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/ 1893/18
DATE VALID	20 DEC 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

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:	Fran
Last name:	Kay
Company (optional):	
Unit:	
House number:	4
House suffix:	
House name:	The Anchorage
Address 1:	Brighton Road
Address 2:	
Address 3:	
Town:	Shoreham-by-Sea
County:	
Country:	
Postcode:	BN43 6R

2. Agent Name and Address

Title:	Mr
First name:	James
Last name:	Burton
Company (optional):	Sussex Garden Rooms
Unit:	
House number:	3
House suffix:	
House name:	
Address 1:	Somerhill Avenue
Address 2:	
Address 3:	
Town:	Hove
County:	
Country:	
Postcode:	BN3 1RJ

3. Description of Proposed Works

Please describe the proposed works:

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: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

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

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):

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 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.

5. Materials

Boundary treatments (e.g. fences, walls)	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	Walls will be cladded in timber cladding and fire-proof enviroboard. There will be a minimum of 500mm to each boundary wall

Vehicle access and hard standing	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	No vehicle access to build

Lighting	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	Internal spotlights and an external LED strip light above the door

Other type of material (e.g. guttering) Guttering	
Description of existing materials and finishes (optional):	
Description of proposed materials and finishes:	Guttering provided

Are you supplying additional information on submitted plans, drawings or a design and access statement? ○ Yes ◉ No

6. 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

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ○ Yes ◉ No

7. 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, extinguishment and/or creation of public rights of way? ○ Yes ◉ No

8. Parking

Will the proposed works affect existing car parking arrangements? ○ Yes ◉ No

9. 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)

○ The agent
◉ The applicant
○ Other person

10. 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):

Officer name:

Title	Ms
First name	Sarah
Surname	Foster
Reference	PREAPP/0991/18

Date (Must be pre-application submission)

14/11/2018

Details of the pre-application advice received

PREAPP/0991/18
Erection of annexe in garden for elderly relative.

In response to your email enquiry, I confirm that a householder planning application would be required for the proposal because it will contain residential accommodation. You can apply online through our website or I can forward the documents to you on request; the fee will be £206.

I have discussed the proposal with a senior officer and it is considered that, as the rear garden is spacious, there would appear to be adequate space remaining for amenity purposes.

Please note that this advice is preliminary guidance and would not prejudice any decision made by or on behalf of the Council on an application in this respect. A full planning assessment would be made on submission of an application, whereby a visit would be made to the site and neighbouring occupiers would be given the opportunity to comment on the application; any third party/consultee comments received would have to be taken into account when making the final decision.

Please note that a separate application under the Building Regulations may also be required and you can contact Building Control through our website, where there is also more information about applying or by phoning 01903 239999 before 10am and after 3pm weekdays.

Please let me know if you have any further queries regarding making the planning application.
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Sarah Foster
Planning Technician, Adur & Worthing Councils
Phone: 01903 221348
Email: sarah.foster@adur-worthing.gov.uk
Website: www.adur-worthing.gov.uk
Planning Services
Portland House
44 Richmond Road
Worthing
BN11 1HS

11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent. ○ Yes ◉ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

12. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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* 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**

*** '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.**

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.

12. Ownership Certificates and Agricultural Land Declaration

Person role

- ○ The applicant
- ◉ The agent

Title	Mr
First name	James
Surname	Burton
Declaration date (DD/MM/YYYY)	18/12/2018

☑ Declaration made

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. ☑

Date (cannot be pre-application)	18/12/2018