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

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

ADUR DISTRICT COUNCIL
PLANNING DI
PLAN No A/0036/08
17 JUL 2008

**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 & MRS. |
| First name: | |
| Last name: | GIBBONS. |
| Company (optional): | |
| Unit: | |
| House number: | 33 |
| House suffix: | |
| House name: | |
| Address 1: | THE CRESCENT. |
| Address 2: | |
| Address 3: | |
| Town: | LANCING. |
| County: | |
| Country: | W - SUSSEX |
| Postcode: | |

### 2. Agent Name and Address

| | |
|---|---|
| Title: | MR |
| First name: | T. |
| Last name: | CORDING. |
| Company (optional): | |
| Unit: | |
| House number: | 140 |
| House suffix: | |
| House name: | |
| Address 1: | HIGH STREET. |
| Address 2: | |
| Address 3: | |
| Town: | STEYNING. |
| County: | W - SUSSEX |
| Country: | |
| Postcode: | BN44 3LH. |

### 3. Description of Proposed Works

Please describe the proposed works:

LOFT CONVERSION INCLUDING REAR DORMER WINDOWS AND SIDE GABLE.

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

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: 33 House suffix:

House name:

Address 1: THE CRESCENT.

Address 2:

Address 3:

Town: LANCING.

County: W-SUSSEX

Postcode (optional):

## 5. Pedestrian and Vehicle Access, Roads and Rights of Wa

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:

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 | | | ☑ | ☐ | |
| Roof | PLAIN TILES. (RED/BROWN) | PLAIN TILES. (RED/BROWN) | ☐ | ☐ | |
| Windows | WHITE UPVC. | | ☐ | ☐ | |
| Doors | | | ☑ | ☐ | |
| 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:

## 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] | 07.07.08 |

### 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): |
|---|---|---|
| | | |

- 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 - Agent: | Date (DD/MM/YYYY): |
|---|---|---|
| | [redacted] | 07.07.08 |

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] | 07.07.08 (date cannot pre-applicati |

| Country code: | National number: | number: |
|---|---|---|
| | | |

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

| Country code: | National number: | number: |
|---|---|---|
| 01903 | 814836 | |

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional): tim_cording@hotmail.co.uk

## 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:

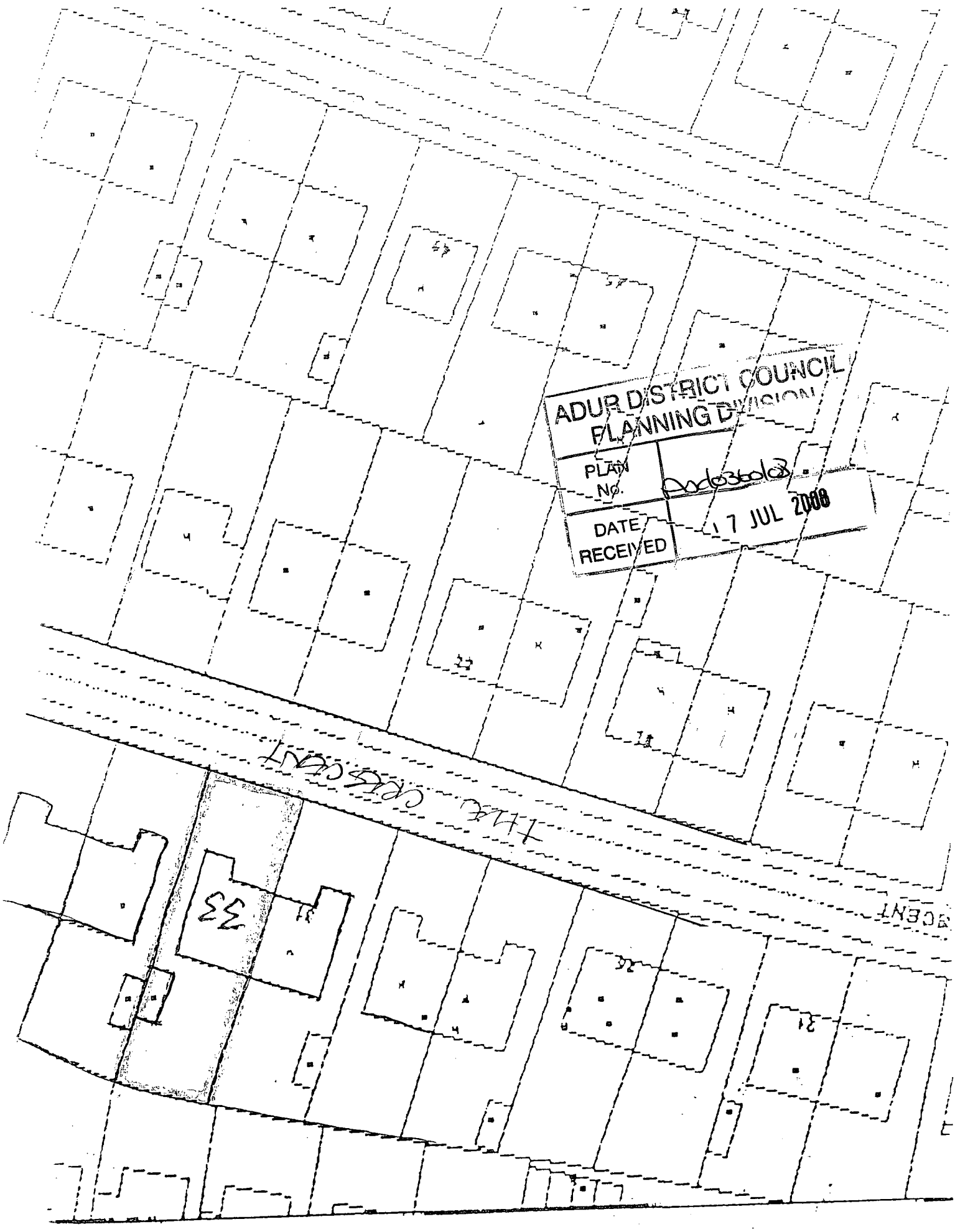
Contact name: | Telephone number:

Email address:

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

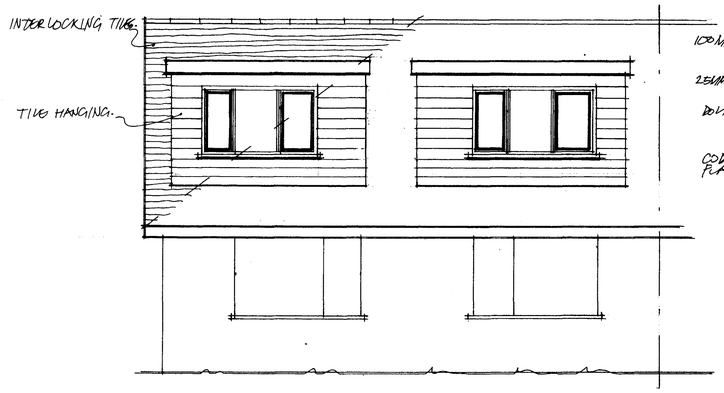


ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No.
DATE
JUL 2008
Car Park
Car Park
Car Park
ROBERTS ROAD
Roberts Lodge
Westminster Court
Chesham Court
Headborough Gardens
White Rose
ALMA STREET
Laundry
Shelter
Appleham Court
Victoria Court
CHESTER AVENUE
THE CRESCENT
THE CRESCENT
THE CRESCENT

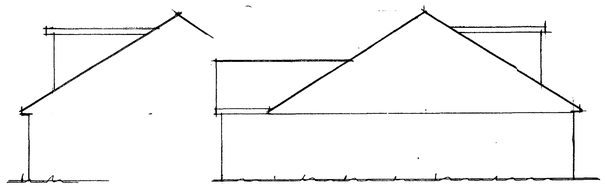



ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Add0360/08
DATE RECEIVED 17 JUL 2008

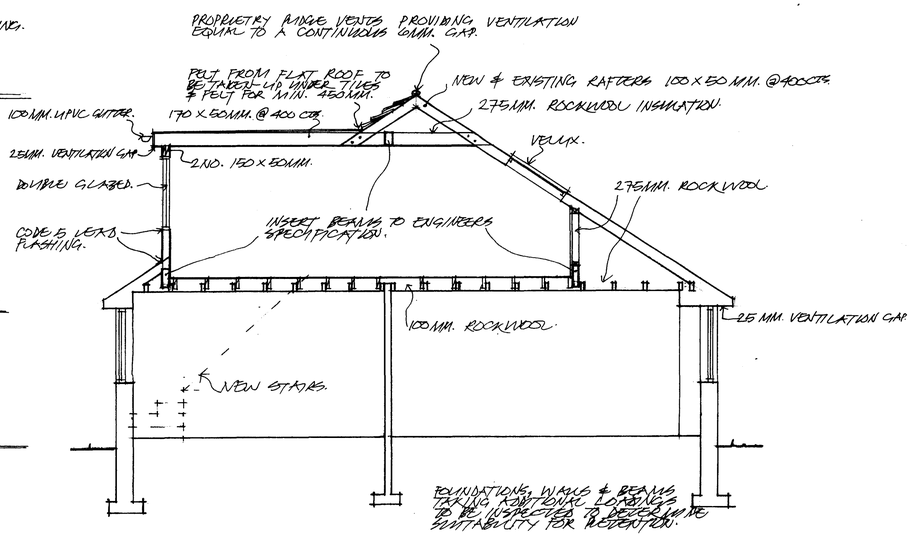
ALL NEW MATERIALS TO BE CAREFULLY SELECTED TO MATCH EXISTING.



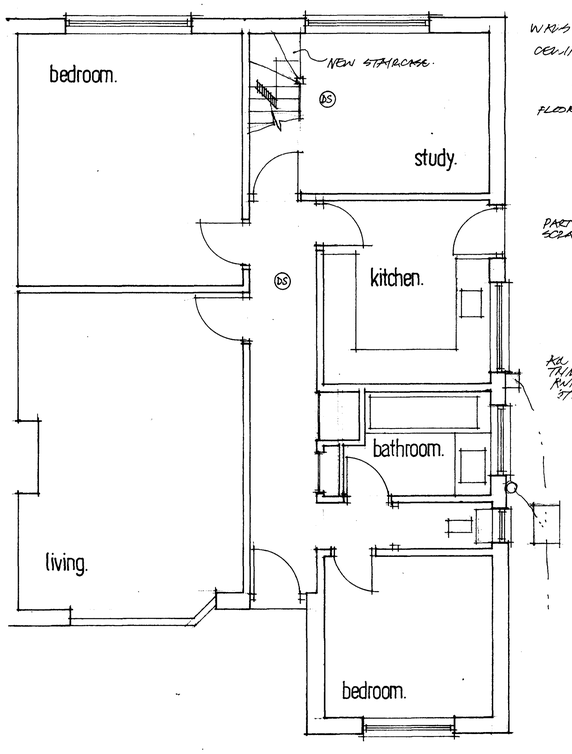

rear elevation.



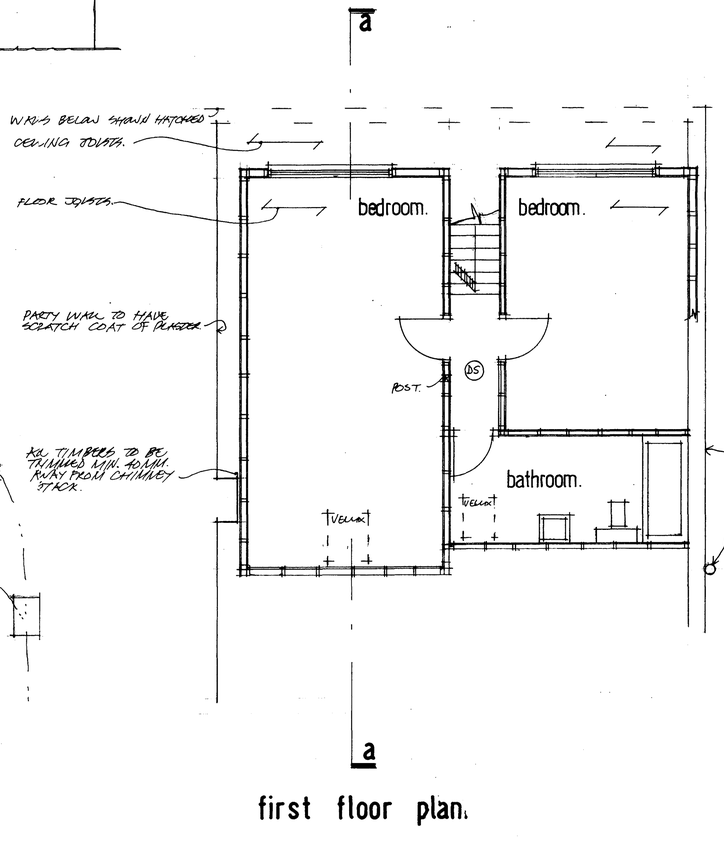
side Elevations:




section.—aa.




ground floor plan.




a

first floor plan.

a

**GENERAL:**
All works are to be completed in a good workmanship manner and to comply with all relevant codes of practice.
Contractor is to check all dimensions on site with any error/omission reported to client.
Sample materials are to be submitted to and approved by both client and Local Authority prior to commencement of work and are to be carefully selected to reflect character of area.
Heating,lighting and power to be installed as directed by client and all to be completed to statutory authority regulations.
Contractor is to agree with client all types and style of new doors, windows and other secondary fixings.

**FIRST FLOOR:**
First floor to be 18mm.t&g boarding on joists as specified,strapped to walls with 5 x 30mm.galvanised anchor straps fixed to 3no.joists at 2 met centres.Ceiling of 9.5mm.plasterboard with finish to clients direction. (Min.skim coat of plaster or plastic finish.)

**ROOF:**
The whole to be covered with a reinforced roofing felt type F laid over rafters and lapped 150mm.horizontally and vertically. Carried well into gutters and secured with clout nails.
Provide 38 x 25mm. treated softwood battens secured with wire nails to rafters. Battens to be at least 1200mm.in length and be supported by min.3no.rafters.
Smooth faced interlocking tiles to be fixed to manufacturers direction.
All bedded mortar to consist of 3:1 sharp sand/portland cement struck off to give a smooth face and pointed all in one operation.
Ventilation to comply with BS.5250. 250mm.fibreglass insulation laid between ceiling joists. Ceiling to be 9.5mm.plasterbrd.with skim or artex finish.
The eaves soffits are to be formed with 6mm.masterboared and a glidevale roof space ventilator type SV604 or other equal and approved to give min.25mm.continuous ventilation gap. Fascia to clients direction.
Provide proprietry ridge vents in position to be agreed with Building Inspector. Provide code 4 lead at valleys and other roof junctions.

**DRAINAGE:**
Pipes shall be hepsleve flexible jointed laid in straight lines and even gradients and bedded and surrounded in 150mm.peabeach under garden areas and in 1eanmix under footpaths.Flexible joints kept flexible where covered in/lean mix.
All pipes of 100mm.diameter laid at fall of 1:40.
Inspection chambers to be proprietry 'osma' type or constructed in 100mm. semi-engineering brick work on 150mm.concrete base.Internal joints to be flush pointed and chamber rendered externally. Channels to be formed in hepworth vitrified clay channels fittings.

**PLUMBING:-BS.5572**
Traps shall be 75mm.deep upvc.sealed traps.
Waste pipes to sinks and baths/showers shall be 38mm.upvc.and 32mm.from basins.Rodding eyes provided at all changes of direction and fit anti-vacuum waste traps where necessary.

**STAIRCASE:**
Construct timber staircase in position as shown with pitch not exceeding 42 degrees.Equal risers of 214mm.and treads of 238mm.going.
Stairs to be 900mm.wide between handrails.Form handrail 900mm.above pitch line and terminate with newal post.
Maintain a 2 metre headroom throughout its length.
Balustrading to clients direction of non climbable type,900mm.high and with gappings max.100mm.

**INTERNAL WALLS:**
Internal load bearing walls to be 100mm.3.5N/mm$^2$ blocks laid in 1:1:6 mortar with 9.5mm.plasterbrd.and skim finish both sides.

Partitions to be constructed in 50 x 100mm.studs at 450mm.centres finishe both sides with 12.5mm.plasterbrd.and set coat.Provide head and sole plates and noggins at third points.
Floor joists running parallel to partitions to be doubied-up.

Run skirtings to clients direction.

***EXTERNAL FIRST FLOOR WALLS:***
*New external studwork construction to be plain tiles on 38 x 25mm. Sw. treated battens and breather type felt on 12mm. Exterior grade plywood stress skin on 50 x 147mm. Studs at 400mm centres. Corner and reveal posts to be 100 x 147mm. Between studs use 120mm celotex thermal sheathing with 1000gauge polythene vapour barrier and 12mm plasterbrd and set.*
*Studwork to be strapped to floor and walls below with 30 x 5mm. Galv. Anchor straps. At 2 metre centres.*

**FLAT ROOF:**
New flat roof to be 13mm. white spar chippings bedded in bitumen on 3no. layers of roofing felt to B.S. 747 onto 18mm. plywood decking on firrings to give fall of 1:40 to gutters.
Provide 150mm Cellotex or 90mm celotex between and 45mm celotex under. between joists with 50mm. air gap over.
Ensure adequate ventilation via 25mm. gap in soffit and if necessary provide 50mm. battens over joists.
Ceilings of 9.5mm plasterboard and set coat.
Provide 30 x 5mm. galvanised anchor straps at 2 metre centres.

**SKEILING:**
Where skeiling forms part of room provide 90mm. Celotex (GA2000) securely supported and battened to achieve a minimum airspace of 50mm. over the insulation and underdraw with a further 45mm. of Celotex (GA2000) with 1000 gauge polythene vapour barrier between insulation and plasterboard. All joints to be lapped and taped.

**BEAMS:**
New steel beams to be inserted as shown to Structural Engineers calculations and to be encased to give 1 hours fire resistance using 12mm.superlux screwed to 25 x 25mm.x 20g light steel angles.

**P1 - Design, Installation, Inspection & Testing**
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.

**INTERNAL LIGHTING:**
Provision shall be made for the installation of energy efficient lightingg, preferably in those areas where the lighting is expected to have most use.
Therefore it is necessary to install 4no. light fittings, which will only taake lamps having a luminous efficiency greater than 40 lumens per circuit-watt.

**WINDOWS:**
New windows to be confirmed with client for style, patern and material.
To provide glazed areas equal to 1/10th. of floor areas and with opening lights equal to 1/20th. of floor areas.
All windows to have a trickle vent min. 8,000mm. sq.
Glazing to comply with part N of the latest Building Regulations with glass to be toughened or laminated to B.S. 6206.
Glazing in timber or plastic frames to be double glazed with a 16mm. air gap and a 'soft' low-E coating or double glazing with a 12mm. air gap, argon filled and a 'soft' low-E coating.
Glazing in metal frames to be double glazed with a 16mm. air gap, argon filled and a 'soft' low-E coating.
All first floor windows in dwellings to have an unobstructed openable area of at least 0.33m.sq. and be not less than 450 x 450mm.

**HEATING AND HOT WATER SYSTEMS:**
The following to be included in the heating system.
1. Areas with differing heating needs to have individual temperature control by use of room thermostats or individual radistor valves.
2. Separate timing controls to be provided for space heating and hot water(except for combination boilers and solid fuel appliances) The system must allow the provision of only space heating, only water heating or both when required.
3. Boiler controls to include provision to prevent the boiler operation when neither the space heating system nor the hot water system requires heat.
4. Hot water storage vessels should have a min. 35mm.factory applied coating of PU-foam or the equivalent. Pips and ducts should also be insulated. Hot pipework connecting to boilers and hot water storage vessels to be insulated for at least 1m.from the point of connection.
5. All heating and hot water systems to be fully commissioned and a certificate confirming correct compliance to both client and Building Inspector.
6. Proper instructions to owners to be provided to inform them how to operate the system efficiently, what routine maintenance is required and the benefits of conserving fuel and power.

**NOTES:**

**All dimensions must be checked on site and not scaled from this drawing**

*Contractor and client are reminded of their obligation under the Party Wall Act. If in doubt ask.*
*Contractor is to confirm all below ground drain run direction and invert levels.*

METRES:

0 1 2 3
1:50

0 1 2 3 4 5 6 7 8
1:100

| | | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| A | JUNE'08 | REDUCE PARLER. | |
| | Date | Revisions | |

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**TIM CORDING**
*Architectural and Planning Services*
"Kingshead", 140 High Street,
Steyning, West Sussex BN44 3LH
Tel/Fax: 01903 814836

**Client**
MR.& MRS. GIBBONS.

**Job Title**
PROPOSED LOFT CONVERSION.

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Ad/0285/08
DATE RECEIVED 17 JUL 2008

**Drawing Title**
33 THE CRESCENT.
LANCING.
SUSSEX.

**Scale** 1:50

**Date** APRIL 2008 | **Drawn by**

**Drg. No.** | **Rev.**

841 x 841 mm. A1