ALBION PLANNING



Certificate of Lawfulness of Existing Use or Development (CLEUD) for a 3-bedroomed dwellinghouse
Peter's Farm Cottage, Orltons Lane, Rusper, Horsham, RH12 4RN

Supporting Statement

Mrs. Dagmar Pordham
May 2025

It's founder and principal has over 30 years of broad ranging planning experience, gained in both the private and public sectors, and in both policy and development management.

For further information, contact:

Chris Geddes, Founder and Principal cgeddes@albionplanning.com

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36 Windsor Road
Worthing
West Sussex
BN11 2LY
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1.0 Introduction

1.1 Section 191 of the Town and Country Planning Act 1990, states that if any person wishes to ascertain whether the existing use of a building is lawful, they may submit an application to the Local Planning Authority for a Certificate of Lawfulness of Existing Use or Development (CLEUD).

1.2 This statement has been written in support of an application made by Mrs. Dagmar Pordham (the Applicant) to obtain a Certificate of Lawfulness of Existing Use or Development (CLEUD) in relation to Peter's Farm Cottage, Orltons Lane, Rusper, RH12 4RN.

1.3 Peter's Farm Cottage is a 3-bedroomed 2-storey dwellinghouse, which is accessed via a shared driveway off Orltons Lane. It previously formed part of the Peter's Farm Estate. Peter's Farm Cottage is attached to a single-storey agricultural barn and two-storey cowshed in a horse-shoe arrangement, surrounding an area of hardstanding which is used for the parking of cars. To the south of Peter's Farm Cottage is the Grade II listed Peter's Farmhouse. To the west of Peter's Farm Cottage is a further agricultural barn, which is more modern and utilitarian.

1.4 The following aerial photograph (looking towards the south-east) shows Peter's Farm Cottage and its relationship with the aforementioned neighbouring buildings.



1.5 This application provides the evidence to demonstrate that a breach of planning control consisting in the change of use of Peter's Farm Cottage to a single dwellinghouse (Class C3) has occurred for a period of more than four years. As a result, no enforcement action may be taken in respect of the breach.

2.0 Planning History

2.1 The Peter's Farm Estate [redacted] including Peter's Farm Cottage, was purchased by Mrs. Dagmar Pordham ('the applicant') from [redacted] May 1973.

2.2 Peter's Farm Cottage was converted from an agricultural barn to a dwellinghouse (Class C3) in the late 1960s by [redacted] at the same time that the Grade II listed Peter's Farmhouse was restored.

2.3 A review of the planning history for the estate, on Horsham District Council's Planning Portal, has failed to establish if planning permission was ever secured for this conversion/change of use.

2.4 Peter's Farm Cottage has been used and occupied as an independent dwellinghouse (Class C3) throughout the applicant's ownership of the property.

2.5 It is a detached 3-bedroomed dwellinghouse, with a separate electricity supply, foul waste septic tank and council tax account

2.6 It was occupied by the same tenant since the early 1980s until 30th September 2024, when the tenant moved out in order to receive elderly care support. In this regard, It should be noted that the tenant, whilst occupying Peter's Farm Cottage, received support from Horsham Council, who assisted with the installation of a stair lift, wet room walk-in shower with seat and handle supports.

3.0 Basis of Application and Legal Provision

3.1 This application is submitted on the basis that the period where enforcement action could be imposed has now passed.

3.2 The Levelling Up and Regeneration Act 2023 (LURA 2023) proposes a number of changes to the Town and Country Planning Act 1990 – the primary source of legislation for planning in England and Wales – but those changes need to be brought into force through secondary legislation. One of those proposals includes a change to the time limits for the period in which local planning authorities (LPA) may seek enforcement action against breaches of planning control and that change is now in effect.

3.3 Prior to 25th April 2024, the time limit for LPAs to seek enforcement action was either a 4 year or a 10-year period as explained below (and subject to certain exceptions for example in the case of deliberate concealment).

3.4 The 4-year rule applied to breaches of planning control which consisted of the carrying out without planning permission of building, engineering, mining or other operations in, on, over or under land. This definition is wide-ranging and encompasses operational development that is not permitted by a planning permission. Legislation provided that no enforcement action could be taken after 4 years from the date on which the operations were substantially completed.

3.5 The 4-year rule also applied where there had been breaches of planning control consisting of a change of use of a building to use as a single dwelling house, as is the case in this instance.

3.6 For all other breaches of planning control including breaches of planning conditions and other changes in use of land (excluding the changes of use of a building to single dwelling house), legislation provided that no enforcement action could be taken after 10 years from the date of the breach.

3.7 From 25th April 2024, the 4-year rule has been abolished. Subject to transitional arrangements (as set out below), all breaches of planning control are subject to the 10-year rule (regardless of the type of breach), thereby extending LPA's enforcement powers in certain cases.

Transitional Arrangements

3.8 Transitional provisions apply whereby the changes will not apply to breaches of planning control in the following circumstances:

1. breaches of planning control relating to operational development without planning permission where the operations were substantially completed before 25th April 2024; or
2. changes of use of buildings to dwelling houses where the breach occurred before 25th April 2024.

3.9 In this case, the change of use of Peter's Farm Cottage took place in the late 1960s, long before the cut-off date of 25th April 2024. As a result, the transitional arrangements apply and the 4-year rule continues to be applicable.

3.10 In accordance with the Planning Practice Guidance (PPG) (Ref ID: 17c-006-20140306), the applicant is responsible for providing sufficient information to support an application, although a local planning authority always needs to co-operate with an applicant who is seeking information that the authority may hold about the planning status of the land. A local planning authority is entitled to canvass evidence if it so wishes before determining an application.

3.11 If the LPA has no evidence itself, nor any from others, to contradict or otherwise make the applicant's version of events less than probable, there is no good reason to refuse the application, provided the applicant's evidence alone is sufficiently precise and unambiguous to justify the grant of a certificate on the balance of probability.

3.12 The evidence submitted in support of this application (see Section 4) covers a continuous period exceeding four years for the breach of planning control, and as such the CLEUD should be issued.

3.13 It is recognised that the grant of a certificate applies only to the lawfulness of development in accordance with planning legislation. It does not remove the need to comply with any other legal requirements.

4.0 Supporting Evidence

4.1 The evidence submitted to demonstrate that the breach of planning control has occurred for a period of at least four years, comprises the following:

Photographs

4.2 Photographs of Peter's Farm Cottage are included at **Appendix 1**.

4.3 In summary, these photographs demonstrate that Pater's Farm Cottage comprises all of the facilities /services that are required for an independent dwellinghouse (Class C3).

Council Tax

4.4 Council Tax Statements for Peter's Farm Cottage are included at **Appendix 2** for the following periods:

- 2020/2021;
- 2021/2022;
- 2022/2023;
- 2023/2024; and
- 2024/2025

Electoral Register

4.5 An extract from the Electoral Register for Peter's Farm Cottage, dated 26th September 2024, is included at **Appendix 3.**

4.6 The same appendix also includes the following:

- A letter from the West Sussex Records Office (dated 29 April 2025) confirming that [redacted] was registered to vote at Peter's Farm Cottage in 2020-21 (catalogue ref: WDC/CL73/1/574) and 2021-22 (catalogue ref: WDC/CL73/1/579); and
- An extract from the website 192.com, which confirms that [redacted] (the longstanding tenant referred to in **Appendix 4** and **Appendix 5**) had occupied 'Peter's Cottage' for the entire 9 years of the electoral register period referenced by 192.com service.

4.7 It should be noted that extracts from the Electoral Register for the periods 2022/23 and 2023/24 have been requested from both Horsham District Council and the West Sussex Records Office, but without any success.

Tenancy Agreement - Deed of Surrender

4.8 [redacted] (the tenant) had occupied Peter's Farm Cottage for so long that Mrs. Dagmar Pordham had to ask her to voluntarily sign away her tenancy rights through completion of a Deed of Surrender (see **Appendix 4**).

4.9 In summary, it confirms that [redacted] had occupied Peter's Farm Cottage since the early 1980s. The document, prepared by DMH Stallard Solicitors, is dated 30th September 2024, the day that the tenant vacated the property.

4.10 The property has not been occupied since the tenant vacated the property, as the applicant decided to put Peter's Farm Cottage, together with the rest of her landholdings, on the market.

Statutory Declaration

4.11 In addition to the above, the application is supported by a Statutory Declaration (see **Appendix 5**) from Mrs. Dagmar Pordham, who is the freehold owner of Peter's Farm. She purchased the farm estate, including the 3-bedroomed detached property in question (referred to as 'Peter's Farm Cottage') [redacted] May 1973 [redacted]

4.12 The Statutory Declaration confirms that this Supporting Statement is true and correct and that Peter's Farm Cottage has been occupied as a separate dwellinghouse (Class C3) since the early 1980s.

4.13 It confirms that the property was converted in the late 1960s from a barn to a detached residential property with separate electricity supply, private sewage treatment plant and council tax account.

4.14 It also confirms that the property has continued to be used as a separate dwellinghouse throughout Mrs. Pordham ownership.

4.15 The signing of the Statutory Declaration by Mrs. Pordham has been witnessed by DMH Stallard, her solicitors.

Deliberate Concealment

4.16 For the avoidance of any doubt, the applicant has not taken any steps to deliberately prevent the Authority from discovering this use and therefore there is no issue with concealment.

Request for Confidentiality

4.17 It is requested that the evidence and Statutory Declaration are treated as CONFIDENTIAL by the Council and are not made available to any third parties without prior consent of the applicant.

5.0 Conclusion

5.1 In accordance with the Planning Practice Guidance (PPG):

> *A local planning authority needs to consider whether, on the facts of the case and relevant planning law, the specific matter is lawful. Planning merits are not relevant at any stage in this particular application or appeal process.*
>
> *In determining an application for a prospective development under section 192 a local planning authority needs to ask "if this proposed change of use had occurred, or if this proposed operation had commenced, on the application date, would it have been lawful for planning purposes?"*
>
> Paragraph: 009 Reference ID: 17c-009-20140306)

5.2 If the evidence submitted in support of the application establishes that (as is the case in this instance), the activity is established and lawful by the passage of time and therefore beyond the scope of enforcement action (on the balance of probabilities rather than beyond reasonable doubt), then the application should be granted.

5.3 The submitted evidence and Statutory Declaration affidavit demonstrates that on the balance of probability there has been a breach of planning control for a continuous period in excess of 4 years and as the time for enforcement action has now passed, the occupation of the property as a residential unit is lawful.

5.4 It should also be noted that the applicant has not taken any steps to deliberately prevent the Authority from discovering this use and therefore there is no issue with concealment.

5.5 In the light of the above, a CLEUD should be issued.

Appendices

Appendix 1 – Photographs



West Elevation



East Elevation



Living Room



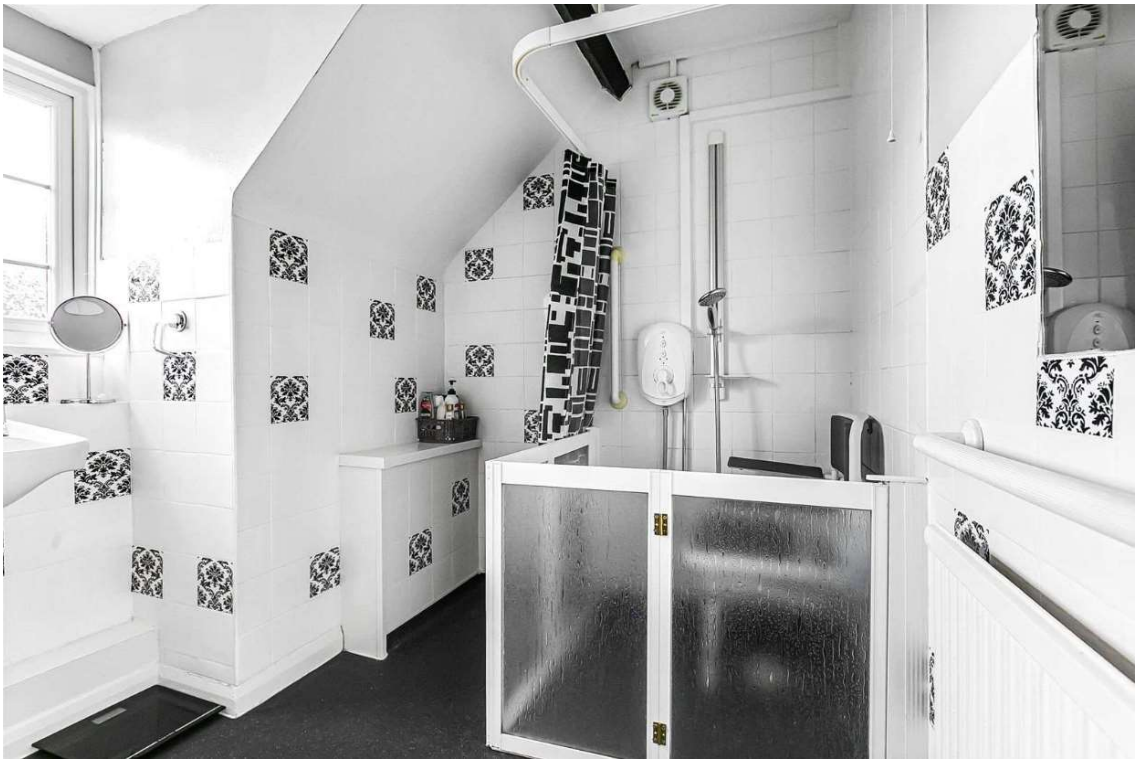
Kitchen



Bedroom One

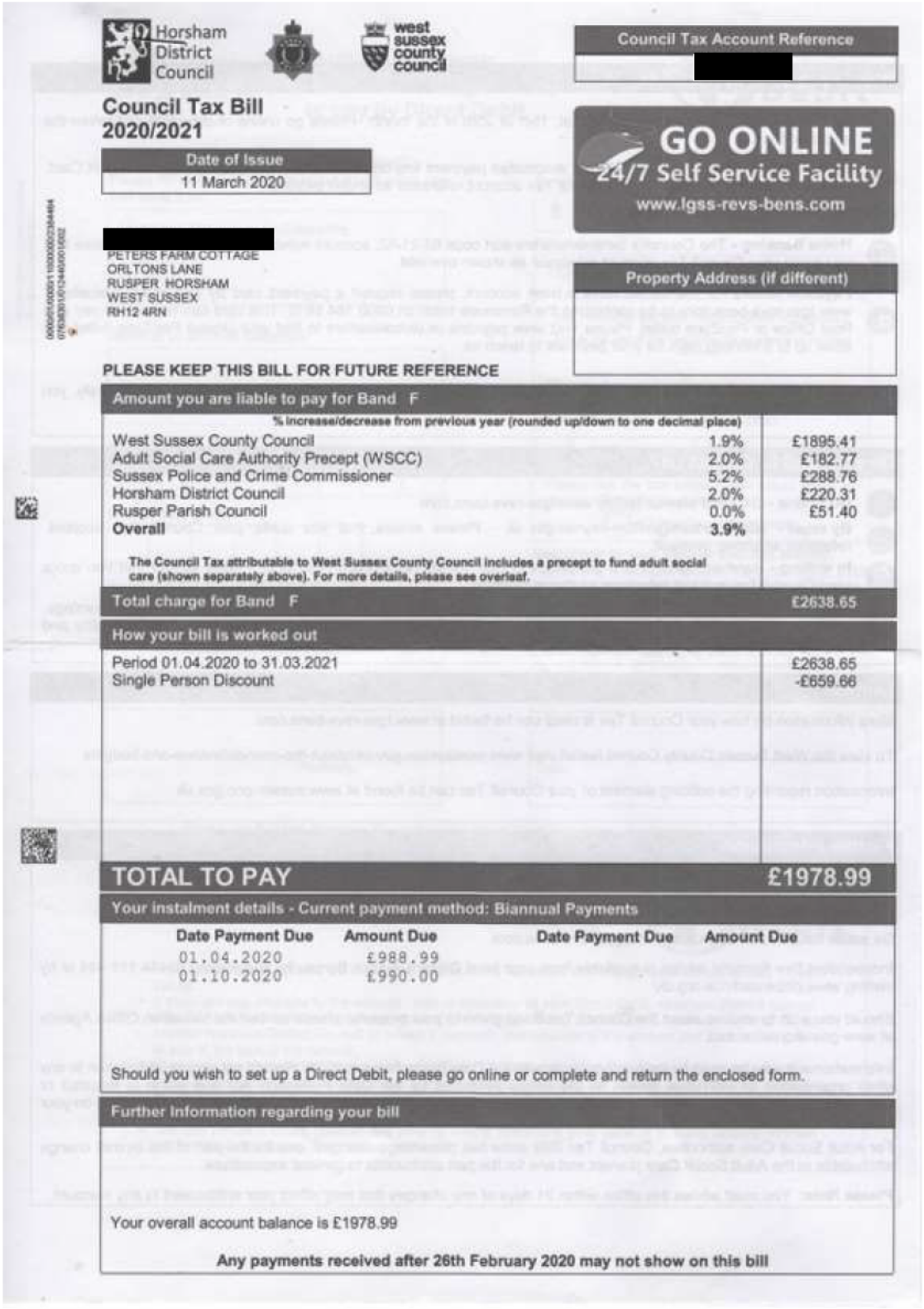


Bedroom Two



Shower Room

Appendix 2 - Council Tax Statements



Horsham District Council

west sussex county council

Council Tax Account Reference

[redacted]

Council Tax Bill 2020/2021

Date of Issue
11 March 2020

GO ONLINE
24/7 Self Service Facility
www.lgss-revs-bens.com

[redacted]
PETERS FARM COTTAGE
ORLTONS LANE
RUSPER HORSHAM
WEST SUSSEX
RH12 4RN

Property Address (if different)

PLEASE KEEP THIS BILL FOR FUTURE REFERENCE

Amount you are liable to pay for Band F

	% increase/decrease from previous year (rounded up/down to one decimal place)	
West Sussex County Council	1.9%	£1895.41
Adult Social Care Authority Precept (WSCC)	2.0%	£182.77
Sussex Police and Crime Commissioner	5.2%	£288.76
Horsham District Council	2.0%	£220.31
Rusper Parish Council	0.0%	£51.40
Overall	**3.9%**	

The Council Tax attributable to West Sussex County Council includes a precept to fund adult social care (shown separately above). For more details, please see overleaf.

Total charge for Band F £2638.65

How your bill is worked out

Period 01.04.2020 to 31.03.2021	£2638.65
Single Person Discount	-£659.66

TOTAL TO PAY £1978.99

Your instalment details - Current payment method: Biannual Payments

Date Payment Due	Amount Due	Date Payment Due	Amount Due
01.04.2020	£988.99		
01.10.2020	£990.00		

Should you wish to set up a Direct Debit, please go online or complete and return the enclosed form.

Further Information regarding your bill

Your overall account balance is £1978.99

Any payments received after 26th February 2020 may not show on this bill

Horsham District Council

west sussex county council

Council Tax Account Reference

[redacted]

Council Tax Bill 2021/2022

Date of Issue

4 March 2021

GO ONLINE
24/7 Self Service Facility
www.lgss-revs-bens.com

[redacted]
PETERS FARM COTTAGE
ORLTONS LANE
RUSPER HORSHAM
WEST SUSSEX
RH12 4RN

Property Address (if different)

PLEASE KEEP THIS BILL FOR FUTURE REFERENCE

Amount you are liable to pay for Band F

	% increase/decrease from previous year (rounded up/down to one decimal place)	
West Sussex County Council	2.0%	£1936.81
Adult Social Care Authority Precept (WSCC)	3.0%	£245.11
Sussex Police and Crime Commissioner	7.5%	£310.43
Horsham District Council	3.3%	£227.53
Rusper Parish Council	2.4%	£52.64
Overall	**5.1%**	

The Council Tax attributable to West Sussex County Council includes a precept to fund adult social care (shown separately above). For further details, please see overleaf

Total charge for Band F £2772.52

How your bill is worked out

Period 01.04.2021 to 31.03.2022	£2772.52
Single Person Discount	-£693.13

TOTAL TO PAY £2079.39

Your instalment details - Current payment method: Biannual Payments

Date Payment Due	Amount Due	Date Payment Due	Amount Due
01.04.2021	£1039.39		
01.10.2021	£1040.00		

Should you wish to set up a Direct Debit, please go online or complete and return the enclosed form.

Further Information regarding your bill

Your overall account balance is £2079.39

Any payments received after 23rd February 2021 may not show on this bill

Horsham District Council

west sussex county council

Council Tax Account Reference

[redacted]

Council Tax Bill 2022/2023

Date of Issue
9 March 2022

GO ONLINE
24/7 Self Service Facility
www.lgss-revs-bens.com

[redacted]
PETERS FARM COTTAGE
ORLTONS LANE
RUSPER HORSHAM
WEST SUSSEX
RH12 4RN

Property Address (if different)

PLEASE KEEP THIS BILL FOR FUTURE REFERENCE

Amount you are liable to pay for Band F

	% increase/decrease from previous year (rounded up/down to one decimal place)	
West Sussex County Council	1.9%	£1980.25
Adult Social Care Authority Precept (WSCC)	1.0%	£266.93
Sussex Police and Crime Commissioner	4.7%	£324.87
Horsham District Council	2.9%	£234.13
Rusper Parish Council	21.5%	£63.96
Overall	**3.5%**	

The Council Tax attributable to West Sussex County Council includes a precept to fund adult social care (shown separately above). For further details, please see overleaf

Total charge for Band F £2870.14

How your bill is worked out

Period 01.04.2022 to 31.03.2023	£2870.14
Single Person Discount	-£717.54

TOTAL TO PAY £2152.60

Your instalment details - Current payment method: Biannual Payments

Date Payment Due	Amount Due	Date Payment Due	Amount Due
01.04.2022	£1076.60		
01.10.2022	£1076.00		

Should you wish to set up a Direct Debit, please go online or complete and return the enclosed form.

Further Information regarding your bill

Your overall account balance is £2152.60

Any payments received after 22nd February 2022 may not show on this bill

Horsham District Council

west sussex county council

Council Tax Account Reference
[redacted]

Council Tax Bill 2023/2024

Date of Issue
10 March 2023

GO ONLINE
24/7 Self Service Facility
www.lgss-revs-bens.com

[redacted]
PETERS FARM COTTAGE
ORLTONS LANE
RUSPER HORSHAM
WEST SUSSEX
RH12 4RN

Property Address (if different)

PLEASE KEEP THIS BILL FOR FUTURE REFERENCE

Amount you are liable to pay for Band F

	% increase/decrease from previous year (rounded up/down to one decimal place)	
West Sussex County Council	3.0%	£2047.50
Adult Social Care Authority Precept (WSCC)	2.0%	£311.87
Sussex Police and Crime Commissioner	6.7%	£346.54
Horsham District Council	3.0%	£241.14
Rusper Parish Council	11.3%	£71.19
Overall	**5.2%**	

The Council Tax attributable to West Sussex County Council includes a precept to fund adult social care (shown separately above). For further details, please see overleaf

Total charge for Band F	£3018.24

How your bill is worked out

Period 01.04.2023 to 31.03.2024	£3018.24
Single Person Discount	-£754.56

TOTAL TO PAY	£2263.68

Your instalment details - Current payment method: Biannual Payments

Date Payment Due	Amount Due	Date Payment Due	Amount Due
01.04.2023	£1131.68		
01.10.2023	£1132.00		

Should you wish to set up a Direct Debit, please go online or complete and return the enclosed form.

Further Information regarding your bill

Your overall account balance is £2263.68

Any payments received after 23rd February 2023 may not show on this bill

Horsham District Council

west sussex county council

Council Tax Account Reference

[redacted]

Council Tax Bill 2024/2025

Date of Issue
11 March 2024

GO ONLINE
24/7 Self Service Facility
www.horsham.gov.uk/council-tax-and-benefits

JP 22/3/24

[redacted]
PETERS FARM COTTAGE
ORLTONS LANE
RUSPER HORSHAM
WEST SUSSEX
RH12 4RN

Property Address (if different)

PLEASE KEEP THIS BILL FOR FUTURE REFERENCE

Amount you are liable to pay for Band F

	% increase/decrease from previous year (rounded up/down to one decimal place)	
West Sussex County Council	2.9%	£2118.09
Adult Social Care Authority Precept (WSCC)	2.0%	£359.06
Sussex Police and Crime Commissioner	5.4%	£365.31
Horsham District Council	2.0%	£245.96
Rusper Parish Council	-1.7%	£69.97
Overall	**4.6%**	

The Council Tax attributable to West Sussex County Council includes a precept to fund adult social care (shown separately above). For further details, please see overleaf

Total charge for Band F £3158.39

How your bill is worked out

Period 01.04.2024 to 31.03.2025	£3158.39
Single Person Discount	-£789.60

TOTAL TO PAY **£2368.79**

Your instalment details - Current payment method: Biannual Payments

Date Payment Due	Amount Due	Date Payment Due	Amount Due
01.04.2024	£1184.79		
01.10.2024	£1184.00		

ou wish to set up a Direct Debit, please go online or complete and return the enclosed form.

Should y

Information regarding your bill

Further

rall account balance is £2368.79

Your ove

Any payments received after 22nd February 2024 may not show on this bill

Appendix 3 - Electoral Register Details

10860092F0013

016584

U2044_2 0041 HLPL 385 B
The Resident
Peters Farm Cottage
Orltons Lane
Rusper, Horsham
West Sussex
RH12 4RN

Horsham District Council

Address
Horsham District Council
Electoral Services
Parkside
Chart Way
Horsham
RH12 1RL
Direct line
01403 215126
Email
elections@horsham.gov.uk
Contact
Electoral Services

Reference Number	Date
CCA	26/09/2024

Dear Resident

Is the electoral register information correct for this address?

You **must** respond if:	You **do not** need to respond if:
any information is wrong, or if there are people eligible to register to vote at this address that are not included.	all information is correct and includes everyone eligible to register to vote at this address.

Information on who is eligible to register to vote can be found on page 2.
People we have registered to vote at this address:

Full Name	Nationality	Aged 76 or over (exempt from jury service)	Postal or proxy vote? (more info page 2)	Included on open register? (more info page 2)
[redacted]	BRITISH	YES	NO	YES

If you need to change your postal vote or open register status, or make any other changes, the easiest way is online. It only takes just a few minutes. To help us communicate with you digitally in the future, please provide your email address via the website.

1 Visit the website:
www.householdresponse.com/horsham

2 Enter your unique security code: Part 1- [redacted] Part 2- [redacted]

3 Update your household information and submit
Include the names and nationalities of everyone who lives at this address

West Sussex Record Office
County Hall
Chichester
PO19 1RN
+44 (0)1243 753602
record.office@westsussex.gov.uk
www.wsro.org.uk

29 April 2025

Dear Nick,

I have completed the 30 minutes of paid research, in which I consulted the electoral registers for the Horsham district for the years relevant to your search, which came to a total cost of £18. To confirm, I searched for [redacted] at the address Peter's Farm Cottage, Orltons Lane, Rusper, Horsham, RH12 4RN, between the years 2020 and 2024.

I can confirm that [redacted] was registered to vote at Peter's Farm Cottage, Orltons Lane, Rusper, Horsham, RH12 4RN, in 2020-21 (catalogue reference: [redacted]) and 2021-22 ([redacted]).

As the more recent electoral registers have not yet been deposited with us at the West Sussex Record Office, we advise that you contact Horsham District Council directly to enquire about these.

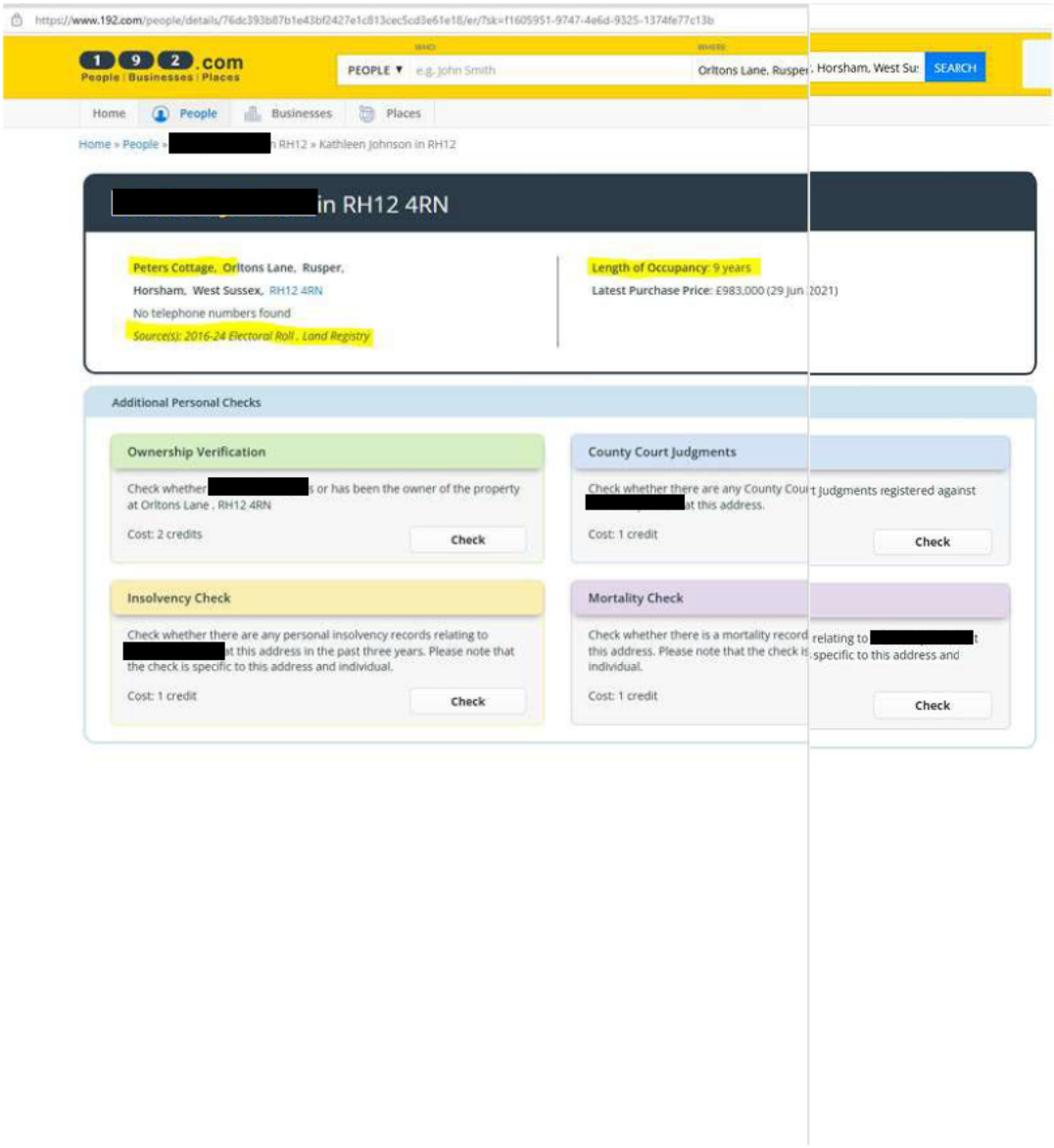
If you have any further questions, please do not hesitate to reach out to me again via record.office@westsussex.gov.uk or call our Reception on 01243 753602 and ask for Lois.

Yours sincerely,

Lois

Archives Assistant

West Sussex Record Office


https://www.192.com/people/details/76dc393b87b1e43bf2427e1c813cec5cd3e61e18/er/?sk=f1605951-9747-4e6d-9325-1374fe77c13b
1 9 2 .com
People | Businesses | Places
PEOPLE
e.g. John Smith
Oritons Lane, Rusper
Horsham, West Su
SEARCH
Home
People
Businesses
Places
Home » People » [redacted] RH12 » Kathleen Johnson in RH12
[redacted] in RH12 4RN
Peters Cottage, Oritons Lane, Rusper,
Horsham, West Sussex, RH12 4RN
No telephone numbers found
Source(s): 2016-24 Electoral Roll , Land Registry
Length of Occupancy: 9 years
Latest Purchase Price: £983,000 (29 Jun 2021)
Additional Personal Checks
Ownership Verification
Check whether [redacted] or has been the owner of the property at Oritons Lane , RH12 4RN
Cost: 2 credits
Check
County Court Judgments
Check whether there are any County Court judgments registered against [redacted] at this address.
Cost: 1 credit
Check
Insolvency Check
Check whether there are any personal insolvency records relating to [redacted] at this address in the past three years. Please note that the check is specific to this address and individual.
Cost: 1 credit
Check
Mortality Check
Check whether there is a mortality record relating to [redacted] this address. Please note that the check is specific to this address and individual.
Cost: 1 credit
Check

Appendix 4 - Deed of Surrender

Provided separately

Appendix 5 - Statutory Declaration

Statutory Declaration

Peter's Farm Cottage, Orltons Lane, Rusper, Horsham RH12 4RN

I am the freehold owner of Peter's Farm, Orltons Lane, Rusper RH12 4RN (Title Number WSX449873), I purchased the farm estate on 15th May 1973 from [redacted] which included the 3-bed detached property in question (referred to as "Peter's Farm Cottage").

Peter's Farm Cottage was converted from an agricultural barn to a 3-bedroomed dwellinghouse in the late 1960's by the previous owner (at the same time as their restoration of the main farmhouse) and the property has continued to be used as a separate dwellinghouse throughout my ownership.

My friend, [redacted] has been in occupation of Peter's Farm Cottage since the early 1980s until recently (30th September 2024) when she moved out to receive more supportive direct elderly care.

Peter's Farm Cottage is a detached 3-bedroomed residential property which has separate electricity supply, private sewage treatment plant and council tax account and, during her occupation of the property, [redacted] received support from the Council directly who assisted the installation of a stair lift, wet room walk-in shower with seat and handle supports.

I do solemnly and sincerely declare that this statement is true and correct and that Peter's Farm Cottage has been occupied as a separate dwellinghouse (Class C3) since the early 1980s.

This is a solemn declaration believing the same to be true and by virtue of the statutory declaration act 1835.

Declarant signatory:

[redacted]

Dagmar Alexandra Gjestvang-Lindh Pordham

Witness signatory:

[redacted]

Name: SARAH ELIZABETH KENCH

DMH Stallard, 3rd Floor, Afon Building, Worthing Road, Horsham, West Sussex RH12 1TL

Declared on: 20/05/2025

DMH Stallard LLP
3rd Floor, Afon Building
Worthing Rd
Horsham RH12 1TL

DMH Stallard

RECEIPT

I confirm receipt of £ 13-00 from DAGMAR ALEXANDRA GESTVANG-LINDH PORDHAM

in satisfaction of the monies due regarding a Statutory Declaration and each exhibit referred to in the Statutory Declaration.

(4)

Signed [redacted]

SARAH KENCH

SOLICITOR

Dated 20/05/2025 2025