



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	59
Suffix	
Property Name	
Address Line 1	Swann Way
Address Line 2	
Address Line 3	West Sussex
Town/city	Broadbridge Heath
Postcode	RH12 3NQ

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

Easting (x)	Northing (y)
515346	131342

Description

Applicant Details

Name/Company

Title

Mr

First name

TIMOTHY

Surname

HODGKINSTON

Company Name

Address

Address line 1

59

Address line 2

SWANN WAY

Address line 3

Town/City

Horsham, West Sussex

County

Select

Country

United Kingdom

Postcode

RH12 3NQ

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

Applicant Contact Details

Primary number

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

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)

The proposal comprises the construction of a loft conversion involving the formation of a rear roof dormer to an existing end-of-terrace dwellinghouse.

The works include the partial removal of the existing rear roof covering and structure to facilitate the construction of a dormer extension within the roof slope. The dormer will be constructed using a lightweight framed structure tied into the existing roof, with a flat roof finish. The external face of the dormer will be clad in interlocking terracotta façade shingles installed as a rainscreen system, with detailing designed to integrate with the existing roof form. The dormer will not exceed the height of the existing ridge line.

Internally, the proposal includes the creation of habitable accommodation within the roof space, together with associated insulation, fire protection measures, and a new staircase connecting the loft level to the floor below. No alterations are proposed to the existing building footprint at ground level.

No alterations are proposed to the existing access arrangements, and no new access points are created. There are no proposals to alter the existing site layout, create new streets, or form any associated hard-standings. No new means of enclosure are proposed.

Surface water and foul drainage arrangements will remain unchanged, with no new drainage infrastructure required as part of the development. The proposal does not result in any increase in hardstanding or changes to existing ground levels.

The precise siting, external dimensions, and height of the proposed dormer are clearly indicated on the accompanying drawings, which show the development in relation to the existing dwelling and surrounding context.

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

The application site comprises an existing single dwellinghouse (Use Class C3) which has been in continuous lawful residential use for a period well in excess of the relevant time limits set out under the Town and Country Planning Act 1990. The use of the land as a dwellinghouse is therefore lawful.

The existing building was lawfully constructed and forms part of an established terrace of residential properties. There are no records of any enforcement action, breach of planning control, or unlawful development affecting the site. The dwelling is not subject to any planning condition, Article 4 Direction, or other restriction that would remove permitted development rights.

The proposal seeks to alter and extend the existing dwellinghouse through the construction of a roof enlargement. As the existing use and building are lawful, and the proposed works fall to be assessed under permitted development provisions, the application relates to a lawful building in lawful use.

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

Site location plan identifying the application site and surrounding context

Existing and proposed floor plans

Existing and proposed roof plans

Existing and proposed elevations

Sections illustrating the proposed dormer in relation to the existing roof form

Volume calculation drawing confirming compliance with the permitted development volume limit for a terraced dwelling

Planning statement in support of the Lawful Development Certificate application

Building Regulations application confirmation (for information)

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?

The proposed development constitutes permitted development under Schedule 2, Part 1, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

The proposal involves a roof enlargement to an existing end-of-terrace dwellinghouse (Use Class C3). The development does not increase the height of the existing roof, complies with all relevant limitations and conditions of Class B, and results in a total cumulative increase in roof volume of 27,58 cubic metres, which is below the maximum permitted allowance of 40 cubic metres for terraced dwellings.

The dwelling has a single principal elevation which faces the rear elevations of neighbouring dwellings and does not front a highway. As such, the restriction under Class B.1(c), which applies only to roof enlargements on principal elevations fronting a highway, is not applicable in this instance.

The proposed materials are of a similar appearance to those used in the construction of the existing dwellinghouse, and no permitted development rights have been removed from the site. The existing use and building are lawful.

As the proposal meets all relevant criteria for permitted development, planning permission is not required and a Lawful Development Certificate should therefore be granted.

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

Nikolaos Georgopoulos

Date

09/02/2026