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

School House

Address Line 1

Sackville Road

Address Line 2

Broadwater

Address Line 3

West Sussex

Town/city

Worthing

Postcode

BN14 8BQ

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

Easting (x)

515062

Northing (y)

103691

Description

Applicant Details

Name/Company

Title

Mr

First name

Paul

Surname

Martin

Company Name

St Andrews C of E High School

Address

Address line 1

School House Sackville Road

Address line 2

Address line 3

Town/City

Worthing

County

West Sussex

Country

United kingdom

Postcode

BN14 8BQ

Are you an agent acting on behalf of the applicant?

◯ Yes
⊘ No

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?

◯ Yes
⊘ No

Does the proposal consist of, or include, a change of use of the land or building(s)?

⊘ Yes
◯ No

If Yes, 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

The house is to be used as additional teaching space for various subjects during normal school hours, Monday to Friday 8.30am - 3pm.
Only a few computers are to installed in the property for admin and teaching use.

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

Current use status unknown. The purpose of this application is to find out the current status to see what planning application, if any, is required.
The House was the Caretakers house which has now been vacated and is now looking to by used as additional teaching space.

Has the proposal been started?

◯ 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 House was built as part of the school for the Caretaker to use, hence its postal address is 'School House' and not a number, so potentially is already classed as part of the existing educational facilities. The building is to stay as part of the schools educational facilities, just used by different employees and students.

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

There is currently no supporting evidence as i am just trying to ascertain its current use status as this will determine what planning application, if any, is required for us to start using it for lessons.

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

Change of use

Information about the proposed use(s)

Select the use class that relates to the proposed use.

F1 - Learning and non-residential institutions

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 building is already part of the school educational facilities, as it was used by an employee of the school as part of their employment, and to aid carrying out their employment duties. This will not change, it is just the employees and the duties they carry out for their employment that will change.

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?

- [ ] 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

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

Surname

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

Reference

Potential change of use application

Date (must be pre-application submission)

25/09/2025

Details of the pre-application advice received

I can't see any separate planning history for the School House. It is presumably part of the planning unit of the school. If you'd like confirmation, please apply for a lawful development certificate and an officer will review the use to make a formal assessment.

Thanks
Louise

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

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

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

Paul Martin

Date

02/10/2025