The Planning Inspectorate

For official use only
(Date received)

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HOUSEHOLDER PLANNING APPEAL (Online) FORM

If you need this document in large print, on audio tape, in Braille or in another language, please contact our helpline on 0117 372 6372. **To help you fill in this form correctly please refer to the guidance leaflet "How to complete your householder planning appeal form"**.

WARNING : The appeal **and** essential supporting documents **must** reach the Inspectorate within the appeal period. **If your appeal and essential supporting documents are not received in time we will not accept the appeal**.

APPEAL REFERENCE: APP/Y3805/D/13/2204713

A. APPELLANT DETAILS

The name of the person(s) making the appeal must appear as an applicant on the planning application form.

Name: Ms Rosalind Turner

Organisation name (if applicable):

B. AGENT DETAILS

Name: Mr N Locke

Organisation name (if applicable):

Your reference:

C. LOCAL PLANNING AUTHORITY (LPA) DETAILS

Name of the LPA: Adur District Council

LPA reference number: AWDM/0605/13

Date of application to LPA: 21 May 2013

Date of the LPA's decision: 03 Jul 2013

D. APPEAL SITE ADDRESS

Address
5 Riverside
SHOREHAM-BY-SEA
West Sussex

Postcode BN43 5RU Grid Reference: Easting 05216267 Northing 01047293

1. Is the appeal site within a Green Belt? Yes ☐ No ✔

2. Could the Inspector see the relevant parts of the appeal site sufficiently to judge the proposal from public land? Yes ☐ No ✔

3. Are there any health and safety issues at, or near the site which the Inspector would need to take into account when visiting the site? If so please describe them below Yes ☐ No ✔

E. DESCRIPTION OF THE DEVELOPMENT

Has the description of the development changed from that stated on the application form? Yes ☐ No ✔

CONSTRUCTION OF SUN ROOM OVER EXISTING ROOF TERRACE.

Area of floor space of proposed development (in square metres) 12

F. REASON FOR THE APPEAL

This reason for this appeal is that the LPA has (please tick which applies)

1 Refused planning permission ✔

2 Refused permission to vary a condition(s) ☐

G. GROUNDS OF APPEAL

** See separate documents **

CHOICE OF PROCEDURE

There are 3 possible choices:- written representations, hearings and inquiries. You should consider carefully which method suits your circumstances before selecting your preferred option by ticking the box.

1. THE WRITTEN REPRESENTATIONS PROCEDURE ☑

This is normally the simplest, quickest and most straightforward way of making an appeal. The 'Householder Appeals Service' written procedure is particularly suited to small-scale developments.

2. THE HEARING PROCEDURE ☐

This procedure is likely to be suited to more complicated cases which require detailed **discussion** about the merits of a proposal. At the hearing the Inspector will lead a discussion on the matters already presented in the written statements and supporting documents. Although you may indicate a preference for a hearing, the Inspectorate will consider whether your appeal is suitable for this procedure against the criteria. You must give detailed reasons below or in a separate document why you think a hearing is necessary.

Please answer the question below.

a) Is there any further information relevant to the hearing which you need to tell us about? If so please explain below. YES ☐ NO ☐

3. THE INQUIRY PROCEDURE ☐

This is the most formal of procedure. Although you may indicate a preference for an inquiry the Inspectorate must also consider that your appeal is suitable for this procedure against the criteria. You must give detailed reasons below or on a separate sheet why you think an inquiry is necessary.

Please answer the questions below.

a) How long do you estimate the inquiry will last? (Note: We will take this into consideration, but please bear in mind that our estimate will also be informed by others' advice and our own assessment.)

No. of days

b) How many witnesses do you intend to call?

No. of witnesses

c) Is there any further information relevant to the inquiry which you need to tell us about? If so, please explain below.

YES ☐ NO ☐

H. (part one) SITE OWNERSHIP CERTIFICATES

We need to know who owns the appeal site. If you do not own the appeal site or if you own only part of it, we need to know the name(s) of the owner(s) or part owner(s) and be sure that you have told them that you have made an appeal.

You must tick below which of the 'certificates' applies.

If you are the **sole** owner of the **whole** appeal site, certificate A will apply:

CERTIFICATE A A ✔

I certify that, on the day 21 days before the date of this appeal, nobody except the appellant, was the owner of any part of the land to which the appeal relates:

OR

CERTIFICATE B B ☐

I certify that the appellant (or the agent) has given the requisite notice (see the *Guidance leaflet*) to every one else who, on the day 21 days before the date of this appeal, was the owner of any part of the land to which the appeal relates, as listed below:

Owner's name	Date the notice was served (this must be within the last 21 days)

CERTIFICATES C & D C/D ☐

If you do not know who owns all or part of the appeal site, complete either Certificate C or Certificate D in the *Guidance leaflet* and attach it to the appeal form.

H. (part two) AGRICULTURAL HOLDINGS CERTIFICATES

We need to know whether the appeal site forms part of an agricultural holding. Please tick either (a) or (b).

(a) None of the land to which the appeal relates is, or is part of, an agricultural holding: A ✔

OR

(b)(i) The apeal site is, or is part of an agricultural holding, and the appellant is the sole agricultural tenant: B(i) ☐

(b)(ii) The appeal site is, or is part of, an agricultural holding and the appellant (or the agent) has given the requisite notice to every person (other than the appellant) who, on the day 21 days before the date of the appeal, was a tenant of an agricultural holding on all or part of the land to which the appeal relates as listed below: B(ii) ☐

Tenant's name	Date the notice was served (this must be within the last 21 days)

Details of additional tenants ☐

I. ESSENTIAL SUPPORTING DOCUMENTS

If we do not receive both your appeal documents by the end of the appeal period, we will not accept your appeal.

You must send the documents listed below with your appeal form. Please tick the boxes to confirm the documents are enclosed.

1 A copy of the original **planning application** sent to the LPA. ✔

2 A copy of the **LPA's decision notice.** ✔

J. OTHER APPEALS

If you have sent other appeals for this or nearby sites to us and these have not been decided, please give details and our reference numbers.

K. NOW SEND…

● **1 COPY to the LPA**

Send a copy of the appeal form to the address from which the decision notice was sent (or to the address shown on any letters received from the LPA). There is no need to send them all the documents again, send them any supporting documents not previously sent as part of the application. If you do not send them a copy of this form and documents, we may not accept your appeal.

● **You may wish to keep a copy of the completed appeal form for your records**

When we receive your appeal form, we will write to you letting you know if your appeal is valid, who is dealing with it and what happens next.

L. APPEAL DOCUMENTS

We will not be able to validate the appeal until all the necessary supporting documents are received.

Please remember that all supporting documentation needs to be received by us within the appropriate deadline for the case type. If forwarding the documents by email, please send to **householderappealform@pins.gsi.gov.uk**. If posting, please enclose the section of the form that lists the supporting documents and send it to PO Box 2606, Bristol, BS1 9AY.

You will not be sent any further reminders.

Please ensure that anything you do send by post or email is clearly marked with the reference number:

APP/Y3805/D/13/2204713

Please ensure that a copy of your appeal form and any supporting documents are sent to the local planning authority.

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* The Documents Listed Below Were Uploaded With The Appeal Form *
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==========  GROUNDS OF APPEAL  ==========
TITLE:       Grounds of Appeal 1
DESCRIPTION: Grounds of appeal
FILENAME:    Statement of Case for 5 Riverside.pdf

TITLE:       Grounds of Appeal 1
DESCRIPTION: Appendix Photo's
FILENAME:    Appendix.pdf


==========  ESSENTIAL SUPPORTING DOCUMENTS  ==========
TITLE:       01. A copy of the original planning application sent to the LPA.
DESCRIPTION: Application Form
FILENAME:    Application Form.pdf

TITLE:       02. A copy of the LPA's decision notice.
DESCRIPTION: Decision Notice
FILENAME:    Decision Notice.pdf
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