Colin Jessey Associates
Building Design, Town & Country Planning, Surveyors, Cad Services

29 Parkfield Road
Tarring, Worthing
West Sussex
BN13 1EP

office 01903 212019
mobile 07802 807016
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info@colinjessey.co.uk

The Director of Planning
Adur District Council
Civic Centre
Ham Road
Shoreham by Sea
West Sussex
BN43 6PR

25 May 2007

052/CJ/R005

Dear Sir

**Re; Proposed Conversion & Extension of Existing 2 Storey Single Detached Residential Dwelling-house, to create 6 One Bedroom Self Contained Flats at;**

**107 Penhill Road, Lancing, West Sussex, BN15 8HF**

We act for clients Mr P & Mrs H Hanley, the resident freeholders of the above property, and enclose for the Council's consideration their full Planning Application for the conversion and extension of the existing detached dwelling-house, to create 6 one bedroom self contained flats.

The application comprises our client's cheque in the sum of £1,590.00 and five copies of the following documents;

- This letter which forms part of the application
- Your planning application form with Certificate A
- A Design & Access Statement
- A4 drawing 052.07.01;location plan, scale 1;1,250 (site outlined in red)
- A1 drawing 052.07.02; survey, floor plans and elevations, scale 1;50 & 1.100
- A1 drawing 052.07.03; survey, cross section and block plan, scale 1;50 & 1.100
- A1 drawing 052.07.04; proposed floor plans and elevations, scale 1;50 & 1.100
- A1 drawing 052.07.05; proposed elevations and block plan, scale 1;50 & 1.100

Should you feel that any part of the application may be prejudicial to the granting of consent, please can you contact this office so that such matters may be discussed and our client's have an opportunity of amending their proposals.

Yours faithfully



Colin Jessey

ADUR DISTRICT COUNCIL
PLANNING DIVISION

| | |
|---|---|
| PLAN No. | AD 0319/07 |
| DATE RECEIVED | 29 MAY 2007 |

Form Ref. No. 396623

ADUR DISTRICT COUNCIL

# Application For Planning Permission

TOWN AND COUNTRY PLANNING ACT, 1990

4 copies of this form required, together with plans and appropriate fee.
All measurements are to be given in metric.
If site relates to Lancing or Sompting, please submit 5 copies.

FOR OFFICIAL USE ONLY
Appl. No. AWS/0319/07
Date Received MAY 2007
Fee 190
Rem. List

## Applicant's Details

| | |
|---|---|
| Title | Mr & Mrs |
| Forenames | Paul & Helen |
| Surname or Company/ Organisation | Hanley |
| Telephone | |
| Email | |

Do you have an agent? Yes

| | |
|---|---|
| Address | 107 Penhill Road |
| | |
| | |
| | Lancing |
| | West Sussex |
| Postcode | BN15 8HF |

## Agent's Details

| | |
|---|---|
| Title | Mr |
| Forenames | Colin |
| Surname | Jessey |
| Telephone | 01903 212019 |
| Email Address | info@colinjessey.co.uk |

| | |
|---|---|
| Address | Colin Jessey Associates |
| | 29 Parkfield Road |
| | Tarring |
| | Worthing |
| | West Sussex |
| Postcode | BN13 1EP |

## Application Type

**(a)** Full planning permission (including changes of use) YES

**(b)** Outline planning permission NO

If 'Yes', state those matters to which this application relates (tick where appropriate)

- (i) Layout ☐
- (ii) Scale ☐
- (iii) External Appearance ☐
- (iv) The means of access ☐
- (v) Landscaping of the site ☐

**(c)** Renewal of a temporary permission NO

If 'Yes', state the Date

and Permission Application

and the Condition Number

**(d)** Permission for retention of building or continuance of use without complying with a condition imposed on a planning permission NO

If 'Yes', state the Date

and Permission Application

and the Condition Number

**(e)** Permission to develop land without complying with a condition imposed on a planning permission: No

If 'Yes', state the Date:

and Permission Application:

and the Condition Number:

**Land Details**

Full address or location of the land to which this application relates

107 Penhill Road
Lancing
West Sussex
BN15 8HF

Does the applicant own or control any adjoining land? No

If 'Yes', this land must be edged blue on the location plan

Area of site (Hectares): 0.05 550 sq m Approx.

Dimensions of the application site and distances from the new buildings to boundaries must be clearly indicated on plans

**Proposal Details**

For Residential Developments, please enter the number of units (flats, bungalows, houses)
- for a Change of Use that REDUCES the number of units, please enter a negative(-) number. 6

Description of proposed development: Proposed conversion and extension to existing two storey single detached reisdential dwellinghouse to create six one bedroom self contained flats

(If residential development, state type if known, e.g. houses, bungalows, flats)

State whether the proposal involved:-

**(i)** New building(s) or structure(s): No

**(ii)** Alteration or extension of building(s): Yes

**(iii)** Construction of a new *vehicular* access to a highway: No

Construction of a new *pedestrian* access to a highway: No

**(iv)** Alteration of an existing *vehicular* access to a highway: No

Alteration of an existing *pedestrian* access to a highway: No

**(v)** Closure of existing access: No

**(vi)** Change of use only: No

Is there to be any 'furniture' placed on a street/highway? No

## Use of Land

Particulars of **Use** of Building or Land: Please State

Present use: Residential - one unit

If vacant, the last use: N.A

## Additional Information

**(a)** Is the application for industrial, office warehousing, storage, shopping, commercial purposes or places of public assembly? No

**(b)** Is the application for the winning or working of minerals? No

**(c)** Is the application for an agricultural dwelling or building? No

**(d)** Does the proposed development involve the demolition of any residential units? No

If 'Yes', how many units? _____ Please indicate their position on plans

**(e)** Does the proposed development involve the felling of any trees? Yes If 'Yes', indicate their position on plans

**(f)** Does the proposed development involve any public right of way within the site? No If 'Yes', indicate their position on plans

**(g)** Does the proposed development involve demolition or alteration of a building or Special Architectural or Historic interest or demolition within a Conservation Area? No

If 'Yes', a separate application for **Listed Building Consent** or **Conservation Area Consent** may be necessary

**(h)** (i) How will surface water be disposed of? Soakaways

(ii) How will foul sewage be disposed of? Mains (e.g. mains, cesspit, etc.)

**(i)** Is there to be any 'furniture' placed on the street/highway? No

## Process Description

Additional information required in respect of applications for Industrial, Office, Warehousing, Storage, Shopping, Rest and Nursing Homes, Commercial Purposes or Places of Public Assembly.

In the case of industrial development, give a description of the processes to be carried on and of the end products, and the type of plant or machinery to be installed. Please relate your answer to the 'Floor Areas & Uses' section.

N.A.

## Details of Proposal

Is the proposal related to an existing use on or near the site? _____

If 'Yes', please explain the relationship _____

Is this a proposal to replace existing premises in this area or elsewhere which have become obsolete, inadequate or otherwise unsatisfactory? ☐

If 'Yes', please give details including gross floor area of such premises and state your intentions in respect of those premises.

**Details of Floor Areas and Uses - please specify in square metres**

| | **Existing Floor Space or use** (if any) | **Proposed New Floor Space or use** | **Total Floor Space** (Allow for any space lost) |
|---|---|---|---|
| **What is the amount of industrial floor space?** | | | |
| **What is the amount of office floor space?** | | | |
| **What is the amount of retail floor space?** | | | |
| **What is the amount of storage or warehousing floor space?** | | | |
| **Other Use 1** (please specify) | | | |
| **Other Use 2** (please specify) | | | |
| **TOTALS** | | | |

Other Uses 1 or Comments/Information

| **Details of Staff** | **Office** | | **Industrial** | | **Other** | |
|---|---|---|---|---|---|---|
| | Male | Female | Male | Female | Male | Female |
| (i) **Number of staff in existing premises on the site** | | | | | | |
| (ii) **How many new staff will be employed on the site as a result of the development?** | | | | | | |
| (iii) **If you propose to transfer staff from other premises, please give details of the numbers involved*** | | | | | | |

*and details of the premises affected.

**Premises Details** N.A.

In the case of restaurants, hotels, public houses, theatres, cinemas, meeting halls, Rest and Nursing homes, etc., please specify:

Type of Business

Public floor space (Total)

Seating capacity

Bar floor area (sq.m)

Single bedrooms

Double bedrooms

**Parking & Traffic** N.A

What provisions have been made for parking, loading and unloading of vehicles within the curtilage on the site?

State number of car spaces

and Lorry spaces

What is the estimated vehicular traffic flow to the site during a normal working day?
Please include all vehicles

Separately specify those used by employees driving to work:

**Waste** N.A.

What is the nature of disposal of any trade effluents or trade refuse?

What is the volume of any trade effluents or trade refuse?

and the proposed means of disposal of any trade effluents or trade refuse?

Will the proposed use involve the use or storage of any hazardous substances?

If 'Yes', please indicate

**Plans**

List of drawings and plans submitted as part of the application - indicate drawing numbers and scales.
4 sets of all drawings are required.
Additional copies in respect of major applications will assist in determination of such applications.
All measurements are to be given in metric (89/617 EEC Directive).

| Plan / Drawing | Number | Scale |
|---|---|---|
| Location Plan | 052.07.01 | 1:1250 |
| Survey, floor plans and elevations | 052.07.02 | 1:50 and 1:100 |
| Survey, cross section and block plan | 052.07.03 | 1:50 and 1:100 |
| Proposed, floor plans and elevations | 052.07.04 | 1:50 and 1:100 |
| Proposed, cross section and block plan | 052.07.05 | 1:50 and 1:100 |
| | | |
| | | |

**Fees**

If a fee is submitted, please give the amount £1,590.00 Calculated Fee £1,590.00

I/WE APPLY FOR PLANNING PERMISSION AS DETAILED ABOVE ☑ Tick to agree to this statement.

Signed: ..... Mr P & Mrs H Hanley

On behalf of: (Insert applicant's name if signed by agent) 25 MAY 2007.

**Certificate**

Certificate under Section 65 of the Town and Country Planning Act 1990 (Article 7 of the T & CP (General Development Procedure) Order 1995. **N.B.** A signed certificate MUST accompany this application. If the applicant is the sole owner (a) the following certificate should be completed and signed.
'Owner' means a person having a freehold interest or tenancy the unexpired term of which was not less than 7 years

**Certificate A**

I certify that:
on the day 21 days before the date of the accompanying application nobody, except the applicant, was the owner of any part of the land to which the application relates.
None of the land to which the application relates is or is part of an agricultural holding.

Do you agree to these statements? Yes

**OR**

[ ] *given requisite notice to every person other than* [ ] *who, on the day 21 days before* the date of the application was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows

| Name of Tenant | Address at which Notice was served | Date on which Notice was served |
|---|---|---|
| | | |

Do you agree to these statements? [ ]

Signed: .....

Date: 25 MAY 2007.

On behalf of: Mr. Mrs. P & H HANLEY

**DESIGN & ACCESS STATEMENT**

**107 Penhill Road, Lancing, West Sussex BN15 8HF**

---

**Project:**

**Proposed Conversion & Extension of Existing 2 Storey Single Detached Residential Dwelling-house, to create 6 One Bedroom Self Contained flats.**

---

**At:**

107 Penhill Road
Lancing
West Sussex
BN15 8HF

**Client:**

[redacted]

Mr P & Mrs H Hanley
107 Penhill Road
Lancing
West Sussex
BN15 8HF

**Project Designer:**

Colin Jessey DipAD MCIAT

Colin Jessey Associates
29 Parkfield Road
Tarring, Worthing
West Sussex BN13 1EP
tel 01903 212019

---

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7. **Materials**
8. **Planting**
9. **Planning Issues**
10. **[redacted] on Adjoining Properties & Area**



ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. ADC/03191/07
DATE RECEIVED 29 MAY 2007

**DESIGN & ACCESS STATEMENT**

**107 Penhill Road, Lancing, West Sussex BN15 8HF**

**Proposed Conversion & Extension of the Existing Dwelling-house to create 6 One Bedroom Self Contained flats.**

---

## 1. Location

The property is located at the Eastern end of Penhill Road, on the corner of Ingleside Crescent, and some 100 yards from the junction with Brighton Road, the main coastal road linking Worthing with Shoreham by Sea.

The property is not Listed as a historical building, or located within a Conservation Area.

Penhill Road and the surrounding area are residential, but there are some secondary shopping and commercial premises at the west end of Penhill Road.

The area was developed during the middle of the last Century. Buildings are typical of the era.

The area contains a mix of housing comprising purpose built and converted self contained flats, maisonettes, and both two/three bedroom semi detached and detached houses.

The area is considered as medium to high density housing.

There are no parking restrictions in Penhill Road or Ingleside Crescent. Parking is not considered a problem.

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## 2. Description of Property

The property is believed to be built in the middle of the 1930s.

This is an attractive purpose built spacious three bedroom detached residential property on two floors, at ground and first floor level. The building is typical of its era. At some recent stage, it has been extended to the rear with a large glazed unattractive conservatory.

There is a generous part walled - part fenced garden to the front rear and south side, with a unattractive double garage at the rear and ample/generous off street parking.

Vehicular access is off Ingleside Crescent, which is wide and has excellent site lines.

Pedestrian access is off Penhill Road.

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## 3. Client

The applicants, Mr P & Mrs H Hanley, are in residence living at the property.

The property enjoys all the basic amenities but is considered in need of considerable modernisation and improvement.

It is considered that refurbishment and/or redevelopment of the existing building into a spacious three/four bedroom house would be out of character with the area, and that conversion and extension to provide six self contained one bedroom flats would be more in keeping and provide much sought after and needed lower cost housing, starter homes and building stock.

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## 4. Proposal & Nature of the Project

The proposal is to demolish the existing unattractive double garage and the modern glazed conservatory, to replace the conservatory with a two storey extension of the same footprint, to extend the property to the south side on two storeys, and to convert the whole property into six self contained starter homes/small one bedroom flats, each of approximately 40 square metres.

The style and character of the property reflects the era of its build, being the middle of the last century. The roof has plain clay tiles with attractive splayed eaves, elevations are in face red brickwork with some vertical hung plain clay tiles, and there are two large bay windows on the front elevation.

The proposed extension and conversion shall be built in similar style to emulate the property's character and era. There has been avoidance of proposing a modern or fashionable style. Materials and detailing shall be traditional, to match existing.

There has been avoidance of trying to overdevelop the building and site, by extending and providing accommodation within the spacious roof space.

---

## 5. Design Criteria

The design criteria is to undertake the proposed conversion while retaining the character and style of the existing building and area, and to take into consideration without detriment the position of any adjoining property.

The proposed extension is to be built to the South of the plot, out of sight of No 105 Penhill Road, the neighbouring property. The existing rear conservatory is to be demolished but replaced with a two storey extension on the same ground area. This extension shall project less than 3 metres from the rear and is centred on the proposed rear elevation. There will be no overlooking, loss of light or outlook to No 105 Penhill Road.

The existing dwelling house has a spacious and attractive entrance hallway and stairwell, with timber panelling. This hallway and stairwell shall be retained with the timber panelling, as a common area.

Sound insulation to each unit shall be included throughout both the conversion of the existing building and the extension, all in accordance with the Building Regulations.

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## 6. Access & Parking

There is adequate pedestrian and vehicular access as described in paragraph 2. This is suitable for six starter homes/small one bedroom flats. Each flat shall be allocated one parking bay. There is a 14 metre drive and turning area for deliveries and tradesmen.

The access and crossover off Ingleside Crescent is 5.5 metres wide, suitable for two way traffic.

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## 7. Materials

Materials shall match existing and include clay roof tiles, clay vertical hung tiles to the first floor elevation, face red brickwork. All new windows will be in white uPVC to match existing and in keeping with many adjoining properties. The footpaths and parking bays shall be in brick pavers, and the lawns will be retained.

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**8. Planting**

While one small miniature willow tree will be lost to accommodate a parking bay, additional planting will be provided to the northern boundary.

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**9. Planning Issues**

The proposals comply with the guidance and requirements set out in the Council's document 'Space Around New Dwellings and Flats'.

The land is not subject to any other proposal and is suitable for the general demand for starter homes, small dwelling units, and single person homes.

The proposals will not result in any overlooking, loss of light, or have an overbearing effect on any property.

There is adequate amenity space around the building and parking facilities for each unit.

The design and materials are sympathetic to the existing building and character of the area.

---

**10. Impact on Area & Adjoining Properties**

While the proposed scheme is designed to improve the property and provide six new starter homes/small one bedroom flats and modern facilities for the residents, a definite planning gain shall be achieved with the demolition of the existing dilapidated double garage and improvements to the property.

There would be no impact on the area and adjoining properties.

---

Colin Jessey DipAD MCIAT

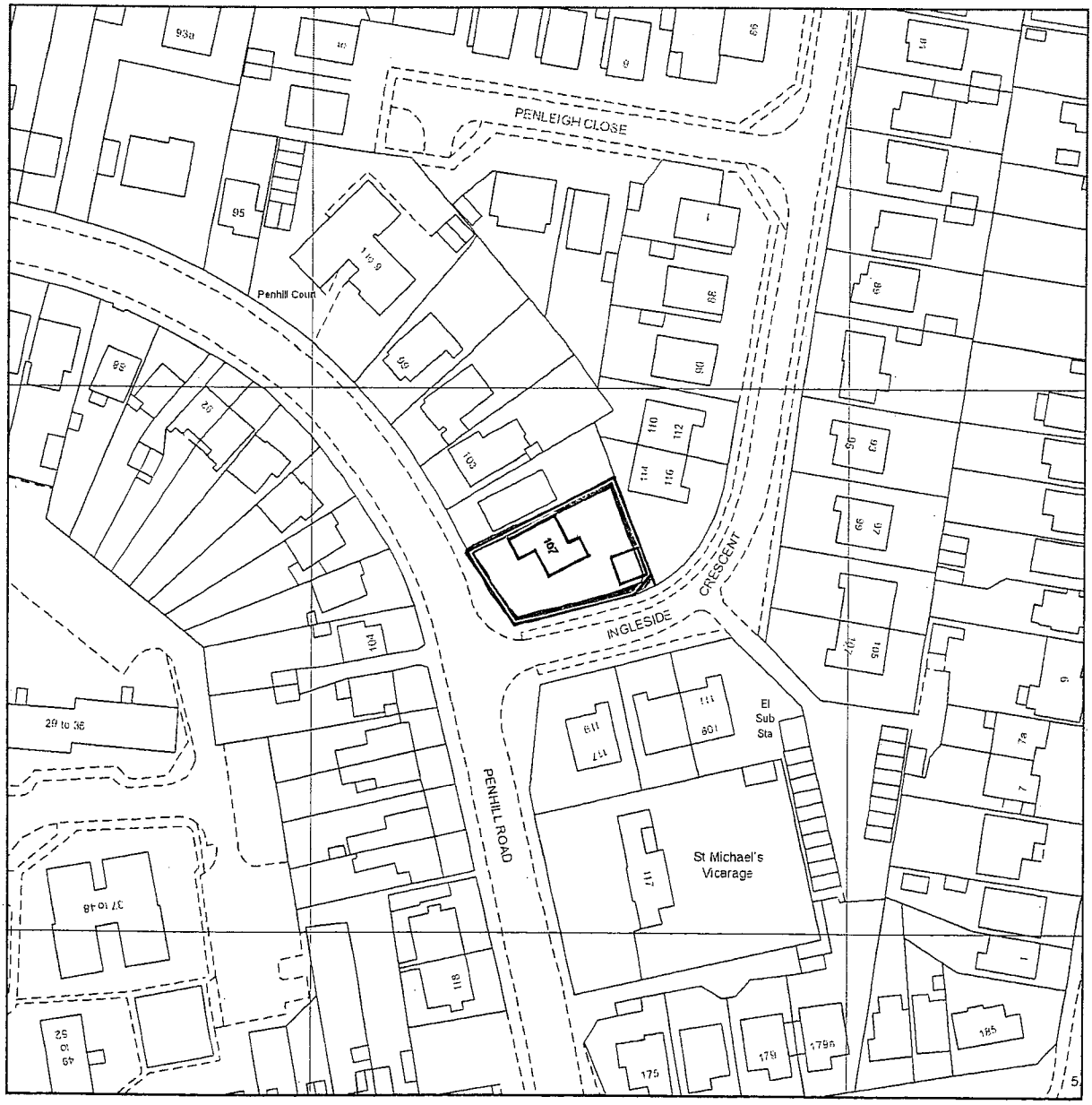
Colin Jessey Associates

25 May 2007
Our ref; 052/CJ/R006

# Location Plan

107 Penhill Road, Lancing, West Sussex, BN15 8HF

Drawing No 052.07.01 Client. Mr P Hanley




Colin Jessey Associates

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This plan is produced for identification of the site and although believed to be correct it does not form any contract.

ADUR DISTRICT COUNCIL
PLANNING DIVISION

PLAN No. ad/0319/07

DATE RECEIVED 29 MAY 2007

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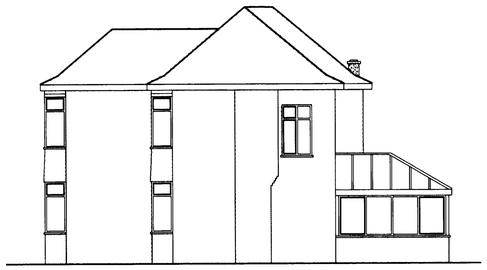






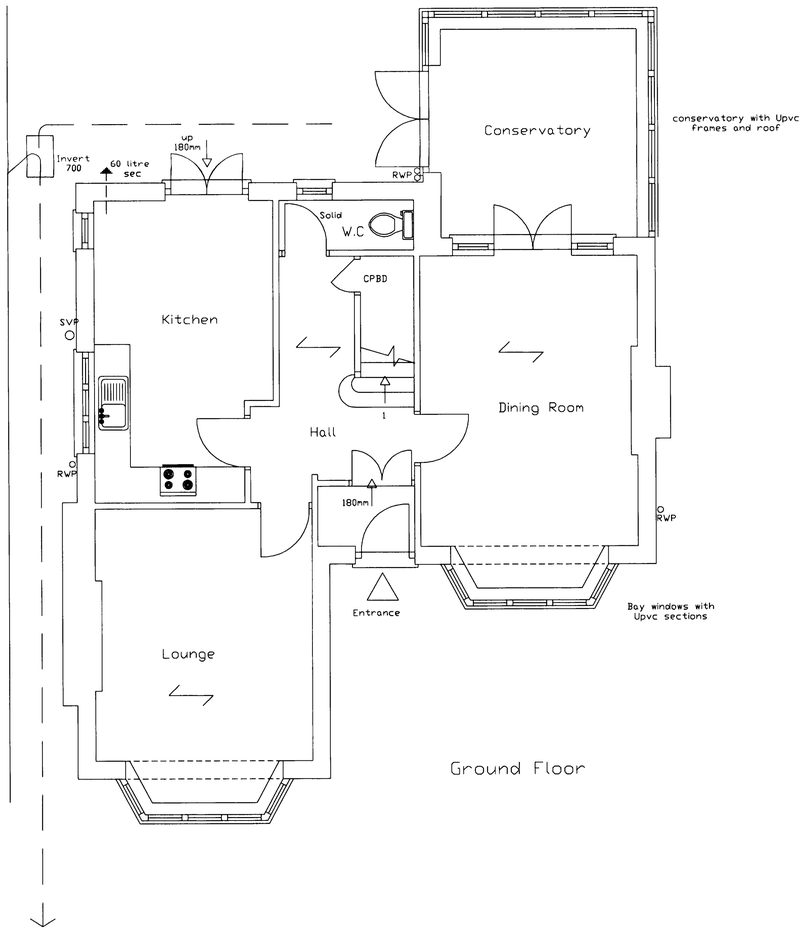



Plain clay tiles to roof

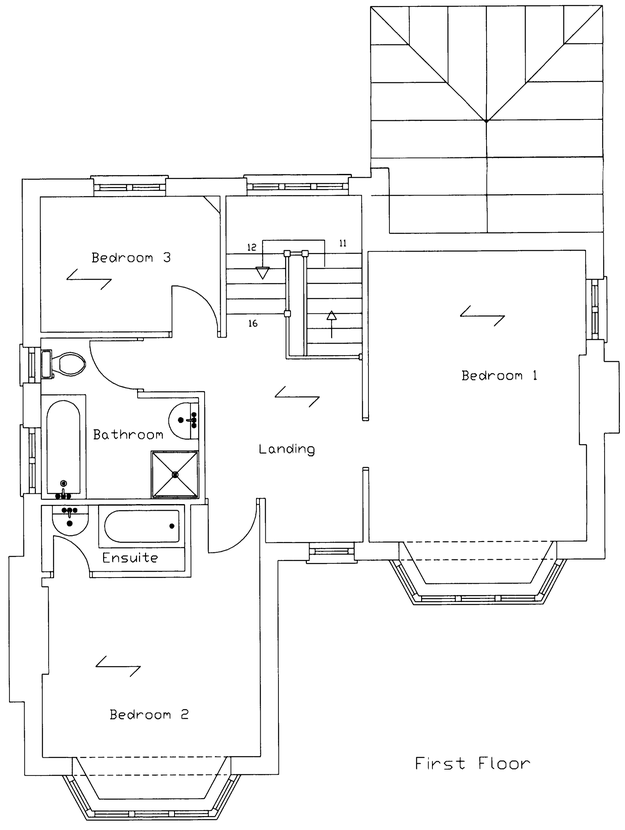
Upvc windows

Plain vertical hung tiles

Face brickwork




Ground Floor

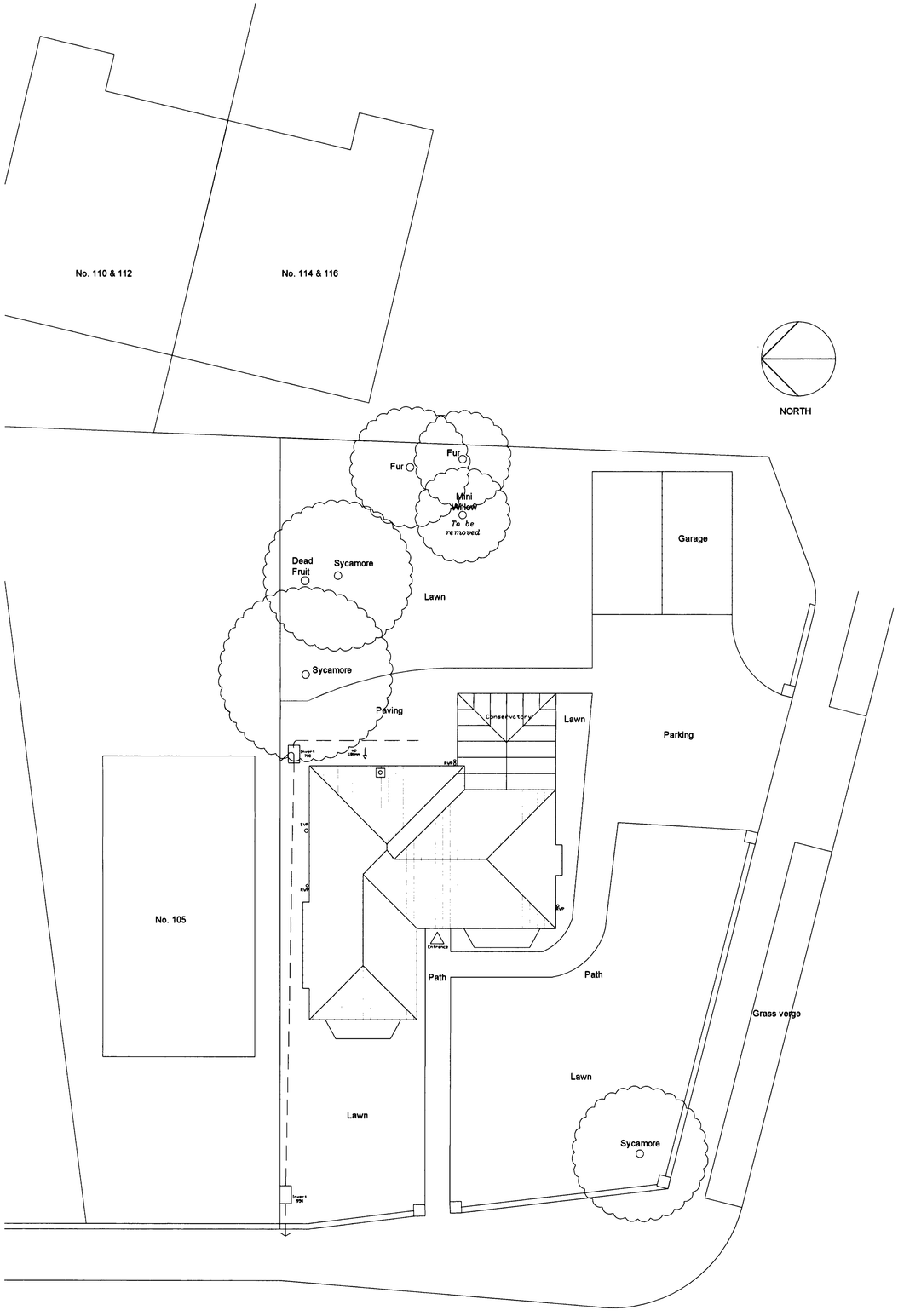



First Floor

...COUNCIL
...NG DIVISION
PLAN No. ADC/0319/07
DATE RECEIVED 29 MAY 2007

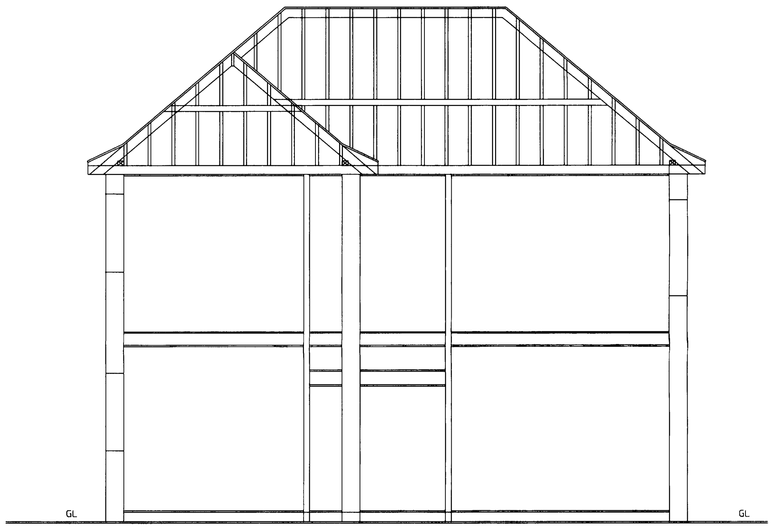
Colin Jessey Associates
29 Parkfield Rd, Worthing, BN13 1EP, Tel. 01903 212019, www.colinjessey.co.uk

| | | | | | |
|---|---|---|---|---|---|
| Client | Mr P. Hanley | | | | |
| Contract | 107 Penhill Road, Lancing, BN15 8HF | | | | |
| Title | Survey Floor Plans & Elevations | | | | |
| DWG. No. | 52.07.02 | Scale: 1:50 & 1:100 | Date: 19/04/07 | Drawn By: S.D | |
| Rev. | | | | | |
| Details. | | | | Date: | |




Block Plan 1:100

Site area : 550 Sq m approx




Typical Cross Section

PLAN No. ADC/0219/07
DATE RECEIVED 29 MAY 2007

Colin Jessey Associates
29 Parkfield Rd, Worthing, BN13 1EP, Tel. 01903 212019, www.colinjessey.co.uk

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Client | Mr P. Hanley | | | | | | |
| Contract | 107 Penhill Road, Lancing, BN15 8HF | | | | | | |
| Title | Survey Block Plan & Cross Section | | | | | | |
| DWG. No. | 52.07.03 | Scale: | 1:50 & 1:100 | Date: | 19/04/07 | Drawn By: | S.D |
| Rev. | | | | | | | |
| Details. | | | | | | Date: | |



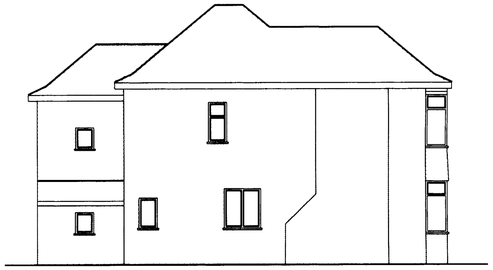
Front Elevation



South Side Elevation

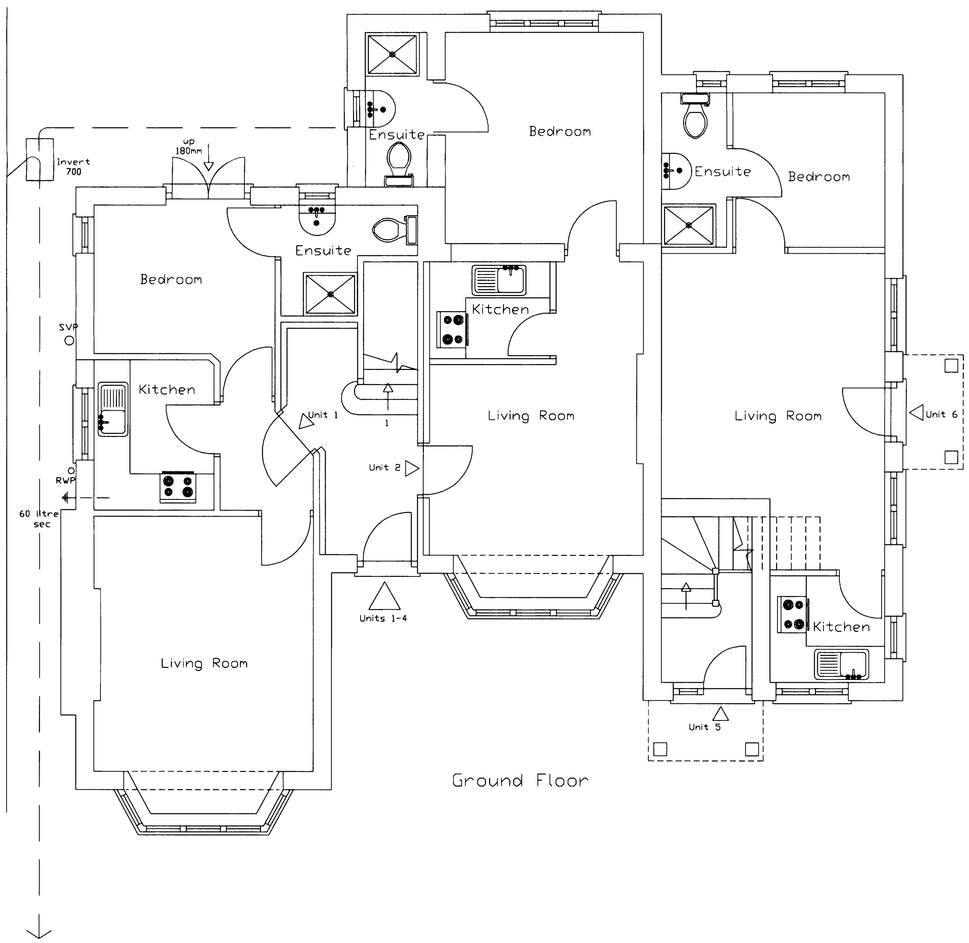


Rear Elevation

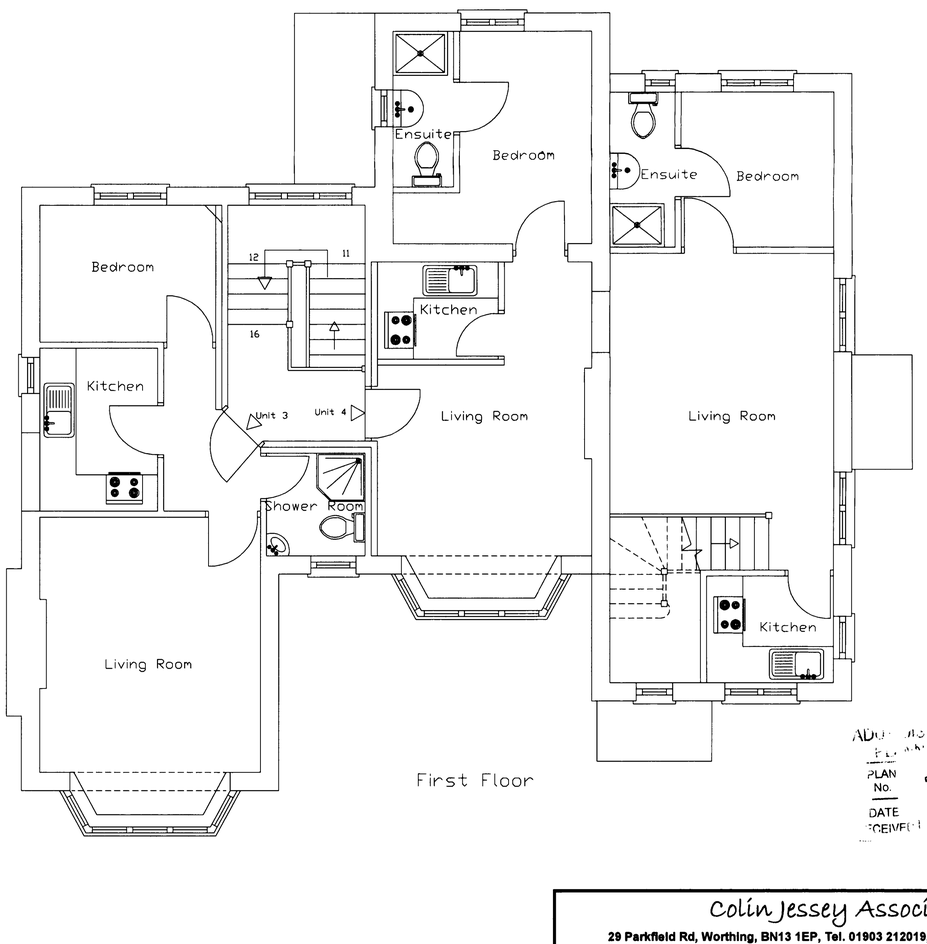


North Side Elevation

Plain clay tiles to new roof to match existing
Vertical plain clay tiles to new elevations at 1st floor to match existing.
All windows in white Upvc to match existing.
New face brickwork to match existing.




Ground Floor

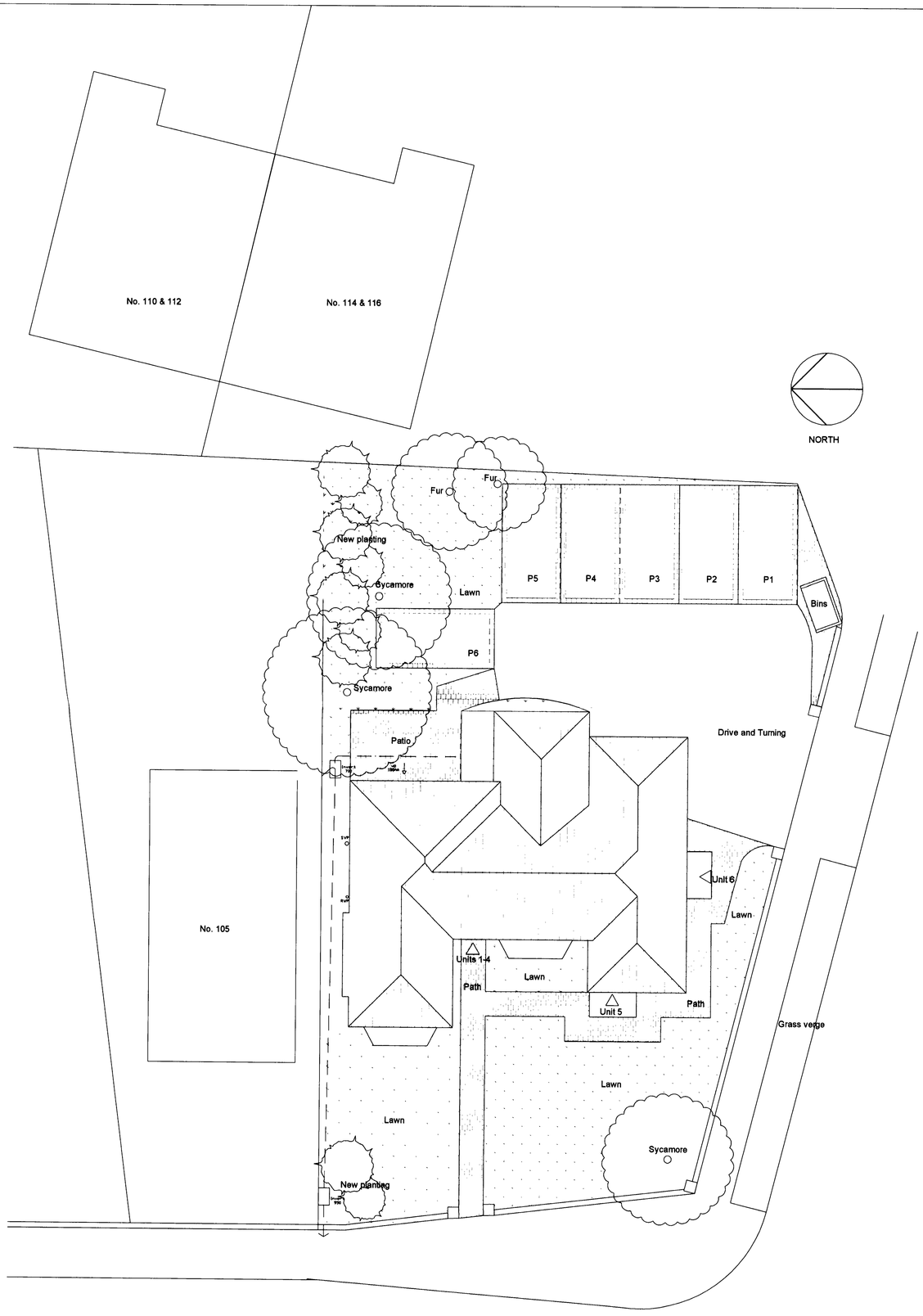



First Floor

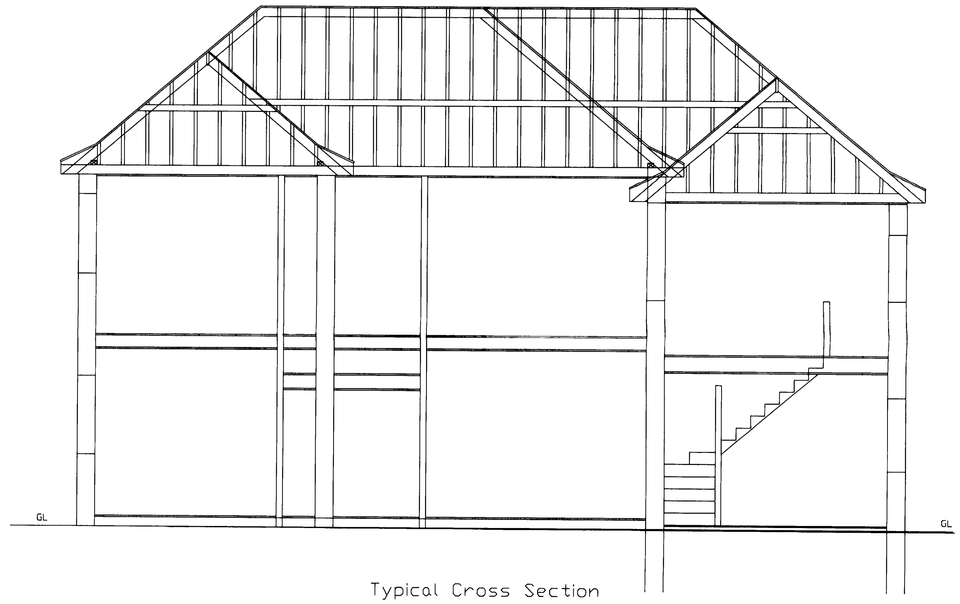
ADU... BOROUGH COUNCIL
PLANNING DIVISION
PLAN No. AWP/0916/07
DATE RECEIVED 29 MAY 2007

Colin Jessey Associates
29 Parkfield Rd, Worthing, BN13 1EP, Tel. 01903 212019, www.colinjessey.co.uk

| | | | | | |
|---|---|---|---|---|---|
| Client | Mr P. Hanley | | | | |
| Contract | 107 Penhill Road, Lancing, BN15 8HF | | | | |
| Title | Proposed Floor Plans & Elevations | | | | |
| DWG. No. | 52.07.04 | Scale: | 1:50 & 1:100 | Date: 25/05/07 | Drawn By: S.D |
| Rev. | | | | | |
| Details. | | | | | Date: |




Block Plan 1:100




Typical Cross Section

ADUR DISTRICT COUNCIL
PLANNING DIVISION

| | |
|---|---|
| PLAN No. | ADC0319/07 |
| DATE RECEIVED | 09 MAY 2007 |

**Colin Jessey Associates**

**29 Parkfield Rd, Worthing, BN13 1EP, Tel. 01903 212019, www.colinjessey.co.uk**

| | | | | | |
|---|---|---|---|---|---|
| Client | Mr P. Hanley | | | | |
| Contract | 107 Penhill Road, Lancing, BN15 8HF | | | | |
| Title | Proposed Block Plan & Cross Section | | | | |
| DWG. No. | 52.07.05 | Scale: 1:50 & 1:100 | Date: 25/05/07 | Drawn By: S.D | |
| Rev. | | | | | |
| Details | | | | Date: | |