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Hannah Barker BA(Hons) MATP MRTPI
Planning Department
Adur District Council
Civic Centre
Ham Road
Shoreham by Sea
West Sussex, BN43 6PR

...UR DISTRI... COUNCIL
PLANNIN... ...SION
PLAN No. A/0057/07
DATE RECEIVED 20 AUG 2007
052/CJ/T014

17 August 2007

Dear Mrs Barker

Re; Proposed Conversion & Extension of Existing 2 Storey Detached Residential Dwelling-house, to create 2 Studio Flats and 2 One Bedroom Flats at;

107 Penhill Road, Lancing, West Sussex, BN15 8HF
Your reference; ADC/0319/07

Following our withdrawal of the above application and further to our meeting and correspondence in July, on behalf of our client's Mr P & Mrs H Hanley, as agreed we enclose a second full Planning Application amended to show a reduction in the proposed conversion from 6 Self Contained Flats to create 2 Studio Flats and 2 One Bedroom Flats.

In accordance with your advice and recommendations, the amendments include a reduction in the size and the bulk of the side extension, and a reduction in the size of the rear extension. All the Council's recommendations have been incorporated, and the observations raised have been addressed. The revised drawings with this application are those submitted for your informal comment and consultation on 12th July.

The application comprises five copies of the following documents;

- This letter which forms part of the application
- Your planning application form with Certificate A
- A Design & Access Statement
- A4 drawing 052.07.01; location plan, scale 1;1,250 (site outlined in red)
- A1 drawing 052.07.02; survey, floor plans and elevations, scale 1;50 & 1.100
- A1 drawing 052.07.03; survey, cross section and block plan, scale 1;50 & 1.100
- A1 drawing 052.07.06; proposed floor plans and elevations, scale 1;50 & 1.100
- A1 drawing 052.07.07; proposed elevations and block plan, scale 1;50 & 1.100

There is no fee in this instance, as this is a second application.

We trust that this application has your full support, however if you feel that any part may be prejudicial to the granting of consent, please can you contact this office so that such matters may be discussed and our client's have an opportunity of considering such matters.

Yours sincerely

Colin Jessey

Form Ref. No. 542561

ADUR DISTRICT COUNCIL

Application For Planning Permission

TOWN AND COUNTRY PLANNING ACT, 1990

4 copies of this form required, together with plans and appropriate fee.
All measurements are to be given in metric.
If site relates to Lancing or Sompting, please submit 5 copies.

FOR OFFICIAL USE ONLY	
Appl. No.	A/0051/07
Date Received	20 AUG 2007
Fee	0
Rem. List	

Applicant's Details

Title	Mr & Mrs
Forenames	Paul & Helen
Surname or Company/ Organisation	Hanley
Telephone	
Email	
Do you have an agent?	Yes

Address	107 Penhill Road
	Lancing
	West Sussex
Postcode	BN15 8HF

Agent's Details

Title	Mr
Forenames	Colin
Surname	Jessey
Telephone	01903 212019
Email Address	colin@colinjessey.co.uk

Address	Colin Jessey Associates
	29 Parkfiels Road
	Tarring
	Worthing
	West Sussex
Postcode	BN13 1EP

Application Type

(a) Full planning permission (including changes of use) — YES

(b) Outline planning permission — No

If 'Yes', state those matters to which this application relates (tick where appropriate)

- (i) Layout ☐
- (ii) Scale ☐
- (iii) External Appearance ☐
- (iv) The means of access ☐
- (v) Landscaping of the site ☐

(c) Renewal of a temporary permission — No

If 'Yes', state the Date

and Permission Application

and the Condition Number

(d) Permission for retention of building or continuance of use without complying with a condition imposed on *a planning permission* — No

If 'Yes', state the Date

and Permission Application

and the Condition Number

(e) Permission to develop land without complying with a condition imposed on a planning permission: No

If 'Yes', state the Date:

and Permission Application:

and the Condition Number:

Land Details

Full address or location of the land to which this application relates

107 Penhill Road
Lancing
West Sussex
BN15 8HF

Does the applicant own or control any adjoining land? No

If 'Yes', this land must be edged blue on the location plan

Area of site (Hectares): 0.05

Dimensions of the application site and distances from the new buildings to boundaries must be clearly indicated on plans

Proposal Details

For Residential Developments, please enter the number of units (flats, bungalows, houses) - for a Change of Use that REDUCES the number of units, please enter a negative(-) number. 4

Description of proposed development: Proposed conversion and extension of exisrting two storey detached residential dwellinghouse to create 2 studio flats and 2 one bedroom flats.

(If residential development, state type if known, e.g. houses, bungalows, flats)

State whether the proposal involved:-

(i) New building(s) or structure(s): No

(ii) Alteration or extension of building(s): Yes

(iii) Construction of a new *vehicular* access to a highway: No

Construction of a new *pedestrian* access to a highway: No

(iv) Alteration of an existing *vehicular* access to a highway: Yes

Alteration of an existing *pedestrian* access to a highway: No

(v) Closure of existing access: No

(vi) Change of use only: No

Is there to be any 'furniture' placed on a street/highway? No

Use of Land

Particulars of **Use** of Building or Land: Please State

Present use: Residential - one unit

If vacant, the last use: n.a

Additional Information

(a) Is the application for industrial, office warehousing, storage, shopping, commercial purposes or places of public assembly? No

(b) Is the application for the winning or working of minerals? No

(c) Is the application for an agricultural dwelling or building? No

(d) Does the proposed development involve the demolition of any residential units? No

If 'Yes', how many units? _____ Please indicate their position on plans

(e) Does the proposed development involve the felling of any trees? Yes If 'Yes', indicate their position on plans

(f) Does the proposed development involve any public right of way within the site? No If 'Yes', indicate their position on plans

(g) Does the proposed development involve demolition or alteration of a building or Special Architectural or Historic interest or demolition within a Conservation Area? No

If 'Yes', a separate application for **Listed Building Consent** or **Conservation Area Consent** may be necessary

(h) (i) How will surface water be disposed of? Soakaways

(ii) How will foul sewage be disposed of? Mains drainage (e.g. mains, cesspit, etc.)

(i) Is there to be any 'furniture' placed on the street/highway? No

Process Description

Additional information required in respect of applications for Industrial, Office, Warehousing, Storage, Shopping, Rest and Nursing Homes, Commercial Purposes or Places of Public Assembly.

In the case of industrial development, give a description of the processes to be carried on and of the end products, and the type of plant or machinery to be installed. Please relate your answer to the 'Floor Areas & Uses' section.

N.A.

Details of Proposal

Is the proposal related to an existing use on or near the site? _____

If 'Yes', please explain the relationship _____

Is this a proposal to replace existing premises in this area or elsewhere which have become obsolete, inadequate or otherwise unsatisfactory? ☐

If 'Yes', please give details including gross floor area of such premises and state your intentions in respect of those premises.

Details of Floor Areas and Uses - please specify in square metres

	Existing Floor Space or use (if any)	**Proposed New Floor Space or use**	**Total Floor Space** (Allow for any space lost)
What is the amount of industrial floor space?			
What is the amount of office floor space?			
What is the amount of retail floor space?			
What is the amount of storage or warehousing floor space?			
Other Use 1 (please specify)			
Other Use 2 (please specify)			
TOTALS			

Other Uses 1 or Comments/Information

Details of Staff	**Office**		**Industrial**		**Other**	
	Male	Female	Male	Female	Male	Female
(i) **Number of staff in existing premises on the site**						
(ii) **How many new staff will be employed on the site as a result of the development?**						
(iii) **If you propose to transfer staff from other premises, please give details of the numbers involved***						

*and details of the premises affected.

Premises Details N.A

In the case of restaurants, hotels, public houses, theatres, cinemas, meeting halls, Rest and Nursing homes, etc., please specify:

Type of Business

Public floor space (Total)

Seating capacity

Bar floor area (sq.m)

Single bedrooms

Double bedrooms

Parking & Traffic N.A

What provisions have been made for parking, loading and unloading of vehicles within the curtilage on the site?

State number of car spaces

and Lorry spaces

What is the estimated vehicular traffic flow to the site during a normal working day?
Please include all vehicles

Separately specify those used by employees driving to work:

Waste N.A

What is the nature of disposal of any trade effluents or trade refuse?

What is the volume of any trade effluents or trade refuse?

and the proposed means of disposal of any trade effluents or trade refuse?

Will the proposed use involve the use or storage of any hazardous substances?

If 'Yes', please indicate

Plans

List of drawings and plans submitted as part of the application - indicate drawing numbers and scales.
4 sets of all drawings are required.
Additional copies in respect of major applications will assist in determination of such applications.
All measurements are to be given in metric (89/617 EEC Directive).

Plan / Drawing	Number	Scale
Location Plan, Ordnance Survey Extract	052.07.01	1;1250
Survey. Floor Plans & Elevations	*052.07.02*	1;50 & 1;100
Survey. Cross Section & Block Plan	052.07.03	1;50 & 1;100
Proposed. Floor Plans & Elevations	052.07.06	1;50 & 1;100
Proposed. Cross Section & Block Plan	052.07.07	1;50 & 1;100

Fees

If a fee is submitted, please give the amount [ ] Calculated Fee [ ]

I/WE APPLY FOR PLANNING PERMISSION AS DETAILED ABOVE ☑ Tick to agree to this statement.

Signed: [redacted] Mr & Mrs P Hanley

On behalf of: (Insert applicant's name if signed by agent)

Certificate

Certificate under Section 65 of the Town and Country Planning Act 1990 (Article 7 of the T & CP (General Development Procedure) Order 1995. **N.B.** A signed certificate MUST accompany this application. If the applicant is the sole owner (a) the following certificate should be completed and signed.
'Owner' means a person having a freehold interest or tenancy the unexpired term of which was not less than 7 years

Certificate A

I certify that:
on the day 21 days before the date of the accompanying application nobody, except the applicant, was the owner of any part of the land to which the application relates.
None of the land to which the application relates is or is part of an agricultural holding.

Do you agree to these statements? Yes

OR

[ ] given requisite notice to every person other than [ ] who, on the day 21 days before the date of the application was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows

Name of Tenant	Address at which Notice was served	Date on which Notice was served

Do you agree to these statements? [ ]

Signed: [redacted] Date: 14 August 2007

On behalf of: Mr. Mrs P. Hanley

DESIGN & ACCESS STATEMENT

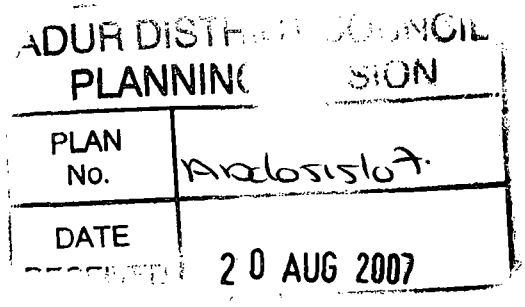
107 Penhill Road, Lancing, West Sussex BN15 8HF **17 Aug 2007**

Project:

Proposed Conversion & Extension of Existing 2 Storey Detached Residential Dwelling-house, to create 2 Studio Flats and 2 One Bedroom Flats.

At:

107 Penhill Road
Lancing
West Sussex
BN15 8HF



Client:

Mr P & Mrs H Hanley
107 Penhill Road
Lancing
West Sussex
BN15 8HF

Project Designer:

Colin Jessey DipAD MCIAT

Colin Jessey Associates
29 Parkfield Road
Tarring, Worthing
West Sussex BN13 1EP
tel 01903 212019

Contents

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9. **Planning Issues**
10. **Impact on Adjoining Properties & Area**

DESIGN & ACCESS STATEMENT

107 Penhill Road, Lancing, West Sussex BN15 8HF

Proposed Conversion & Extension of the Existing Dwelling-house to create 2 Studio Flats and 2 One Bedroom Flats.

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1. Location

The property is located at the East end of Penhill Road, on the corner of Ingleside Crescent, and some 100 yards from the junction with Brighton Road, the main coastal road linking Worthing with Shoreham by Sea.

The property is not Listed as a historical building, or located within a Conservation Area.

The East end of Penhill Road and the surrounding areas are residential, but there are some secondary shopping and commercial premises at the West end of Penhill Road.

The area was developed during the middle of the last Century. Buildings are typical of the era.

The area contains a mix of housing comprising purpose built and converted self contained flats, maisonettes, and two and three bedroom semi detached and detached houses.

The area is considered as medium to high density housing.

There are no parking restrictions in Penhill Road or Ingleside Crescent. Parking is not considered a problem.

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2. Description of Property

It is considered that the property was built in the middle of the 1930s.

This is an attractive purpose built spacious three bedroom detached residential property on two floors, at ground and first floor level. The building is typical of its era. At some recent stage, it has been extended to the rear with a large unattractive glazed conservatory.

There is a generous part walled - part fenced garden to the front rear and south side, with a unattractive double garage at the rear. There are ample off street parking facilities.

Vehicular access is off Ingleside Crescent, which is wide and has excellent site lines.

Pedestrian access is off Penhill Road.

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3. Client

The applicants, Mr P & Mrs H Hanley, live in residence at the property.

The property enjoys all the basic amenities but is considered in need of considerable *modernisation and improvement.*

It is considered that refurbishment and/or redevelopment of the existing building into a spacious three or four bedroom house would be out of character with the area, and that conversion and extension to provide four self contained one bedroom flats would be more in keeping and provide much sought after and needed lower cost housing, starter homes and building stock.

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4. Proposal & Nature of the Project

The proposal is to demolish the existing unattractive double garage and the modern glazed conservatory, to replace the conservatory with a modest two storey extension of a smaller foot print/ground area, to extend the property to the south side on two storeys, and to convert the whole property into two studio flats, each at 33.5 square metres net, and two self contained one bedroom flats, each at 55 square metres net.

The style and character of the property reflects the era of its build, being the middle of the last century. The roof has plain clay tiles with attractive splayed eaves, elevations are in face red brickwork with some vertical hung plain clay tiles, and there are two large bay windows on the front elevation.

The proposed extension and conversion is to be built in similar style to emulate the property's character and era. There has been avoidance of proposing a modern or fashionable style. Materials and detailing shall be traditional, to match existing.

There has been avoidance of trying to overdevelop the building and site, by extending into and providing accommodation within the spacious roof space.

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5. Design Criteria

The design criteria is to undertake the proposed conversion while retaining the character and style of the existing building and area, and to take into consideration without detriment the position of any adjoining property.

The proposed extension is to be built to the South of the plot, out of sight of No 105 Penhill Road, the neighbouring property. The existing rear conservatory is to be demolished but replaced with a two storey extension of smaller size. This extension is to project less than 1.8 metres from the rear and to be centred on the proposed rear elevation. There will be no overlooking, loss of light or outlook to No 105 Penhill Road.

The existing dwelling house has a spacious and attractive entrance hallway and stairwell, with timber panelling. This hallway and stairwell shall provide an entrance and common area to the four flats. The timber panelling, staircase and period features are to be retained.

Sound insulation to each unit shall be included throughout the conversion and extension, all in accordance with the Building Regulations.

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6. Access & Parking

There is adequate pedestrian and vehicular access as described in paragraph 2. The vehicular cross over will be increased in width in accordance with Highways requirements. Each flat shall be allocated one parking bay. A fifth parking bay is to be provided for visitors. There is also a 14 metre drive and turning area for deliveries and tradesmen.

The access and crossover off Ingleside Crescent is 5.5 metres wide, and suitable for two way traffic.

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7. Materials

Materials shall match existing and include clay roof tiles, clay vertical hung tiles to the first floor elevation, face red brickwork. All new windows will be in white uPVC to match existing and in keeping with many adjoining properties. The footpaths and parking bays shall be in brick pavers. Lawns will be retained.

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8. Planting

While one small miniature willow tree and an unattractive conifer will be lost to accommodate a parking bay, additional planting will be provided to the northern boundary.

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9. Planning Issues

This is a second Planning Application, subsequent to the withdrawal of a first application for six flats. All the observations and objections raised in respect of the first application have been addressed, and the recommendations of the Planning Department have been included within this new application.

The new proposals comply with the guidance and requirements set out in the Council's document 'Space Around New Dwellings and Flats'.

The land is not subject to any other proposal and is suitable for the general demand for starter homes, small dwelling units, and single person homes.

The proposals do not result in any overlooking, loss of light, or have an overbearing effect on any property.

There is generous amenity space around the building, with ample parking facilities for each flat.

The design and materials are sympathetic to the existing building and character of the area.

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10. Impact on Area & Adjoining Properties

While the proposed scheme is designed to improve the property and provide four new starter homes by way of small one bedroom flats with modern facilities, a definite planning gain will be achieved with the demolition of the existing dilapidated double garage and improvements to the property.

There would be no impact on the area and adjoining properties.

Colin Jessey DipAD MCIAT

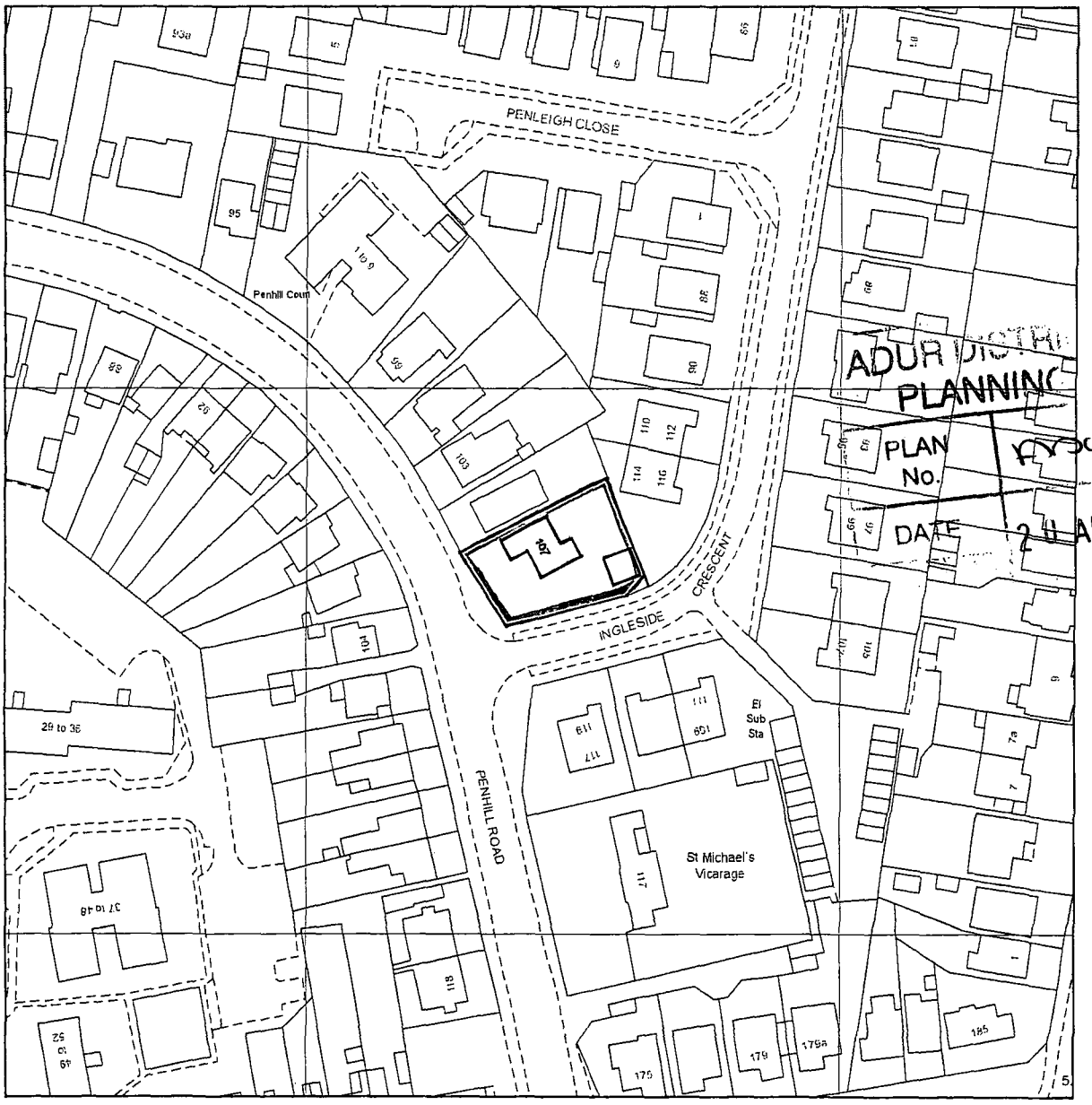
Colin Jessey Associates

20 July 2007
Our ref; 052/CJ/T015

Location Plan

107 Penhill Road, Lancing, West Sussex, BN15 8HF

Drawing No 052.07.01 Client. Mr P Hanley



ADUR DISTRI... ...INCIL
PLANNING ...ION
PLAN No. ...
DATE 2 0 AUG 2007

Colin Jessey Associates

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Front Elevation



South Side Elevation



Rear Elevation



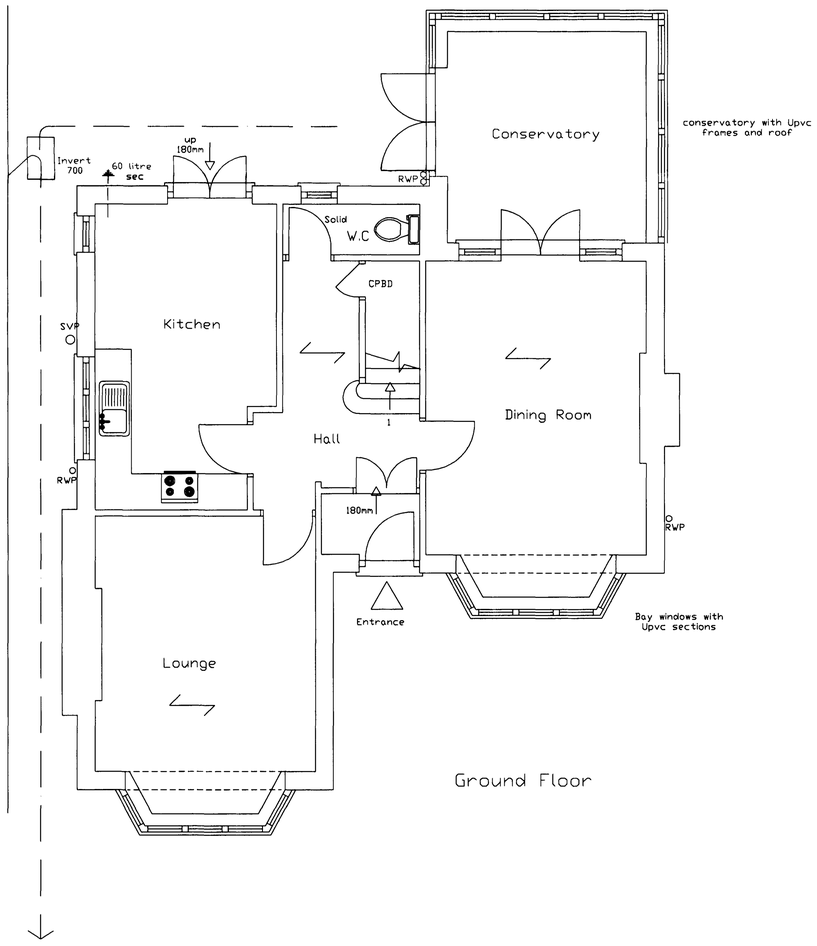
North Side Elevation

Plain clay tiles to roof

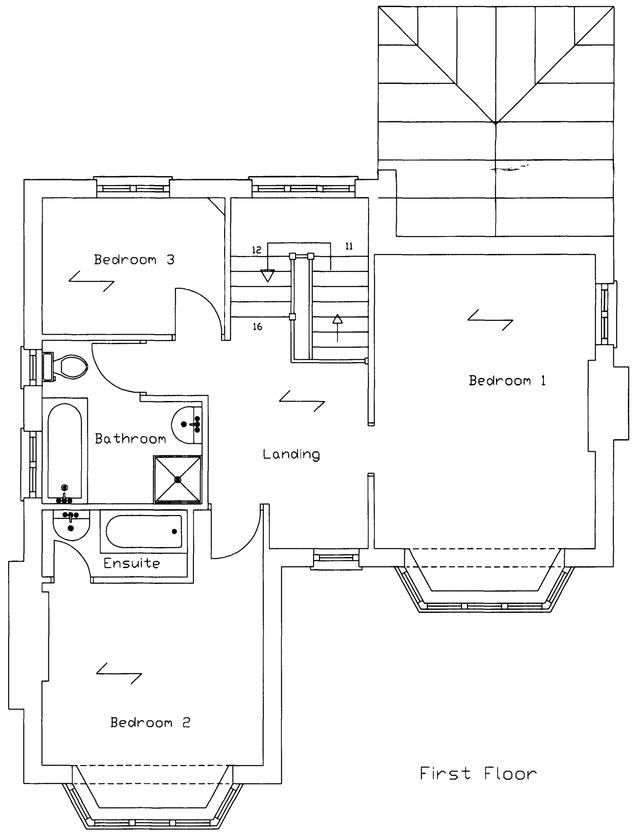
Upvc windows

Plain vertical hung tiles

Face brickwork



Ground Floor



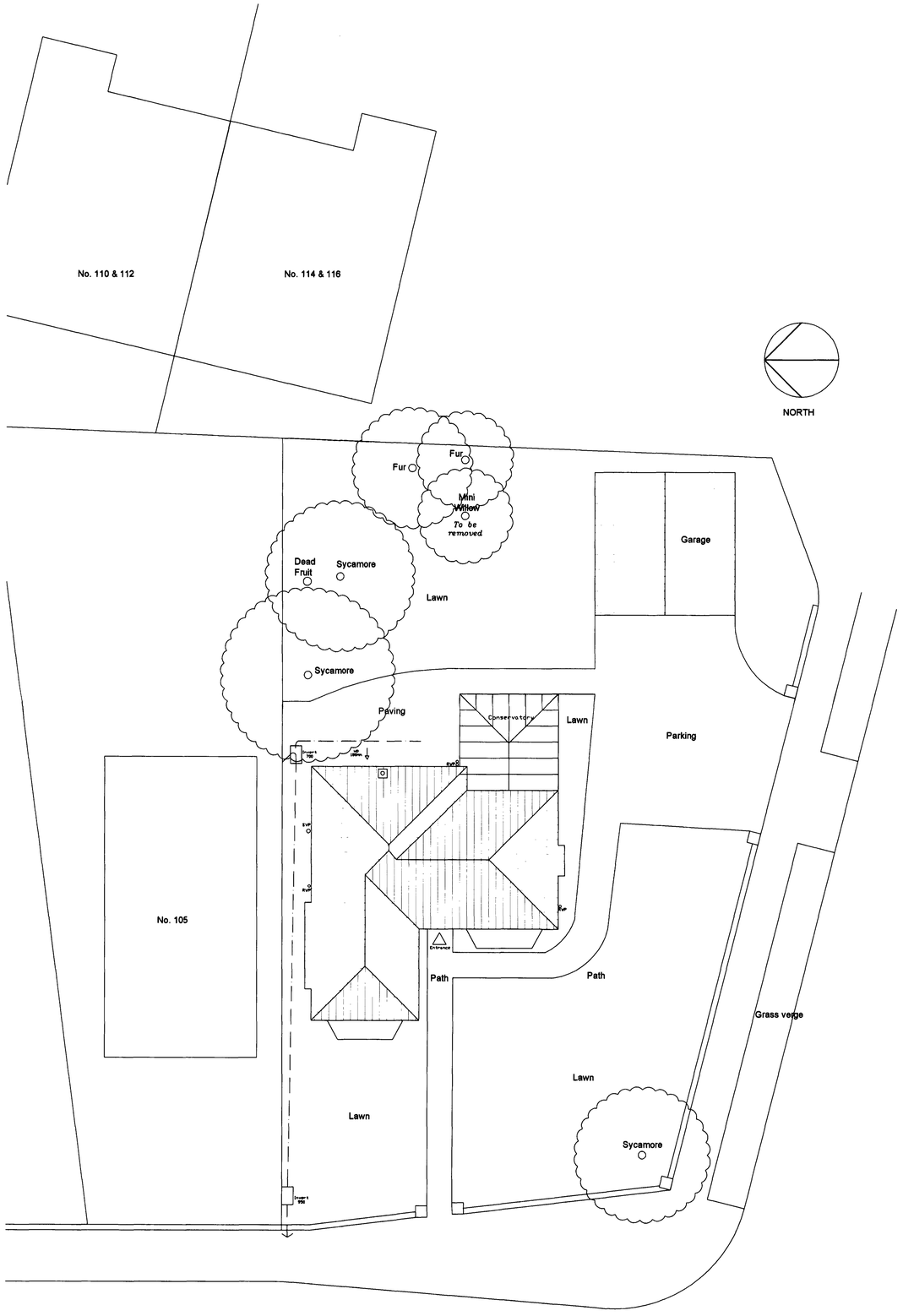
First Floor

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Ax6051567
DATE 20 AUG 2007

Colin Jessey Associates

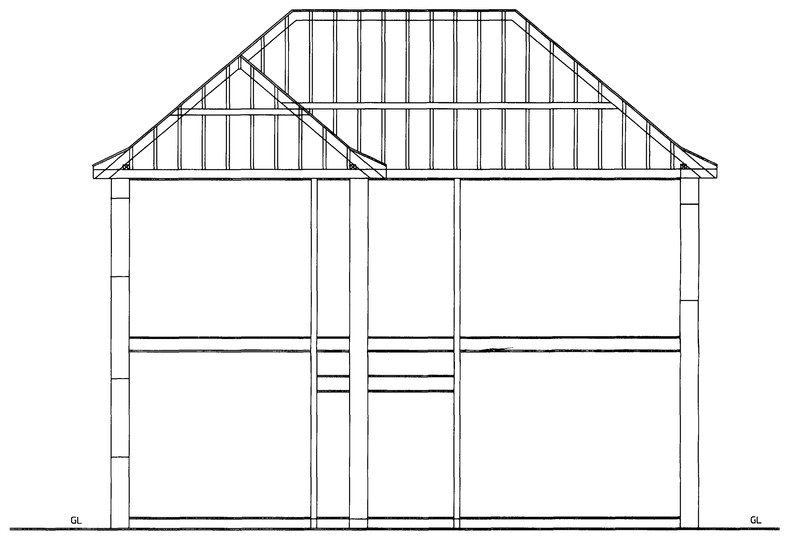
29 Parkfield Rd, Worthing, BN13 1EP, Tel. 01903 212019, www.colinjessey.co.uk

Client	Mr P. Hanley				
Contract	107 Penhill Road, Lancing, BN15 8HF				
Title	Survey Floor Plans & Elevations				
DWG. No.	52.07.02	Scale: 1:50 & 1:100	Date: 19/04/07	Drawn By: S.D	
Rev.					
Details.				Date:	



Block Plan 1:100

Site area : 550 Sq m approx



Typical Cross Section

PLANNING
PLAN No. A0105167
DATE RECEIVED 20 AUG 2007

Colin Jessey Associates				
29 Parkfield Rd, Worthing, BN13 1EP, Tel. 01903 212019, www.colinjessey.co.uk				
Client	Mr P. Hanley			
Contract	107 Penhill Road, Lancing, BN15 8HF			
Title	Survey Block Plan & Cross Section			
DWG. No.	52.07.03	Scale: 1:50 & 1:100	Date: 19/04/07	Drawn By: S.D
Rev.	A			
Details.	Crossover			Date: 20/7/07



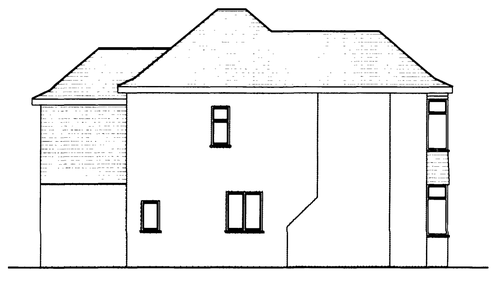
Front Elevation



South Side Elevation

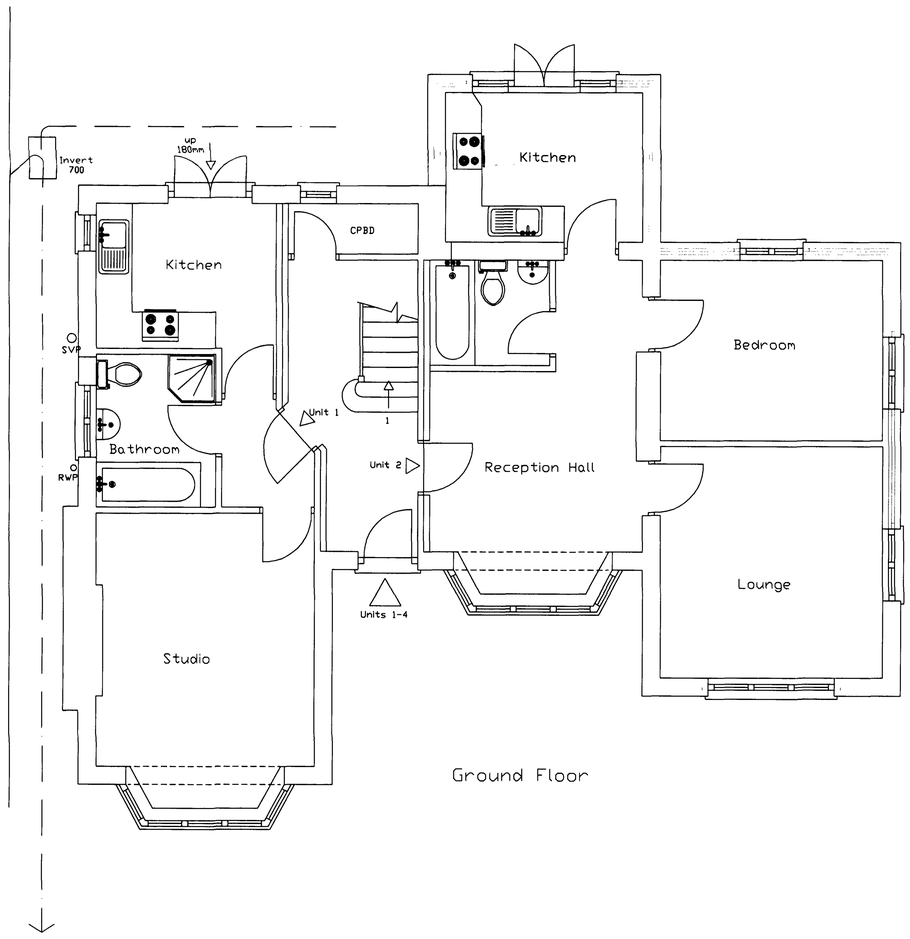


Rear Elevation

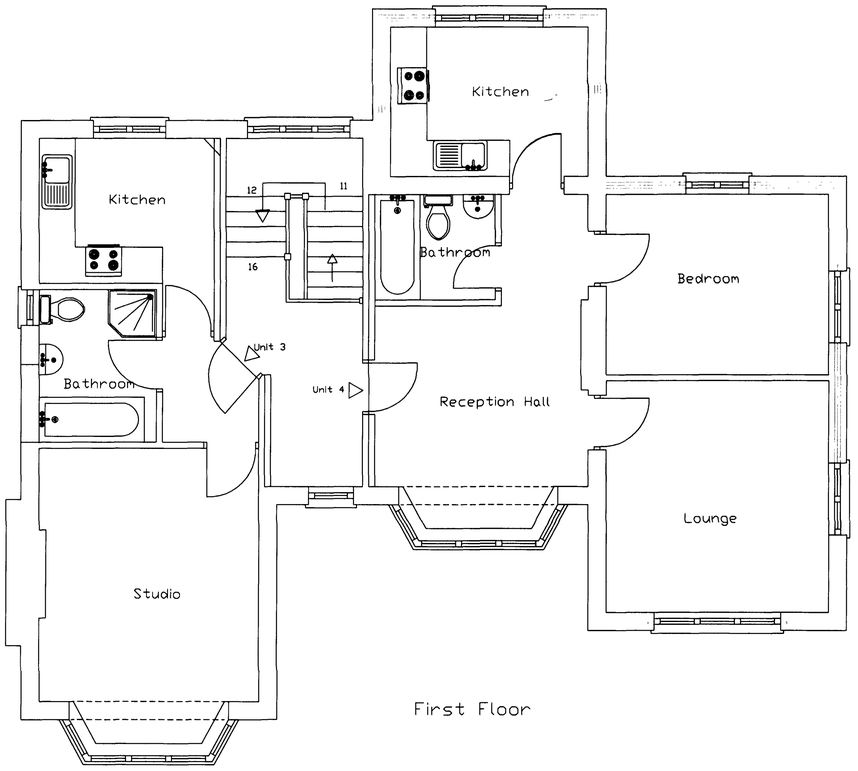


North Side Elevation

Plain clay tiles to new roof to match existing
Vertical plain clay tiles to new elevations at 1st floor to match existing.
All windows in white Upvc to match existing.
New face brickwork to match existing.



Ground Floor

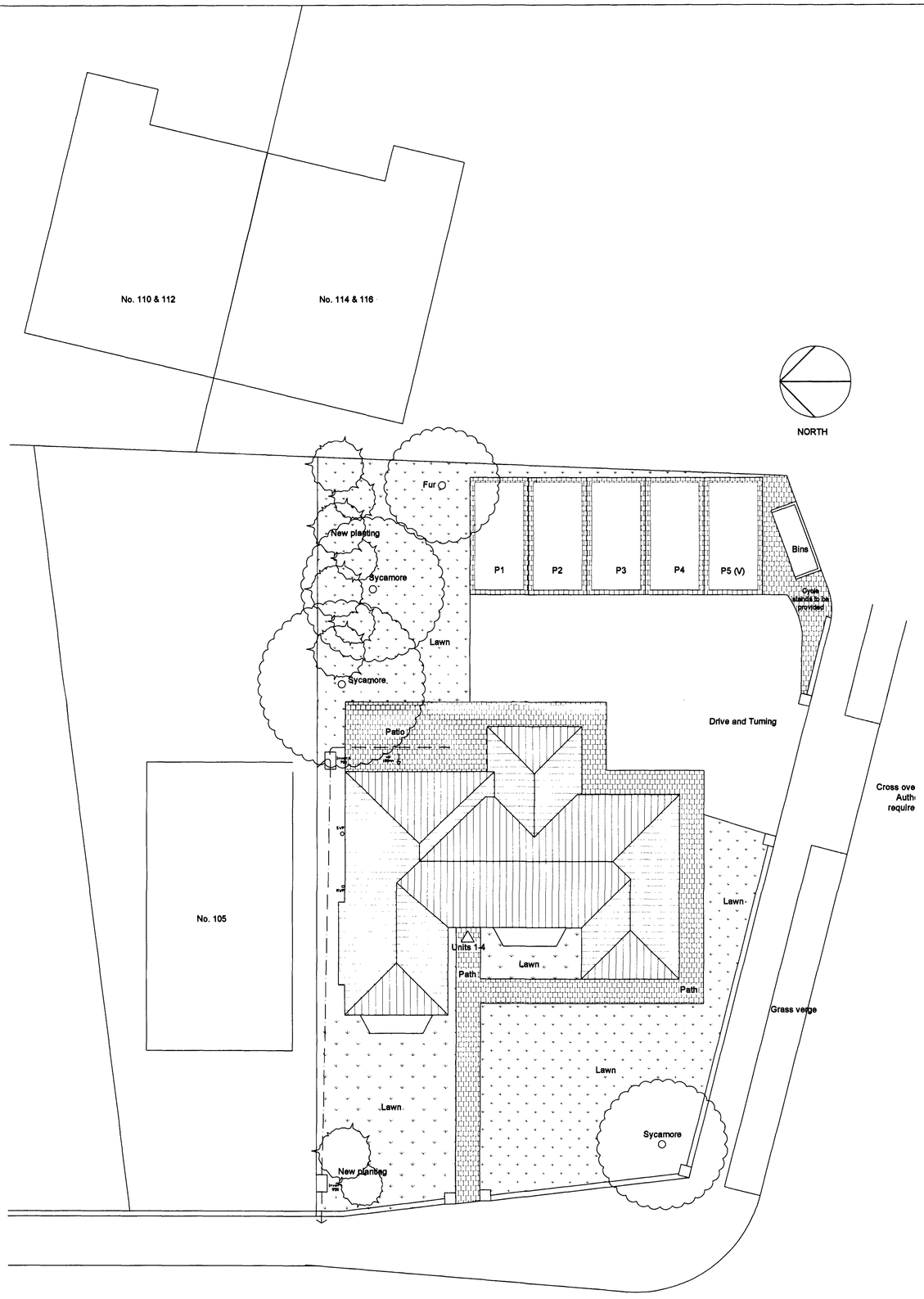


First Floor

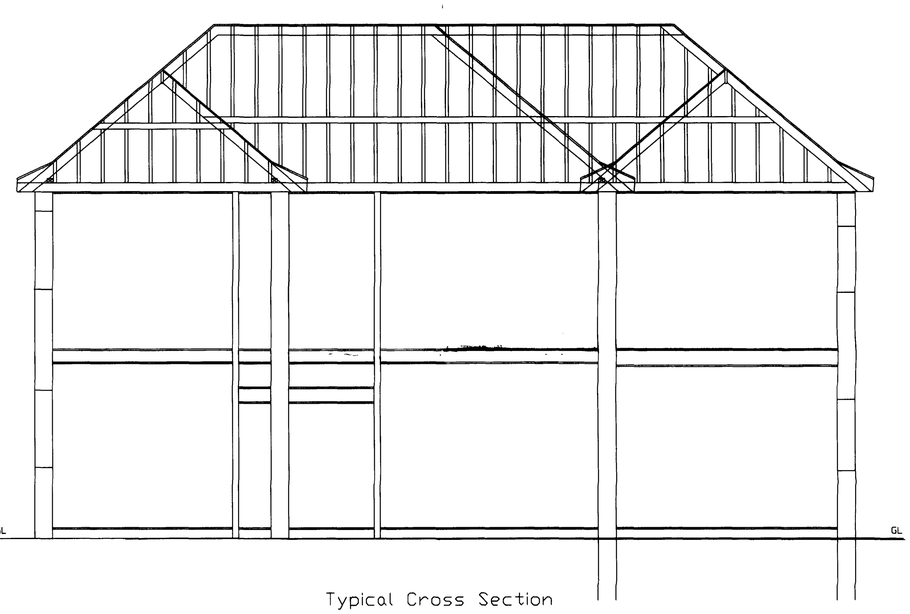
ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Ad/06/1569
DATE RECEIVED 20 AUG 2007

Colin Jessey Associates
29 Parkfield Rd, Worthing, BN13 1EP, Tel. 01903 212019, www.colinjessey.co.uk

Client	Mr P. Hanley						
Contract	107 Penhill Road, Lancing, BN15 8HF						
Title	Proposed Floor Plans & Elevations						
DWG. No.	52.07.06	Scale:	1:50 & 1:100	Date:	11/07/07	Drawn By:	S.D
Rev.							
Details						Date:	



Block Plan 1:100



Typical Cross Section

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Addendum
DATE RECEIVED 20 AUG 2007

Colin Jessey Associates
29 Parkfield Rd, Worthing, BN13 1EP, Tel. 01903 212019, www.colinjessey.co.uk

Client	Mr P. Hanley			
Contract	107 Penhill Road, Lancing, BN15 8HF			
Title	Proposed Block Plan & Cross Section			
DWG. No.	52.07.07	Scale: 1:50 & 1:100	Date: 11/07/07	Drawn By: S.D
Rev.				
Details				Date: