

[REDACTED]  
Date: April 2026

Planning Department  
Horsham District Council  
Albery House  
Springfield Road  
Horsham  
West Sussex  
RH12 2GB

**Letter in Support of a Lawful Development Certificate Existing (LDCE) Application**

**Site:** 'The Dwelling', Alderwood Ponds, Horsham Road, Steyning, West Sussex, BN44 3AA

**Proposal:** Lawful Development Certificate Existing (LDCE) to confirm the erection of 'The Dwelling' and its use as a self-contained independent dwelling took place and has continued for a period in excess of four years.

Dear Sir/Madam,

Please accept this letter in support of the above application in relation to 'The Dwelling', Alderwood Ponds, Horsham Road, Steyning, West Sussex, BN44 3AA.

I can confirm that the building known as 'The Dwelling', Alderwood Ponds, Horsham Road, Steyning, West Sussex, BN44 3AA, as shown outlined in red on the attached and accompanying plans (which also includes its associated garden and curtilage), is a self-contained, independent residential dwelling (C3 Use Class) and has been occupied by my daughter [REDACTED] and her partner [REDACTED] as their main and sole residence, continuously since August 2019 up to the present day.

I am the owner of Alderwood Ponds and the site has been in my / my family's ownership since June 1995. The wider site comprises a recreational coarse fishing site, with three ponds set within a landscaped area, grasslands, trees and wooded areas. This is an active business which is run on my behalf by my daughter [REDACTED]

Planning permission was granted at Alderwood Ponds in 2017, under planning reference DC/17/0863 for: 'Demolition of existing nissen hut storage building, construction of new building on same site for storage of site maintenance equipment, customer reception, provision of first aid facility, and water management equipment'. Following this, a subsequent application was submitted and approved in 2019 in relation to this permitted building under planning reference DC/19/0170 for: 'Change of use of part of existing building to provide overnight accommodation for use by Bailiffs for the supervision of Anglers and fisheries'.



Following the granting of the initial permission in 2017 under planning reference DC/17/0863, works for the construction of the permitted building known as 'The Dwelling', commenced in summer 2018 and were carried out by [REDACTED] / his company. However, the construction works were not carried out in accordance with the approved plans, as permitted under the above reference number, or the subsequent 2019 permission, under planning reference DC/19/0170.

Following consideration of the permissions, and discussions with my daughter [REDACTED] and her partner [REDACTED] the permitted building was erected as an independent residential dwelling. The works were completed in July 2019, as shown on the attached plans accompanying this application. Appendix B shows the subject building in situ from 2020, which is the earliest aerial photograph date available on historical mapping following the completion of 'The Dwelling'.

'The Dwelling' consists of a living / dining room / kitchen, a shower room, entrance hall, WC and an office / storage room. The area to the east of 'The Dwelling', as indicated on the attached plans, is used as a private garden, with the extent of the red line area making up the associated residential curtilage. A retaining wall was erected to the north and east of 'The Dwelling', owing to the topography of the site.

Following the completion of the construction works to erect 'The Dwelling', my daughter [REDACTED] and her partner [REDACTED] moved into 'The Dwelling' in August 2019 and have occupied this as a self-contained, independent dwelling as their main and sole residence continuously up to the present day.

As the owner of the site, and given my relationship with [REDACTED] I allowed them to live within 'The Dwelling' free of charge on the basis that my daughter [REDACTED] manages the business operating from the wider site. This arrangement has continued from the date of their first occupation up to the present day.

Utilities such as water and electricity connected to 'The Dwelling' are drawn from the main supply serving the wider site, apart from gas, which is paid for and supplied separately.

As such, I can confirm that the works for the erection of the building known as 'The Dwelling', as a self-contained, independent dwelling, were substantially completed and the use (together with the associated garden area and curtilage), as indicated on the attached and accompanying plans, has continued for more than 4 years prior to the date of this application. In addition, the works to create 'The Dwelling' were completed and use as a self-contained, independent dwelling established prior to 25 April 2024, pursuant to the current legislative requirements.

I would like to highlight to the Council that my intention was to provide a statutory declaration in support of this application. However, due to my current poor health, I have not been able to leave my home to swear a statutory declaration before a solicitor, hence why I am providing this letter in support of this application instead.

Please do not hesitate to contact me if you require any further information.

Yours Faithfully,

[REDACTED]  
29th April 26



**Application Site / Building Plan**

