Planning Services, Adur District Council

Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR DISTRICT COUNCIL

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AD/0350/08
28 JUL 2008

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

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MRS.
First name:	CAROLINE
Last name:	BISHOP
Company (optional):	
Unit:	
House number:	29
House suffix:	
House name:	
Address 1:	CHURCH STREET
Address 2:	
Address 3:	
Town:	SHOREHAM-BY-SEA
County:	WEST SUSSEX
Country:	ENGLAND
Postcode:	BN43 5DG

2. Agent Name and Address

Title:	MR.
First name:	DENNIS
Last name:	WADE
Company (optional):	DW PLANNING
Unit:	
House number:	59
House suffix:	
House name:	
Address 1:	SADLERS WAY.
Address 2:	RINGMER
Address 3:	
Town:	LEWES
County:	EAST SUSSEX
Country:	ENGLAND
Postcode:	BN8 5HG

3. Description of Proposed Works

Please describe the proposed works:

EXTENSION TO FORM DINING-AREA + ALTERATIONS

3. Description of Proposed Works (continued)

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: 29 House suffix:

House name:

Address 1: CHURCH STREET

Address 2:

Address 3:

Town: SHOREHAM-BY-SEA

County: WEST SUSSEX

Postcode (optional): BN43 5DG

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: MRS. HANNAH BARKER

Reference: ADC1009/08

Date (DD MM YYYY): (must be pre-application submission) 30.05.08

Details of the pre-application advice received:

SUBMIT REVISED SCHEME ADDRESSING PREVIOUS REASON FOR REFUSAL (DESIGN, ETC).

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 boundary? ☐ 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.

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☑ No

If Yes, please describe:

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ☐ Yes ☑ No

If Yes, please provide details:

10. Materials

If 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	Drawing references if applicable
Walls		WHITE PAINTED RENDER, TO MATCH EXISTING	☐	☐	11.133A
Roof		NATURAL SLATE WITH LEAD FLUES + RIDGE, TO MATCH EX.	☐	☐	11.133A
Windows		DOUBLE-GLAZED CASEMENTS	☐	☐	11.133A
Doors			☐	☐	
Boundary treatments (e.g. fences, walls)		RAISE EXISTING FLINT BOUNDARY WALL TO 1.950m.	☐	☐	11.133A
Vehicle access and hard-standing			☐	☐	
Lighting			☐	☐	
Others (please specify)			☐	☐	

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

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

DESIGN + ACCESS STATEMENT (AS ATTACHED)

11. Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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 *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which the application relates.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	03/07/08

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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 *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

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

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ 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 *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of the land or building, or of a part of it , but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating 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):

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

11. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ 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 *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating 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):

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

AGRICULTURAL HOLDINGS CERTIFICATE

Town and Country Planning (General Development Procedure)Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	03/07/08

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - 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 has been submitted.

3 copies of a completed and dated application form: ☑

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: ☑

3 copies of other plans and drawings or information necessary to describe the subject of the application: ☑

3 copies of a design and access statement where proposed works fall within one of the following designated areas: ☑

- National Park
- Site of special scientific interest
- Conservation area
- ~~Area of outstanding~~ natural beauty
- World Heritage Site
- The Broads

The correct fee: ☑

3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ☑

3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): ☑

13. Declaration

I/~~we~~ hereby apply for planning permission/~~consent~~ as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	03/07/08 (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:
	01273 814200	

Country code:	Mobile number (optional):
	07966 516336

Country code:	Fax number (optional):
	01273 814200

Email address (optional): Dereck.Wade@tesco.net

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)

If Other has been selected, please provide:

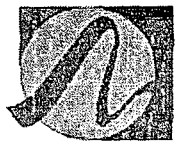
Contact name:

Telephone number:

Email address:

Adur District Council :
Planning application checklist

ADUR
DISTRICT COUNCIL



Please complete the checklist below.

If you are unsure about any aspect of your application please phone Planning Services on (01273) 263222.

1	Have you completed all questions on the application form, including a full description of your proposal and marked any questions not applicable with 'not applicable'?	☑
2	Have you signed and dated your application form?	☑
3	Have you completed and signed one of the ownership certificates?	☑
4	If ownership certificate B is applicable, have you sent an Article 6 Notice (Notice No.1) to the named owner(s)?	☐
5	Have you provided an Ordnance Survey extract at the scale of 1:1250 with the site outlined in red and any other land in the applicants control outlined in blue?	☑
6	Have you provided an Ordnance Survey extract or other block plan at a minimum scale of 1:500 with the siting of the proposed development shown on it?	☑
7	Have you included at least three sets of all plans and drawings (identified with a reference number) at a minimum scale of 1:50 for floor plans and 1:100 for elevations?	☑
8	Have you included a Design and Access Statement if required? (please see guidance notes)	☑
9	Have you included a Flood Risk Assessment if necessary? (see Environment Agency website)	☐
10	Have you included the correct fee?	☑
11	Have you signed and dated your cheque?	☑

We require three sets of all documents and it would be helpful if you could also send copies you have electronically on CD-rom.

CIRCULAR NO. 01/2006

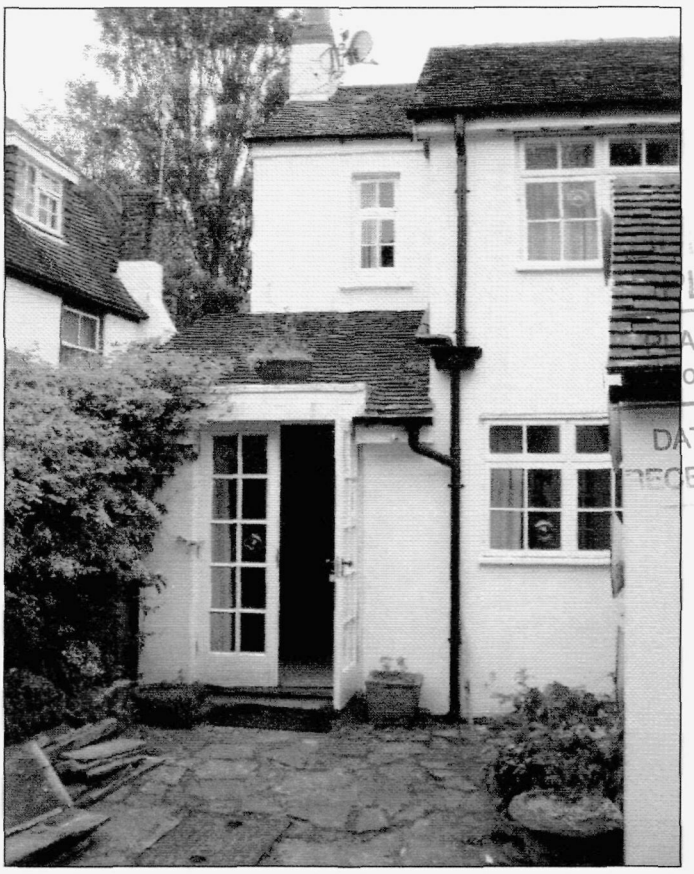
DESIGN AND ACCESS STATEMENT

SITE LOCATION:

29, Church Street, Shoreham-by-Sea, BN43 5DQ

PROPOSAL:

Single Storey Rear Extension and Alterations



DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. ADC/0350/08
DATE RECEIVED 28 JUL 2008

DW PLANNING 59 SADLERS WAY RINGMER EAST SUSSEX BN8 5HG

INTRODUCTION

This Statement follows the guidance in Circular 01/2006, and also the CABE booklet "Design and Access Statements – How to write, read and use them".

It is based upon the recommended "assessment-involvement-evaluation-design" process, and explains and justifies the proposals as set out in the planning application itself.

1. ASSESSMENT

1.1 Physical: 29 Church Street is a two-storey, end-of-terrace property: see photographs Nos. 1 and 2 at Annex 1 attached. It is situated on the west side of the Street, which comprises a mix of residential properties which are almost entirely linked and of ages ranging mainly through the 18th. and 19th. centuries.

1.2 However, that part of the rear of the property to which the extension will be added is of very recent construction, built in 1986.

1.3 The cottage abuts the street on its east side and faces the churchyard of the Church of St. Mary de Haura. Along and abutting its northern flank is a pedestrian twitten (see photograph No.3)

1.4 At the rear a paved area lies between the house and a single-storey garage (see photograph No. 4), which has access to Middle Street (photograph No. 5).

1.5 The cottage lies within the designated Shoreham Conservation Area, and has also recently been added by the Council to the list of *"unlisted buildings making a positive contribution to the townscape".*

1.6 The character and appearance of the area is one of town houses, several of which have relatively modern rear extensions, some at first-floor level or higher, and of designs not

considered sympathetic to the locality or the Conservation Area – see for example photograph No. 5.

1.7 Social: no adverse impacts, apart from the (temporary) construction phase, controllable via appropriate planning conditions as to hours of work, etc. New extension, sympathetic in terms of scale and design, will provide much-needed additional accommodation to the existing house. As to impacts on nearest properties, minimal in the extreme, as the nearest neighbour is separated from the site by the twitten, the wall of which will be heightened to reduce even further the impact from any overlooking windows (see photograph No. 6).

1.8 Economic: insignificant, although construction phase will benefit local economy.

1.9 Planning Policy: development in general accordance with national guidance in PPS 15 – "Planning and the Historic Environment", especially paras. 4.14 – 4.20, in that it will conserve, if not positively enhance, the character and appearance of the Conservation Area, with a design sympathetic to and reflecting the ethos of the buildings of this age and style.

1.10 This revised scheme addresses the Council's sole reason for refusal (and thus Local Plan policy AB4 and West Sussex Structure Plan policies CH4-5) relating to an earlier submission, ref. ADC/0090/08, vide that the (then) flat-roof design and cramped siting would have a harmful effect on the character and appearance of re dwelling-house and the Conservation Area.

1.11 The pitched-roof design is more sympathetic and appropriate to the area than previous, flat-roof versions, and its visual impact reduced to an acceptable minimum due to the hipped roof and heightened boundary wall.

1.12 Note: it should be noted from the Officer's report to the Council's Planning and Regulatory Committee on 28 April 2008 in relation to last refused scheme that the application was recommended for approval, and that matters of residential amenity were not held to be

sufficiently adverse as to warrant refusal on such grounds; no reference is thus made to residential amenity in the refusal reasons.

1.13 It should also be noted that, although the Council's normal standards for rear gardens were not met, an earlier Appeal decision indicated that the Inspector disagreed that this should be applied at the property, as the remaining small garden area was *"not out of keeping with the compact character of the housing and would cause no harm to the living conditions of the property occupiers or their neighbours".*

2. INVOLVEMENT

2.1 The Applicant's Agent and Architect have held pre-application discussions with the appropriate Officer of the Council, who was generally supportive of the (then) sketch proposals for the extension.

2.2 The Applicant herself also had pre-application meetings with the two nearest neighbours, at which time the latest plans were discussed. (however, she was not able to meet the neighbour who spoke at the Committee meeting against the earlier application, as he was not agreeable to any such meeting).

3. EVALUATION

3.1 In view of the existing residential context, a small-scale, subservient extension is considered the most appropriate option for the Applicant's needs. Siting and design selected to minimise impact of new extension in relation to both the existing property and the surrounding areas.

4. DESIGN – GENERAL CONSIDERATIONS

4.1 Overall design solution and use of materials reflect those of the existing house and surrounding buildings in the Conservation Area. The new, amended scheme shows a

ridged roof, commensurate with the ridged roof style of the existing property and its neighbours, but hipped at its northern end to minimise any degree of over-topping the flint boundary wall (which is to be heightened to its maximum "permitted development" height to reduce the visual impact even further).

4.2 It is further considered that, in terms of the outlook from neighbouring properties` windows, a view of a pitched roof is infinitely preferable to that of a flat roof, which would inevitably attract problems of rubbish and debris being thrown over the twitten wall and collecting on the flat roof itself.

4.3 Pitched roofs are, in any event, far superior both in terms of appearance and efficiency in deflecting rainfall, than flat roofs.

5. USE

5.1 The proposed extension will be used for additional dining accommodation to serve the existing dwelling as a kitchen-diner facility, thus its residential use is compatible with the ambient land-use situation at the premises.

6. AMOUNT

6.1 The extension has a relatively small footprint as compared with that of the existing dwelling, and its lower overall height and set-back render it compatible in terms of scale and size with the main dwelling, and with the Conservation Area.

6.2 The remaining rear garden area has already been deemed appropriate and acceptable by a previous Inspector, as outlined above.

7. LAYOUT/SCALE

7.1 The new dining area will relate directly, and internally, with the existing, relatively small and very cramped kitchen. It will be accessed via internal arrangements only, with windows overlooking the rear patio area.

7.2 The extension is to be of single-storey height, with a pitched roof linking at a right-angle to the existing pitched roof to the rear (replacing that part of the existing gable roof with a new, lower profile roof – see Sectional Plan).

7.3 The new roof will comprise natural slates, to reflect this particular feature on the other buildings in the Conservation Area, and because the pitch of the new roof is too shallow to enable clay tiles to be used thereon. (it is the Applicant's intention to continue the use of natural slates over the existing garage, replacing its current, somewhat incongruous roof materials, thereby enhancing the visual appearance of the Conservation Area as a result).

7.4 The design detailing considers the balance of features such as doors and windows, and those elements already in existence as features on the main dwelling.

8. LANDSCAPING

8.1 As an extension to an existing property, no new landscaping is required, and no significant existing landscaping features are affected.

9. APPEARANCE

9.1 Overall, the new extension results in a scheme which fits in well with the existing dwelling and its surroundings.

9.2 The development of the site in the manner proposed will enhance the visual qualities of the area, in the form of a small-scale, subservient and well-designed extension appropriate to the local vernacular and the rural setting.

10. ACCESS

(i) Vehicular and Transport Links:- No significant additional requirements arise from this domestic extension.

(ii) Inclusive Access: internal accessibility has been addressed, having regard to statutory and other relevant requirements.

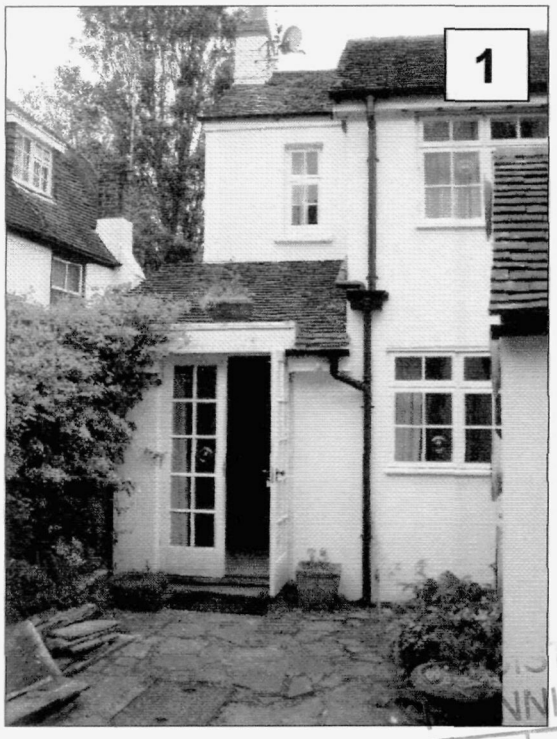
11. CONCLUSIONS

11.1 The proposed extension represents a design solution which results in a modern, up-to-standard form of extra accommodation, provided with minimum impact upon the fundamental integrity and appearance of the existing house and its Conservation Area setting.

11.2 The proposals address and overcome the reasons for refusal attached to the earlier scheme, ref. ADC/0090/08.

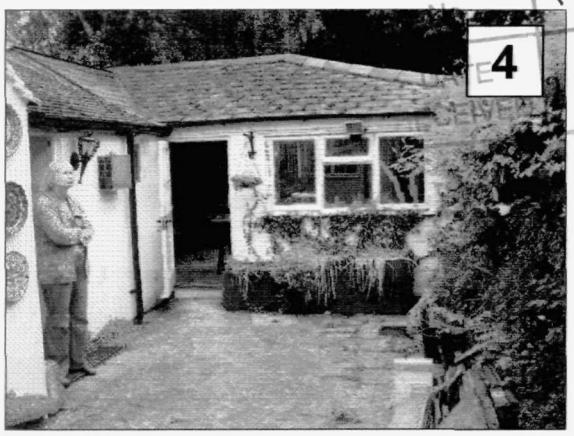
11.3 The proposals are consistent with the positive advice regarding such development as set out in relevant national and local planning policy guidance as referred to above .

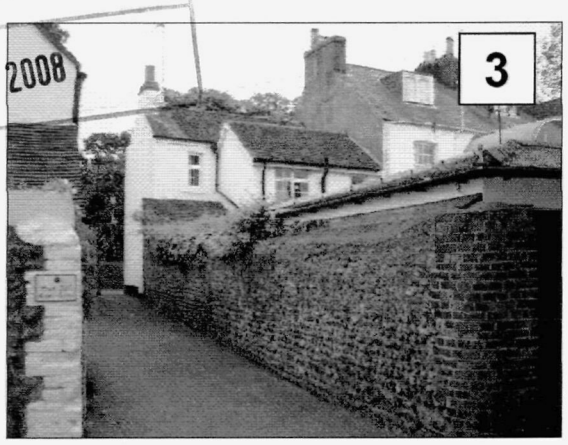
ANNEX 1

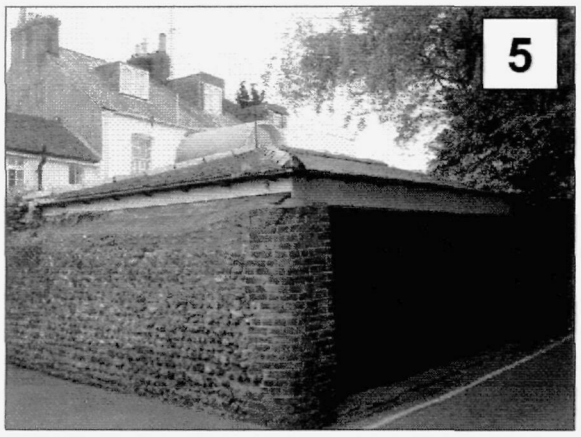




PLAN
8 JUL 2008

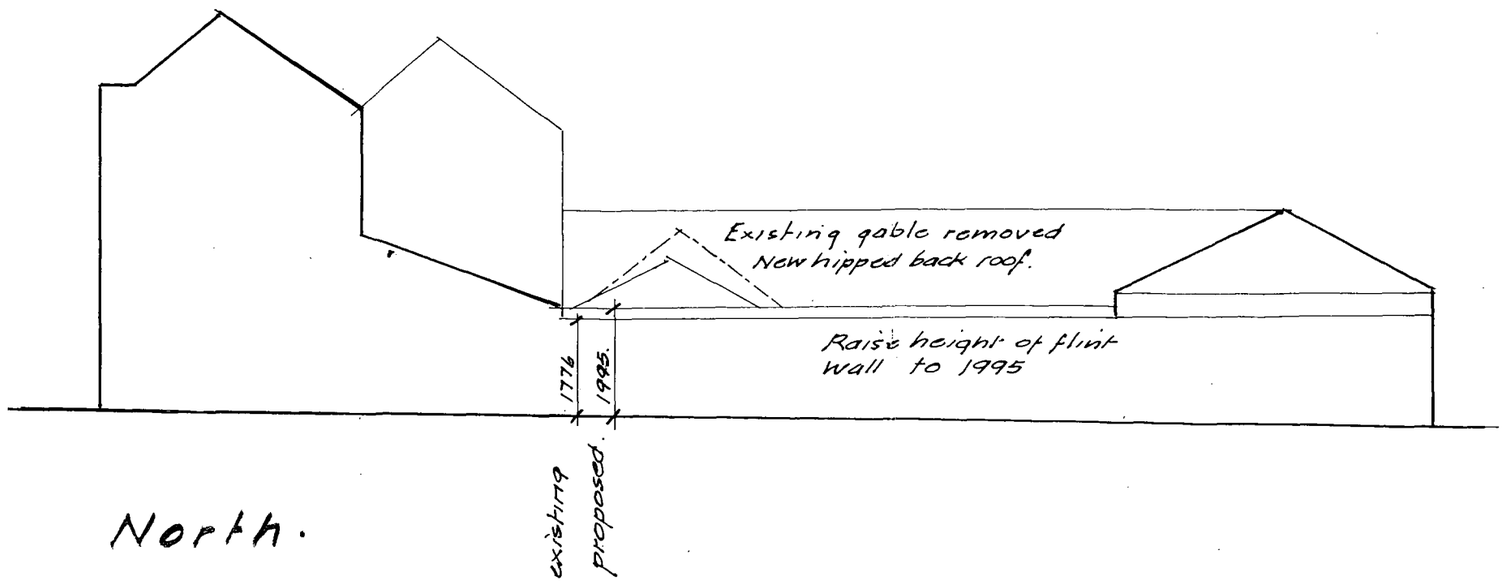








PLANNING DIVISION
PLAN No. A0603568
DATE RECEIVED 18 JUL 2008



North.

29 CHURCH STREET SHOREHAM.

North Elevation.
Scale. 1 : 100 Drwg no. 11133 E.

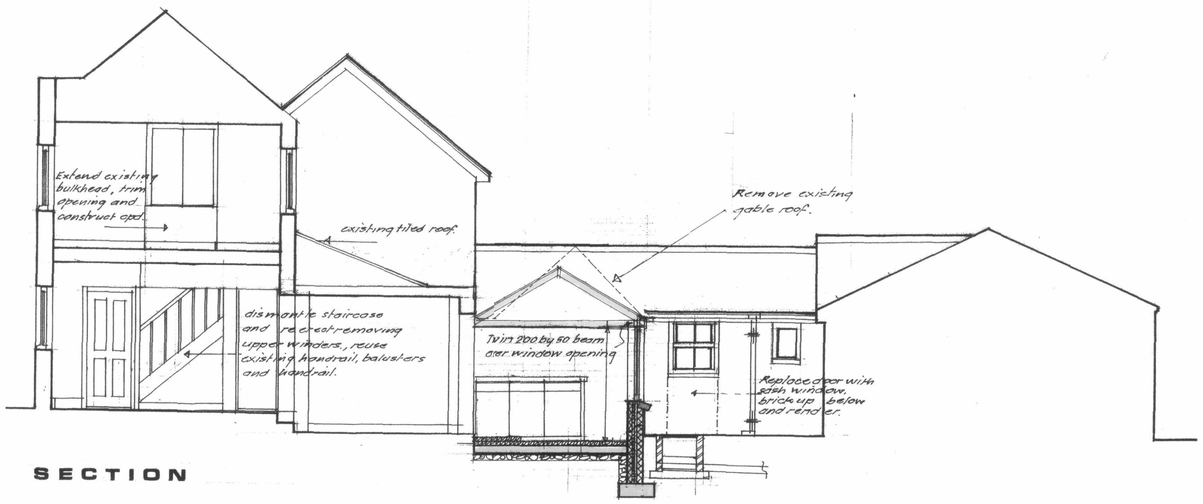


ADUR DISTRICT COUNCIL
PLANNING DIVISION

PLAN No.	A/0635/08
DATE RECEIVED	28 JUL 2008

29 Church Street
SHOREHAM.

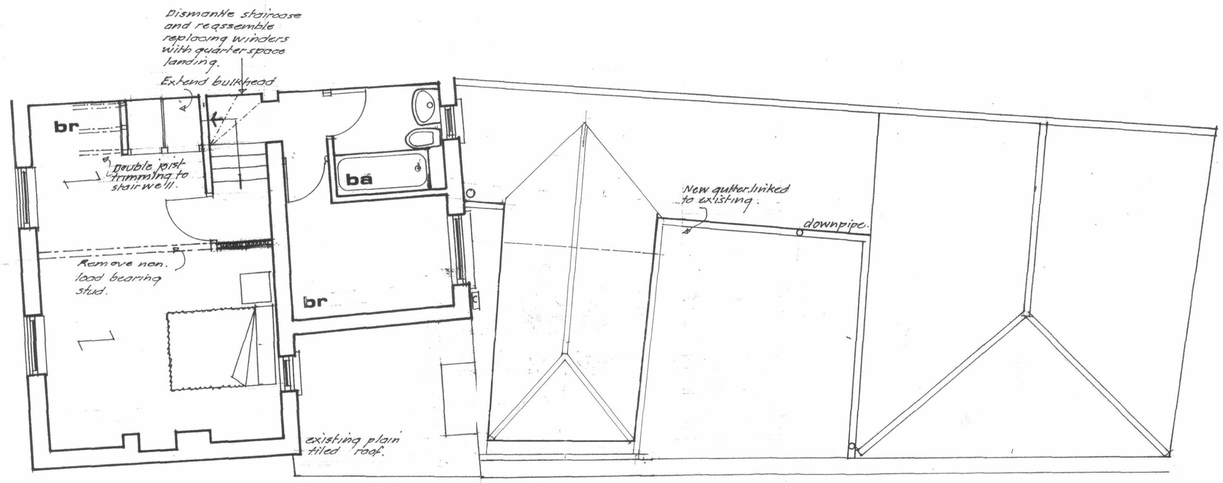
BLOCK PLAN. 1:500
Drwg No. 11133b.



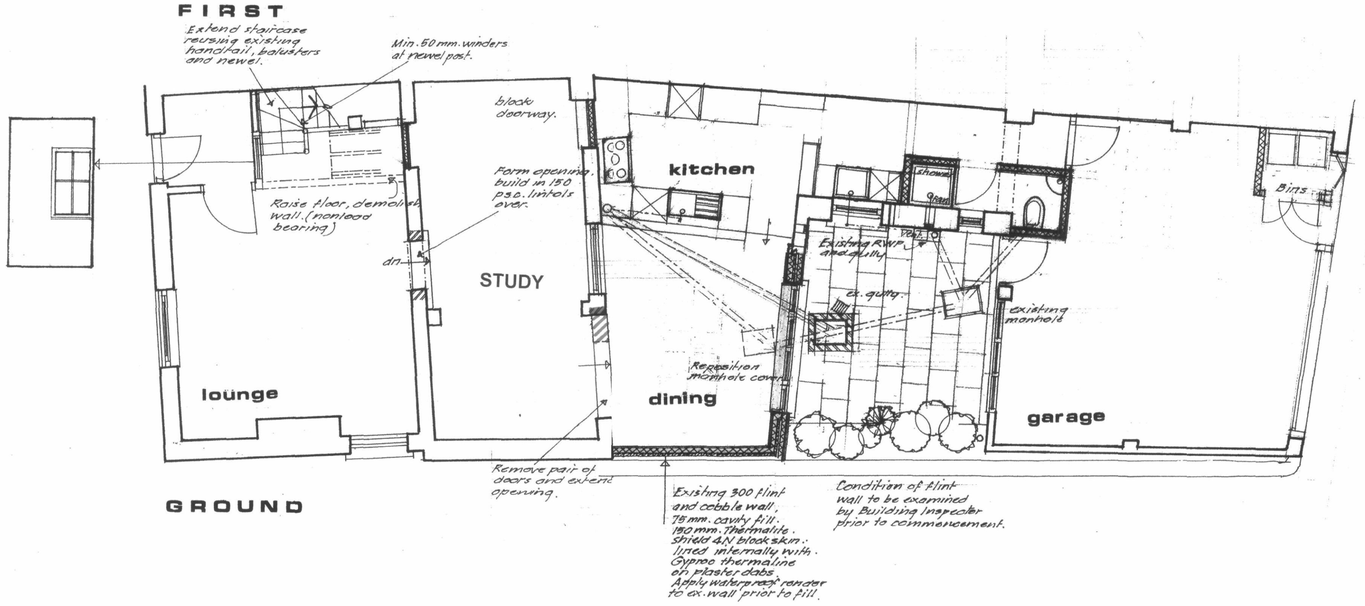
SECTION



WEST



FIRST



GROUND

WALLS
Exterior walls to be of cavity construction with 100mm Thermalite Shield 4N block outer skin, 75 cavity with 35mm Celotex CW 30352 secured with wall ties at 450 intervals vertically, 750mm horizontally and 30mm at reveals with 100 Thermalite Shield 4N block inner skin.
Line interior surfaces of cavity walling in utility room and kitchen extension with Gyproc Thermaline Super secured with dabs of Gyproc Dri-wall adhesive and finished with Board Finish plaster.
Stud walls to be 100 x 50 stud at 600mm centres covered both sides 12.5 plaster-board and with 25mm mineral wall batts (density 10kg/m³) suspended in cavity.
Ground floor partitions to be of 100 aerated block rendered and set both sides.

WINDOWS
~~Conservatory~~ casements glazed with double glazed sealed units 24mm thick of lowE glass En=0.15 or lower.
Any glazing in doors or within 1m of floor level to be in laminated or toughened glass.
Each window to be provided with trickle ventilation, minimum area 8000mm².
Ventilation openings in habitable rooms to provide area at least equal to 1/20th floor area.

FLOORS
Ground floor slab to be of 150 concrete laid on consolidated hardcore with blinded surface and visqueen damp-proof membrane. Lay 65mm Celotex insulation over slab and finish with 65 cement and sand screed and floor surfacing. Floor membrane to be turned up internal face of cavity wall and linked with horizontal damp-proof course.
New second floor to be 200 x 50 joists at 400 centres covered with 25 t.g. chipboard.

STAIRCASE
Treads to be 230, risers 188, handrail 900 above nosing line, minimum headroom 2,000, balusters maximum 100 spacing and balustrade to be 1100 above floor.
Fix battens to underside of strings, infill between with 50mm mineral wool and finish with two layers 9.5 plasterboard and set.

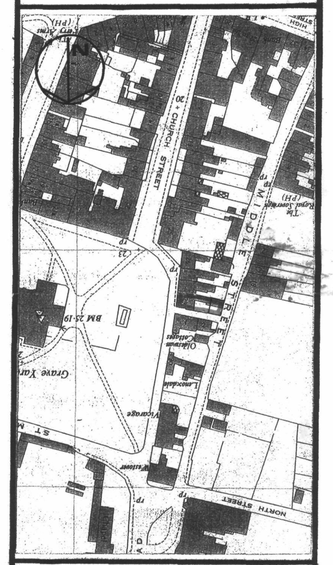
VENTILATION
Extract fans to bathrooms and w.c. compartments to be of 15L/sec. capacity with 15 minute overrun.
Extract fans to kitchens to be of 30L/sec capacity.

ELECTRICAL
Power socket outlets to be positioned 750mm above floor level, switches 1200mm above floor level.
Submit the appropriate BS.7671 electrical Installation Certificate to the Local Authority prior to completion. Energy rating low energy light fittings throughout.

~~LINTOLS~~
~~To all external door and window openings, install Catnic galvanised metal lintol type with 150 bearing each end.~~

DRAINAGE
Expose existing drain below extension surround in 150 concrete. Where drain passes through new walls protect with flexible sleeve and build in lintols or relieving arch over.
New branches to be 100 plastic laid on bed of pea beach and to a min. fall of 1 in 40.
Manholes with 150mm concrete base, semi-engineering one brick thick walls and medium weight recessed covers and frames. Piping to be 100 hepsleeve, minimum fall 1/40.
New hepsleve pipes bedded on pea beach, where drains within building are less than 300mm from top of pipe to oversite slab surround in 150 concrete.
Provide concrete lintol to support brickwork where drain trenches pass through walls. Reinforce oversite with BRC mesh where laid over drain trenches.
Soil stacks to be 100 Upvc discharging 900mm above any opening within 3m and with slow radius bends at foot.
Waste pipes to be Upvc with inspection eyes at bends, 38 diameter to sinks, baths and showers, 32 diameter to basins.

HEATING
Hot water supply and central heating from circulating pipework and radiators to be fed from condensing gas-fired boilers with flues and terminals. Radiators complete with thermostatic valves (TRV's).



SITE 1:1250

29 Church Street
Shoreham-by-Sea
West Sussex
BN43 5DQ

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN NO. AD/0330/08
DATE 28 JUL 2008

July 2006

Scale 1:50/1:100

Drawing No.: 11,133 A

Amendments:

a/		
b/		
c/		
d/		
e/		

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