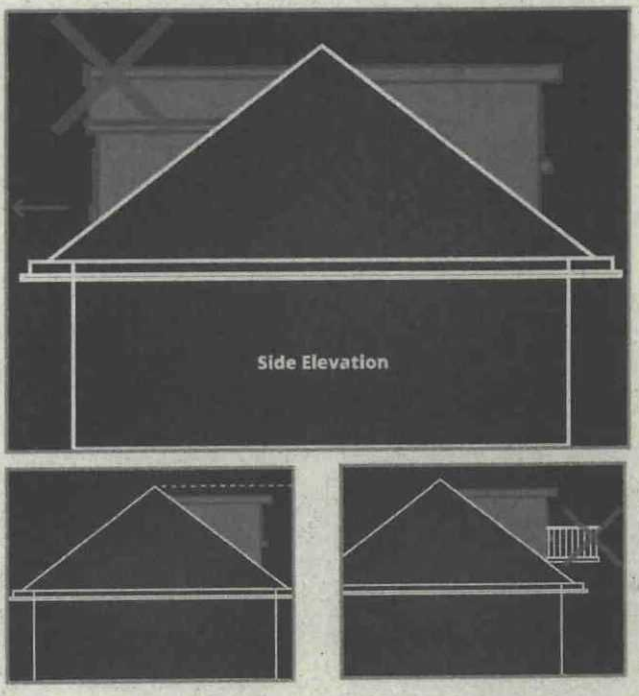
3. An extension beyond the plane of the existing roof slope of the principal elevation that fronts a highway is NOT permitted development.

4. Materials to be similar in appearance to the existing house.

5. No part of the extension to be higher than the highest part of the existing roof.

6. Verandas, balconies or raised platforms are NOT permitted development.

7. Any side-facing windows must be obscure glazed and non-opening unless the parts which can be opened are more than 1.7 metres above the floor of the room in which it is installed.



8. Roof extensions, apart from hip to gable ones, to be set back, as far as is practicable, at least 20cm from the original eaves. The 20cm distance is measured along the roof plane.

The roof enlargement cannot overhang the outer face of the wall of the original house.

Note: For an explanation of how to apply the 20cm set back condition please see pages 35-36 of 'Permitted development for householders – Technical guidance' (PDF).

9. Work on a loft or a roof may affect bats. You need to consider protected species when planning work of this type. A survey may be needed, and if bats are using the building, a licence may be required.

Contact Natural England for more advice

View specific information regarding Bats

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Did you know you may need a fire suppression system to have open plan?