



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)

Description

Applicant Details

Name/Company

Title

Mr

First name

Martin

Surname

Markcrow

Company Name

Address

Address line 1

Long House

Address line 2

Handford Way

Address line 3

Plummers Plain

Town/City

Horsham

County

West Sussex

Country

United Kingdom

Postcode

RH13 6PD

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

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)

Adaptation of an existing single storey flat-roofed annexe to convert the open sided car port to an enclosed garage. Work comprises a new enclosing wall built on the south elevation, faced with stained vertical timber cladding to match the timber cladding on the house and annexe, and a pair of hinged timber doors or bifold doors to the east elevation, faced with the same stained vertical timber cladding. Single glazed clerestory windows would be fitted in between the primary timber beams supporting the flat roof, to create an air tight garage space. A new concrete floor slab would be laid to form the new garage floor in place of the existing shingle surface. No external works or vehicle access changes are required.

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 family house and adjacent annexe were built in around 1968, and I do not believe that records of planning permissions from this date are available at Horsham Council. There are dated construction drawings produced by the architect couple who built the house, and some historic photos dating back several decades that have been passed to me by the family of the original owners. The house has been in permanent occupation as a private house since it was constructed.

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

Existing and proposed drawings, including location plan, site plan, floor plan, section, and elevations
Site photographs.

The family house and adjacent annexe were built in around 1968, and I do not believe that records of planning permissions from this date are available.

The title deeds are available upon request, as are copies of the dated construction drawings.

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 car port is part of a single storey annexe adjacent to the main detached private house. The proposal is to change the two-car car port, which is open on two sides, by adding an enclosing wall to one side and garage doors to the front. The new side wall and doors are set below the existing timber beams and set well back from the edge of the cantilevered flat roof. I consider the change to be sufficiently minor that a full planning application is unnecessary.

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

Martin Markcrow

Date

15/02/2026