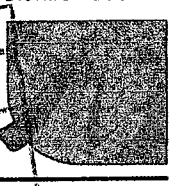
Planning Services, Adur District Council

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



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:	MR
First name:	R
Last name:	BISHOP
Company (optional):	
Unit:	
House number:	32
House suffix:	
House name:	
Address 1:	BURRELL AVENUE
Address 2:	
Address 3:	
Town:	LANCING
County:	West Sussex
Country:	
Postcode:	BN15 8QB

2. Agent Name and Address

Title:	MR
First name:	MIKE
Last name:	SMITH
Company (optional):	INSITE PLANNING
Unit:	
House number:	5
House suffix:	
House name:	
Address 1:	Beechwood Avenue
Address 2:	
Address 3:	
Town:	Brighton
County:	
Country:	
Postcode:	BN1 8ED

3. Description of Proposed Works

Please describe the proposed works:

Rear Facing Conservatory

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: 32 House suffix: _____

House name: _____

Address 1: BURRELL AVENUE

Address 2: _____

Address 3: _____

Town: LANCING

County: West Sussex

Postcode (optional): BN15 8QB

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:

Reference:

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

Details of the pre-application advice received:

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	Brickwork	Brickwork + Glazed UPVC	☐	☐	
Roof	Tiles	Glazed UPVC	☐	☐	
Windows	UPVC	UPVC	☐	☐	
Doors	UPVC	UPVC	☐	☐	
Boundary treatments (e.g. fences, walls)			☑	☐	
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:

$Date: 2008/05/16 15:23:36 $ $Revision: 1.59 $

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]	10/8/08

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 [redacted]	Date (DD/MM/YYYY):
		10/7/08

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):

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.

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 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: ☑

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

The original and 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]	10/7/08 (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 - 558118	

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

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)

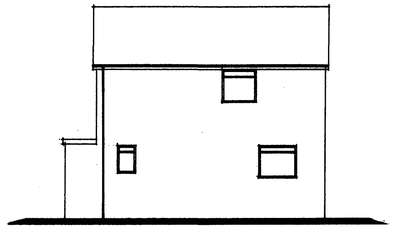
If Other has been selected, please provide:

Contact name: Telephone number:

Email address:



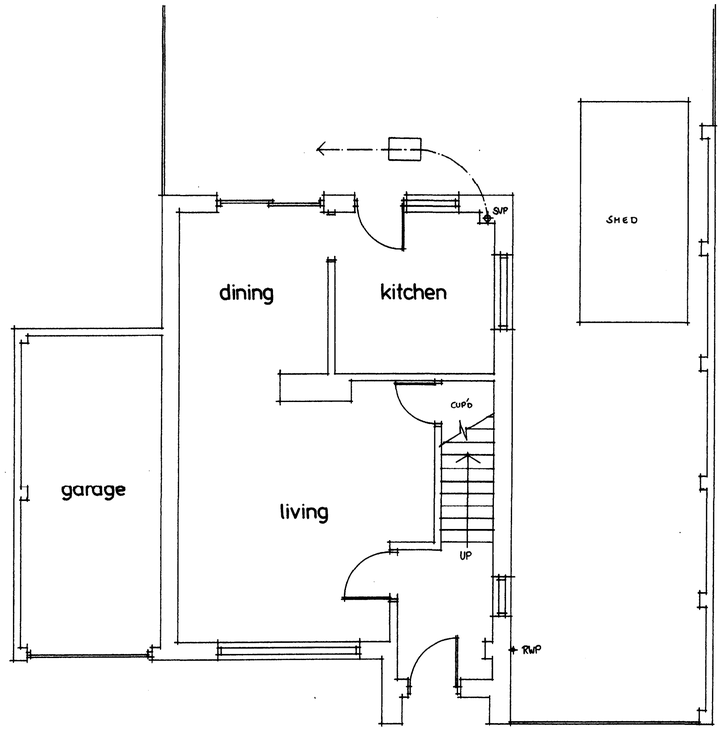
South Elevation



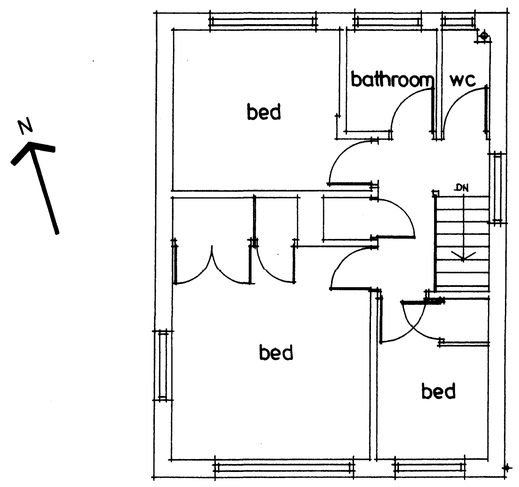
East Elevation



North Elevation



Ground Floor Plan



First Floor Plan

PAPER SIZE = A1

SCALE 1:50 0 1 2 3 4 5 6 7 8 9 10

SCALE 1:100 0 1 2 3 4 5 6 7 8 9 10

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AB/0357/08
DATE RECEIVED 11 JUL 2008

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Insite Planning Ltd
5 Beechwood Avenue
Brighton, East Sussex
BN1 8ED
Tel: 01273 558118

Client:

Job:
32 Burrell Avenue
Lancing

Existing Floor Plans and Elevations

Date: 11.7.07 Scale: 1:50, 1:100

Drawing No. 1176/1150

GENERAL:
Do not scale from this drawing, all dimensions must be checked on site. This drawing and specification is the sole copyright of Insite Planning Ltd and neither the drawing, any part of it or any information contained therein shall be reproduced or disclosed to any third party without written consent of Insite Planning Ltd.
All works to be carried out in accordance with the current 2000 Building Regulations, its latest amendments, British Standards and Codes of Practice.
The contractor is responsible for all temporary works and for the stability of the works in progress. Works not to commence until Planning and Building Regulation Approvals and any other relevant consents have been obtained. Any works carried out prior to approvals being obtained is undertaken entirely at the contractors and client's own risk.
Ensure that the Local Building Inspector is notified when work is about to commence and at other times during the progress of the works. Contractor/client, to obtain certificate of completion from the Building Inspector at the end of the works.
Ensure that Planning and Building Regulation conditions as stated on approvals are complied with. Seek approval from the council if any changes are to be made to that shown on this drawing/specification.
Any deviation from the drawings/specification is to be reported to Insite Planning Ltd.
Under the Party Wall Act 1996 the client has the duty to ensure compliance if the building works involve works on a existing wall shared with another property or new buildings/extensions on the boundary with a neighbouring property or excavating near an adjoining property.
This specification and drawing has been prepared only for the purposes of the planning application (where required) and building regulation application. Contractors providing estimates for works should discuss direct with the client/applicant with regard to the finishes, types, quality and numbers of fittings etc.

NEW WINDOWS AND DOORS: To achieve a min U-value of 1.800W/m²K. To be low E double-glazed. Glazing to be min 4mm panes, have 16mm air gap between or 12mm Argon filled. Glazing within critical locations i.e. within 1.5m above floor level to doors and side panels within 300mm of door opening and within 800mm above floor level to windows, to have safety glazing to BS6206.

TIMBER STUD PARTITIONS: 75x50mm sw construction, uprights at max 400mm crs and horizontals at max 600mm crs. Faced both sides with 9.5mm plasterboard and finished with min 3mm Thistle multi-finish plaster. Provide insulation between studwork where shown. Provide double joists under partitions. Use 100x50mm sw construction if load bearing.

STRUCTURAL WORK: This drawing to be read with structural engineers calculations, details and instructions. Expose all affected foundations and lintels to assess their adequacy to carry new and altered loads. Condition of existing structural fabric to be justified to sustain increased or altered loading. New beams to be encased with 1 layer of 12.5mm Gyproc fireline board to provide half hour fire resistance.

VENTILATION: To new habitable rooms provide facility for rapid ventilation via openable window/external door. Area to total at least 1/20th of the floor area of the room. For background ventilation to new habitable rooms, provide an opening no less than 8000 square millimetres via trickle ventilators. To kitchen provide mechanical ventilation to extract at a rate of 60 litres per second or incorporated within cooker hood to extract at a rate of 30 litres per second which may be operated intermittently during cooking. To new wc's, for rapid ventilation provide openable window area to total at least 1/20th of the floor area of the room or by mechanical extract ventilation capable of extracting air at a rate of not less than 3 air changes per hour which may be operated intermittently with 15 minutes overrun. For background ventilation to kitchen and other sanitary accommodation provide an opening no less than 4000mm square millimetres via trickle ventilators.

SURFACE WATER: New 110 dia upvc half round gutters taken and connected into 68mm dia upvc downpipes as shown. Then taken to new soakaways via 110mm dia upvc pipes surrounded in 150mm granular fill. Soakaways to be min of 1 cubic metre capacity and a min of 5.0m away from any building.

DRAINAGE AND SANITARY PIPEWORK: Provide rodding access at all changes of direction and to a min fall of 2.5 degrees. All above ground drainage to comply with BS:3943, BS:4514 & BS:5572. All below ground drainage to comply with BS:7158 and BS:8301. New wc to be connected to 110mm dia upvc waste pipe connected into stub stack. New stub stack to be 110mm dia upvc and have air admittance valve fitted. New wash hand basin to be connected into min 32mm dia upvc waste pipes via 75mm deep seal traps taken to stub stack. New sink to be connected into min 40mm dia upvc waste pipes via 75mm deep seal traps taken to new manhole via closed gully. Stub stack taken to existing manhole via 110mm dia upvc pipe surrounded with 150mm granular fill. Build new manhole over existing drain run using 150mm concrete base slab, 225mm warnham brick walls, 100mm cover slab, class 'C' cover and frame. Internal manholes to have double seal class 'C' frame and cover. Other drainage connections to remain as existing. Surround existing manholes and drain under extension conservatory with min 150mm concrete and provide A142 mesh reinforcement to slab over. Provide plank lintels over drain runs where passing through foundations/load bearing walls.

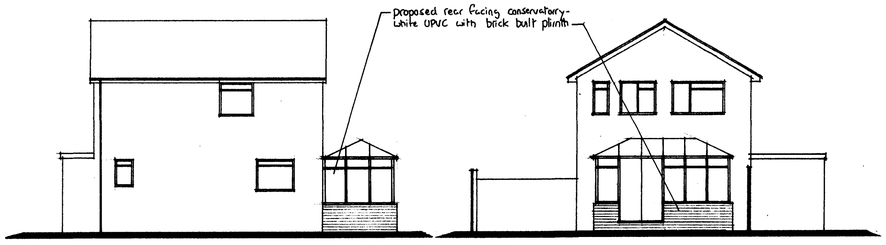
INTERNAL LIGHTING: Provide fixed lighting that take only lamps having a luminous efficiency greater than 40 lumens per circuit-watt. These include fluorescent tubes and compact fluorescent lamps (not GLS tungsten lamps with bayonet cap or Edison screw bases). Provide in the areas affected by the building work, fixed energy efficient lighting that number not less than the greater of one per 25m² of dwelling floor area (excluding garages) or part thereof or one per four lighting fittings.

ELECTRICAL SAFETY 'Part P': All electrical work required to meet the requirements of Part P (Electrical Safety) must be designed, installed, inspected and tested by a person competent to do so. Prior to completion the Council should be satisfied that Part P has been complied with. This may require an appropriate BS7671 Electrical Installation Certificate to be issued for the work by a person competent to do so.

PROPOSED CONSERVATORY: White upvc construction to windows and doors. Glazing within critical locations i.e. within 1.5m above floor level to doors and side panels within 300mm of door opening and within 800mm above floor level to windows, to have toughened glass. Windows to provide min 4000 sq mm, controllable background ventilation via trickle vents within frame.
Plinth and area up to cill level to be in brickwork. Ensure cross ventilation is maintained to existing timber floor of house via 68mm upvc pipes laid under conservatory inked to airbricks.

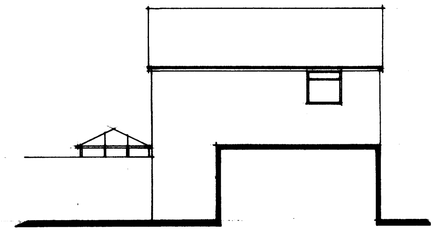


South Elevation

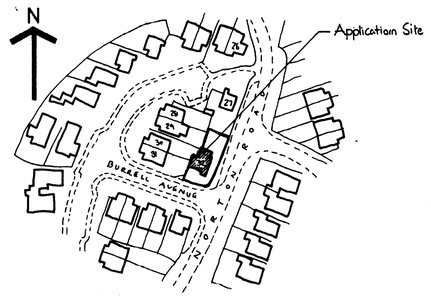


East Elevation

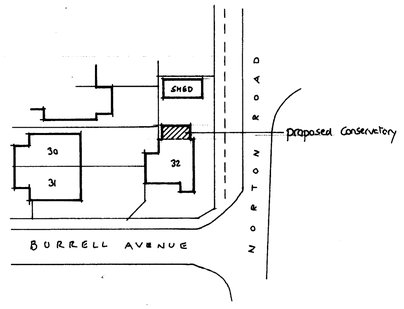
North Elevation



West Elevation

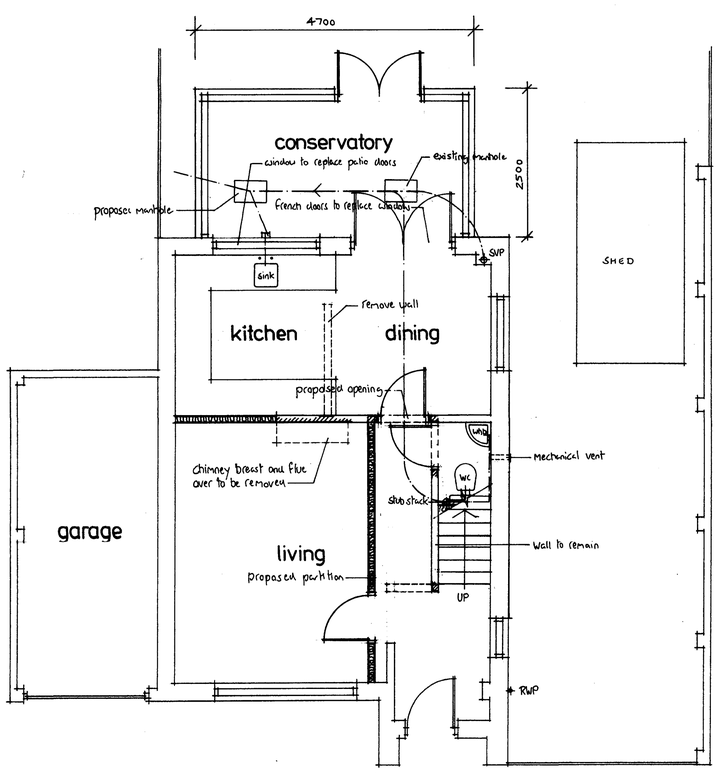


Location Plan 1:1250

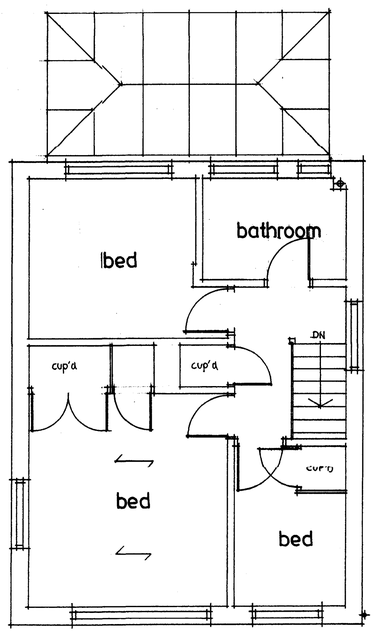


Block Plan 1:500

REVISIONS
REV 'A' 7.7.08
Proposed conservatory shown.
Internal proposals amended



Ground Floor Plan



First Floor Plan

PAPER SIZE = A1

SCALE 1:50 0 1 2 3 4 5 6 7 8 9 10

SCALE 1:100 0 1 2 3 4 5 6 7 8 9 10

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AWP/0350/08
DATE RECEIVED 11 JUL 2008

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Insite Planning Ltd
5 Beechwood Avenue
Brighton, East Sussex
BN1 8ED
Tel: 01273 558118

Client:

Job:
32 Burrell Avenue
Lancing

Proposed Conservatory and Internal Alterations

Date: 1.5.08 **Scale:** 1:50, 1:100

Drawing No. 1176/1232A