The Planning Inspectorate

For official use only (Date received)
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PLANNING APPEAL FORM (Online Version)

To help you fill in this form correctly, please refer to the guidance leaflet "How to complete your planning appeal form".

WARNING: The appeal **and** essential supporting documents **must** reach the Inspectorate within the appeal period. **If your appeal and essential supporting documents are not received in time we will not accept the appeal.**

APPEAL REFERENCE: APP/Y3805/A/13/2206067

A. APPELLANT DETAILS

The name of the person(s) making the appeal must appear as an applicant on the planning application form.

Name: Mr Andrew Hill

Address:
32 Old Fort Road
SHOREHAM-BY-SEA
West Sussex

Phone no.:

Fax no:

Postcode: BN43 5RJ

E-mail:

Please confirm how you wish to correspond with us:

- Electronically, via the email address specified above ☐
- On paper, by post. ✔

B. AGENT DETAILS FOR THE APPEAL (if any)

Name: Mr Tim Rodway

Address:
9 Riverside
Shoreham-by-Sea
West Sussex

Your reference:

Phone no.: (0781) 8061220

Fax no.:

Postcode: BN43 5RU

E-mail: tim@rodwayplanning.co.uk

Please confirm how you wish to correspond with us:

- Electronically, via the email address specified above ✔
- On paper, by post. ☐

C. LOCAL PLANNING AUTHORITY (LPA) DETAILS

Name of the LPA: Adur District Council

LPA's reference number: AWDM/0812/13

Date of the planning application: 15 Jul 2013

Date of the LPA's decision (if issued): 27 Aug 2013

D. APPEAL SITE ADDRESS

Address: 25 - 27 Old Fort Road
SHOREHAM-BY-SEA
West Sussex

Postcode: BN43 5RL

Grid Reference: Easting 05219518 Northing 01046038

Is the appeal site within a Green Belt? YES ☐ NO ✔

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? YES ✔ NO ☐

E. DESCRIPTION OF THE DEVELOPMENT

Size of the whole appeal site (in hectares): 0.09

Area of floor space of proposed development (in square metres): 400

Has the description of the development changed from that stated on the application form? YES ☐ NO ✔

If YES, please state below the revised wording, and enclose a copy of the LPA's agreement to the change.

F. REASON FOR THE APPEAL

This appeal is against the decision of the LPA to:-

Please tick **one** box only ✓

1 Refuse planning permission for the development described on the application form or in Section E. ☐

2 Grant planning permission for the development subject to conditions to which you object. ✔

3 Refuse approval of the matters reserved under an outline planning permission. ☐

4 Grant approval of the matters reserved under an outline planning permission subject to conditions to which you object. ☐

5 Refuse to approve any matter required by a condition on a previous planning permission (other than those in 3 or 4 above). ☐

or

6 Failed to give notice of its decision within the appropriate period (usually 8 weeks) on an application for permission or approval. ☐

G. CHOICE OF PROCEDURE

There are 3 possible choices:- 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 _____ ☑

This is normally the simplest, quickest and most straightforward way of making an appeal. The written procedure is particularly suited to small-scale developments (e.g. individual houses or small groups of houses; appeals against conditions or changes of use).

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? YES ☐ NO ☐

If so, please explain below or on a separate sheet.

2. THE HEARING PROCEDURE _____ ☐

This procedure is likely to be suited to more complicated cases which require detailed discussion about the merits of a proposal. At the hearing the Inspector will lead a discussion on the matters already presented in the written statements and supporting documents. 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 document why you think a hearing is necessary.

Please answer the question below.

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 _____ ☐

This is the most formal of 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 in a separate document 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
Please continue on a separate sheet if necessary.

H. GROUNDS OF APPEAL

Do you intend to submit a planning obligation (a section 106 agreement or a unilateral undertaking) with this appeal? YES ☐ NO ☑

** See separate documents **

H. GROUNDS OF APPEAL (continued)

I. (part one) APPEAL SITE OWNERSHIP DETAILS

We need to know who owns the appeals site. If you do not own the appeal site or only own 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 WHICH OF THE CERTIFICATES APPLIES.

If you are the sole owner of the whole appeal site, certificate A will apply: Please tick **one** box only ✓ ☑

CERTIFICATE 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 land to which the appeal relates:

OR

CERTIFICATE B ☐

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

Owner's name	Address at which the notice was served	Date the notice was served

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.

I (part two) AGRICULTURAL HOLDINGS CERTIFICATE

We also need to know whether the appeal site forms part of an agricultural holding.
Please tick either (a) or (b).

✓

(a) None of the land to which the appeal relates is, or is part of, an agricultural holding: ☑

OR

(b)(i) The appeal site is, or is part of an agricultural holding, and the appellant is the sole agricultural tenant: ☐

(b)(ii) The appeal site is, or is part of, an agricultural holding and the appellant (or the agent) has given the requisite notice to every person (other than the appellant) who, on the day 21 days before the date of the appeal, was a tenant of an agricultural holding on all or part of the land to which the appeal relates as listed below: ☐

Tenant's name	Address at which the notice was served	Date the notice was served

Details of additional tenants ☐

J. ESSENTIAL SUPPORTING DOCUMENTS

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 **planning application** sent to the LPA.	✔
2	A copy of the **site ownership certificate** and **agricultural holdings certificate submitted** to the LPA at application stage (this is usually part of the LPA's planning application form).	✔
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.	✔
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.	✔
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. Please number them clearly and list the numbers here or on a separate sheet:	✔
6	Copies of all **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). 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 (if required)	✔

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.** Please number them clearly and list the numbers here or on a separate sheet:	
9	Any relevant **correspondence** with the LPA. Including any supporting information submitted with your application in accordance with the list of local requirements. :	
10	If the appeal is against the LPA's refusal or failure to approve the **matters reserved under an outline permission,** please encose:	
	(a) the relevant outline application;	
	(b) all plans sent at outline application stage;	
	(c) the original outline planning permission.	
11	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.	
12	A copy of any **Environmental Statement** plus certificates and notices relating to publicity (if one was sent with the application, or required by the LPA).	

K OTHER APPEALS

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.

L CHECK SIGN AND DATE

(All supporting documents must be received by us within the time limit)

I confirm that I have sent a copy of this appeal form and relevant documents to the LPA *(if you do not your appeal will not normally be accepted).*

I confirm that all sections have been fully completed and that the details of the ownership (section I) are correct to the best of my knowledge.

Signature Date 25 September 2013

Name (in capitals) Mr Tim Rodway

On behalf of (if applicable) Mr Andrew Hill

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.

M. NOW SEND

- **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 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.

N. APPEAL DOCUMENTS

We will not be able to validate the appeal until all the necessary supporting documents are received.

Please remember that all supporting documentation needs to be received by us within the appropriate deadline for the case type. If forwarding the documents by email, please send to **appeals@pins.gsi.gov.uk**. If posting, please enclose the section of the form that lists the supporting documents and send it to PO Box 2606, Bristol, BS1 9AY.

You will not be sent any further reminders.

Please ensure that anything you do send by post or email is clearly marked with the reference number:

APP/Y3805/A/13/2206067

Please ensure that a copy of your appeal form and any supporting documents are sent to the local planning authority.

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*****************************************************************
* The Documents Listed Below Were Uploaded With The Appeal Form *
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==========  ESSENTIAL SUPPORTING DOCUMENTS  ==========
TITLE:       01. A copy of the original planning application sent to the LPA.
DESCRIPTION: Application Forms
FILENAME:    Application Forms.pdf

TITLE:       02. A copy of the site ownership certificate and agricultural holdings
             certificate submitted to the LPA at application stage (these are usually
             part of the LPA's planning application form).
DESCRIPTION: Certificates
FILENAME:    Application Forms.pdf

TITLE:       03. 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.
DESCRIPTION: Decision Notice
FILENAME:    AWDM.0812.13 Decision Notice.pdf

TITLE:       04. 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 th
DESCRIPTION: Location Plan
FILENAME:    Location and Block Plan.pdf

TITLE:       05. 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.
DESCRIPTION: Elevations
FILENAME:    Proposed Elevations.pdf

TITLE:       05. 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.
DESCRIPTION: Floor Plans
FILENAME:    Proposed Floor Plans.pdf

TITLE:       05. 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.
DESCRIPTION: Sections
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Continued on Supplementary Sheet

SUPPLEMENTARY SHEET

Appeal Documents (continued)

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FILENAME:    Section and Side Elevations.pdf

TITLE:       05. 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.
DESCRIPTION: Site Layout
FILENAME:    Site Layout.pdf

TITLE:       07. A copy of the design and access statement sent to the LPA (if
             required).
DESCRIPTION: Supporting Statement
FILENAME:    Supporting Statement.pdf

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* The Documents Listed Below Will Follow By Post *
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==========  APPEAL SITE ADDRESS  ==========
** Health and Safety Issues

==========  GROUNDS OF APPEAL  ==========
** Grounds of Appeal 1

==========  ESSENTIAL SUPPORTING DOCUMENTS  ==========
** 05i. A list of all plans, drawings and documents (stating drawing numbers) submitted
  with the application to the LPA.
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