



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

Address Line 1

Address Line 2

Address Line 3

Town/city

Postcode

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

Easting (x)	Northing (y)
517543	131685

Description

Applicant Details

Name/Company

Title

Mrs

First name

Alex

Surname

Scoines

Company Name

Address

Address line 1

13 Richmond Road

Address line 2

Address line 3

Town/City

Horsham

County

West Sussex

Country

United Kingdom

Postcode

RH12 2EG

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Agent Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

***** REDACTED *****

Secondary number

***** REDACTED *****

Fax number

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 (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)

Part -conversion of the rear part of the garage. Foul drain to be connected to the existing private drain. The roof and the elevations to remain unchanged except for one small window on the side elevations overlooking the courtyard.. Refer to drawings 25151, 25152 and 25106.

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

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

On 8th October 2025 Mrs Marie Riggs from HDC Planning Department verbally advised that Article 4 Directions had not been applied to this Title and thus the garage could be part-converted into a habitable space under Permitted Development Rights, providing the elevations and roof were not altered and the proposed small window was a timber framed window with obscured glazing.

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

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

If Temporary please give details

This proposed bathroom could be removed in the future, should there be a requirement to do so, the floor insulation, flooring, insulated stud walls are all proposed to be incorporated within the perimeter of the permanent structure of the garage, but it could be removed in the future without causing any structural damage to the garage or without altering its external appearance.

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

On 8th October 2025 Mrs Marie Riggs from HDC Planning Department verbally advised that Article 4 Directions had not been applied to this Title and thus the garage could be part-converted into a habitable space under Permitted Development Rights, providing the elevations and roof were not altered and the proposed small window was a timber framed window with obscured glazing.

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

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

***** REDACTED *****

First Name

***** REDACTED *****

Surname

***** REDACTED *****

Reference

verbal advise over the phone

Date (must be pre-application submission)

08/10/2025

Details of the pre-application advice received

On 8th October 2025 Mrs Marie Riggs from HDC Planning Department verbally advised that Article 4 Directions had not been applied to this Title and thus the garage could be part-converted into a habitable space under Permitted Development Rights, providing the elevations and roof were not altered and the proposed small window was a timber framed window with obscured glazing.

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

Jadranka Carmichael

Date

29/10/2025