ADUR DISTRICT COUNCIL

Adur District Council

Town and Country Planning Act 1990

Office use
App Ad/0732/07
Date Rc. 05 DEC 2007
Fee £35

Householder's planning application form

Use this form to apply for planning permission to extend or alter your house or flat, to build a garage or other structure on your property or to create access for a vehicle onto a classified road (please read note 9).

Please read the notes before you fill in this form.

1 Please give the address of the property to be altered or extended.

29 DOWNLAND AVENUE
SOUTHWICK
BN42 4RF

2 Type of property (please tick)

Detached House	☐	Terraced House	☐	Other (please give details)	☐
Semi-detached House	☒	Flat	☐		

3 Please describe the development you are applying for.

LOFT CONVERSION COMPRISING FRONT AND REAR DORMERS
INCLUDING SIDE GABLE

4 Applicant (in block capitals)

Full name : MR + MRS BRAIN
Address (including postcode):
AS ABOVE
Phone Number:
Home: [redacted]
Work:
Extension:
Fax Number:

Agent (if any)

Full name :
Address (including postcode):
Phone Number:
Home:
Work:
Extension:
Fax Number:

5 Please enclose four copies of this form and four sets of plans.
Please number

	Plan number	Scale
Location plan	[redacted] N/A	1:1250
Block plan	N/A.	1:500
Floor plan		
Elevations		
Other		

6 Will the development involve cutting down any trees? Yes ☐ No ☒
If "Yes", please show these clearly on the block plan.

7 Will the development (including any new or altered access affect a public footpath or any other public right of way? Yes ☐ No ☒

8 Does this application require a fee? (See note 3) Yes ☒ No ☐

If "No", please tick the option that applies (See note 3) A ☐ B ☐ C ☐

If "Yes", please state the fee enclosed (See note 4) £ 135-00

Signature: [redacted] **Date:** 26/11/2007

Please print your name: MR. P. BRAIN

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

If anyone else owns the land or part of it, you must fill in Certificate B, which you can get from the Planning Section. You must also tell the owner of the land about this application by serving a notice on them. If you own all of the land, you must fill in Certificate A below.

Certificate A

I confirm that:

- Nobody except the applicant was an owner of any part of the land involved at the beginning of the period of 21 days before the date of this application; and
- none of the land this application relates to is an agricultural holding or part of an agricultural holding.

Signature: [redacted] **Date:** 26/11/2007

Please print your name: MR. P. BRAIN

Notes

1 You can get general guidance on whether you need planning permission to alter or extend your home from the Planning Section.

2 You can make the application yourself or you can employ someone (an "agent") to do it for you. If an agent makes the application, we will send all letters to them, including the planning decision notice.

3 **You will need to pay a fee unless your project is one of the following.**

A An application to improve access, health and safety or comfort in a disabled person's home. (A disabled person is someone who is covered by Section 29 of the National Assistance Act 1948.)

B An application required because "permitted development" rights have been removed. (Permitted development rights allow some work to be carried out without the need for planning permission.)

C A new or revised application of the same character or description for the same site and by the same person within 12 months of getting permission, permission being refused, or the date a withdrawn application is acknowledged.

4 A list of planning fees is enclosed with this form. For more details about fees, please contact the Planning Section on 01273 263222

5 Please send us **four** sets of your plans with the scale and north point clearly shown. It would help if these plans are size A3 or A4.

6 One copy of the plans must be coloured to show the work you are applying for.

7 Your plans must all be prepared using the metric scale. Unless your application is for creating a vehicle access onto a classified road, you should include four sets of the following.

- A location plan using an Ordnance Survey map at a scale of 1:1250. The site must be outlined in red.
- A block plan at a scale of 1:500 showing the site (highlighted in red) and all neighbouring properties. You should also highlight in blue the boundary of any other land you own which adjoins the site. The position of any trees and sewers should also be shown on this plan
- Floor plans at a scale of 1:50 or 1:100
- Elevations and a plan of the site at a scale of 1:50 or 1:100, including details of the materials to be used.

If your application is for creating a vehicle access onto a classified road, you only need to include location plans and a block plan. The block plan should show the work you are applying for.

8 You can buy an extract from the Ordnance Survey map by contacting the Support Section on 01273 263213 / 263214.

9 A classified road is a road classed by the Secretary of State as a road of national or local importance. These roads are often known as A, B or C roads.

10 Building Regulations – This application only relates to planning procedures. You may also need to apply for approval under the building regulations. You can get advice and forms from the Building Control Section.

Please send your application to:

Chief Officer
Planning and Development Services
Civic Centre
Ham Road
Shoreham by Sea
West Sussex
BN43 6PR

Phone: 01273 263222
Fax: 01273 263203
E-mail: developmentcontrol@adur.gov.uk

Before sending your application please make sure you have:

- answered all the questions;
- signed and dated the application form;
- signed and dated certificate A (or certificate B if you do not own all the land);
- enclosed four sets of your plans (one must be coloured to show the work you are applying for); and
- enclose the application fee (if any). Please see notes 3 and 4. Please make your cheque payable to **Adur District Council**.

Remember that an agent can sign the form and certificate for you.

ADUR
DISTRICT COUNCIL

CHIEF EXECUTIVES DEPARTMENT
P. DAVIES
Head of Planning and Policy
Civic Centre, Ham Road, Shoreham-by-Sea.
West Sussex. BN43 6PR.
Telephone, Shoreham-by-Sea (01273) 263000
Fax No. (01273) 263203
E Mail. devserv@adur.gov.uk

Local Authority
BUILDING
CONTROL

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PLANNING DIVISION
RECEIVED 05 DEC 2007

DOWNLAND CLOSE
KINGS ROAD
DOWNLAND AVENUE
SHOREHAM ROAD

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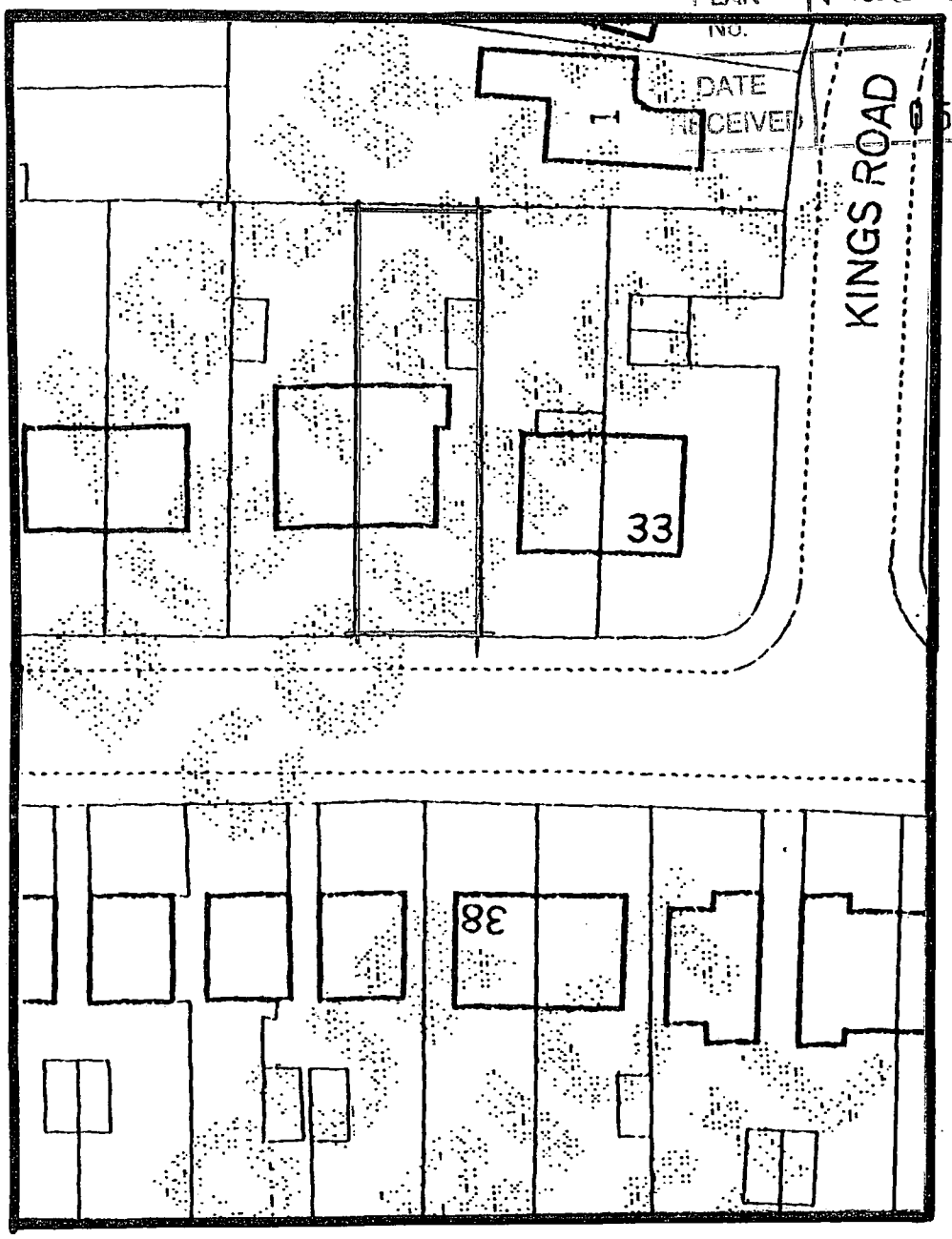
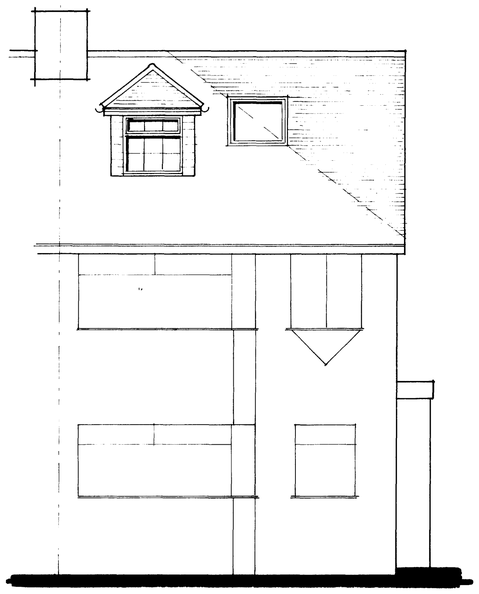
Scale 1:1250

DUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN NO. DA0732/07
DATE RECEIVED 05 DEC 2007

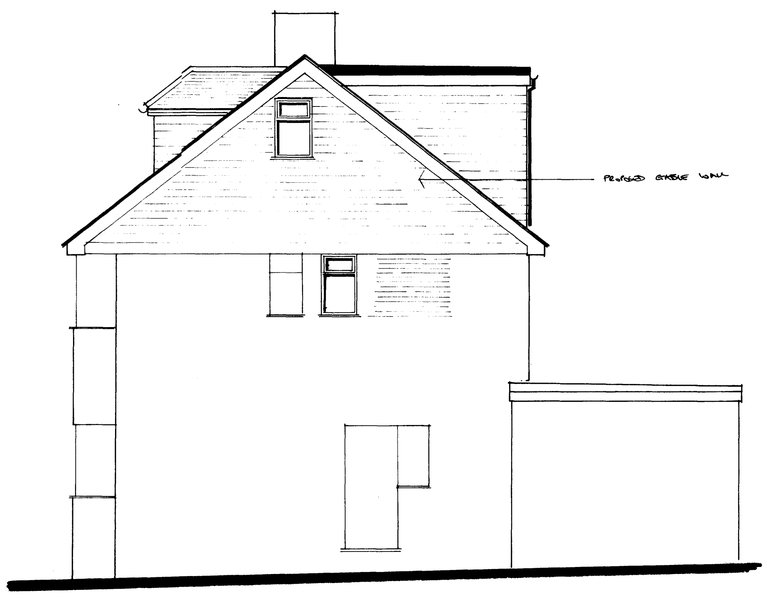


29 Downland Avenue, Southwick

Site Plan [1:500]



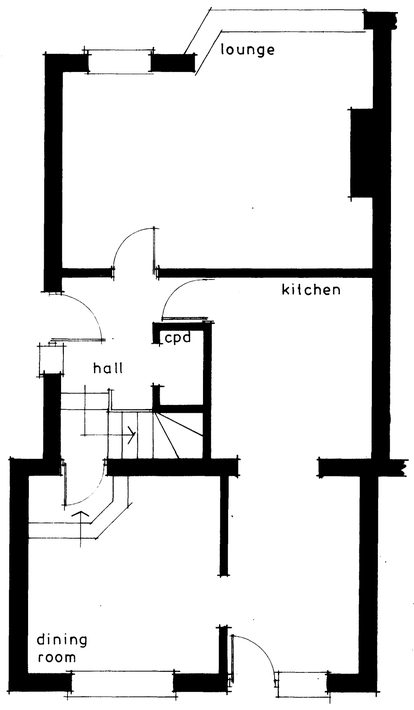
front elevation [south]



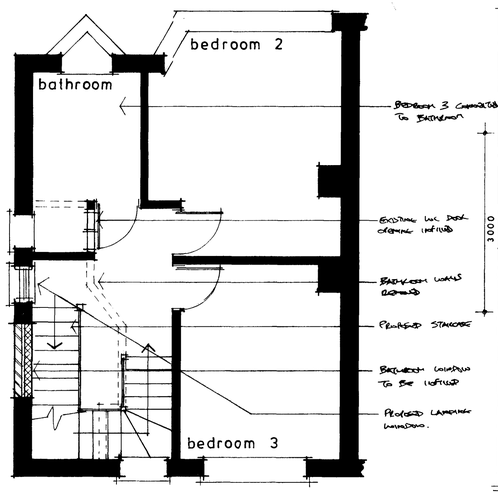
side elevation [east]



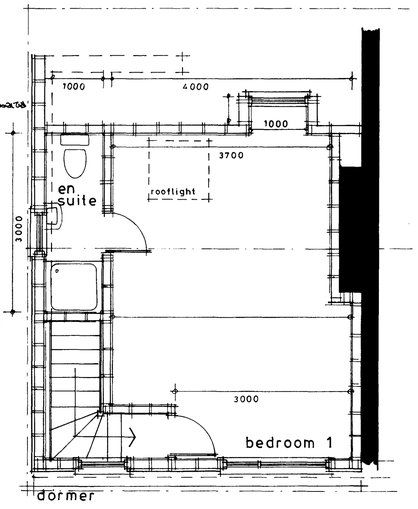
rear elevation [north]



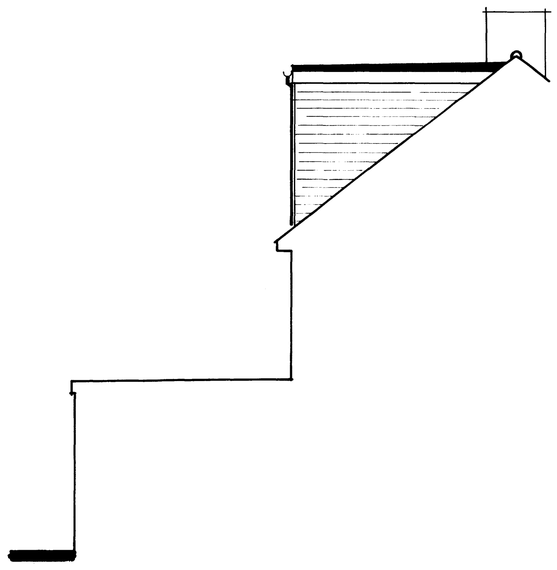
ground floor



first floor



second floor



part side elevation [west]

NOTES:

All dimensions must be checked on site. Only written dimensions shall be taken. Scaled dimensions shall only be used for planning application purposes.

The Contractor shall take all necessary site dimensions prior to manufacturing components detailed on this drawing.

All materials and workmanship shall comply with current Building Regulations, relevant British Standards and manufacturers recommendations.

This drawing must be read in conjunction with Drawing No. 07/30-02, Outline Specification and Structural Engineer's calculations.

Schedule of Exterior Finishes

- **Walls**

  Red / brown concrete hanging tiles to match the existing roof tiles as closely as possible.

- **Pitched Roofs**

  Red / brown concrete plain tiles to match the existing roof tiles as closely as possible.

- **Flat Roof**

  Grey built-up felt roofing

- **Windows and Rooflight**

  White PVCu frames with double-glazed units.

  Rooflight shall be 'Velux' or similar and equally approved

- **Fascia, Soffit and Rainwater Goods**

  Fascias and soffits shall be white PVCu boarding.

  Rainwater goods shall be white PVCu.

A		
	Date	Revisions

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PLANNING
PLAN No. 07/31/01
DATE RECEIVED 05 DEC 2007

Client
Mr and Mrs Brain

Job Title
29 Downland Avenue
Southwick

Loft conversion

Drawing Title
Proposed floor plans and elevations

Scale 1 50

Date Oct 2007 | Drawn by

Drg No. 07/31-01 | Rev.

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594 x 841mm A1