Planning Services, Adur & Worthing Councils

Portland House
44 Richmond Road
Worthing
West Sussex
BN11 1HS

Tel 01903 221065
websites www adur gov uk or www worthing gov uk
e mail planning@adur-worthing gov uk

Adur & Worthing councils

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

You can complete and submit this form electronically via the Planning Portal by visiting www planningportal gov uk/apply

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

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
First name	JAMES
Last name	POWELL
Company (optional)	
Unit	
House number	18
House suffix	
House name	
Address 1	GARDEN CLOSE
Address 2	
Address 3	
Town	SHOREHAM-BY SEA
County	WEST SUSSEX
Country	ENGLAND
Postcode	BN43 6BR

2 Agent Name and Address

Title	MR
First name	ANDY
Last name	RAMUS
Company (optional)	
Unit	
House number	5
House suffix	
House name	
Address 1	HAVENSIDE
Address 2	
Address 3	
Town	SHOREHAM-BY-SEA
County	WEST SUSSEX
Country	U.K
Postcode	BN43 5LN

3 Description of Proposed Works

Please describe the proposed works

EXTEND ROOF TO GABLE END, INCORPORATING FRONT & REAR DORMERS, TO GIVE THREE UPSTAIRS BEDROOMS, ONE OF WHICH WITH EN SUITE, AND A ~~COMMUNAL SEPERATE~~ TOILET

ADUR & WORTHING
PLANNING SERVICES
PLAN /WDM/1421/12
DATE 19 NOV 2012

SDate 2012-07 17 #S SRevision 4636 S

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	18	House suffix	
House name					
Address 1	GARDEN CLOSE				
Address 2	~~SHOREHAM-BY-SEA~~				
Address 3					
Town	SHOREHAM-BY SEA				
County	WEST SUSSEX				
Postcode (optional)	BN43 6BR				

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: PETER BARNETT

Reference: ADUR D C FOULR, HAM ROAD, SHM 4 15TH

Date (DD MM YYYY) (must be pre-application submission): 14-11-2012

Details of the pre-application advice received:

ANDY RAMUS SHOWED MR BARNETT THE PLANS & ASKED IF THEY WERE OK TO SUBMIT IN THE FORMAT SUPPLIED HE SAID YES, - ALSO THAT THE PLANNING REQUEST SHOULD BE FINE

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 proposed development? ☐ 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 Authority Employee / Member

With respect to the Authority I am

(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ☒ Yes ☐ No

If Yes please provide details of the name relationship and role

THE APPLICANTS WIFE, HANNAH POWELL, WORKS FOR THE ENVIRONMENTAL HEALTH DEPT AT ADUR & WORTHING COUNCILS

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
Walls		TIMBER STUD	☐	☐
Roof		CONCRETE TILE TIMBER BATTEN BREATHABLE FELT TO MATCH EXISTING	☐	☐
Windows		UPVC	☐	☐
Doors		NOT DECIDED YET	☐	☐
Boundary treatments (e g fences walls)			☒	☐
Vehicle access and hard standing			☒	☐
Lighting		~~[illegible]~~ NOT DECIDED YET	☐	☐
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 Ownership 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 (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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]		14/11/2012

CERTIFICATE OF OWNERSHIP CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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 (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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 Ownership Certificates (continued)

CERTIFICATE OF OWNERSHIP CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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)

12 Agricultural Land Declaration

AGRICULTURAL LAND DECLARATION

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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 [redacted] | Or signed Agent | Date (DD/MM/YYYY) 14/11/2012

(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)

13 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 if proposed works fall within a conservation area or World Heritage Site or relate to a Listed Building ☐
- The correct fee ☒
- The original and 3 copies of the completed dated Ownership Certificate (A B C or D as applicable) ☒
- The original and 3 copies of the completed dated Article 12 Certificate (Agricultural Holdings) ☒

14 Declaration

I/we hereby apply for planning permission/consent as described in this form 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

Signed Applicant	Or signed Agent	Date (DD/MM/YYYY)	
[redacted]		14/11/2012	(date cannot be pre-application)

15 Applicant Contact Details

Telephone numbers

Country code	National number	Extension number
[redacted]		

Country code	Mobile number (optional)
[redacted]	

Country code	Fax number (optional)

Email address (optional)

16 Agent Contact Details

Telephone numbers

Country code	National number	Extension number
01273	453892	

Country code	Mobile number (optional)
07799	402870

Country code	Fax number (optional)

Email address (optional) [redacted]

17 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	Telephone number

Email address