ADUR DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACT, 1990

APPLICATION FOR PLANNING PERMISSION

4 copies of this form required, together with plans and appropriate fee.
All measurements are to be given in metric.

FOR OFFICIAL USE ONLY
Appl. No. Adc/01408
Date Received 05 MAR 2008
Fee 135
Rem. List

IT IS IMPORTANT THAT YOU READ THE GUIDANCE NOTES AS INCORRECT COMPLETION INVOLVES DELAY

1. Applicant (In BLOCK CAPITALS)	Agent (if any) to whom correspondence should be sent (In BLOCK CAPITALS)
Name Mr. & Mrs. I. Hand.	Name R.J.REYNOLDS Architectural Services.
Address 6 Rooksacre Cottages Sompting West Sussex BN15 0AX	Address 82 GREENACRES SHOREHAM BY SEA WEST SUSSEX BN 43 5XL
Tel. No.	Tel. No. 01273 462889

2. Type of Application (see Note 2)

		State Yes or No
(a)	Full planning permission (including changes of use)	YES
(b)	Outline planning permission	NO
(c)	Renewal of a temporary permission	NO
(d)	Permission for retention of building or continuance of use without complying with a condition imposed on a planning permission	NO
(e)	Permission to develop land without complying with a condition imposed on a planning permission.	NO

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

(i)	Siting	☐
(ii)	Design	☐
(iii)	External appearance	☐
(iv)	The means of access	☐
(v)	Landscaping of the site	☐

If yes, state the date and number of the permission and outline the particular condition

Date

Application No.

Condition No.

3. (a) Full address or location of the land to which this application relates

6 Rooksacre Cottages West Sussex BN15 0AX

(b) State whether applicant owns or controls any adjoining land — State Yes or No: No — If yes, this land must be edged blue on the location plan

(c) Area of site 236 es/sq. metres

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

(d) Description of proposed development (If residential development, state no. of units proposed and type if known e.g. houses, bungalows, flats)	Proposed conversion of an existing garage to a study and new front entrance portico

(e) State whether the proposal involves:-

		State Yes or No
(i)	New building(s) or structure(s)	No
(ii)	Alteration or extension of building(s)	Yes
(iii)	Construction of a new access to a highway) vehicular	No
	) pedestrian	No
(iv)	Alteration of an existing access to a highway) vehicular	No
	) pedestrian	No
(v)	Closure of existing access	NO
(vi)	Change of use only	NO

C.P. 1 PT. 1

4. Particulars of Use of Buildings or Land: state (a) Present use — Residential
(b) If vacant, the last use

5. Additional Information

		State Yes or No		State Yes or No
(a)	Is the application for industrial, office warehousing, storage, shopping, commercial purposes or places of public assembly? (See note 5)	No	If yes, complete part 2 of form C.P. 1	
(b)	Is the application for the winning or working of minerals?	NO	If yes, complete part 4 of form C.P. 1	
(c)	Is the application for an agricultural dwelling or building?	NO	If yes, complete part 6 of form C.P. 1	
(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?	NO	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 the position on plan	
(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.	

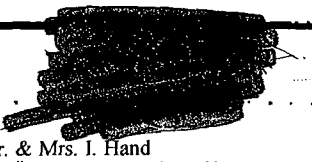
(h) (i) How will surface water be disposed of? — (i) To Soakaways
(ii) How will foul sewage be disposed of? (e.g. mains, cesspit, etc.) — (ii) To Main Sewer

6. Plans (See Note 6). 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)

Drawings 1605 / P1A & P2A . Plans & Elevations 1:100 Block & Site Location Plans 1:500 & 1:1250.

7. Fees (See Note 7)
If a fee is submitted please give the amount € 135.00

8. I/WE APPLY FOR PLANNING PERMISSION AS DETAILED ABOVE.

DATE 24th. February 2008 SIGNED 

on behalf of Mr. & Mrs. I. Hand
(insert applicant's name if signed by an agent)

9. Certificate under Section 65 of the Town and Country Planning Act. 1990 (Article 7 of the T & CP (General Development Procedure) Order 1996
N.B. A signed certificate MUST accompany this application (See Note 9).
If the applicant is the sole owner (a) the following certificate should be completed and signed.

CERTIFICATE A

1. Certificate A(a)
I certify that

(a) Owner means a person having a freehold interest or tenancy the unexpired term of which was not less than 7 years

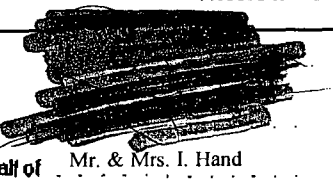
on the day 21 days before the date of the accompanying application nobody, except the applicant, was the owner (a) of any part of the land to which the application relates.

*2. None of the land to which the application relates is or is part of an agricultural holding.

OR

*3. *I have / The applicant has ——— given requisite notice to every person other than *myself / himself/herself ——— 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



*Delete where inappropriate

Signed

On behalf of Mr. & Mrs. I. Hand

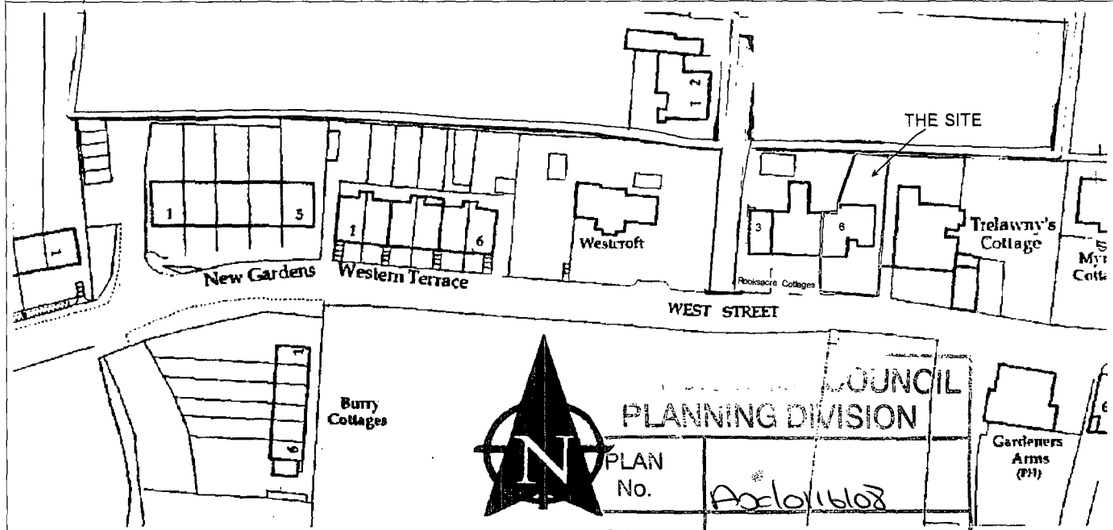
Date 24th.February 2008

CLIENT	Mr. & Mrs. I. Hand.
PROJECT	6 Rooksacre Cottages Sompting West Sussex BN15 0AX Proposed conversion of garage to a study and new front entrance portico
DRAWING	Site Location Block Plan & Existing & Proposed Front Elevations.

R.J.REYNOLDS HNC Con. Tech. (Arch)
Architectural Services
82 GREENACRES
SHOREHAM BY SEA
WEST SUSSEX
BN43 5XL
Telephone: 01273 462889
Fax: 01273 441992

drawing	1605/P1	scale	1 :100; 1:500&1:1250	date	Sept. 2007	revisions	A

Rev. A. Feb. 2008. Front elevation revised at clients request. RJR



SITE LOCATION PLAN

PLANNING NOTES:

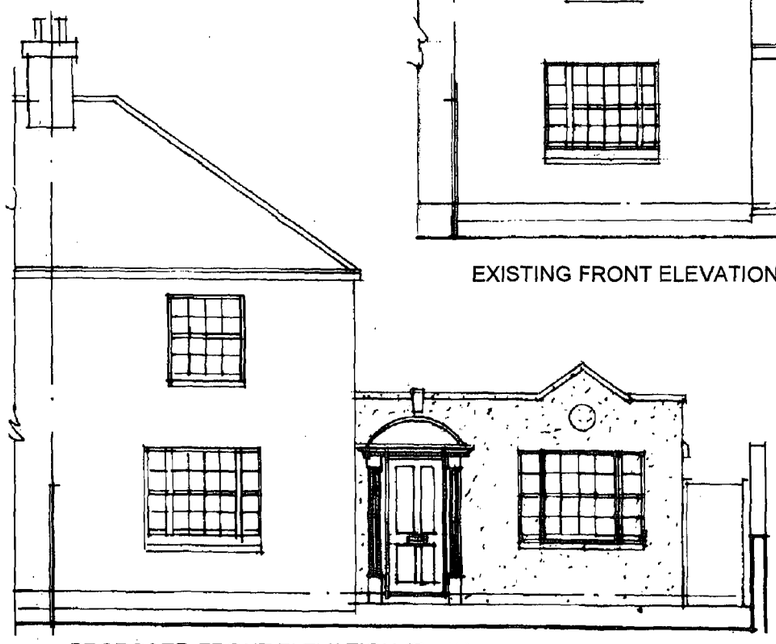
The site boundary is indicated with a red line with a flying freehold at first floor shown with a dotted line over No 5.

The site dimensions at ground floor are 11 m frontage 26 m deep giving a total site area of 236 sq. metres of an irregular shape.

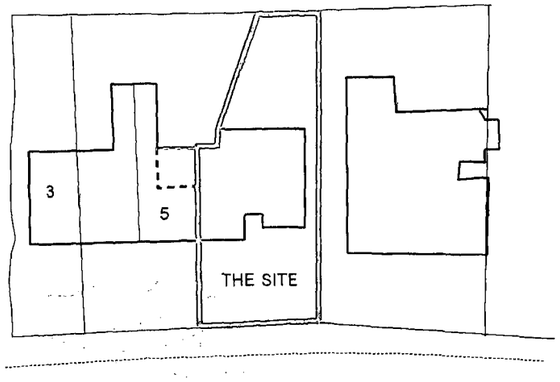
The property is on mains drainage connected to a main sewer which remains unaltered. Surface water goes to soak away and is unchanged.



EXISTING FRONT ELEVATION (South)



PROPOSED FRONT ELEVATION (South)



BLOCK PLAN 1: 500

PLANNING PROPOSALS:

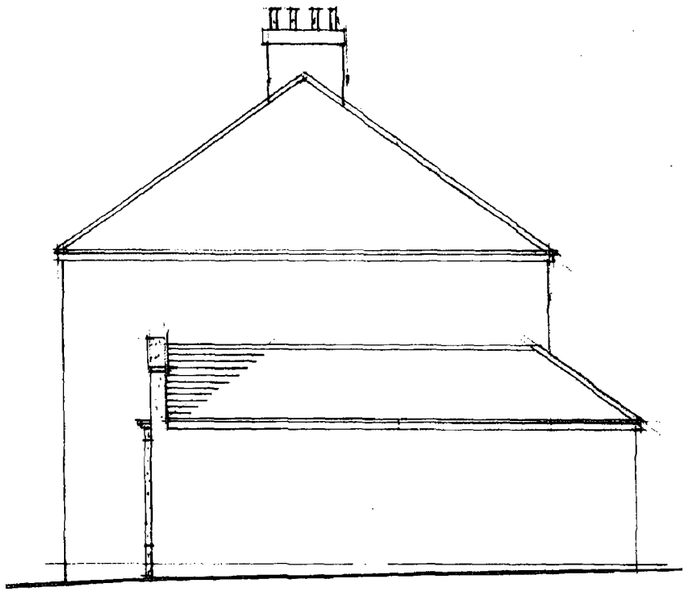
The proposals are to redesign the front of the building to create an enlarged Hall area and change the existing garage into a study / bed 3.

The exterior is to be rendered to match the existing building with a new door and portico in keeping with period of the building with a glazed feature fan light over. A timber sliding sash window is to replace the garage doors.

The existing garage roof is to have an extended ridge to meet the raised parapet line.

The existing hall roof is to be raised to provide more height internally and provided with a roof light to provide natural light and ventilation.

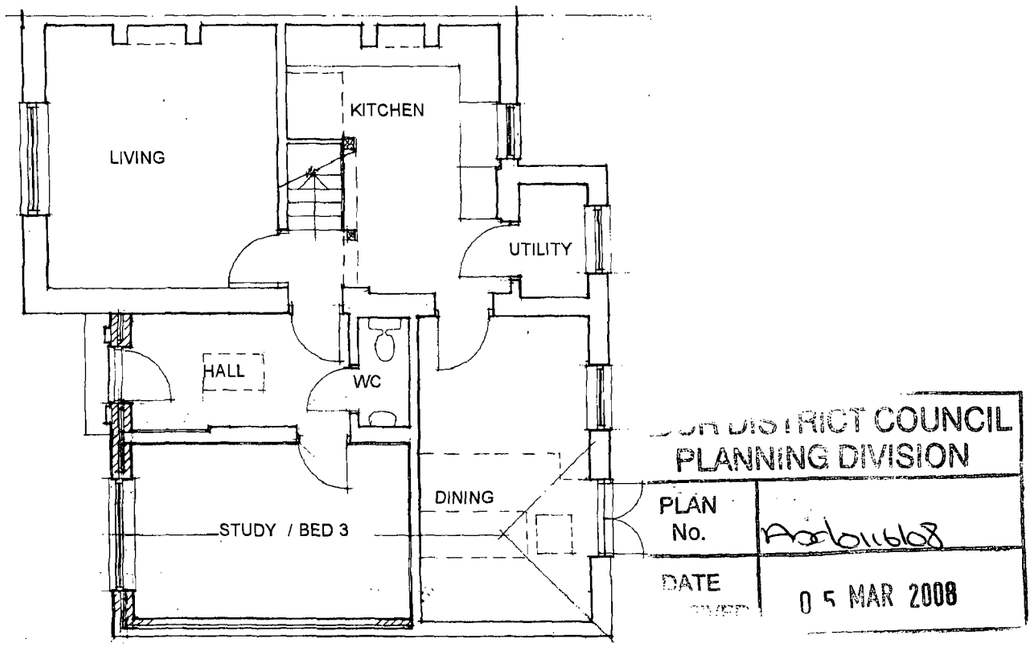
All materials are to be in keeping with the existing.



PROPOSED SIDE ELEVATION (East)

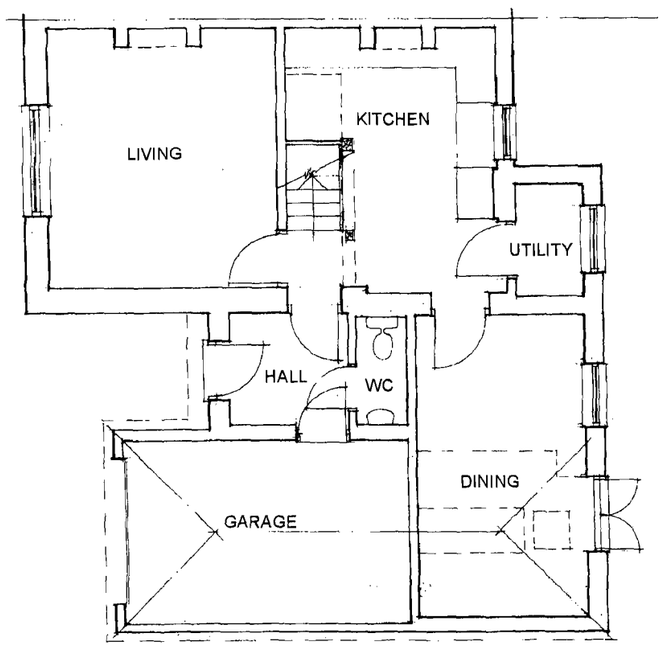
CLIENT Mr. & Mrs. I. Hand.				PROJECT 6 Rooksacre Cottages Sompting West Sussex BN15 0AX		R.J.REYNOLDS HNC Con. Tech. (Arch) Architectural Services 82 GREENACRES SHOREHAM BY SEA WEST SUSSEX BN43 5XL Telephone: 01273 462889 Fax: 01273 441992	Rev. A. Feb. 2008. Front elevation revised at clients request. RJR
DRAWING Existing & Proposed Floor Plans				Proposed conversion of garage to a study and new front entrance portico			
drawing	1605/P2	scale	1 :100;	date	Sept. 2007	revisions	A

A

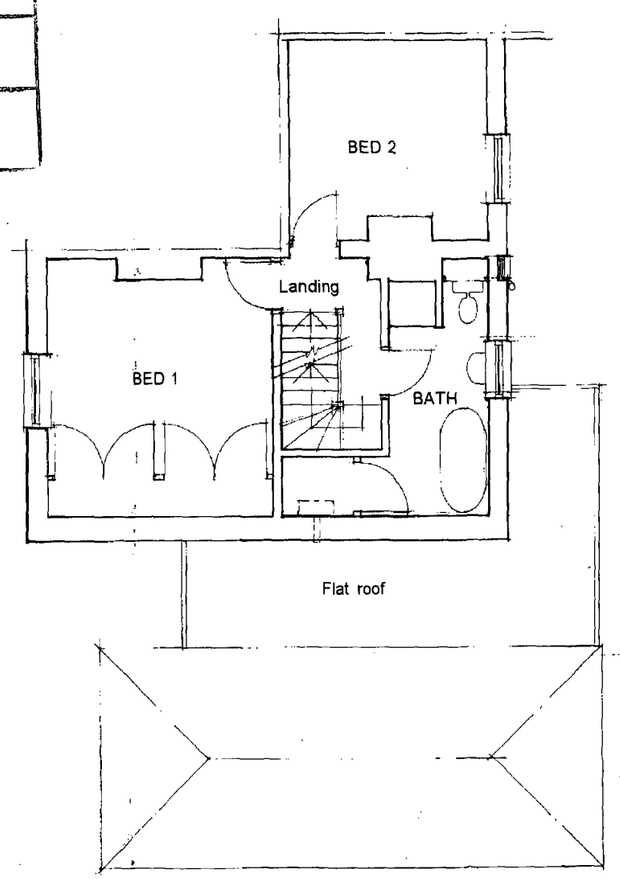


PROPOSED GROUND FLOOR PLAN

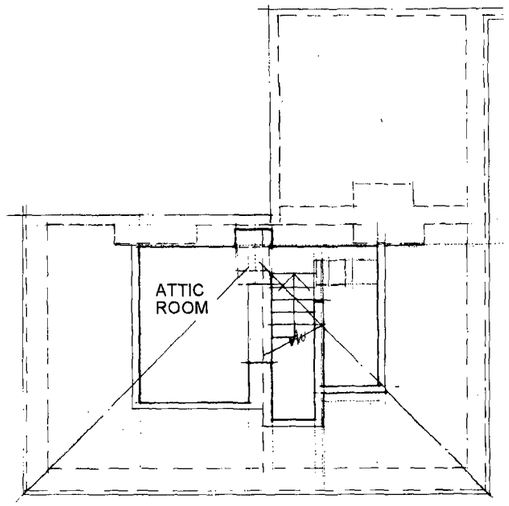
PLANNING DIVISION
PLAN No. A06/1668
DATE RECEIVED 05 MAR 2008



EXISTING GROUND FLOOR PLAN



EXISTING FIRST FLOOR PLAN Unaltered



EXISTING SECOND FLOOR PLAN Unaltered

PLANNING DIVISION
PLAN NO. A0d011669
DATE RECEIVED 05 MAR 2008

Job No 1605

Proposed alterations to 6 Rooksacre Cottages Sompting West Sussex.

DESIGN & ACCESS STATEMENT

1. **Amount.** The proposal is to convert an existing garage to a study / bedroom and enlarge an existing porch for the convenience and use of the residents.

2. **Layout.** The building foot print is unchanged however the existing front entrance recess will be used as the additional porch area.

3. **Scale.** The new front entrance to the garage will be in filled and raised to allow the existing hipped roof to be extended to a gable and to allow a front entrance portico to be formed in keeping with the property.

4. **Landscaping.** The existing garden area drive way and pathways remain unchanged. There is no public space enhancement within the scheme.

5. **Appearance.** The design of the front entrance and window to the converted garage room are to match and be in keeping with the style and period of the building

6. **Use.** The use is residential and unchanged.

7. **Access.** The entrance to the site remains has already been enhanced with new gates and railings in keeping with the property and is unchanged, the front entrance to the property is to be moved forwards approximately 1.1 m. Unfortunately it has a stepped approach due to the slope of the ground and wheel chair access cannot be provided at the front of the property. However wheel chair access can be provided at the rear of the building.

8. **Sustainability.** The new front wall, door and window will be constructed with long lasting materials matching the existing building which has stood and been used for over a century in different forms.

R J Reynolds Ltd. 3rd. March 2008.