


Surrey Heath Borough Council

Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD

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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

Vajira

Surname

Ratnayaka

Company Name

Address

Address line 1

76 Coresbrook Way

Address line 2

Knaphill

Address line 3

Town/City

Woking

County

Country

United Kingdom

Postcode

GU21 2TP

Are you an agent acting on behalf of the applicant?

Yes

No

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)

Our builders schedule of work associated with the project is as below:

Carefully remove the existing garage door frame and garage door. Cut up and clear away.

Break up the concrete underneath the garage door across the front and excavate a new foundation trench to a maximum depth of 1 m. Install concrete foundation.

Build walls below ground in 300mm Block, with facing brick to complement the existing above ground. Build up new facing brick wall construction underneath existing garage lintel, using Facing bricks to match existing.

Supply and install a new A Rated PVC u window with multipoint locking and sill.

The newly constructed window and wall at the front will be backed up with a timber frame inner skin. With CLS framing, insulation and plasterboard. All to BC approval.

Carefully strip off the existing felt roof at the rear and clear away.

Carefully remove the existing roof decking but retain joists. Remove fascia board and gutter

Check joists sizing and span to ensure that they are compliant.

Install 150 mm thick Recticel high-performance rigid insulation boards over joists.

Supply and fit 18 mm OSB roof decking

Install a new high-performance three layer felt roof complete with lead flashings.

Provide a liquid damp proof membrane over all of the existing concrete slab, and extending up the walls to lap with the damp proof course in the brickwork.

Provide for the installation of min 100 mm of Recticel rigid high-performance insulation board over the whole floor (Study & Utility). Provide a cement and sand screed minimum 65 mm thick to end up level with the existing house. Thickness of insulation adjusted to suit up to 150mm max.

Form an opening from the existing kitchen into the garage area. Install new lintels to suit. Install a new external grade door and frame.

Construct new stud partitions in the location indicated, between the study & utility.

The partition shall be constructed using 100 mm CLS framing with 90 mm of Recticel insulation board in the void and 25 mm of Recticel across the face. Finished with plasterboard on both faces.

Install doors and door linings between the kitchen & utility, and utility & study, using external grade doors & frames. Ply flush doors will be used for paint finish.

Line the ceilings throughout the study area with 300mm loft insulation quilt and 12.5 mm plasterboard.

No additional insulating of the rear wall is proposed. The window and door are assumed to be satisfactory.

Provide electrical installations to IEE regulation standards.

Provide plaster finish throughout the new study area to all walls and ceilings.

We have included for extending the existing central heating system to provide heating to 1 x new radiator in the newly formed study.

We have included for running a new waste pipe from the utilities position, into the adjacent access chamber including putting a sealed cover on the waste connection. Provide hot & cold water feeds. Leave ready for connection of a washing machine.

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

Yes

No

If Yes, please give a full description of the scale and nature of the proposed use, including the processes to be carried out, any machinery to be installed and the hours the proposed use will be carried out

We are purchasing a house (sale completion on 27th of February 2024) with a garage that is part of the original dwelling and integrated in to the house. The house is link-detached with the garage between the main house and the neighbouring house (please see photos included). The garage is currently used as a utility room and for storage, there is no access directly from the house. We want to convert the garage to habitable space to better utilise the space as a study and a utility room accessed directly from the kitchen. The building work will mostly be internal to better insulate (thermal & sound) the garage, provide partitioning and creating access via the main house. The only external work involved is towards the front of the garage to replace the garage door with a brick wall and window.

The proposed use therefore is for working from home (mainly clerical work likely to be between 08.00 and 19.00) and as a utility space for washing machine, dryer, boiler (existing) and additional kitchen storage (likely to be used between 07.00 - 23.00).

If Yes, please fully describe the existing or the last known use, with the date when this use ceased

As above, the garage is currently being used as a utility room and for storage. It will continue to be used for this purpose until the garage conversion starts end of April 2024 (anticipated start date).

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 garage is part of the original dwelling built in 1977 (estimated) and therefore the use of the land as well as the building is lawful. There was a extension to the back of the garage in 2004 which was within permitted development and has a certificate of completion of work from the council.

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

1. Front of property photo.
2. Existing & Proposed floor plans
3. Schedule of work

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?

We believe the proposed works fall within permitted development rights and the property has no restriction on garage conversion. We wish to have formal confirmation that the works described in this application fall under permitted development so that we can evidence it if we decide to sell the property one day or laws change in future. We are therefore seeking a Lawful Development Certificate.

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

If Other, please give the names and addresses of anyone who has an interest in the land and state the nature of their interest (if known)

***** REDACTED *****

Have they been informed of the application?

- Yes
 No

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

Vajira Ratnayaka

Date

13/02/2024