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: 40

Suffix:

Property Name:

Address Line 1: Gordon Road

Address Line 2:

Address Line 3: West Sussex

Town/city: Shoreham-by-sea

Postcode: BN43 6WE

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

Easting (x): 521927

Northing (y): 105335

Description:

Applicant Details

Name/Company

Title

Mr and Mrs

First name

Daniel

Surname

Clarke

Company Name

Address

Address line 1

40 Gordon Road

Address line 2

Address line 3

Town/City

Shoreham-by-sea

County

West Sussex

Country

Postcode

BN43 6WE

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

Mr

First name

James

Surname

Breckell

Company Name

James Breckell Architects

Address

Address line 1

89 Old Fort Road

Address line 2

Address line 3

Town/City

Shoreham by Sea

County

West Sussex

Country

United Kingdom

Postcode

BN435HA

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)

Conversion and extension of the roof space to used as habitable accommodation by the addition of a flat roof dormer window to the rear elevation

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 conversion of the roof would not increase the roof volume by more than 50 cubic metres over the existing roof volume.
The dormer window will be set back from the rear elevation and the side elevations by more than 200m. The eaves will continue to run through (where the eaves still exist).
The dormer window is not higher than the existing ridge.
The roof lights to the front elevation are flush with the roof slope.
Internal alterations do not need planning permission.

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

JB 507/01 existing block plan and location plan
JB 507/02 existing plans, elevations and sections
JB 507/03 proposed plan, elevations and sections

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

- [x] Permanent
- [ ] Temporary

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

The conversion of the roof would not increase the roof volume by more than 50 cubic metres over the existing roof volume.
The dormer window will be set back from the rear elevation and the side elevations by more than 200m. The eaves will continue to run through (where the eaves still exist).
The dormer window is not higher than the existing ridge.
The roof lights to the front elevation are flush with the roof slope.
Internal alterations do not need planning permission.

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?

- [ ] Yes
- [x] No

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

James Breckell

Date

10/11/2025