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

Suffix

Property Name

Street Record

Address Line 1

Ringmer Road

Address Line 2

Castle

Address Line 3

West Sussex

Town/city

Worthing

Postcode

BN13 1DT

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

Easting (x)

512466

Northing (y)

103574

Description

Ringmer Road allotments.

Applicant Details

Name/Company

Title

First name

Steve

Surname

McKenna

Company Name

Adur & Worthing Council

Address

Address line 1

Park & Foreshore

Address line 2

9 Commerce Way

Address line 3

Lancing Business Park

Town/City

Lancing

County

West Sussex

Country

Postcode

BN15 8TA

Are you an agent acting on behalf of the applicant?

◯ Yes
⊘ No

Contact Details

Primary number

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)

Replacement of an existing timber shed with a larger (6.6 x 5.4 x 3.9m high) timber building for community use by the tenants at the West Tarring allotments.

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?

- [ ] Yes
- [x] 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 land is an allotment site that is owned by Worthing Borough Council and managed on it's behalf by Worthing Allotment Management (WAM). The existing timber shed building is located on plot 90, which is a communal plot that is used by the allotment community for meetings, social events, the annual horticultural show, etc. The current shed is too small and provides very limited covered space during the winter months.

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

Proposed plans and details of the proposed shed.
Drg. nos WAM 1 and 2.
Plan showing the location of the new building on Plot 90.
A scanned photo from Chart Buildings showing the typical details of the proposed new building.

Select the use class that relates to the existing or last use.

Other

Other (please specify)

Community allotments that are owned by Worthing Borough Council.

Information about the proposed use(s)

Select the use class that relates to the proposed use.

Other

Other (please specify)

Community allotments that are owned by Worthing Borough Council.

Is the proposed operation or use

- [x] Permanent
- [ ] Temporary

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

A lawful development certificate should be granted because the proposal simply involves the replacement of an existing timber shed building with a larger timber shed building. This will provide a bigger and better space for use by the allotment tenants. The use of the building will remain unchanged.

Site Visit

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

- [ ] Yes
- [x] No

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

- [ ] The agent
- [x] 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

First Name

Surname

Reference

Date (must be pre-application submission)

Details of the pre-application advice received

Submit an application to the Council to determine whether planning permission is required, or the building is permitted development.

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

If Other, please give the names and addresses of anyone who has an interest in the land and state the nature of their interest (if known)

The allotment site is owned by Worthing Borough Council and managed on it's behalf by Worthing Allotment Management Ltd.

Have they been informed of the application?

⊘ Yes
◯ No

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 [redacted]

Date 12/9/25