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

Application for a Non-Material Amendment Following a Grant of Planning Permission

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: 22

Suffix:

Property Name:

Address Line 1: Windlesham Road

Address Line 2:

Address Line 3: West Sussex

Town/city: Shoreham-by-sea

Postcode: BN43 5AE

Description of site location must be completed if postcode is not known:

Easting (x): 521669

Northing (y): 105835

Description:

Applicant Details

Name/Company

Title

Mr and Mrs

First name

Kim and Elizabeth

Surname

Matthews

Company Name

Address

Address line 1

22 Windlesham Road

Address line 2

Address line 3

Town/City

Shoreham-by-sea

County

West Sussex

Country

Postcode

BN43 5AE

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

Ms

First name

Sarah

Surname

Kemp

Company Name

Eskay Architects

Address

Address line 1

62 Parkside

Address line 2

Address line 3

Town/City

Shoreham-by-sea

County

Country

United Kingdom

Postcode

BN43 6HA

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- [x] Yes
- [ ] No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- [ ] Yes
- [ ] No
- [x] Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

Proposed new pitched roof with gable end, PV's to front roof slope, two-storey side extension, part two-storey and single storey extension to rear, insulated external wall render to front elevation and replacement windows.

Reference number

AWDM/0196/24

Date of decision

08/05/2024

What was the original application type?

Householder planning permission

For the purpose of calculating fees, which of the following best describes the original development type?

- [x] **Householder development:** Development to an existing dwelling-house or development within its curtilage
- [ ] **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make

Amendments of location of bands and confirmation of colour

Confirming door in side elevation

Please state why you wish to make this amendment

The number of bands was rationalised during construction. The colour of the bands is in keeping with the stated design purpose, in the original approved plans, to accent the Art Deco heritage of the building. These bands are rendered in a typical Art Deco green.

The door replacing the window was shown in drawings for the 1st Non-material Amendment, but not mentioned.

This is for the safety of the wheelchair user, for whom most of this work is being done, to improve emergency escape when using the lift and utility room.

Are you intending to substitute amended plans or drawings?

- [x] Yes
- [ ] No

If yes, please complete the following details

Old plan/drawing numbers

FG 09G Proposed Elevations

New plan/drawing numbers

FG 09H Proposed Elevations

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- [x] Yes
- [ ] No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- [ ] The agent
- [x] The applicant
- [ ] Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- [ ] Yes
- [x] 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

Declaration

I/We hereby apply for Non-Material Amendment 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

Sarah Kemp

Date

13/05/2025