

Application for Lawful Development Certificate for a Proposed use or Development

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority website

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".

Address Line 1

47 North Parade

Address Line 2

-

Address Line 3

-

Town/City

Horsham

County

-

Postcode

RH12 2DE

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

Easting (x)

517230

Northing (y)

131786

Description of site location

-

Applicant Details

Name/Company

Title

Mrs

First Name

Eleanor

Surname

Wickens

Address

Address Line 1

47 North Parade

Address Line 2

Guildford Road

Address Line 3

-

Town/City

Horsham

County

West Sussex

Country

-

Postcode

RH12 2DE

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

REDACTED

Secondary number

REDACTED

Fax Number

REDACTED

Email address

REDACTED

Agent Details

Name/Company

Title

Mr

First Name

Luigi

Surname

Del Vecchio

Company Name

LDV Architecture Ltd

Address

Address Line 1

39 Plovers Rd, Horsham, RH13 5PD

Address Line 2

Plovers Road

Address Line 3

-

Town/City

Horsham

County

-

Country

United Kingdom

Postcode

RH13 5PD

Contact Details

Primary number

REDACTED

Secondary number

REDACTED

Fax number

REDACTED

Email Address

REDACTED

Description of Proposal

Does the proposal consist of, or include, the carrying out of building or other operations?

☒ Yes

☐ No

If Yes, please give detailed description of all such operations

We want to add a dormer clad with the same tiles as the roof.

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

☐ Yes

☒ No

Has the proposal been started?

☐ Yes

☒ No

Grounds for Application

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

We have received planning permission for the rear extension and have been told to apply for lawful development for the dormer.

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

LDV-47 NORTH PRD-(01)-001-LOCATION AND SITE PLANS_C; LDV-47 NORTH PRD-(02)-001-EXISTING PLANS 1_A; LDV-47 NORTH PRD-(02)-002-EXISTING PLANS 2_A; LDV-47 NORTH PRD-(03)-001-EXISTING ELEVATIONS_A; LDV-47 NORTH PRD-(07)-001-PROPOSED PLANS 1_D; LDV-47 NORTH PRD-(07)-002-PROPOSED PLANS 2_G; LDV-47 NORTH PRD-(08)-001-PROPOSED ELEVATIONS_E; LDV-47 NORTH PRD-CIL

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

C3

Select the use class that relates to the proposed use

C3

Is the proposed operation or use

permanent

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

We have received advice from Ms Marie Riggs from the Council that what we are proposing is lawful.

Parking

Will the proposed works affect existing car parking arrangements?

☐ Yes

☒ No

Site Visit

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

☒ Yes

☐ No

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

Applicant

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☒ 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

Ms

First name

Marie

Last name

Riggs

Reference

-

Date (must be pre-application submission)

10/05/2026

Details of the pre-application advice received

Ms Riggs confirmed that our proposal is lawful on an email.

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

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
- ☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
- ☒ No

Certificate A

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding***

**"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.*

*** "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.*

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person Role

The Agent

Title

Mr

First Name

Luigi

Surname

Del Vecchio

Declaration Date

26/05/2026

Declaration Made

☒ Yes

☐ No

Declaration

I/We hereby apply for Application for Lawful Development Certificate for a Proposed use or Development 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 agree to the outlined declaration

Signed

Luigi Del Vecchio

Date

28/05/2026