Planning Services, Adur District Council

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

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR DISTRICT COUNCIL

ADUR DISTRICT COUNCIL PLANNING DEPARTMENT
PLAN No. AA/0066/09
DATE 11 FEB 2009

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:	CHRIS
Last name:	JOHN
Company (optional):	
Unit:	
House number:	35
House suffix:	
House name:	
Address 1:	ROSSLYN ROAD
Address 2:	
Address 3:	
Town:	SHOREHAM BY-SEA
County:	WEST SUSSEX
Country:	UK
Postcode:	BN43 6WL

2. Agent Name and Address

Title:	MR
First name:	BEN
Last name:	WHITBY
Company (optional):	
Unit:	
House number:	15
House suffix:	
House name:	
Address 1:	WEST STREET
Address 2:	
Address 3:	
Town:	SHOREHAM BY-SEA
County:	WEST SUSSEX
Country:	UK
Postcode:	BN43 5WF

3. Description of Proposed Works

Please describe the proposed works:

CONVERSION OF DETACHED GARAGE TO ANNEXE

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: 35 House suffix: _____

House name: _____

Address 1: ROSSLYN ROAD

Address 2: _____

Address 3: _____

Town: SHOREHAM BY-SEA

County: W. SUSSEX

Postcode (optional): BN43 6WL

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):

DRAWING NO. 02 - (PROPOSED NEW GATE IN EXISTING BOUNDARY WALL ONTO PAVEMENT.)

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	BRICKWORK	BRICKWORK	☐	☐	02
Roof		UPVC GLAZING	☐	☐	02
Windows		" "	☐	☐	02
Doors		" "	☐	☐	02
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:

01, 02 DRAWINGS.

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]	30.1.09

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: [redacted]

Date (DD/MM/YYYY): 30.1.09

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):

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.

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 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: ☑

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

The original and 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: [redacted]

Date (DD/MM/YYYY): 30.1.09 (date cannot be pre-application)

$Date: 2008/05/16 15:23:36 $ $Revision: 1.59 $

14. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code: Mobile number (optional):

[redacted]

Country code: Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code: Mobile number (optional): 07856899101

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:

Design & Access Statement

COUNCIL
PLANNING DIVISION
PLAN No. AXD0060/09
DATE RECEIVED 11 FEB 2009

For:

Proposed Annexe to Existing Detached Garage At:
35 Rosslyn Road
Shoreham By Sea
West Sussex
BN43 6WL

Ref:

BW 35rrd 09

Client:

Mr C John

Statement Compiled By:

BJW Architectural Services
15 West Street
Shoreham By Sea
West Sussex
BN43 5WF

Date:
10.2. 2009

Revision:

Use:
To the rear of 35 Rosslyn Road there is a detached double garage with a large storage basement.

Amount:
It is intended to convert the existing storage basement of the detached garage into annexe living accommodation. It is proposed also to provide solar panelling to the south facing roof slop of the garage. Also a secondary means of escape/ access will be built to the rear boundary which will not be visible to neighbouring properties.

Layout:
The layout of the proposed annexe works well and provides sufficient living accommodation with decent sized kitchen, shower room, sitting room and bedroom all having adequate natural light flooding in through the proposed lightwells and high level windows to internal partitioning as indicated on plans.

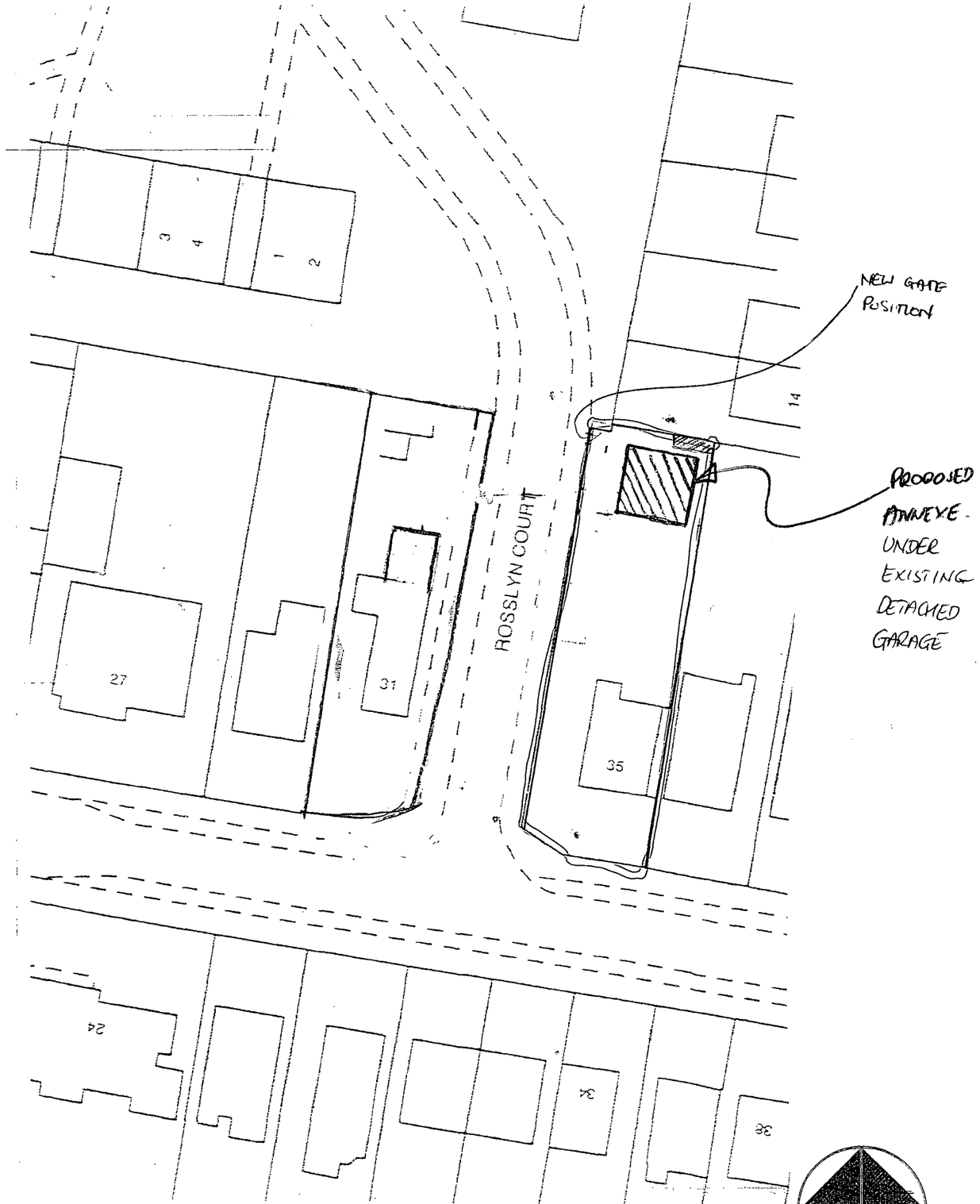
Scale:
The proposed windows will be of the same colour and style as the existing windows. The basement accommodation and new access stairwell will not be visible and have no affect on neighbouring properties.

Access:
It is intended to construct a secondary means of access/escape to the living accommodation which will also provide additional natural light.
It is also proposed to form a new gate to the existing boundary wall facing onto Rosslyn Ct. Road.

Landscape:
It is not proposed to alter the landscape.

Appearance:
The new stairwell access building will be of upvc glazing with brickwork dwarf walls to match the existing garage and will be screened by the existing boundary walls and fencing.

Conclusion:
The proposed annexe will provide decent living accommodation with natural light and good headroom 2.3m. Proposed room sizes are adequate and the basement was damp proofed when built lending itself well to conversion.
The accommodation is intended for a retired relative of the owner and it is not intended to divide off the building at some stage in the future for letting etc. It is accepted that any permission granted will have a condition on this matter.
Granting approval for this scheme will prevent another space taken at at a local council run rest home.



Block Plan



Location Plan

COUNCIL
PLANNING DIVISION
PLAN No. Arod006d09
11 FEB 2009

Project:
35 Rosslyn Rd
Shoreham By Sea

Title:
Proposed ANNEXE TO DETACHED GARAGE

Client: Mr & Mrs JOHN

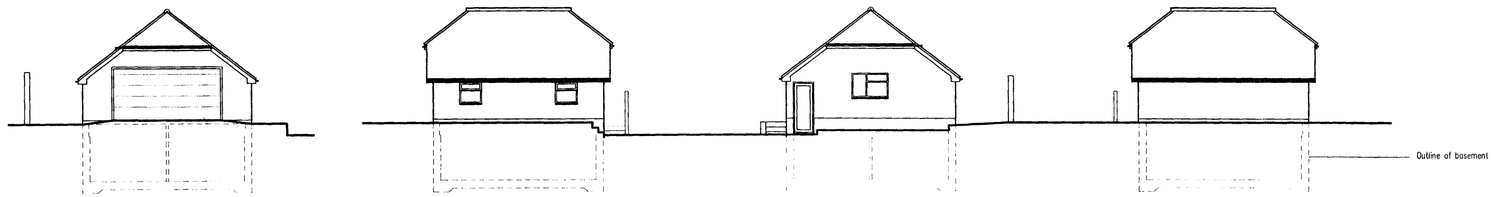
Scale: 1:500 1:1250

Date: 10.2.09 Drawn:

Drg. No. 03

Rev'n

A3 size

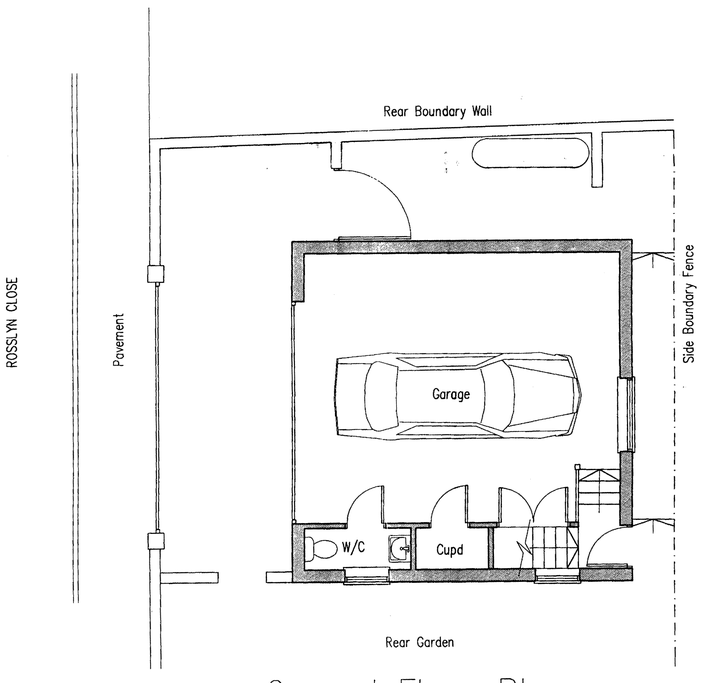


West Elevation

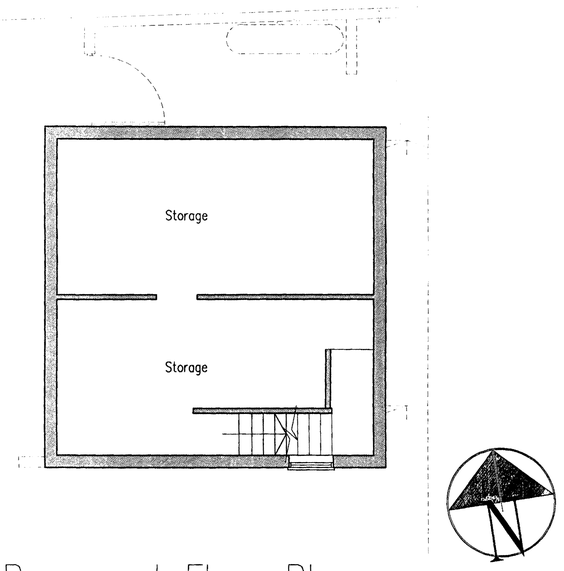
South Elevation

East Elevation

North Elevation



Ground Floor Plan



Basement Floor Plan

1m 2m 3m 4m 5m 6m 7m 8m 9m 10m
1:50 Scale Bar

1m 2m 3m 4m 5m 6m 7m 8m 9m 10m
1:100 Scale Bar

Project:
Proposed
Annexe To Garage Basement
At:
35 Rosslyn Road
Shoreham By Sea
West Sussex
BN43 6WL

PLANNING DIVISION
PLAN No. 1 FEB 2009
DATE

Drawing title:
Plans & Elevations As Existing

Client: Mr C John

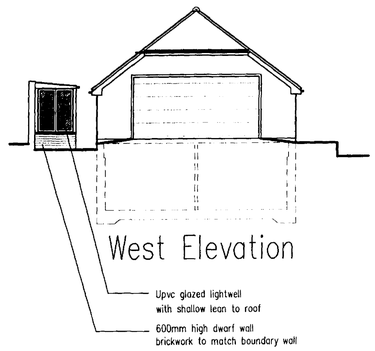
Copyright of:
B.J.W
Architectural & Planning Services
15 West Street
Shoreham By Sea
West Sussex
BN43 5WF
Contact: 07856899101
01273 441009 (after 6pm)
e-mail: benwhitby15@yahoo.co.uk

Scale: 1:100 1:50

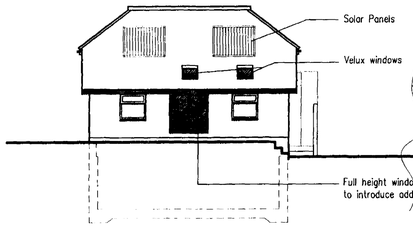
Date: 28.1.09 | Drawn: BJW

Drg. No. 01 | Paper size A1 | Rev'n

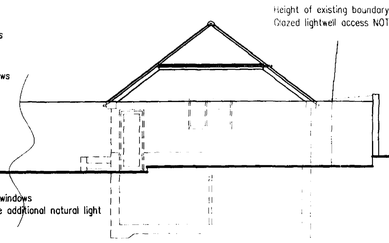
Note: All dimensions to be checked on site



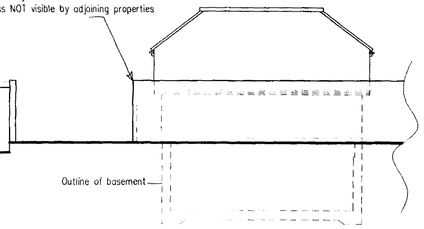
West Elevation



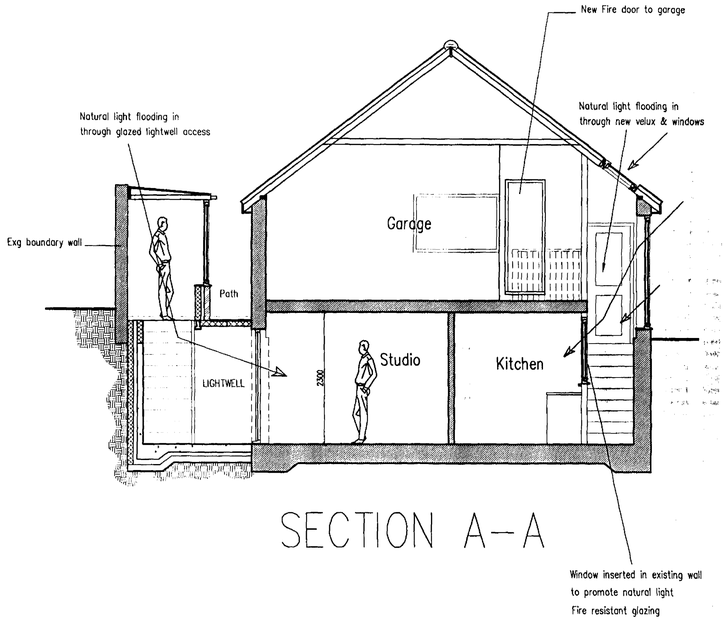
South Elevation



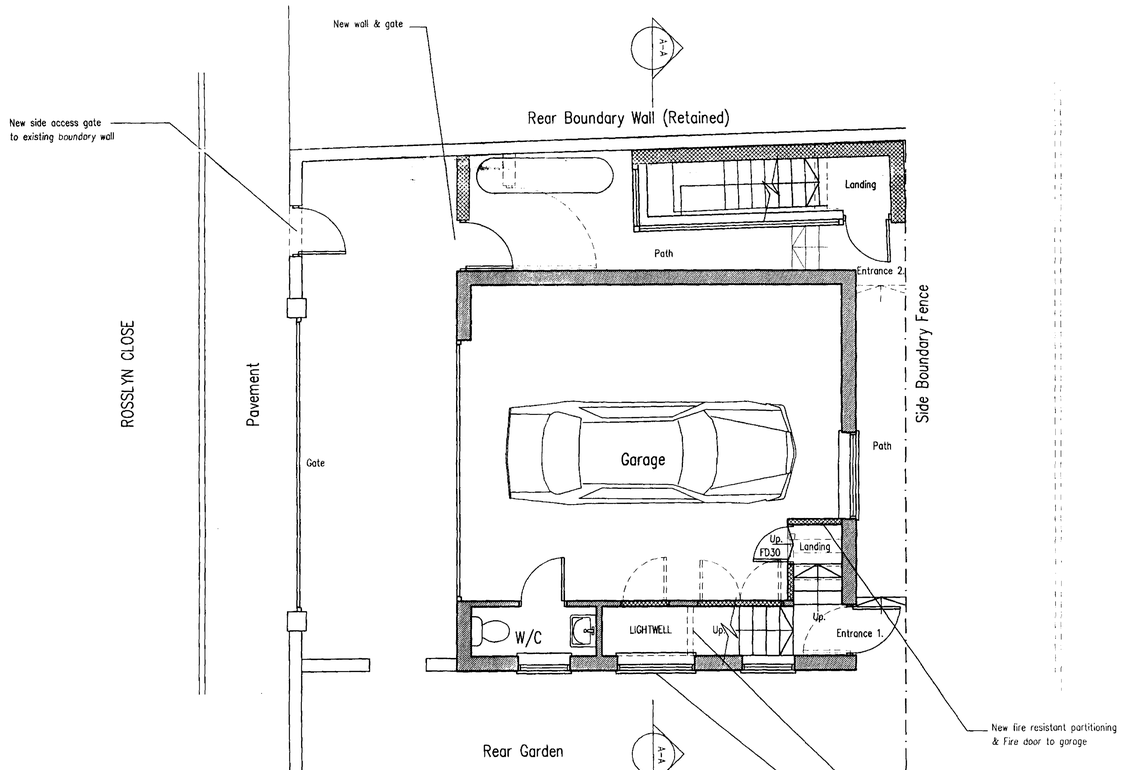
East Elevation



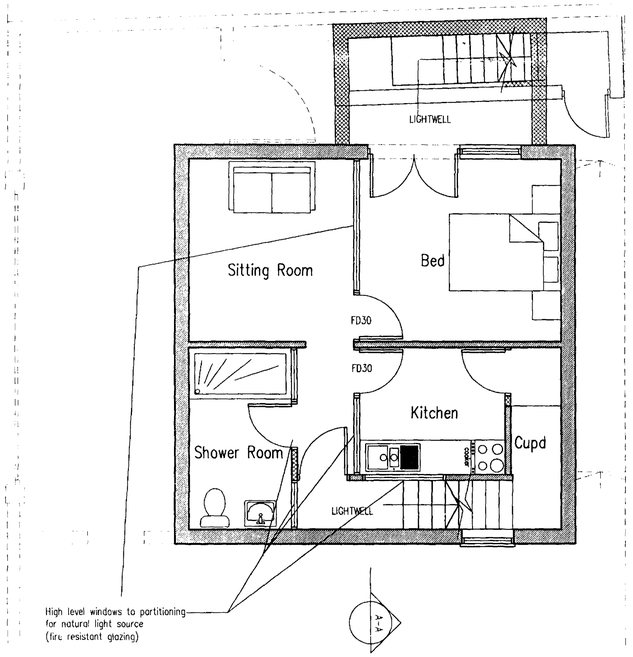
North Elevation



SECTION A–A



Ground Floor Plan



Basement Floor Plan



1m 2m 3m 4m 5m 6m 7m 8m 9m 10m
1:50 Scale Bar

1m 2m 3m 4m 5m 6m 7m 8m 9m 10m
1:100 Scale Bar

Project:
Proposed
Annexe To Garage Basement
At:
35 Rosslyn Road
Shoreham By Sea
West Sussex
BN43 6WL

PLANNING DIVISION

Drawing title: PLAN No. Ac06069
DATE 11 FEB 2009

Plans, Elevations & Section
As Proposed

Client: Mr C John

Copyright of:
B.J.W
Architectural & Planning Services
15 West Street
Shoreham By Sea
West Sussex
BN43 5WF
Contact: 07856899101
01273 441009 (after 6pm)
e-mail: benwhitby15@yahoo.co.uk

Scale: 1:100 1:50

Date: 28.1.09 | Drawn: BJW

Drg. No. 02 | Paper size A1 | Rev'n

Note: All dimensions to be checked on site.