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

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.

1. Site Address

Number	
Suffix	
Property name	23 Willowbrook Park
Address line 1	Old Salts Farm Road
Address line 2	
Address line 3	
Town/city	Lancing
Postcode	BN15 8JJ

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

Easting (x)	519089
Northing (y)	104191

Description

2. Applicant Details

Title	Ms
First name	Jacqueline
Surname	Hartley
Company name	
Address line 1	23 Willowbrook Park,
Address line 2	Old Salts Farm Road
Address line 3	
Town/city	Lancing
Country	

2. Applicant Details

Postcode	BN15 8JJ
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant? ◉ Yes ○ No

3. Agent Details

Title	
First name	Mike
Surname	Peckham
Company name	Adur and Worthing, HIA
Address line 1	Portland House
Address line 2	44 Richomnd Rd.
Address line 3	
Town/city	Worthing
Country	
Postcode	BN11 1HS
Primary number	
Secondary number	
Fax number	
Email	

4. Description of Proposed Works

Please describe the proposed works:

Break out and remove the existing platform and steps adjacent the entrance door on the South Elevation and replace with a new platform and seven shallow steps.

Has the work already been started without consent? ○ Yes ◉ No

5. Materials

Does the proposed development require any materials to be used? ◉ Yes ○ No

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

Other type of material (e.g. guttering) Platform and Steps	
Description of existing materials and finishes (optional):	

5. Materials

Other type of material (e.g. guttering) Platform and Steps	
Description of proposed materials and finishes:	Platform and Steps to be enclosed in face brick walls and finished with slip resistant concrete paving slabs. Continuous tubular steel rails to b e fitted to exposed edges of both platform and steps at a height of 900mm with a secondary rail at mid-height.

Are you supplying additional information on submitted plans, drawings or a design and access statement? ○ Yes ◉ No

6. 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

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ○ Yes ◉ No

7. 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

8. Parking

Will the proposed works affect existing car parking arrangements? ○ Yes ◉ No

9. 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

10. 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	
Reference	PREAPP/0710/19

Date (Must be pre-application submission)

06/09/2019

Details of the pre-application advice received

10. Pre-application Advice

Advised that a planning application would be required.

11. 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.

◉ Yes ○ No

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?

If yes, please provide details of their name, role, and how they are related:

12. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE B - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

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* and/or agricultural tenant of any part of the land or building to which this application 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**

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant	
Number	
Suffix	
House Name	Willowbrook Park
Address line 1	Old Salts Farm Road
Address line 2	
Town/city	Lancing
Postcode	BN15 8JD
Date notice served (DD/MM/YYYY)	26/09/2019

Person role

○ The applicant
◉ The agent

Title	Mr
First name	Mike
Surname	Peckham
Declaration date (DD/MM/YYYY)	26/09/2019

☑ Declaration made

13. Declaration

I/we hereby apply for planning permission/consent as described in this form 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. ☑

Date (cannot be pre-application)	26/09/2019