

Planning Services, Adur & Worthing Councils

Portland House,
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Worthing,
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BN11 1HS

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Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	16
Suffix	
Property Name	
Address Line 1	Thirlmere Crescent
Address Line 2	
Address Line 3	West Sussex
Town/city	Sompting
Postcode	BN15 9UE

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
516894	104081

Description

Applicant Details

Name/Company

Title

Mrs

First name

Kandice

Surname

Kent-Bartlett

Company Name

Address

Address line 1

16 Thirlmere Crescent

Address line 2

Address line 3

Town/City

Sompting, Adur

County

Country

GB

Postcode

BN15 9UE

Are you an agent acting on behalf of the applicant?

- ☐ Yes
- ☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposed works

We would like to add a front porch to our property. Our current front door and hallway is quite narrow and entering and leaving the house to all fit in the area is difficult. We would also like a space to store coats and shoes as opposed to tripping over them in the hallway. Our hallway area is narrow and dark, we are hoping to bring in additional light and space. By moving the front entrance door and porch to our front office will give us the light and space we need and ensure the pitched roof matches in with the upstairs dormers as well as being centrally inline with the middle dormer for aesthetic purposes. We decided to widen as opposed to deeper the design to avoid blocking light/views from neighbouring properties and our front bay window. The small additional bay next to the porch would fill the strange looking void/area left behind from the front door as well as blending it in with the current bay and inline with this to stop any light being blocked to our neighbours as well as our bay room, but also to bringing additional light into the hallway area.

Has the work already been started without consent?

- ☐ Yes
☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Windows

Existing materials and finishes:

Add a fully double glazed upvc miniature two section bay window as per our existing with dwarf rendered wall.

Proposed materials and finishes:

Upvc bay window with Georgian a rated glass. Dwarf wall underneath in block/brick with rendered finish as per existing walls.

Type:

Walls

Existing materials and finishes:

Current brick built walls with rendered finish

Proposed materials and finishes:

The porch walls would blend with the house with the same brick built and rendered finish.

Type:

Roof

Existing materials and finishes:

Our current roof and dormers are wooden supports with felt and tiled finish.

Proposed materials and finishes:

The roof would be of the same as the existing dormers, wood structure with felt and tiled finish. Possibly adding rooflines/veluxs into the roof for added light. This would be determined once made and in place.

Type:

Doors

Existing materials and finishes:

Currently have a upvc fully double glazed door with brick/render surround.

Proposed materials and finishes:

Would consider a fully double glazed upvc composite door with fully double glazed upvc side lights and a rated Georgian style glass to match existing. Surround and piers brick built with rendered finish as per existing.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☐ Yes

☒ No

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

☐ Yes

☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

☐ Yes

☒ No

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

Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes
☒ No

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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?

- ☐ The agent
☒ The applicant
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☐ Yes

☒ No

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.

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?

☐ Yes

☒ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

E.g. All the land is owned by a single individual

☒ Yes

☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

☐ Yes

☒ No

Certificate Of Ownership - Certificate A

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.

Person Role

☒ The Applicant

☐ The Agent

Title

Mrs

First Name

Kandice

Surname

Kent-Bartlett

Declaration Date

02/06/2026

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, 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.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Kandice Kent-Bartlett

Date

03/06/2026