If you would rather make this application online, you can do so on our website:
https://www.planningportal.co.uk/apply

PLANNING PORTAL

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

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form and 'The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)'.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of their obligations in regards to the processing of your application. Please refer to their website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

Planning Services, Adur & Worthing Councils

Portland House,
44 Richmond Road,
Worthing,
West Sussex,
BN11 1HS

Tel : 01903 221065
websites : www.adur.gov.uk or www.worthing.gov.uk
e-mail : planning@adur-worthing.gov.uk

Adur & Worthing councils

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MR
First name:	J
Last name:	CHAPMAN
Company (optional):	
Unit:	
House number:	44
House suffix:	
House name:	
Address 1:	MALTHOUSE WAY
Address 2:	
Address 3:	
Town:	DURRINGTON
County:	
Country:	
Postcode:	BN13 3GD

2. Agent Name and Address

Title:	
First name:	
Last name:	
Company (optional):	STEVEN BROMLEY APS
Unit:	
House number:	5
House suffix:	
House name:	
Address 1:	WEST ST
Address 2:	
Address 3:	
Town:	SHOREHAM BY SEA
County:	
Country:	
Postcode:	BN43 5WF

Description of Proposed Works

ase describe the proposed works:

SIDE EXTENSION

s the work already started? ☐ Yes ☑ No

es, please state when the work was started (DD/MM/YYYY): (date must be pre-application submission)

s the work already been completed? ☐ Yes ☑ No

es, please state when the work was completed (DD/MM/YYYY): (date must be pre-application submission)

Site Address Details

ase provide the full postal address of the application site.

iit: House number: 10 House suffix:

ouse me:

ldress 1: EDWIN CLOSE

ldress 2:

ldress 3:

wn: SOMPTING

unty:

stcode ptional): BN15 9UJ

Pre-application Advice

s assistance or prior advice been sought from the local thority about this application? ☐ Yes ☑ No

es, please complete the following information about the advice u were given. (This will help the authority to deal with this plication more efficiently).

ease tick if the full contact details are not own, and then complete as much possible: ☐

fficer name:

eference:

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

etails of the pre-application advice received:

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):

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.

Parking

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

s, please describe:

Authority Employee / Member

an important principle of decision-making that the process is open and transparent. For the purposes of this question, "related to" ans related, by birth or otherwise, closely enough that a fair minded and informed observer, having considered the facts, would nclude that there was bias on the part of the decision-maker in the local planning authority.

any of the following statements apply to you and/or agent? ☐ Yes ☑ No

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

Yes, please provide details of their name, role and how you are related to them.

). Materials

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	RENDER	TO MATCH EXISTING.	☐	☐
Roof	TILED	FLAT GRP TILED EDGE TO MATCH EXISTING.	☐	☐
Windows	WHITE UPVC	"	☐	☐
Doors			☑	☐
Boundary treatments (e.g. fences, walls)			☑	☐

Materials

pplicable, please state what materials are to be used externally. Include type, colour and name for each material:

hicle access and d-standing			☑	☐
ghting			☑	☐
thers lease specify)			☑	☐

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

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

12099-3a

Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

rtify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the ner* 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 art of, an agricultural holding**

TE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the plication relates but the land is, or is part of, an agricultural holding.

wner" 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.

gned - Applicant:	O[redacted]	Date (DD/MM/YYYY):
		15/8/23

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

ertify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which this plication relates.

owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.
"agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

Name of Owner / Agricultural Tenant	Address	Date Notice Served
[illegible]	[illegible]	[illegible]

gned - Applicant:	[redacted]	Date (DD/MM/YYYY):
		[illegible]

Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

tify/ 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* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

wner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.
agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

e steps taken were:

Name of Owner / Agricultural Tenant	Address	Date Notice Served

lotice 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):

igned - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

ertify/ 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* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.
'agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

e steps taken were:

otice of the application has been published in the following newspaper rculating 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):

gned - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

Planning Application Requirements - Checklist

se read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all rmation required will result in your application being deemed invalid. It will not be considered valid until all information required by Local Planning Authority (LPA) has been submitted.

- original and 3 copies* of a ıpleted and dated application form: ☐
- original and 3 copies* of a plan which ıtifies the land to which the application tes drawn to an identified scale showing the direction of North: ☐
- original and 3 copies* of other plans drawings or information necessary to cribe 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) and Article 14 Certificate (Agricultural Holdings): ☐

ational legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a al of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. ıs may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). ı can check your LPA's website for information or contact their planning department to discuss these options.

. Declaration

e hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional ɔrmation. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the ıuine opinions of the person(s) giving them

ɡned - Applicant: [redacted] Date (DD/MM/YYYY): 15/8/23 (date cannot be pre-application)

. Applicant Contact Details

lephone numbers

ɔuntry code: National number: Extension number:

ɔuntry code: Mobile number (optional):

ɔuntry code: Fax number (optional):

nail address (optional):

15. Agent Contact Details

Telephone numbers

Country code: National number: [redacted] Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional): [redacted]

5. Site Visit

ın the site be seen from a public road, public footpath, bridleway or other public land? ☑ Yes ☐ No

:he planning authority needs to make an appointment to carry ıt a site visit, whom should they contact? *(Please select only one)* ☑ Agent ☐ Applicant ☐ Other (if different from the agent/applicant's details)

Other has been selected, please provide:

ɔntact name: Telephone number:

nail address: