Horsham District Council

Application for a Lawful Development Certificate for a Proposed Use or Development

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

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".

Number

Suffix

Property Name

Bucks Cottage

Address Line 1

Tismans Common

Address Line 2

Address Line 3

West Sussex

Town/city

Rudgwick

Postcode

RH12 3BJ

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

Easting (x)

506844

Northing (y)

133013

Description

Applicant Details

Name/Company

Title

Mr & Mrs

First name

Surname

Rock

Company Name

Address

Address line 1

Bucks Cottage Tismans Common

Address line 2

Address line 3

Town/City

Rudgwick

County

West Sussex

Country

Postcode

RH12 3BJ

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

Secondary number

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

Mr

First name

Peter

Surname

Davey

Company Name

Peter Davey Ltd

Address

Address line 1

49

Address line 2

Park Drive

Address line 3

Town/City

Rustington

County

Country

Postcode

BN16 3DY

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of Proposal

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

- [x] Yes
- [ ] No

If Yes, please give detailed description of all such operations (includes the need to describe any proposal to alter or create a new access, layout any new street, construct any associated hard-standings, means of enclosure or means of draining the land/buildings) and indicate on your plans (in the case of a proposed building the plan should indicate the precise siting and exact dimensions)

The proposal includes the internal works including the following:

1. Fill in open well in upper floor (over pool),
2. Install new partition.
3. Replace 1no. window with an identical window with opening to aid means of escape.

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

- [ ] Yes
- [x] No

Has the proposal been started?

- [ ] Yes
- [x] No

Grounds for Application

Information about the existing use(s)

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

The pool house was granted planning approval in 1999 for the enjoyment incidental to the main house, Bucks Cottage. The applicant has recently obtained approval to carry out substantial works to the main house, which will leave the property without heating/hot water etc, for a prolonged period. The applicant wishes to utilise the pool house upper floor for living / sleeping accommodation for the duration of the works. Beyond that period, the applicant would like to continue to use the space as an overflow to the main house for occasional guest accommodation. The current pool house contains a ground floor bathroom and a small kitchenette. A further bathroom will be created on the upper floor and the kitchenette will be altered to suit the revised layout. A partition will be constructed around the staircase and the narrow open well (along the front wall) to separate the humid pool from the upper space. The large open well over the pool will be filled in. By virtue of not being attached to the Listed Building and the works being internal, we do not believe that planning permission is required. The replacement window is also covered by permitted development and will be identical to the existing. The upper floor currently enjoys use incidental to the main house and the changes do not alter this and therefore there is no Change of Use. The space will not be occupied either permanently as a self contained annexe or used as a holiday let. The space does not have its own entrance and therefore does not support self contained living. This application seeks to confirm that the proposal to use the pool house upper floor space as additional accommodation to the main house (with the small alterations listed) for the benefit of either the applicant or their guests, does not cause a Change of Use and the works being internal alterations to a non-listed asset, that a planning application is not required.

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

Drawings 0434 / 108A, 110A & 114A.

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

C3 - Dwellinghouses

Information about the proposed use(s)

Select the use class that relates to the proposed use.

C3 - Dwellinghouses

Is the proposed operation or use

- ⊘ Permanent
- ◯ Temporary

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

This application seeks to confirm that the proposal to use the pool house upper floor space as additional accommodation to the main house (with the small alterations listed) for the benefit of either the applicant or their guests, does not cause a Change of Use and the works being internal alterations to a non-listed asset, that a planning application is not required.

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?

- ◯ The agent
- ⊘ The applicant
- ◯ Other person

Pre-application Advice

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

◯ Yes
⊘ No

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

Declaration

I/We hereby apply for Lawful development: Proposed use 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 also accept that, in accordance with the Planning Portal's terms and conditions:
- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☑ I / We agree to the outlined declaration

Signed

Peter Davey

Date

14/11/2025