marketing@planningportal.gov.uk / 0117 372 8403

PLANNING PORTAL

Temple Quay House
Bristol
BS1 6PN

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Adc627/08
DATE RECEIVED
21 MAY 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 |
| First name: | GARY |
| Last name: | CURTIS |
| ~~Company (optional):~~ | FLAT 2B |
| Unit: | |
| House number: | 24 |
| House suffix: | |
| House name: | |
| Address 1: | BRIGHTON RD, |
| Address 2: | |
| Address 3: | |
| Town: | LANCING |
| County: | W. SUSSEX |
| Country: | |
| Postcode: | BN15 8RH |

### 2. Agent Name and Address

| | |
|---|---|
| Title: | Mr |
| First name: | Julian |
| Last name: | Adams |
| Company (optional): | |
| Unit: | |
| House number: | |
| House suffix: | |
| House name: | Clifton House |
| Address 1: | Goldington Road |
| Address 2: | |
| Address 3: | |
| Town: | Bedford |
| County: | Beds |
| Country: | UK |
| Postcode: | MK40 3NF |

### 3. Description of Proposed Works

Please describe the proposed works:

LOFT CONVERSION WITH REAR DORMER + BALCONY

## 3. Description of Proposed Works (continued)

Has the work already been started without planning permission? ☐ Yes ☒ No

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

Has the work already been completed without planning permission? ☐ Yes ☐ No

If Yes, please state when the works were 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: House suffix:

House name: ***** AS APPLICANT *****

Address 1:

Address 2:

Address 3:

Town:

County:

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: HANNAH BARKER

Reference:

Date (DD MM YYYY): (must be pre-application submission) 17/04/2008

Advice given:

SKETCH OF DORMER EMAILED (BUT WITHOUT BALCONY).

POSITIVE RESPONSE 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, indicating the scale, which trees by giving them numbers e.g. T1, T2 etc. and state the reference number of any plans or drawings:

## 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 | BRICKWORK | DORMER - TILE HUNG | ☐ | ☐ | |
| Roof | TILED | FLAT | ☐ | ☐ | |
| Windows | WHITE UPVC | WHITE UPVC | ☐ | ☐ | |
| Doors | | | ☒ | ☐ | |
| 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] | 20/05/2008 |

### 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: | Date (DD/MM/YYYY): |
|---|---|---|
| | [redacted] | 20/05/2008 |

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 form and the accompanying plans/drawings and additional information.

| Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY): | |
|---|---|---|---|
| | [redacted] | 20/05/2008 | (date cannot be pre-application) |

## 14. Applicant Contact Details

Telephone numbers

| Country code: | National number: | Extension number: |
|---|---|---|
| | [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: |
|---|---|---|
| | 01234 314143 | |

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional): j@jba123.plus.com

## 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:

Current title plan

Scale 1:1250
Administrative area WEST SUSSEX: ADUR

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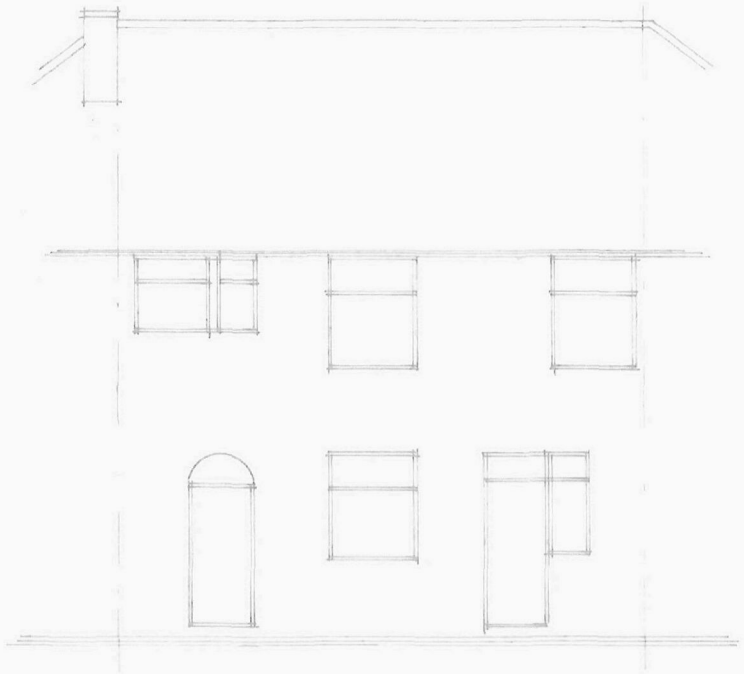



ADUR DISTRICT COUNCIL
PLANNING DIVISION

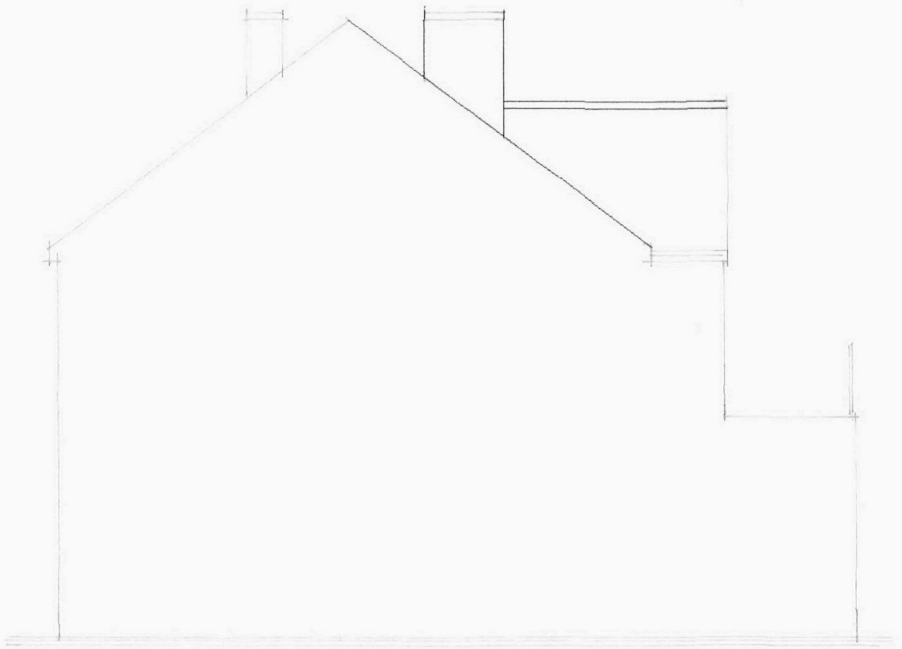
| | |
|---|---|
| PLAN No. | AA06276/08 |
| DATE RECEIVED | 21 MAY 2008 |

This is a copy of the title plan on 16 APR 2008 at 11:13:25. This copy does not take account of any application made after that time even if still pending in the Land Registry when this copy was issued.
This copy is not an 'Official Copy' of the title plan. An official copy of the title plan is admissible in evidence in a court to the same extent as the original. A person is entitled to be indemnified by the registrar if he suffers loss by reason of a mistake in an official copy. If you want to obtain an official copy, the Land Registry web site explains how to do this.
The Land Registry endeavours to maintain high quality and scale accuracy of title plan images. The quality and accuracy of any print will depend on your printer, your computer and its print settings. This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same

...OR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. A06/0768
DATE ...ECEIVED 21 MAI 2008



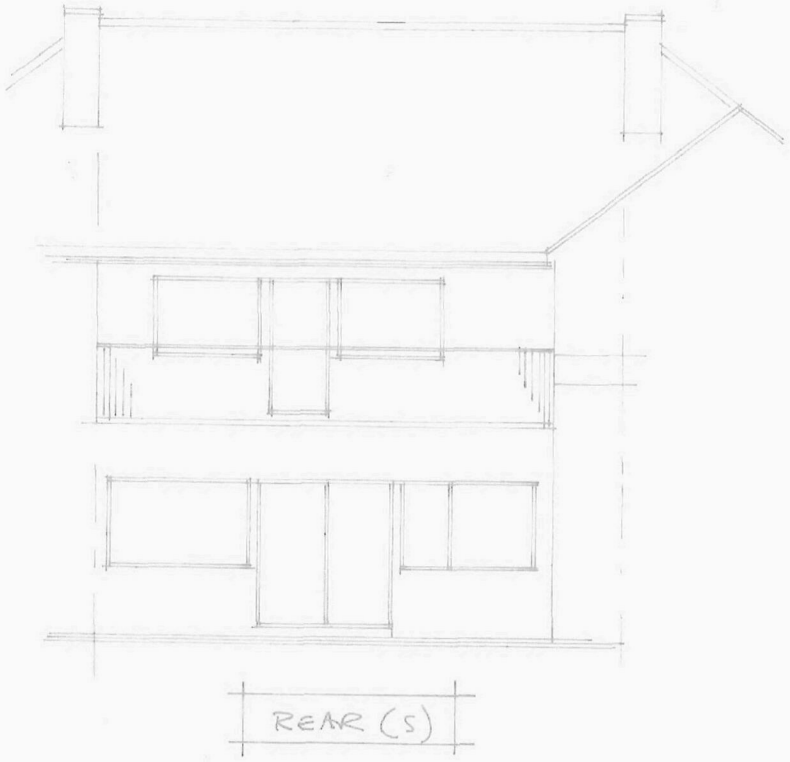
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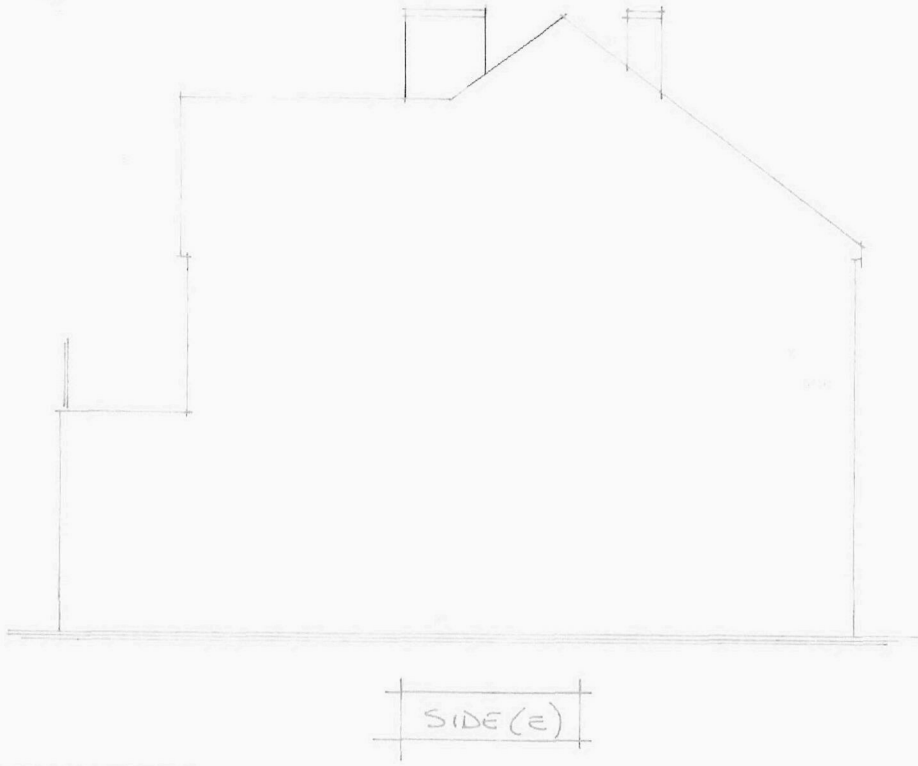
SIDE (W)

EXISTING ELEVATIONS (1/100)

SUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. 06/0276/08
DATE RECEIVED 21 MAY 2008

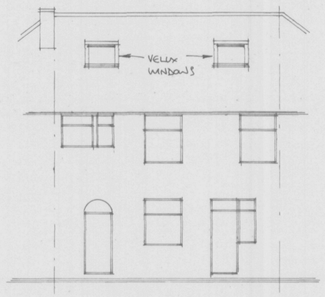


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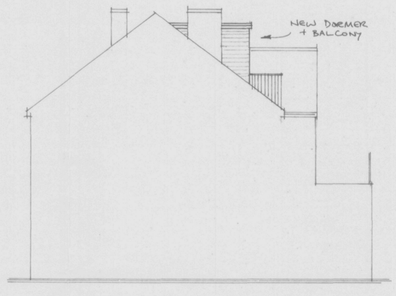


SIDE (E)

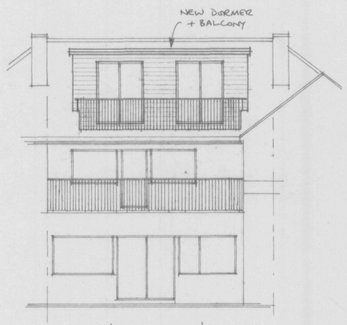
EXISTING ELEVATIONS (1/100)



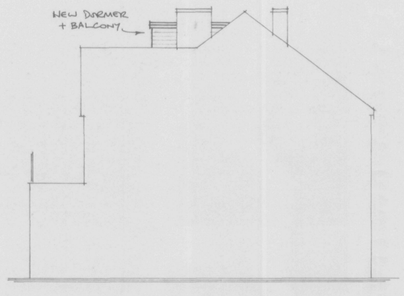

FRONT (N)




SIDE (W)

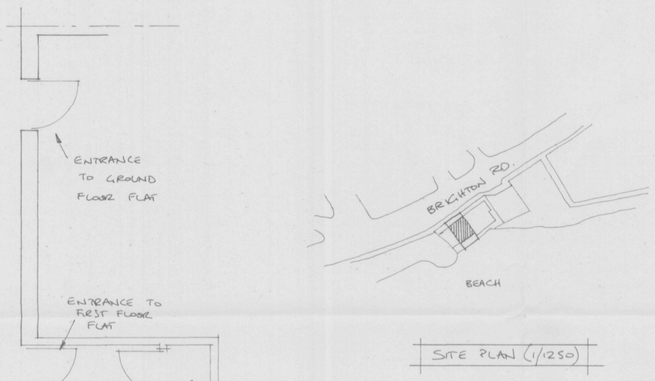



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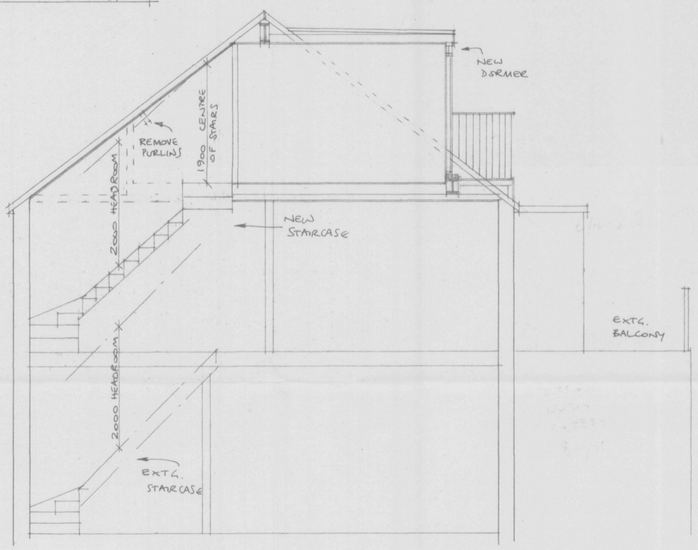

SIDE (E)

PROPOSED ELEVATIONS (1/100)

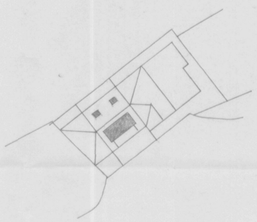



SITE PLAN (1/250)

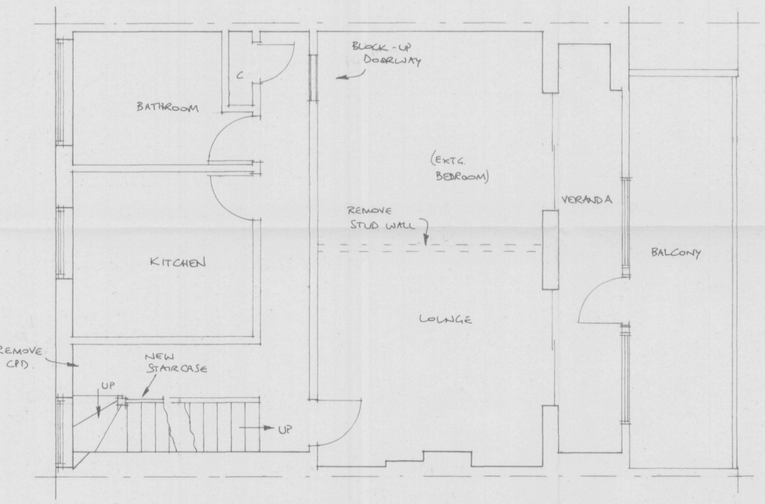
GROUND FLOOR



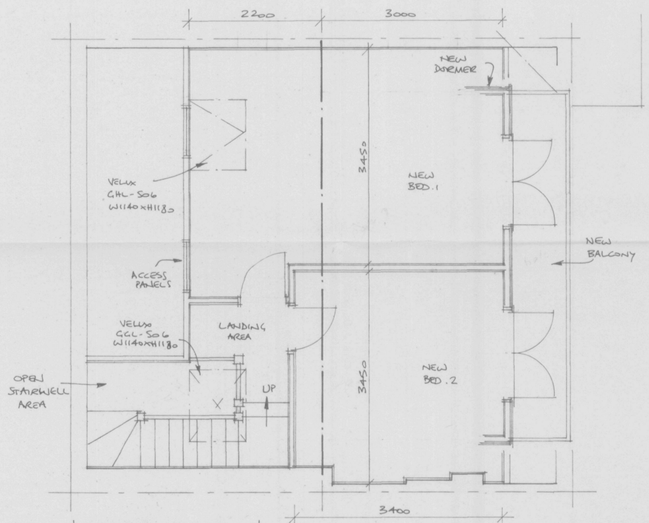

SECTION



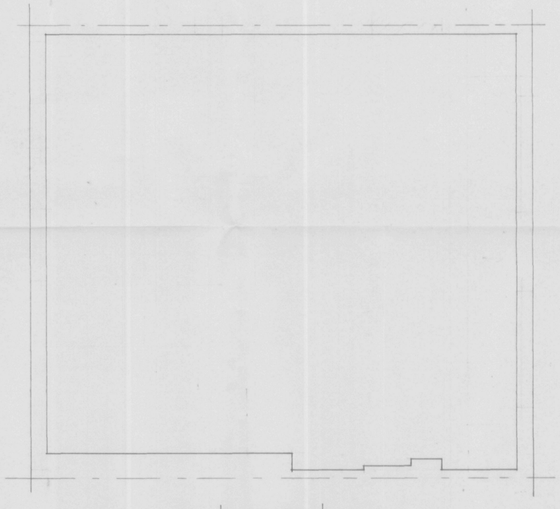
BLOCK PLAN (1/500)




FIRST FLOOR




PROPOSED LOFT PLAN



JOIST PLAN

## SPECIFICATIONS

**GENERAL**

**Ventilation:** Provide equivalent to 5mm continuous ventilation strip at ridge. Ensure/provide 25 ventilation strip (or equivalent) to existing eaves. Provide trickle ventilator to give 8000mm² background ventilation to loft room(s). Provide 25 ventilation strip above Velux roof windows to ensure continuous flow over sloping ceiling areas.

**Structural:** Double rafters to trim all round Velux window apertures. NOTE: existing structure bearing additional load to be exposed and checked for adequacy.

**Conservation of fuel and power:** Glazing to have U value 1.8 W/m² K. Install energy- efficient light fitting(s). New radiator(s) to be fitted with TRV's.

**Electrical Work:** 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 must be satisfied that an appropriate electrical installation certificate has been issued for the work, and it has been signed by a person competent to do so.

**STAIRCASE**

Rise = Going = No. equal risers =

Overall width = Maximum pitch 42°

Floor/pitch line to top of handrail 900. Spindles at 100 centres. Tapered treads to have min 50 going and same going as straight treads at mid-point.

**CEILINGS & SKEILINGS**

New ceiling joists (collars) with 120 Celotex insulation. Existing/new rafters to achieve 50 ventilation gap behind 50 Celotex insulation between rafters; 50 Celotex insulation across rafters with 12 foil-backed plasterboard + 5 plaster skim, or 50 Celotex insulation between rafters plus Tri-Iso Super 10 stapled to rafters with 75mm overlaps + aluminium tape to seal, 25 x 50 cross battens at 400%, then 9.5 plasterboard (non foil backed) + plaster skim.

**WALLS**

100 X 50 studwork at 400 centres infilled with 90 Celotex insulation, and 12 foiled-backed plasterboard + 5 plaster skim each side (internal walls) or one side (perimeter walls). Internal walls to have sound insulation (25 Rockwool).

**DORMER ROOF - FLAT**

Bitumen bedded limestone chippings on three layers bitumen roofing felt to BS 747, on 18 exterior plywood decking on 50 x 50 cross battens at 400 centres, on firring pieces (at 1 : 40) on x 50 flat roof joists at centres, infilled with 140 Celotex insulation, and 12 foil-backed plasterboard + 5 plaster skim internally. Provide 25 ventilation gap around perimeter of flat roof. 112 half-round gutter to perimeter of roof; discharge onto existing roof via 68 ø downpipe.

**DORMER ROOF - PITCHED**

Concrete roof tiles on treated battens on felt on 100 x 50 rafters at 400 centres, notched over 100 x 50 sole plate. Ceiling ties 100 x 50 at 400 centres. Internal specification as per 'Ceilings'. Provide 25 ventilation around perimeter of pitched roof and equivalent to 5 continuous ventilation strip at ridge. 112 half-round gutter to perimeter of roof; discharge onto existing roof via 68 ø downpipe.

**DORMER WALLS**

Vertical tile hanging on treated battens on breather paper on 12 ply bracing on 100 x 50 framing at 400 centres, infilled with 90 Celotex insulation, and 12 foiled-backed plasterboard + 5 plaster skim internally. 100 x 100 corner and reveal posts. Cheeks within 1000 of boundary to have 9 Supalux over ply to achieve half-hour fire resistance from both sides. Cheeks built off existing masonry to have GMS straps at 900 centres. Dormer fully weathered in Code 4 lead flashing.

**NEW FLOOR**

Main beams on load bearing walls supporting new and existing structure. Supporting wall under rafters to have sole plate bolted to top flange of RSJ via M6 bolts at 600 centres. Timber packing bolted through RSJ web via M12 bolts at 600 centres, carrying GMS joisthangers with tails taken over stud wall sole plate. New joists to be 50 minimum from chimney breasts. Existing ceiling joists strapped up to new floor beams where binders/truss members removed. Steelwork to have 50 x 50 framing at 600 centres and encased in 12 fireline board for half-hour fire protection. New flooring to be 18 tongued and grooved flooring grade chipboard.

**ALTERNATIVE INSULATION SPECIFICATION**

Tri-Iso Super 10 (25mm thick uncompressed) applied to all areas, stapled to inside of rafters/joists/studs, 75mm overlaps with aluminium tape to seal. 25 x 50 cross battens over insulation at 400 c/c, then 9.5 plasterboard (non foil backed/Duplex) & plaster skim finish. (Effective U value 0.2 W/m² K or better, to all applications).

**FIRE RESISTANCE**

Existing ceilings-

New loft floor to be full half-hour fire resistant. Lay 100 Rockwool over chickenwire over existing ceiling joists, prior to laying new floor joists. Ensure first floor achieves modified half-hour fire resistance. Doors marked ● to be fire doors (FD20). Any glazing to be replaced with fire resisting glass.

⊗ Mains powered interlinked smoke alarms to BS 5446.

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Adc627668
DATE RECEIVED 15 MAY 2008

| REF. | DESCRIPTION | DATE |
|---|---|---|
| | | |

DIMENSIONS IN MILLIMETRES

JULIAN ADAMS BSc (HONS)
*Loft Conversion Design*
01234 314143

CONTRACTOR/AGENT
AMAZING SPACE LOFTS

PROJECT
PROPOSED CONVERSION FOR MR. CURTIS
FLAT 2B, 24 BRIGHTON RD, LANCING, W. SUSSEX.

| SCALE | DATE |
|---|---|
| 1/50, 1/100 | 8.5.8 |
| DRG. No. CW01 | REVISIONS |

MY 530380