Planning Services, Adur District Council

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

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ADUR DISTRICT COUNCIL

ADUR DISTRICT COUNCIL
PLANNING DIVISION

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

No. ADC/0271/08

DATE 19 MAY 2008

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.
First name:	B.
Last name:	THOMPSON.
Company (optional):	
Unit:	
House number:	28
House suffix:	
House name:	
Address 1:	SAXONS.
Address 2:	
Address 3:	
Town:	SHOREHAM-BY-SEA.
County:	WEST SUSSEX.
Country:	
Postcode:	

2. Agent Name and Address

Title:	MR.
First name:	CARL
Last name:	MOORE.
Company (optional):	ATTERBURY MOORE ASSOC.
Unit:	1
House number:	
House suffix:	
House name:	GOSLING CROFT BUSINESS PARK
Address 1:	LONG FURLONG
Address 2:	CLAPHAM
Address 3:	WORTHING
Town:	
County:	WEST SUSSEX.
Country:	
Postcode:	BN13 3UT.

3. Description of Proposed Works

Please describe the proposed works:

PROPOSED SIDE EXTENSION AND GARAGE CONVERSION. (AMENDMENT TO PREVIOUS APPLICATION ADC/0162/07 TO CONNECT NEW EXTENSION AND HOME OFFICE).

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: 28 House suffix:

House name:

Address 1: SAXONS

Address 2:

Address 3:

Town: SHOREHAM-BY-SEA.

County: WEST SUSSEX.

Postcode (optional): BN43 5JE

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	FACING BRICK.	TO MATCH.	☐	☐	
Roof	~~FLAT~~	FLAT ROOF	☐	☐	
Windows	UPVC.	UPVC.	☐	☐	
Doors	UPVC	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:

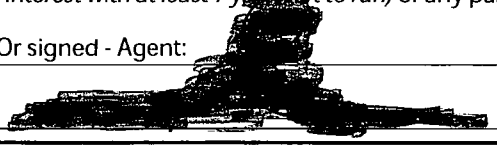
11. Certificates

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):
		15/05/08.

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:

Date (DD/MM/YYYY): 15/05/08.

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day21 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.

3 copies of a completed and dated application form: ☑

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: ☑

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

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: ☑

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

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 [illegible] and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY): 15/05/08. (date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code: [redacted] Mobile number (optional): [redacted]

Country code: Fax number (optional):

Email address (optional): [redacted]

15. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
01903	871131.	

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: Telephone number:

Email address:

architectural & quantity surveying services

Unit 1 Gosling Croft Business Park
Long Furlong
Clapham
Worthing
West Sussex BN13 3UT

phone: 01903 871131
fax: 01903 871132
e mail: info@atterburymoore.co.uk

ADUR DISTRICT COUNCIL
PLANNING DIVISION
date: 15th May 2008
PLAN No. A/ADC/0162/07
DATE 19 MAY 2008

DESIGN STATEMENT

Site Address: 28 Saxons, Shoreham-by-Sea, West Sussex, BN43 5JE
Proposed Works: Amendment to existing approval (ADC/0162/07) to connect the home office to the side extension

Existing:
The previous application approved last year (ADC/0162/07) was for a single storey side/front extension (incl. new garage) and the conversion of existing garage to home office. Work is due commence shortly but the client would like to amend the application by increasing the side extension to connect onto home office at the rear.

Use:
The increased extension will provide a larger bathroom.

Amount:
The extension will be increased to cover the 2.8m x 3.0m gap between the previously approved extension and home office.

Scale:
N/a

Layout:
The bathroom will be accessed from the existing hallway and through the new utility.

Landscaping:
N/a

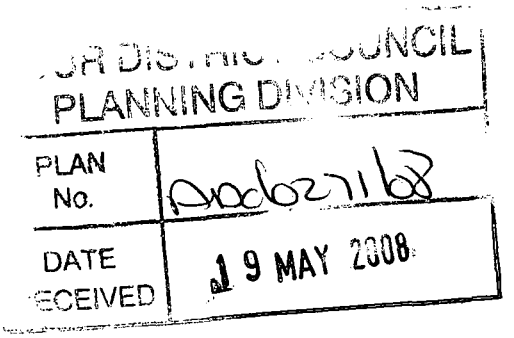
Appearance:
External wall will be facing brickwork to match existing. The roof will be a 3 layer felt flat roof.

Access:
N/a

WASTE MINIMISATION STATEMENT

In order to reduce the amount of waste the contractor is advised to consider the following recommendations when undertaking the proposed works:-

- Any buildings that are demolished on site are to be re-used for hardcore etc.
- Reduce the amount of waste generated by minimising the requirement for over-ordering through good site management (tidiness and security)
- It is recommended to use recycled materials if applicable.
- The contractor is to provide storage for recycling waste materials.
- Easy access is to be provided for waste storage areas.
- Materials should not be transported greater distances to the site than is absolutely necessary.
- Contractor to obtain materials such as timber and stone from local sources wherever possible.
- Contractor to use local suppliers wherever practicable.



Existing tarmac footpaths
1) Use in situ; or
2) Dig up and re-use material on site; or
3) Dig up and dispose of material to recycling contractor; or
4) Dig up and dispose of to landfill site.

Excavation of existing concrete footings
1) Re-use all or part of excavated soil on site; or
2) Dispose of soil to recycling contractor; or
3) Dispose of soil to landfill site.

Building materials
1) Use second-hand materials; or
2) Use recycled materials (including recycled aggregates); or
3) Use renewable materials; or
4) Use local raw or new materials; or
5) Use non-local raw or new materials.

Landscaping materials
1) Use bark mulch for planting areas and peat free planting composts from local recycling centres.
2) Use non-local recycled mulch

Storage
1) Bundle or tie waste if not held in a receptacle so it does not get blown away.
2) Wastes such as liquid solvent wastes especially require a container /receptacle to ensure they do not leak or escape