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PLANNING STATEMENT.

**APPLICATION FOR A LAWFUL DEVELOPMENT
CERTIFICATE FOR THE CONTINUED USE OF PART
OF A WORKSHOP/STORAGE BARN AS A SINGLE
DWELLINGHOUSE.**

AT

**HENLEYS BARN,
ANDREWS FARM,
STATION ROAD,
WARNHAM,
WEST SUSSEX,
RH12 3SP.**

**March 2026.
Updated 20th March 2026.**

2.

1. INTRODUCTION.

1.1. This Planning Statement has been prepared on behalf of Mrs Vanessa Munden in accordance with The Town and Country Planning Act 1990.

1.2. This planning application is for a Lawful Development Certificate for the continued use of part of a workshop / storage barn for residential purposes, as shown edged red on the submitted Location and Block Plans.

1.3. This application is supported with the following drawings and documents:

- Planning Statement.
- North Barn conveyance plan.
- Location Plan - drawing no. **2000-251-LP**.
- Block Plan – drawing **2000-251-BP**.
- Building Regulations Certificate of Regularisation dated 5th June 2025.
- Statutory Declaration signed by Vanessa Jane Munden dated 17th February 2026.
- Statutory Declaration signed by Hugh Thomas Evans dated 17th February 2026.
- Courtney Green letter dated **16th November 2018**.
- Courtney Green letter dated **12th December 2018**.
- Courtney Green correspondence dated **12th October 2020**.
- Tenancy Agreement with Jonathan Freeman.
- Tenancy Agreement with Roseanna Vokes
- Tenancy Agreement with Martin Baxter
- Appeal Decision Appeal Ref: **APP/U1430/X/22/3313394**.

2. LAWFUL DEVELOPMENT CERTIFICATE.

2.1. The building constructed as a workshop / storage barn is located on the property at Henleys Barn, Andrews Farm, Station Road, Warnham, West Sussex. The subject building was originally constructed following the grant of planning permission on 23rd December 2013 for “Retrospective application for ground source heat loop and proposed small workshop / storage barn”, planning reference number **DC/13/2104**.

3.

2.2. This application is for a Lawful Development Certificate for the continued use of part of the building for residential purposes. The construction of the workshop / storage barn was completed in spring 2014. The site of the building is shown edged red on the Block Plan, drawing number **2000-251-BP**.



Workshop / Storage Barn (front)



Workshop /Storage Barn (rear)

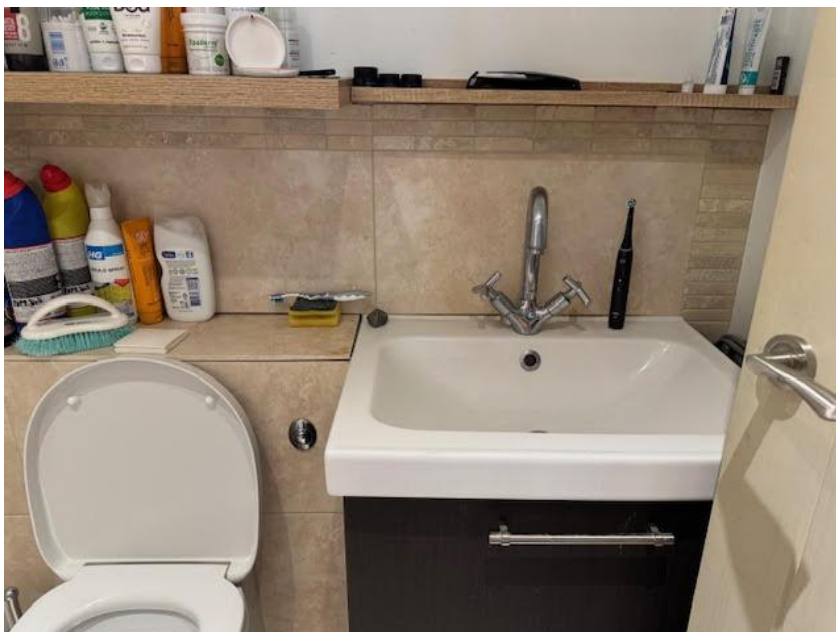
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3. BUILDING ALTERATIONS.

3.1. In November 2014 the inside of the workshop / storage barn was altered to provide a self-contained residential unit for the applicant's mother. The building was equipped with its own bathroom and kitchen facilities.



Ground Floor Kitchen.



Ground Floor Bathroom.

5.

3.2. A Certificate of Regularisation for Building Regulations under The Building Act 1984 was issued on 4th June 2025. The work described on the Certificate is “Farm barn conversion to ancillary habitable accommodation on ground floor and first floor storage use”. The Certificate states:

This Certificate is evidence (but not conclusive evidence) that, in so far as the Authority has been able to ascertain, the works described in the certificate are in compliance with the requirements of the Building Regulations.

4. EVIDENCE VERIFYING THE INFORMATION INCLUDED IN THIS APPLICATION.

4.1. Statutory Declaration of Vanessa Jane Munden.

4.2. Please refer to the Statutory Declaration signed by Vanessa Jane Munden dated 17th February 2026. Vanessa Munden confirms that with her late husband she gained planning permission to construct a workshop / storage barn on 23rd December 2013. Construction of the building was completed in spring 2014.

4.3. Vanessa Munden confirms that in November 2014 her mother Betty May Williams needed permanent care and that she looked after her until she passed away on 1st February 2018. Mr and Mrs Munden converted the workshop / storage barn into residential use for her mother, equipping the building with its own kitchen and bathroom facilities. Mrs Munden confirms following the death of her mother, one of her sons occupied the workshop / storage barn between February 2018 and January 2019.

4.4. Vanessa Munden states that she and her late husband decided to offer the residential unit in the workshop / storage barn on the open market for rental. She confirms that they instructed Courtney Green, letting agents in Horsham, to advertise the property for rent. Correspondence and tenancy agreements provided by Vanessa Munden detail how the building has been occupied, by tenants Mr Jonathan Freeman from 28th January 2019, Roseanna Vokes from 28th September 2019 and Mr Martin Baxter from 23rd October 2020 to the current day. Martin Baxter occupies the premises as his principle private residence and continues to reside at the property, paying rent that covers the cost of electricity, water and drainage.

4.5. Statutory Declaration of Hugh Thomas Evans.

4.6. Please refer to the Statutory Declaration signed by Hugh Thomas Evans dated 17th February 2026.

4.7. Hugh Evans confirms that he has been aware that the outbuilding constructed as a workshop and storage barn was converted to provide self-contained accommodation. He confirms that following the death of Vanessa Munden's mother the workshop and storage barn has been occupied by tenants, one of whom still lives there.

4.8. Rental Agreements Organised by Letting Agents Courtney Green.

4.9. Vanessa Munden and her late husband David Munden instructed Courtney Green, letting agents based in Horsham to market the building at Henleys Barn for rental as a separate residential dwelling. Please refer to the submitted letter from Courtney Green to Mr D and Mrs V Munden dated **16th November 2018**, in which they provide advice on market rental price.

4.10. Please refer to the letter from Courtney Green to Mr D and Mrs V Munden dated **12th December 2018** confirming they have received instructions to market the property for rental.

4.11. The first tenant Jonathan Freeman occupied the building on a twelve-month tenancy starting on 28th January 2019. Please refer to the tenancy agreement with **Mr Jonathan Freeman dated 28th January 2019**. Jonathan Freeman vacated early and the property was readvertised, cleaned and occupied by a new tenant Roseanna Vokes on a twelve-month tenancy commencing 28th September 2019. Please refer to the tenancy agreement with **Roseanna Vokes dated 28th September 2019**.

4.12. Roseanna Vokes extended her tenancy until the property was advertised. The building was then professionally cleaned ready for occupation by the next tenant Mr Martin Baxter, who moved in on 23rd October 2020. Please refer to the **Courtney Green correspondence dated 12th October 2020**. Please refer to the **Tenancy Agreement with Martin Baxter dated 23rd October 2020**. Martin Baxter remains in occupation of the building to the current day.

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5. SEPRATE RESIDENTIAL DWELLING.

5.1. The building at Henleys Barn, Andrews Farm, Warnham has its own kitchen and bathroom such that the occupier is completely self-sufficient.

5.2. Building Regulations has been approved for conversion of the subject building to ancillary accommodation on the ground floor and first floor storage use. **Please refer to Building Regulations Certificate of Regularisation dated 5th June 2025.**

5.3. The tenants who have occupied the building have not relied upon any other property or dwelling for bathroom and cooking facilities.

5.4. The current tenant occupies the building as his principle private residence.

6. SERVICES.

6.1. It is not unusual for separate dwellings and buildings located within the same property ownership / unit to share services such as water, drainage and electricity. In this case mains electricity and water is supplied from a joint system that services both buildings at Henley Barn. Drainage is also shared to the main sewer. Heating and hot water is powered from electricity.

6.2. To date the Post Office have not recognised The Annexe as a separate dwelling and therefore does not have its own postal address.

7. COUNCIL TAX.

7.1. The applicant nor the tenant occupier pays Council Tax for the separate residential dwelling. They do not pay this local tax because the subject building is not yet recognised as a separate residential dwelling by the Local Authority, Consequently the Local Authority have not served the occupants with an invoice nor charged them by any other means for the payment of Council Tax.

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8. LEGISLATION.

8.1. The Act states that uses are lawful at any time if no enforcement action may be taken against them and they do not constitute a contravention of any requirements of any enforcement notice. The Planning and Compensation Act 1991 introduced rolling time limits within which local planning authorities can take planning enforcement action against breaches of planning control.

8.2. The time limits for taking enforcement action are set out in [section 171B of the Town and Country Planning Act 1990](#) (see also [The Planning Act 2008 \(Commencement No. 8\)](#) and [Levelling-up and Regeneration Act 2023 \(Commencement No. 4 and Transitional Provisions\) Regulations 2024](#) for transitional arrangements).

In most cases, development becomes immune from enforcement if no action is taken:

- within 10 years of substantial completion for a breach of planning control consisting of operational development where substantial completion took place on or after 25 April 2024.
- within 10 years for an unauthorised change of use to a single dwellinghouse where the change of use took place on or after 25 April 2024.
- within 4 years of substantial completion for a breach of planning control consisting of operational development where substantial completion took place before 25 April 2024.
- within 4 years for an unauthorised change of use to a single dwellinghouse where the change of use took place before 25 April 2024
- within 10 years for any other breach of planning control (essentially other changes of use)

9. SIMILAR APPEAL DECISION.

9.1. Please can I refer to a planning appeal decision relating to The Cottage, Stream Farm, Chapel Lane, Guestling Green TN35 4HN, appeal ref: **APP/U1430/X/22/3313394.**

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9.2 The appeal decision paragraph 11 refers to how that building was provided with its own living room, bedrooms, kitchen and bathroom. The inspector stated in Paragraph 12. “With regard to caselaw, consideration should be given to whether The Cottage has provided for the main activities of, and ordinarily afforded the facilities required for, day-to-day private domestic existence, and the actual use that The Cottage has been put to. On the evidence presented The Cottage currently provides those facilities and is currently used as a private dwelling”.

9.3. The appeal decision paragraph 18 also refers to the non-payment of Council Tax and separate utility bills. The inspector stated “.... I can also see why council tax may not have been paid voluntarily for an independent dwelling which does not benefit from planning permission, if payment of council tax has not been formally demanded. This would also explain why The Cottage has not been formally registered as a separate address. The absence of itemised bills in these regards does not therefore lead me to doubt the appellant’s evidence or find that The Cottage has not been occupied as an independent dwelling”.

10. SUMMARY.

10.1. From evidence provided by the applicant, part of the workshop / storage barn shown on the **Block Plan drawing no. 2000-251-BP** was converted to residential accommodation in 2014.

10.2. Part of the subject building is currently occupied by a tenant.

10.3 The residential part of the building has its own living space, bedroom, kitchen and bathroom facilities. It is a self-contained residential unit.

10.4. Building Regulations has been approved for conversion of the subject building to ancillary accommodation on the ground floor and first floor storage use.

10.5. The use of the workshop / storage barn is immune from enforcement because no action has been taken within at least one of three-time limits, as follows:

10.

i. Within 4 years of substantial completion for a breach of planning control consisting of operational development where substantial completion took place before 25 April 2024, i.e. the breach of a planning condition took place before **25 April 2020.**

and / or

ii. Within 4 years for an unauthorised change of use to a single dwellinghouse where the change of use took place before 25 April 2024, i.e. the use of the workshop / storage barn as a single dwelling house took place before **25 April 2020.**

and / or

iii. Within 10 years for any other breach of planning control (essentially other changes of use), i.e. the conversion of the workshop / storage barn took place before **10th March 2016.**

10.6. For the above reasons a Certificate of Lawful Development is applied for.

David Hall.

20th March 2026.