The Planning Inspectorate

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Date received

LISTED BUILDING CONSENT OR CONSERVATION AREA CONSENT APPEAL FORM

If you need this document in large print, in audio format or in Braille, please contact our helpline on 0303 444 5000. **To help you fill in this form correctly please refer to the enclosed guidance leaflet "How to complete your listed building/conservation area consent appeal form".**

WARNING: Your appeal **and** essential supporting documents must reach the Inspectorate within 6 months of the date of receipt of the Local Planning Authority's decision notice or, for 'failure' appeals, within 6 months of the date by which they should have decided the application. **If not, we will not accept your appeal.**

PLEASE PRINT CLEARLY IN CAPITALS USING **BLACK** INK

A. APPELLANT DETAILS

See section A of the guidance leaflet. The name of the person(s) making the appeal must appear as an applicant on the application form

Name MR JONATHAN CAMPFIELD

Company/Group name (if applicable)

Address 4 THE STREET SHOREHAM BY SEA
WEST SUSSEX Postcode BN43 5NJ

Daytime phone [redacted] Fax

I prefer to be contacted by Post ✓ Email *

* Email address

B. AGENT DETAILS (IF ANY) FOR THE APPEAL

See section B of the guidance leaflet.

Name

Company/Group name (if applicable)

Address

Postcode

Your reference

Daytime phone Fax

I prefer to be contacted by Post Email *

* Email address

C. LOCAL PLANNING AUTHORITY (LPA) DETAILS

See section C of the guidance leaflet.

Name of the LPA ADUR DISTRICT COUNCIL

LPA's application reference number ADM/0162/13

Date of the LBC/CAC application 26 03 13

Date of the LPA's decision notice if issued 08 05 13

D. APPEAL SITE ADDRESS

See section D of the guidance leaflet.

Address 4 THE STREET
SHOREHAM BY SEA
WEST SUSSEX

Postcode BN43 5NJ

Note: Failure to provide the full postcode may delay the processing of your appeal.

Please answer the questions below:

1 Is the appeal site within a Green Belt?	Yes	No ✓
2 Are there any health and safety issues at, or near, the site which the Inspector would need to take into account when visiting the site? If so, please describe them on a separate sheet.	Yes	No ✓

E. SUPPORTING INFORMATION

See section E of the guidance leaflet.

	Grade I	Grade II*	Grade II
1 If the building is listed please indicate the grade of the building.			✓
2 Has a grant been made under sections 3A or 4 of the Historic Buildings and Ancient Monuments Act 1953?		Yes	No ✓
3 Does the appeal relate to an application for conservation area consent?		Yes ✓	No

F. DESCRIPTION OF THE DEVELOPMENT

See section F of the guidance leaflet.

Has the description of the development changed from that on the application form? Yes No ✓

Area of the whole appeal site (i.e. the boundary) in hectares 0.0162

Area of floor space of proposed development in square metres 10m2

G. REASON FOR THE APPEAL

See section G of the guidance leaflet.

The reason for this appeal is that the LPA has (please tick which applies):

1	Refused listed building consent/conservation area consent for the development described in Section F.	1 ✓
2	Granted listed building consent/conservation area consent for the development subject to conditions to which you object.	2 ✱
3	Refused to vary a condition(s) in a previous grant of listed building consent/ conservation area consent.	3
4	Refused to remove a condition(s) in a previous grant of listed building consent/ conservation area consent.	4
	or	
5	Failed to give notice of its decision within the appropriate period (usually 8 weeks) on an application for listed building consent/conservation area consent.	5

H. CHOICE OF PROCEDURE

It is important that you read carefully section H of the guidance leaflet before you complete this section.

There are 3 possible procedures:- written representations, hearings and inquiries. You should consider carefully which method suits your circumstances before selecting your preferred option by ticking the box.

1 THE WRITTEN REPRESENTATIONS PROCEDURE W *

This is normally the simplest, quickest and most straightforward way of making an appeal.

*

a) Could the Inspector see the relevant parts of the appeal site sufficiently to judge the proposal from public land? Yes ✓ No

b) Is it essential for the Inspector to enter the site to check measurements or other relevant facts? If so, please explain below. Yes No ✓

2 THE HEARING PROCEDURE H ◈

This procedure is likely to be suited to more complicated cases which require detailed discussion about the merits of a proposal. Although you may indicate a preference for a hearing, the Inspectorate must also consider that your appeal is suitable for this procedure. You must give detailed reasons below or on a separate sheet why you think a hearing is necessary.

◈

a) Is there any further information relevant to the hearing which you need to tell us about? If so please explain below. Yes No

3 THE INQUIRY PROCEDURE I ▲

This is the most formal of the procedures. Although you may indicate a preference for an inquiry the Inspectorate must also consider that your appeal is suitable for this procedure. You must give detailed reasons below or on a separate sheet why you think an inquiry is necessary.

▲

a) How long do you estimate the inquiry will last? No. of days
(Note: We will take this into consideration, but please bear in mind that our estimate will also be informed by others' advice and our own assessment.)

b) How many witnesses do you intend to call? No. of witnesses

c) Is there any further information relevant to the inquiry which you need to tell us about? If so, please explain below. Yes No

I. GROUNDS OF APPEAL

See section I of the guidance leaflet to help you decide what to include in your grounds of appeal.

Do you intend to submit a planning obligation (a section 106 agreement or a unilateral undertaking) with this appeal?

Yes

No ✓

J. SITE OWNERSHIP CERTIFICATES

This must be completed for all appeals.
See section J of the guidance leaflet.

We need to know who owns the appeal site. If you do not own the appeal site or if you own only a part of it, we need to know the name(s) of the owner(s) or part owner(s) and be sure that you have told them that you have made an appeal.

You must tick below which of the "certificates" applies.

*Please tick **ONE** box only* ✓

If you are the **sole** owner of the **whole** appeal site, certificate A will apply:

CERTIFICATE A

A ✓

I certify that, on the day 21 days before the date of this appeal, nobody except the appellant, was the owner of any part of the building to which the appeal relates:

OR

CERTIFICATE B

B

I certify that the appellant (or the agent) has given the requisite notice to everyone else who, on the day 21 days before the date of this appeal, was the owner of any part of the building to which the appeal relates, as listed below:

Owner's name	Address at which the notice was served	Date the notice was served (this must be within the last 21 days)

OR

CERTIFICATES C & D

If you do not know who owns all or part of the appeal site, complete either Certificate C or Certificate D in the guidance leaflet and attach it to the appeal form.

C/D

K. ESSENTIAL SUPPORTING DOCUMENTS

If we do not receive ALL your appeal documents by the end of the 6 month appeal period we will not accept your appeal. See section K of the guidance leaflet.

You **must** send the documents listed 1-7 below with your appeal form. Please tick the boxes to show which documents you are enclosing.

1 A copy of the original **listed building consent/conservation area consent application** sent to the LPA. 1 ✓

2 A copy of the **site ownership certificate and ownership details** submitted to the LPA at application stage (this is usually part of the LPA's planning application form). 2 ✓

3 A copy of the **LPA's decision notice** (if issued). Or, in the event of the failure of the LPA to give a decision, if possible please enclose a copy of the LPA's letter in which they acknowledged the application. 3 ✓

4 A **site plan** (preferably on a copy of an Ordnance Survey map at not less than 10,000 scale) showing the general location of the proposed development and its boundary. This plan should show two named roads so as to assist identifying the location of the appeal site or premises. The application site should be edged or shaded in red and any other adjoining land owned or controlled by the appellant (if any) edged or shaded blue. 4 ✓

5 Copies of all **plans, drawings and documents** sent to the LPA as part of the application. The plans and drawings should show all boundaries and coloured markings given on those sent to the LPA. 5 ✓

Please number them clearly and list the numbers here or on a separate sheet.

K1, K2, K3, K4

6 Copies of any **additional** plans, drawings and documents sent to the LPA but which did not form part of the original application (e.g. drawings for illustrative purposes). 6

Please number them clearly and list the numbers here or on a separate sheet.

7 A copy of the **design and access statement** sent to the LPA (Note: This does not apply to applications for conservation area consent). 7 ✓

You must send copies of the following, if appropriate:

8 Additional plans, drawings or documents relating to the application **but not previously seen by the LPA.** 8
Please number them clearly and list the numbers here or on a separate sheet:

9 If the appeal is against the LPA's refusal or failure to decide an application which relates to a **condition**, we must have a copy of the original permission with the condition attached. 9

10 Any relevant **correspondence** with the LPA. 10

L. OTHER APPEALS

See section L of the guidance leaflet.

If you have sent other appeals for this or nearby sites to us and these have not been decided, please give details and our reference numbers.

M. CHECK SIGN AND DATE

See section M of the guidance leaflet.

Please tick the boxes to confirm that the following actions have been carried out.

1 I have completed all sections of the form and the details of the ownership (sections J) are correct to the best of my knowledge. ✓

2 I have enclosed **all** the essential supporting documents listed in section K. ✓

3 I have sent a copy of this appeal form and relevant documents to the LPA (if you do not we will not normally accept your appeal). ✓

4 I have signed and dated the form (unsigned forms will be returned to you). ✓

Signature [redacted] Date 22nd Sept 2013

Name (in capitals) J. P. CAMPFIELD On behalf of (if applicable) —

The gathering and subsequent processing of the personal data supplied by you in this form, is in accordance with the terms of our registration under the Data Protection Act 1998. Further information about our Data Protection policy can be found in the guidance leaflet.

N. NOW SEND

Remember, it is your responsibility to make sure that we RECEIVE your appeal form and ALL supporting documents within the 6 month time limit. See section N of the guidance leaflet.

Send THIS form (not a photocopy of it) to us at:

The Planning Inspectorate
Registry/Scanning Team
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

Helpline: 0303 444 5000

Send a copy to the LPA

Send a copy of the appeal form to the address from which the decision notice was sent (or to the address shown on any letters received from the LPA). There is no need to send them all the documents again; send them any supporting documents not previously sent as part of the application. If you do not send them a copy of this form and documents, we may not accept your appeal.

You may wish to keep a copy of the completed appeal form for your records

When we receive your appeal form, we will write to you letting you know if your appeal is valid, who is dealing with it and what happens next.

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