PLANNING PORTAL

If you would rather make this application online, you can do so on our website:
https://www.planningportal.co.uk/apply

ADUR & WORTHING
PLANNING SERVICES

PLAN	AWDM/1117/18
DATE VALID	- 9 AUG 2018

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

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning Development Management Procedure) (England) Order 2015 (as amended)'.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of their obligations in regards to the processing of your application. Please refer to their website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

Planning Services, Adur & Worthing Councils

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.gov.uk

Adur & Worthing councils

ADUR & WORTHING
25 JUL 2018
PLANNING SERVICES

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MRS
First name:	N
Last name:	FULLER
Company (optional):	C/O AELAVALS DESIGN
Unit:	
House number:	
House suffix:	
House name:	HERON HOUSE
Address 1:	LAUGHTON ROAD
Address 2:	
Address 3:	
Town:	RINGMER
County:	EAST SUSSEX
Country:	
Postcode:	

2. Agent Name and Address

Title:	MR
First name:	CLIVE
Last name:	STILLMAN
Company (optional):	AELAVALS DESIGN
Unit:	
House number:	
House suffix:	
House name:	HERON HOUSE
Address 1:	LAUGHTON ROAD
Address 2:	
Address 3:	
Town:	RINGMER
County:	EAST SUSSEX
Country:	
Postcode:	BN8 5UT

Description of Proposed Works

ase describe the proposed works:

- REAR AND SIDE GROUND FLOOR EXTENSION
- CONVERSION OF ROOF VOLA TO CREATE ADDITIONAL BEDROOMS AND BATHROOMS.
- DEMOLISH EXISTING GARAGE
- INCREASE OFF ROAD PARKING

GS

the work already started? ☐ Yes ☒ No

es, please state when the work was started (DD/MM/YYYY): (date must be pre-application submission)

the work already been completed? ☐ Yes ☒ No

es, please state when the work was completed (DD/MM/YYYY): (date must be pre-application submission)

Site Address Details

ase provide the full postal address of the application site.

it: House number: House suffix:

use ne:

dress 1: RECTORY CLOSE

dress 2:

dress 3:

wn: SOUTHWICK.

unty:

stcode tional):

Pre-application Advice

; assistance or prior advice been sought from the local hority about this application? ☒ Yes ☐ No

es, please complete the following information about the advice u were given. (This will help the authority to deal with this olication more efficiently).

ase tick if the full contact details are not own, and then complete as much possible: ☐

ficer name: MR. P. BARNETT.

ference:

Date (DD MM YYYY): ust be pre-application submission)

tails of the pre-application advice received:

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):

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 proposed development? ☐ 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.

3. Description of Proposed Works

Please describe the proposed works:

- REAR AND SIDE GROUND FLOOR EXTENSION
- CONVERSION OF ROOF VOID TO CREATE ADDITIONAL BEDROOMS AND BATHROOM.
- DEMOLISH EXISTING GARAGE
- INCREASE OFF ROAD PARKING

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: 6 | House suffix:

House name:

Address 1: RECTORY CLOSE

Address 2:

Address 3:

Town: SHOREHAM BY SEA

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

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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: MR. P. BARNETT.

Reference:

Date (DD MM YYYY): (must be pre-application submission)

Details of the pre-application advice received:

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Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development? ☐ Yes ☒ No

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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:

INCREASE OFF ROAD PARKING.

9. Authority Employee / Member

With respect to the Authority, I am:

(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ☐ Yes ☒ No

If Yes, please provide details of the name, relationship and role

10. Materials

f 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
Walls	BRICK	BRICK	☐	☐
Roof	TILES	TILES	☐	☐
Windows	UPVC	UPVC	☐	☐
Doors	UPVC	UPVC	☐	☐
Boundary treatments (e.g. fences, walls)			☒	☐
Vehicle access and hard-standing	CONCRETE	GRAVEL	☐	☐

. Materials

pplicable, please state what materials are to be used externally. Include type, colour and name for each material:

hting			☒	☐
ıers ɛase specify)			☒	☐

you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☒ Yes ☐ No

es, please state references for the plan(s)/drawing(s)/design and access statement:

11. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

* *"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.*
** *"agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.*

Signed - Applicant:	Or signed - Agent: [redacted]	Date (DD/MM/YYYY):
		01.07.2018

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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* and/or agricultural tenant** of any part of the land or building to which this application relates.

* *"owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.*
** *"agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990*

Name of Owner / Agricultural Tenant	Address	Date Notice Served

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

tify/ 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* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

wner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

igricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

e steps taken were:

ame of Owner / Agricultural Tenant	Address	Date Notice Served

tice of the application has been published in the following newspaper culating 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):

ned - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

:ify/ 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* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

ner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

gricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

steps taken were:

:e of the application has been published in the following newspaper ulating 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):

ed - 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 (LPA) has been submitted.

The original and 3 copies* of a completed and dated application form: ☒

The original and 3 copies* of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: ☒

The correct fee: ☒

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 the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings): ☒

The original and 3 copies* of other plans and drawings or information necessary to describe the subject of the application: ☒

*National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a total of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. LPAs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). You can check your LPA's website for information or contact their planning department to discuss these options.

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant: | Or signed - Agent: [redacted] | Date (DD/MM/YYYY): 01.02.2018 (date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

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:

Country code: | Mobile number (optional): 07918684316

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)

Other has been selected, please provide:

Contact name: | Telephone number:

Email address: