Planning Services, Adur District Council

Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR
DISTRICT COUNCIL

COUNCIL
PLANNING DIVISION
PLAN No. AD0052908
DATE 04 NOV 2008

Householder Application for Planning Permission for works or extension to a dwelling.
Town and Country Planning Act 1990

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MR & MRS
First name:	
Last name:	BAYCROFT
Company (optional):	
Unit:	
House number:	23
House suffix:	
House name:	
Address 1:	ORMONDE WAY
Address 2:	
Address 3:	
Town:	SHOREHAM BY SEA
County:	WEST SUSSEX
Country:	
Postcode:	

2. Agent Name and Address

Title:	MR
First name:	JOHN
Last name:	WRIGHT
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	GREYTILES
Address 1:	UPPER WEST LANE
Address 2:	
Address 3:	
Town:	LANCING
County:	WEST SUSSEX
Country:	
Postcode:	BN15 0EX

3. Description of Proposed Works

Please describe the proposed works:

REAR EXTENSION

3. Description of Proposed Works (continued)

Has the work already started? ☐ Yes ☑ No

If Yes, please state when the work was started (DD/MM/YYYY): _____ (date must be pre-application submission)

Has the work already been completed? ☐ Yes ☑ No

If Yes, please state when the work was completed (DD/MM/YYYY): _____ (date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: _____ House number: 23 House suffix: _____

House name: _____

Address 1: ORMONDE WAY

Address 2: _____

Address 3: _____

Town: SHOREHAM BY SEA

County: WEST SUSSEX

Postcode (optional): _____

5. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☐ Yes ☑ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☑ No

Do the proposals require any diversions, extinguishments and/or creation of public rights of way? ☐ Yes ☑ No

If Yes to any questions, please show details on your plans or drawings and state the reference number(s) of the plan(s)/ drawing(s):

6. 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).

Please tick if the full contact details are not known, and then complete as much possible: ☐

Officer name: _____

Reference: _____

Date (DD MM YYYY): _____
(must be pre-application submission)

Details of the pre-application advice received:

7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your boundary? ☐ Yes ☑ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☑ No

If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/ drawing(s) and indicate the scale.

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☑ No

If Yes, please describe:

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ☐ Yes ☑ No

If Yes, please provide details:

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know	Drawing references if applicable
Walls		BRICK TO MATCH	☐	☐	
Roof		FELT FLAT	☐	☐	
Windows		WHITE UPVC	☐	☐	
Doors		WHITE UPVC	☐	☐	
Boundary treatments (e.g. fences, walls)			☐	☐	
Vehicle access and hard-standing			☐	☐	
Lighting			☐	☐	
Others (please specify)			☐	☐	

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☐ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

11. Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which the application relates.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
		30/10/2008

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of the land or building, or of a part of it , but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):	On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

11. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

AGRICULTURAL HOLDINGS CERTIFICATE

Town and Country Planning (General Development Procedure)Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 30/10/2008

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form: ☑

The original and 3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☑

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application: ☑

The original and 3 copies of a design and access statement where proposed works fall within one of the following designated areas: ☐

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

The correct fee: ☑

The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ☑

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): ☑

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 30/10/2008 (date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
[redacted]	[redacted]	

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
01903	753240	

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional):

16. 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? *(Please select only one)* ☐ Agent ☑ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

Contact name: MR & MRS BAYCROFT

Telephone number: [redacted]

Email address:

Mr Michael Baycroft,
23 Ormonde Way,
Shoreham by sea,
West Sussex,
BN43 5YB
20th October 2008

Mobile: [redacted]
Home: [redacted]

Planning Services,
Adur District Council,
Civic Centre, Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR.

PLANNING DIVISION
PLAN No. AD0529/08
04 NOV 2008

Re: Single story extension to 23 Ormonde Way

Dear Sir,

I would like to take this opportunity to provide you with some background in support of our planning application for a single story extension.

The purpose of the extension is to provide some extra accommodation so that my parents can live with us to help with the baby my Wife is currently expecting, and to allow us to help look after my Father who is registered disabled (No: XP07E320598).

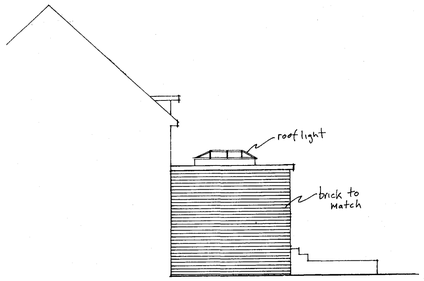
As we live in a town house and my Father has great difficulty with stairs, we need to provide a single floor bathroom and bedroom with easy (half-flight of stairs) access to the kitchen and dining room/sitting room area.

I hope this helps inform your decision, as getting this planning permission will make a great difference to all of our lives. If there is any further information that you require, please do not hesitate to contact me on either of the numbers above.

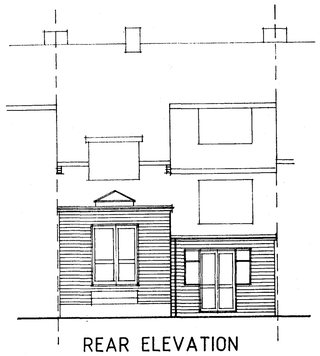
Yours faithfully

[redacted]

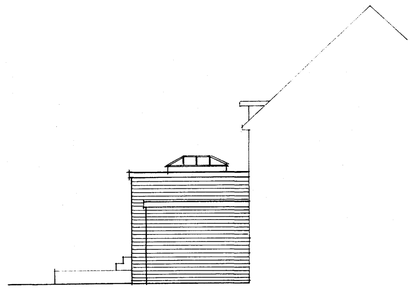
Michael Baycroft



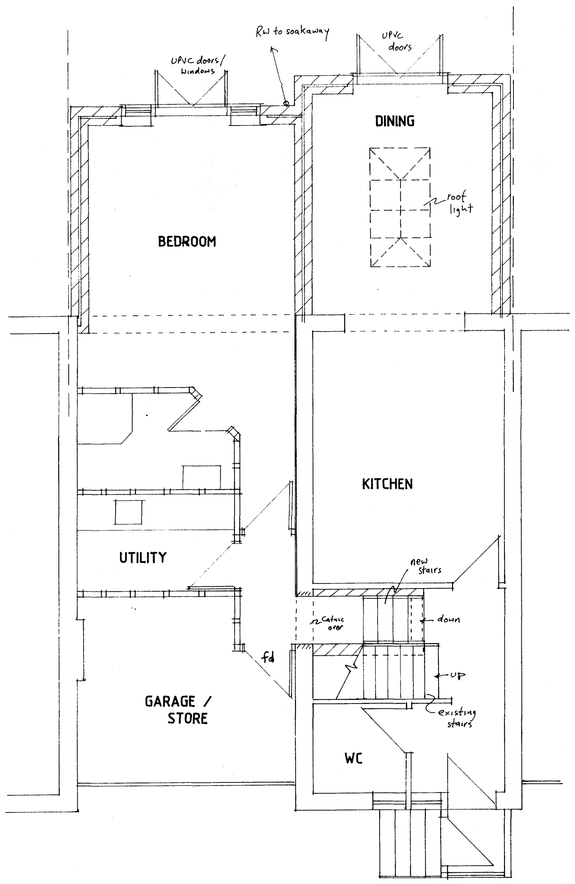
SIDE ELEVATION (E)



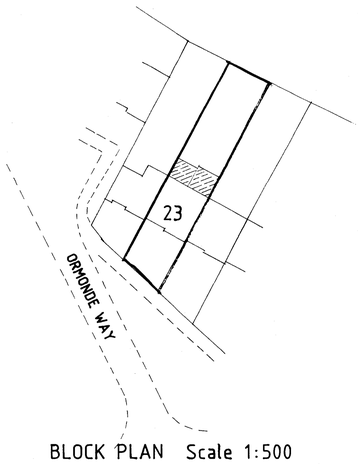
REAR ELEVATION



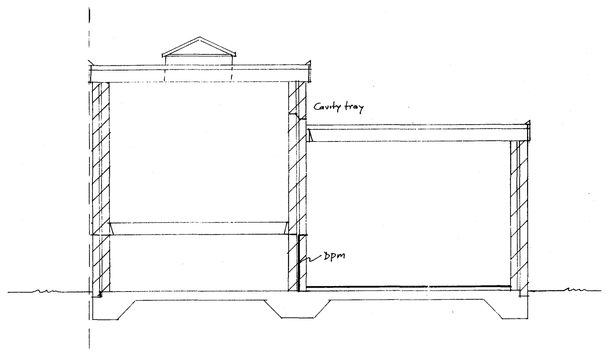
SIDE ELEVATION (W)



GROUND FLOOR PLAN



BLOCK PLAN Scale 1:500



SECTION X-X



LOCATION PLAN Scale 1:1250

THIS DRAWING TO BE READ IN CONJUNCTION WITH STRUCTURAL ENGINEERS CALCULATIONS AND RECOMMENDATIONS

Careful inspection is to be carried out prior to the removal of any structural elements to ensure proper and adequate support is provided and maintained by new works.

All building work is to be carried out in accordance with all current building regs and codes of practice in force at this time.

Any parts of structure covered over or inaccessible have not been inspected and no responsibility is accepted for these areas including underground.

No work to encroach over the boundary of the neighbours property.

All electrics, heating, plumbing and decorations to be altered/extended all to client's choice.

These construction notes are for the purposes of Building Regulation approval only and do not represent a detailed specification.

All lengths of proposed beams to be measured on site prior to ordering, to verify structural engineer's dimensions.

ALL FOUNDATIONS TAKEN ADDITIONAL LOADS ARE TO BE EXPOSED AND CHECKED FOR ADEQUACY AND SUITABILITY FOR GROUND CONDITIONS PRIOR TO COMMENCEMENT OF WORKS.

All existing lintels taking additional loads are to be exposed and checked for adequacy on commencement of work and replaced if necessary.

THE PROPERTY OWNER IS REMINDED OF THE REQUIREMENT TO SERVE A PARTY STRUCTURE NOTICE ON ANY ADJOINING OWNER SHOULD THEY NEED TO DO SO UNDER THE REQUIREMENTS OF THE PARTY WALL ACT 1996.

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RICS

Client
Mr.&Mrs. BAYCROFT

Job Title

23 ORMONDE WAY
SHOREHAM BY SEA

Drawing Title:

REAR EXTENSION

Scale:
1:50 & 1:100

Date:
Oct 08

Drawn by:
JW

Drg No.

Rev.