

Application for a Lawful Development Certificate for an Existing use or operation
or activity including those in breach of a planning condition.
Town and Country Planning Act 1990.

Please complete using block capitals and black ink.

1. Applicant Name and Address

Title:	Mr	First name:	Richard		
Last name:	Keeling				
Company (optional):					
Unit:		House number:		House suffix:	
House name:	New House				
Address 1:	Sinnocks, West Chiltington				
Address 2:	Pulborough				
Address 3:					
Town:					
County:					
Country:					
Postcode:	RH20 2JX				

2. Agent Name and Address

Title:	Ms	First name:	Hebe		
Last name:	Robinson				
Company (optional):	Russell-Cooke LLP				
Unit:		House number:		House suffix:	
House name:					
Address 1:	2 Putney Hill				
Address 2:					
Address 3:					
Town:	London				
County:					
Country:					
Postcode:	SW15 6AB				

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		House number:		House suffix:	
House name:	New House				
Address 1:	Sinnocks, West Chiltington				
Address 2:	Pulborough				
Address 3:					
Town:					
County:					
Postcode (optional):	RH20 2JX				
Description of location or a grid reference. (must be completed if postcode is not known):					
Easting:		Northing:			
Description:					

4. 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).

Please tick if the full contact details are not known, and then complete as much as possible: ☐

Officer name:

Reference:

Date (DD/MM/YYYY):
(must be pre-application submission)

Details of pre-application advice received?

5. Lawful Development Certificate - Interest In Land

Please state the applicant's interest in the land:

Owner: ☒ Yes ☐ No Lessee: ☐ Yes ☐ No Occupier: ☐ Yes ☐ No

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

Name	Address	Have they been informed in writing of the application	
		Yes	No
		☐	☐

If No to all the above, please give name and address of anyone you know who has an interest in the land:

Name	Address	State the nature of their interest (if known)	State whether they have been informed about this application		If No, please explain why not
			Yes	No	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

6. Authority Employee / 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

With respect to the Authority, I am: (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you
and/or agent?

☐ Yes ☒ No

If Yes, please provide details of the name, role, and how you are related to them

7. Description of Use, Building Works or Activity

Please state for which of these you need a lawful development certificate/building works (you must tick at least one option):

An existing use: ☒ Yes ☐ No

Existing building works: ☒ Yes ☐ No

An existing use, building work or activity in breach of a condition: ☒ Yes ☐ No

Being a use, building works or activity which is still going on at the date of this application

If Yes to either 'an existing use' or 'an existing use in breach of a condition', please state which one of the Use Classes the use relates too.

C3 residential use.

8. Description of Existing Use, Building Works or Activity

What is the existing site use(s) for which the certificate of lawfulness is being sought? Please fully describe each use and state which part of the land the use relates to:

The certificate of lawfulness is being sought in relation to:

- 1) Works to one of the sheds in the garden of the Property to replace the same and use it as a workshop; and
- 2) Works to convert the garage at the Property into an additional living room for the Property.

Please see enclosed statutory declarations of Richard Keeling and Anthony Funnell for full details.

Please also see enclosed grounds to the CLEUD application.

9. Grounds For Application For A Lawful Development Certificate

Please state under what grounds is the certificate sought (you must tick at least one box):

WHERE THE USE, BUILDING WORKS OR ACTIVITY BEGAN BEFORE 25 APRIL 2024:

- ☒ The use began more than 10 years before the date of this application.
- ☒ The use, building works or activity in breach of condition began more than 10 years before the date of this application.
- ☐ The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years.
- ☒ The building works (for instance, building or engineering works) were substantially completed more than four years before the date of this application.
- ☐ The change of use to use as a single dwelling house began more than four years before the date of this application.
- ☐ Other - please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

WHERE THE USE, BUILDING WORKS OR ACTIVITY BEGAN ON OR AFTER 25 APRIL 2024:

- ☐ The use, building works or activity began more than 10 years before the date of this application.
- ☐ The use began within the last 10 years, as a result of a change of use not requiring planning permission, and there has not been a change of use requiring planning permission in the last 10 years.
- ☐ Other - please specify (this might include claims that the change of use or building work was not development, or that it benefited from planning permission granted under the Act or by the General Permitted Development Order).

If the certificate is sought on 'Other' grounds please give details:

If applicable, please give the reference number of any existing planning permission, lawful development certificate or enforcement notice affecting the application site. Include its date and the number of any condition being breached:

Reference
Number:

DC/04/1791

Condition
Number:

Date (DD/MM/YYYY):
(must be pre application
submission)

Please state why a Lawful Development Certificate should be granted:

Please see attached statutory declarations of Richard Keeling and Anthony Funnell and grounds to the application.

10. Information In Support Of A Lawful Development Certificate

When was the use or activity begun, or the building works substantially completed: (date must be pre-application submission)
 (DD/MM/YYYY)

In the case of an existing use or activity in breach of conditions has there been any interruption? ☐ Yes ☒ No

If Yes, please provide details of the dates, duration and any discontinuance of the development which is the subject of this application. If your application is based on the claim that a use or activity has been ongoing for a period of years, please state exactly when any interruption occurred:

In the case of an existing use of land, has there been any material change of use of the land since the start of the use for which a certificate is sought?

☐ Yes ☒ No

If Yes please provide details:

10. Information In Support Of A Lawful Development Certificate (Continued) - Residential Information

Does the application for a Certificate relate to a residential use where the number of residential units has changed? ☐ Yes ☒ No
If Yes, please complete the following table:

Proposed Housing

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Market Housing						
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Market Housing Total (a + b + c + d + e + f + g) =						

	1	2	3	4+	Unknown	
Social Rented Housing						
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Social Rented Housing Total (a + b + c + d + e + f + g) =						

	1	2	3	4+	Unknown	
Intermediate Housing						
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Intermediate Housing Total (a + b + c + d + e + f + g) =						

	1	2	3	4+	Unknown	
Key Worker Housing						
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Key Worker Housing Total (a + b + c + d + e + f + g) =						

Proposed Housing Grand Total (A + B + C + D) =

Existing Housing

	Number of Bedrooms					Total
	1	2	3	4+	Unknown	
Market Housing						
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Market Housing Total (a + b + c + d + e + f + g) =						

	1	2	3	4+	Unknown	
Social Rented Housing						
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Social Rented Housing Total (a + b + c + d + e + f + g) =						

	1	2	3	4+	Unknown	
Intermediate Housing						
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Intermediate Housing Total (a + b + c + d + e + f + g) =						

	1	2	3	4+	Unknown	
Key Worker Housing						
Houses						
Flats & Maisonettes						
Live-Work Units						
Cluster Flats						
Sheltered Housing						
Bedsit/Studios						
Unknown						
Key Worker Housing Total (a + b + c + d + e + f + g) =						

Existing Housing Grand Total (E + F + G + H) =

TOTAL NET GAIN or LOSS of RESIDENTIAL UNITS (Proposed Housing Grand Total - Existing Housing Grand Total):

11. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The burden of proof in a Lawful Development Certificate is firmly with the applicant and therefore sufficient and precise information should be provided.

The original and 3 copies of a completed dated application form:

☒

The original and 3 copies of such evidence verifying the information included in the application as you can provide:

☒

The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North:

☒

Please confirm correct fee for the application.

☐

12. Declaration

☒ We hereby apply for a Lawful Development Certificate as described in this form and the accompanying plans/drawings and additional information. ☒ 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.

Signed - Applicant

Or signed - Agent

Date (DD/MM/YYYY):

30.03.2026

(date cannot be pre-application submission)

WARNING:

The amended section 194 of the 1990 Act provides that it is an offence to furnish false or misleading information or to withhold material information with intent to deceive. Section 193(7) enables the authority to revoke, at any time, a certificate they may have issued as a result of such false or misleading information.

13. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

14. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

15. 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? (Please select only one)

☒

Agent

☐

Applicant

☐

Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name:

Telephone number:

Email address: