# Planning Services, Adur District Council

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ADUR DISTRICT COUNCIL

PLANNING D...

PLAN No. Adc0548108

DATE 18 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: | MRS |
| First name: | J |
| Last name: | GILBERT |
| Company (optional): | |
| Unit: | |
| House number: | 15 |
| House suffix: | |
| House name: | |
| Address 1: | ALANDALE ROAD |
| Address 2: | |
| Address 3: | |
| Town: | SOMPTING |
| 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: 15 House suffix: _____

House name: _____

Address 1: ALANDALE ROAD

Address 2: _____

Address 3: _____

Town: SOMPTING

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 / RENDER 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): |
|---|---|---|
| | [redacted] | 16/11/2008 |

**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): 16/11/2008

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): 16/11/2008 (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

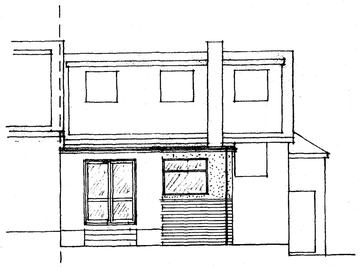
If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)* ☐ Agent ☑ Applicant ☐ Other (if different from the agent/applicant's details)

If Other has been selected, please provide:

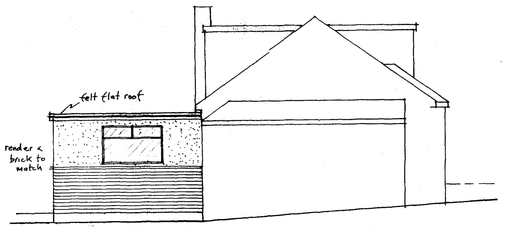
Contact name: MRS GILBERT

Telephone number: [redacted]

Email address:



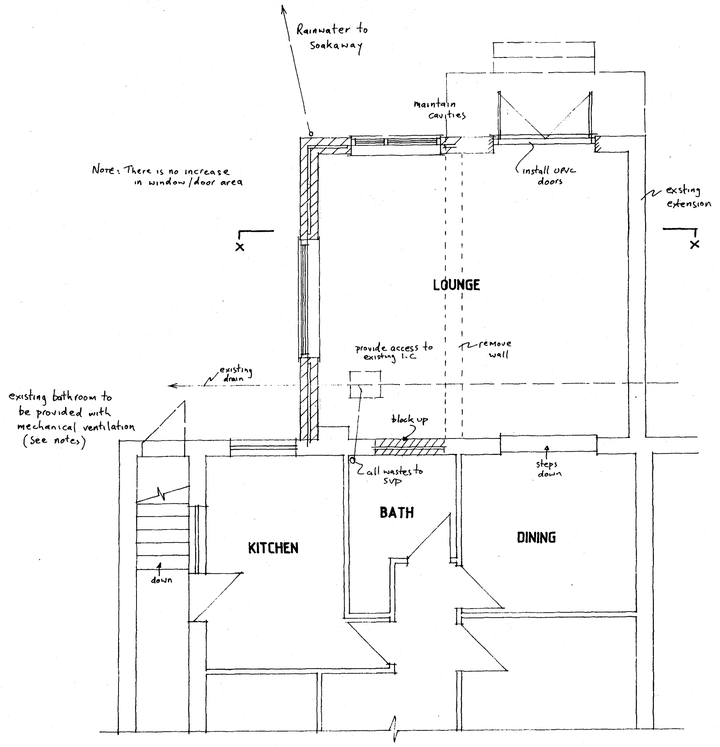
REAR ELEVATION



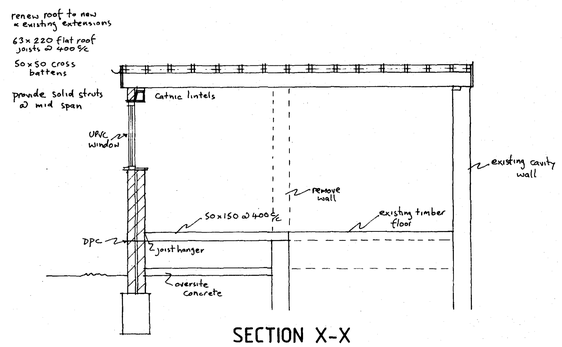

SIDE ELEVATION



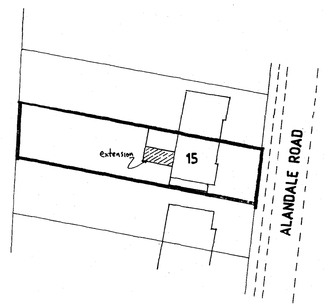
LOCATION PLAN Scale 1:1250




GROUND FLOOR PLAN




SECTION X-X




BLOCK PLAN Scale 1:500

## BUILDING REGULATION NOTES

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

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

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.

**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.**

### Foundations

750 x 500mm trench fill foundations (1:2:4 concrete mix). All foundations to be minimum 1.0m below ground level with the exact depth to suit site conditions. New foundations to go down to invert level of any adjacent drains. Internal loadbearing walls to have 225 x 450mm strip concrete foundations (1:2:4 concrete mix) taken to at least 1.0m deep or to suit site conditions.
If tree roots are present within excavations, foundations should be taken down to 600mm below any root growth, external face of trenches to be lined with 1000 gauge polythene slip membrane, internal face of trenches lined with 25mm thick clayboard.

### External Walls

Cavity walls comprising matching brick outer leaf with min 85mm cavity filled with 85mm Dritherm or Rockwool. Inner leaf 100mm Thermalite "Turbo" or equal and approved blockwork min 3.5 N/mm$^2$. All walls constructed using 1:1:6 mortar or 1:5 masonry cement mortar. Finished with 12.5mm plasterboard on dabs and set finish internally.
Horizontal strip polymer (hyload) damp proof course in each leaf of new walls min 150mm above adjacent ground level in external leaf. DPC to be lapped with existing wall DPC and with floor DPM. Ensure that at all openings no cold bridging occurs by using a proprietary system such as Thermabate Closers, or similar approved.
New walls to be bonded to existing using British Board of Agrément certificated stainless steel wall profiles.
Blockwork below ground level to be filled with lean mix concrete up to ground level and min 225mm below damp proof course.
Where drains pass through external walls provide 65mm deep x thickness of wall prestressed concrete lintel over in each leaf of wall. Minimum cover over drains to be 50mm clear. Mask opening with sheet material to prevent entry of fill or vermin.
All walls constructed with stainless steel double triangle wall ties built in at 450mm centres vertically and 750mm centres horizontally in staggered rows. Doubled up at corners and reveals. Cavities closed at eaves level with slate and to be continuous.
All external walls running parallel to roof to be restrained at roof level using 1000 x 30 x 5mm galvanised mild steel horizontal restraint straps built into walls at max 1200 centres and screw fixed to joists.
The building fabric will be constructed so that there are no reasonably avoidable thermal bridges in the insulation layers caused by gaps within the various elements, at the joints between elements and at the edges of elements such as those around window and door openings. Reasonable provision to be made to reduce unwanted air leakage through the new envelope parts.

### Ground Floors

Suspended timber – to be 22mm flooring grade T & G chipboard 100 x 50mm treated floor joists at 400mm centres with solid strutting at mid span insulated with 80mm Celotex Insulation, supported by timber battens, leaving a 25mm air gap between the board and the floorboards, on 100 x 50mm treated timber plates, DPC honeycomb walling at 1.8m maximum built off thickened up oversite, 100mm concrete base, 1200 gauge polythene, DPM linked to all DPCs and 150mm minimum consolidated clean hardcore. 75mm minimum air space between concrete and inside of wall plates and 150mm air gap between concrete and underside of the floor joists. Suspended floor ventilation to be provided in external walls to provide cross ventilation with 225mm x 75mm plastic air bricks at 900mm centres.

### Ventilation

All new windows to be double glazed timber or UPVC with 16mm air gap and a soft low-E coating, windows to provide openable ventilation area of not less than 1/20$^{th}$ of the floor area of the rooms which they serve, all fitted with a minimum 8000mm$^2$ trickle ventilator. Providing a U value of 1.8W/m$^2$K.
Internal WCs, bathroom and shower room to be provided with mechanical ventilation giving a rate of 15 litres per second, ducted to external air with 15 minute overrun and worked off light switch.

### Flat Roof

Flat roof covered with 3 layer built up felt to BS747 finished with 12.5mm white stone chippings bedded in bitumen. All felt work and detailing to be in accordance with CP144. 18mm WBP plywood decking on sw firrings to give min 1 in 40 fall and SC3 grade sw joists (size and centres as shown on plan) with 120mm Celotex Extra-R XR3000 insulation laid between joists (Ensure a 50mm air gap above insulation) and 25mm Celotex T-Break below joists. Fascia to match existing with soffit fitted with continuous 25mm vent and fly-proof screen. Roofing felt taken up under existing sarking felt minimum 450mm. Ceiling lined with 1000 gauge polythene and 12.5mm plasterboard with set finish. Providing a U value of 0.2 W/m$^2$K.

### Beams and Linteels

Catnic or similar approved lintels to be used over door and window openings with min 150mm bearings. All voids within lintels to be filled with 150mm fibreglass.

### Foul Water Drainage

All manholes within the building to be fitted with double seal screw down covers.

### Surface Water Drainage

Rainwater to 100m half round PVC gutter laid to falls to the 65mm downpipes as shown to discharge to soakaway.
New soakaway min 5m away from any building to be 1m$^3$ below invert of drain, to be hollow ring construction. Drain to be 100 dia UPVC laid to min fall of 1 in 40, bedded and surrounded in pea beach.

### Glazing

All glazing in critical locations to be of toughened or laminated safety glass in accordance with clause 5.3, BS6206; 1981.

### Heating

Heating to be controlled by room thermostat in living room and thermostatic radiator valve. If the boiler is to be moved or changed it must be a condensing type with a SEDBUK rating not less than 86%.

### Electrical Works

All electrical work required to meet the requirements of Part P (Electrical Safety) must be designed, installed, inspected and tested by a person competent to do so.
Prior to completion the council or approved inspector should be satisfied that Part P has been complied with. This may require an appropriate BS 7671 electrical installation certificate to be issued for the work by a person competent to do so.
Please be advised that problems may occur when fitting down lighters. The areas of concern relate to fire prevention, sound insulation and thermal insulation. Advice should be taken from the Building Control Officer to prevent incorrect installation.
Provide energy efficient light fittings in 1 per 4 of new locations or 1 per 25m$^2$ whichever is greater.

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RICS

Client: Mr.&Mrs.GILBERT

Job Title: 15 ALANDALE ROAD SOMPTING

PLANNING
PLAN No. 0/08/0781
DATE RECD 18 NOV 2008

Drawing Title: REAR EXTENSION

Scale: 1:50 & 1:100

Date: Oct 08

Drawn by: JW

Drg No.

Rev.