Planning Services
Portland House
Richmond Road
Worthing
BN11 1LF

Tel 01903 221065
Website www worthing gov uk/planning
Email planning@worthing gov uk

Worthing Borough Council

AT & INC
VDM/063612
DATE VALID 13/06/2012

For Office Use Only

App No _____

Date Rec _____

Case Off _____

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

You can complete and submit this form electronically via the Planning Portal by visiting www planningportal gov uk/apply

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

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	MR
First name	KEITH
Last name	GOODBODY
Company (optional)	
Unit	
House number	10
House suffix	
House name	
Address 1	FINCHES CLOSE
Address 2	
Address 3	
Town	LANCING
County	
Country	WEST SUSSEX
Postcode	BN15 8PN

2 Agent Name and Address

Title	
First name	
Last name	
Company (optional)	
Unit	
House number	
House suffix	
House name	
Address 1	
Address 2	
Address 3	
Town	
County	
Country	
Postcode	

3 Description of Proposed Works

Please describe the proposed works

~~ERECT FENCE WITH GATE INSIDE EXISTING HEDGE BOUNDARY AT NO HIGHER THAN 6 FEET ON THE SIDE OF THE PROPERTY TO GIVE SECURITY AND PRIVACY TO THE GARDEN AREA.~~

Retrospective application for fencing and gate to western side of No 10 Finches close

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	10	House suffix	
House name					
Address 1	FINCHES CLOSE				
Address 2					
Address 3					
Town	LANCING				
County	WEST SUSSEX				
Postcode (optional)	BN15 8PN				

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: NICK BOWDEN

Reference:

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

Details of the pre-application advice received: REQUESTED SITE VISIT AND FURTHER INFORMATION ON HEIGHT OF FENCE 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 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

8 Parking

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

If Yes, please describe

9 Authority Employee / Member

With respect to the Authority, I am

(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ☐ Yes ☑ No

If Yes, please provide details of the name, relationship and role

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
Walls			☐	☐
Roof			☐	☐
Windows			☐	☐
Doors			☐	☐
Boundary treatments (e g fences, walls)	PAINT (EXISTING) (EXISTING		☐	☐
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

11 Ownership 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)

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
WORTHING HOMES LTD	DAVISON HOUSE NORTH STREET WORTHING BN11 1EL	17/11/11

Signed - Applicant	Or signed - Agent	Date (DD/MM/YYYY)
[redacted]		18/11/11

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 Ownership 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)

12 Agricultural Land Declaration

AGRICULTURAL LAND DECLARATION

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 [redacted] | Or signed - Agent | Date (DD/MM/YYYY) 18/11/11

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who on the day 21 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)

13 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

- The original and 3 copies of a completed and dated application form ☐
- The original and 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 ☐
- The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application ☐
- The original and 3 copies of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building ☐
- The correct fee ☐
- The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable) ☐
- The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings) ☐

14 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]		17/11/11	(date cannot be pre-application)

15 Applicant Contact Details

Telephone numbers

Country code	National number	Extension number
[redacted]		

Country code	Mobile number (optional)
	[redacted]

Country code	Fax number (optional)

Email address (optional)

16 Agent Contact Details

Telephone numbers

Country code	National number	Extension number

Country code	Mobile number (optional)

Country code	Fax number (optional)

Email address (optional)

17 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