

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



Householder Application for Planning Permission for works or extension to a dwelling

Town and Country Planning Act 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	115
Suffix	A
Property Name	
Address Line 1	Connaught Avenue
Address Line 2	
Address Line 3	West Sussex
Town/city	Shoreham-by-sea
Postcode	BN43 5WP

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
520889	105762

Description

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

- ☒ Yes
☐ No

Contact Details

Primary number

Secondary number

***** REDACTED *****

Fax number

Email address

***** REDACTED *****

Agent Details

Name/Company

Title

Mr

First name

Simon

Surname

Boseley

Company Name

Address

Address line 1

24

Address line 2

Alfriston Close

Address line 3

West Tarring

Town/City

Worthing

County

Country

Postcode

BN14 7QT

Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Proposed side and front extensions to an existing bungalow for conversion into a two-storey dwelling. Including internal layout reconfiguration, additional parking bays, and removal of existing garage and lean-to structures.

Has the work already been started without consent?

- ☐ Yes
- ☒ No

Materials

Does the proposed development require any materials to be used externally?

- ☒ Yes
- ☐ No

Please provide a description of existing and proposed materials and finishes to be used externally (including type, colour and name for each material)

Type:

Walls

Existing materials and finishes:

Brickwork (red/clay) Render (white) Weatherboarding (uPVC, white)

Proposed materials and finishes:

Brickwork (red/clay) Render (white) Vertical Timber Cladding (treated)

Type:

Roof

Existing materials and finishes:

Roof Tiles Interlocking (green)

Proposed materials and finishes:

Roof Tiles: Plain (slate/grey)

Type:

Windows

Existing materials and finishes:

uPVC Windows (white)

Proposed materials and finishes:

uPVC/PPC Aluminium Windows (dark grey)

Type:

Doors

Existing materials and finishes:

uPVC Aluminium Doors (white)

Proposed materials and finishes:

uPVC/PPC Aluminium Doors (dark grey)

Type:

Boundary treatments (e.g. fences, walls)

Existing materials and finishes:

Brick Masonry Walls

Proposed materials and finishes:

Brick Masonry Walls *retained

Type:

Vehicle access and hard standing

Existing materials and finishes:

Proposed materials and finishes:

Permeable Paving

Are you supplying additional information on submitted plans, drawings or a design and access statement?

☒ Yes

☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

CBV DAS 01
CBV 2001 - Existing Elevations 00
CBV 2003 - Proposed Elevations 00

Trees and Hedges

Are there any trees or hedges on the property or on adjoining properties which are within falling distance of the proposed development?

- ☒ Yes
☐ No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

CBV 2000 - Existing Plans 00
CBV 2002 - Proposed Plans 00

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 the plans, indicating the scale, which trees by giving them numbers (e.g. T1, T2 etc) and state the reference number of any plans or drawings

T2 (CBV 2002 - Proposed Plans 00)

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, extinguishment 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 their reference numbers:

x3 No. of new parking bays to be created following removal of garage. Proposed new drop kerb to be constructed - subject to West Sussex County Council approval of vehicle crossover drop kerb. (Ref: CBV 2002 - Proposed Plans 00)

Parking

Will the proposed works affect existing car parking arrangements?

- ☒ Yes
☐ No

If Yes, please describe:

Proposals will provide x2 additional parking bays, removal of x1 parking garage

Biodiversity net gain

Paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990 sets out that every planning permission granted for the development of land in England shall be deemed to have been granted subject to the 'biodiversity gain condition' requiring development to achieve a net gain of 10% of biodiversity value.

This is subject to exemptions, an exemption applies in relation to planning permission for a development which is the subject of a householder application, within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order (2015)*.

Applicants for planning permission are required to make a statement as to whether they believe the biodiversity gain condition will apply if permission is granted, please confirm:

☒ It is my belief that if permission is granted for the development to which this application relates the biodiversity gain condition would not apply

*A 'householder application' means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

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?

☐ The agent

☒ The applicant

☐ Other person

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):

Officer name:

Title

First Name

Surname

PREAPP/0039/25

Date (must be pre-application submission)

29/04/2025

Details of the pre-application advice received

Location: Connaught Avenue, a residential street within the built-up area boundary; not a conservation area, no protected trees, and the property is not listed.

Current Property: Detached hipped roof bungalow with a detached garage (west side).

Surroundings: Bungalows on either side, access road between Nos. 115A and 117, with two-storey houses opposite and to the west.

Adur Local Plan Policy 15: Emphasizes high architectural quality, respect for site character, and positive contribution to the local environment.

Development Management Standard No. 2 (DM2): Provides criteria for extensions and alterations to dwellings.

Assessment and Concerns

Prominent Position: The site is highly visible, especially from the north on approach to the road bend.

Design Concerns: The proposed two-storey extension is considered overly dominant, cramped, and incompatible with neighboring bungalows, particularly due to its stretched appearance and gabled roof design.

Neighbouring Impact: Possible harm to Nos. 115 and 117 due to proximity; windows and doors on No. 117's side wall need assessment. A daylight/sunlight study may be required to evaluate impacts. West-side bathroom window deemed unnecessary.

Flood Risk: The site lies in Flood Zone 2 and is at risk of surface water flooding. A Flood Risk Assessment and drainage scheme consultation are necessary.

Access Concerns: If widening the crossover, consult West Sussex Highways due to proximity to the service road and road bend.

Suggestions

Alternative Proposal: A less dominant design may be acceptable, potentially with:

A hipped roof.

Single-storey extension in the garage's current position.

Additional Studies: Provide a daylight/sunlight study and confirm flood risk details with the Environment Agency.

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff**
- (b) an elected member**
- (c) related to a member of staff**
- (d) related to an elected member**

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

☐ Yes

☒ No

Ownership Certificates and Agricultural Land Declaration

Certificates under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of all the land to which this application relates; and has the applicant been the sole owner for more than 21 days?

- ☒ Yes
☐ No

Is any of the land to which the application relates part of an Agricultural Holding?

- ☐ Yes
☒ No

Certificate Of Ownership - Certificate A

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* 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 is part of, an agricultural holding**

* "owner" 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.

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

Person Role

- ☐ The Applicant
☒ The Agent

Title

Mr

First Name

Simon

Surname

Boseley

Declaration Date

21/10/2025

☒ Declaration made

Declaration

I/We hereby apply for Householder planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Simon Boseley

Date

22/10/2025