PLANNING PORTAL

This form is specifically designed to be printed and completed offline.
Please complete this form in block capitals using black ink to facilitate scanning.

You are advised to read the accompanying guidance notes and per-question help text.

If you would rather make this application online, you can do so on our website: https://www.planningportal.co.uk/apply

Application to determine if prior approval is required for a proposed: Larger Home Extension

Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class A

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Planning Authority in accordance with the legislation detailed on this form.

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Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:

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

Adur & Worthing councils

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website.
Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information.
If you require any further clarification, please contact the Local Planning Authority directly.

1. Applicant Name and Address

Title:		First name:			
Last name:					
Company (optional):					
Unit:		Number:		Suffix:	
Building name:					
Address 1:					
Address 2:					
Address 3:					
Town:					
County:					
Country:					
Postcode:					

2. Agent Name and Address

Title:		First name:			
Last name:					
Company (optional):					
Unit:		Number:		Suffix:	
Building name:					
Address 1:					
Address 2:					
Address 3:					
Town:					
County:					
Country:					
Postcode:					

3. Site Address Details

Please provide the full postal address of the application site.

Unit:		Number:		Suffix:	
Building name:					
Address 1:					
Address 2:					
Address 3:					
Address 4:					
Postcode:					

4. Eligibility

Important - Please note that:

- This application is specifically for a 'larger' single storey rear extension to a house, and the questions below are particular to determining the eligibility of proposals for this extension type.
- Other kinds of home extensions do not use this 'prior approval' process and should not be applied for using this type of application.
- There are additional permitted development conditions that apply to all home extensions which are not covered in the questions below, they can be reviewed in the common projects section on the Planning Portal at https://www.planningportal.co.uk/extension
  If your proposals do not meet these conditions, it is advisable not to continue with this application.

Will the extension be:
- A single storey; and
- No more than 4 metres in height (measured externally from the natural ground level);

☐ Yes ☐ No

If you have answered no above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Will the extension:
- Where the house is detached, extend beyond the rear wall of the original dwellinghouse by over 4 but no more than 8 metres; **or**
- Where the house is not detached, extend beyond the rear wall of the original dwellinghouse by over 3 but no more than 6 metres;

Note that this should be measured externally.
Where the proposed extension will be joined to an existing extension, the measurement must be in respect to the total enlargement (i.e. both the existing and proposed extensions) to the original dwellinghouse.

☐ Yes ☐ No

If you have answered no above, the proposed extension will not be within the limits, set by legislation, for the prior approval process.
- **If the proposed extension would not extend, as detailed above, by over 3 metres (or over 4 metres for a detached house)**
  Permitted development rights may still apply, subject to all the other eligibility criteria (including some not covered by this form).
- **If the proposed extension would extend, as detailed above, by over 6 metres (or over 8 metres for a detached house)**
  The size of proposed extension means that you will likely need planning permission to build it.

In either circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

Is the dwellinghouse to be extended within any of the following:
- a conservation area;
- an area of outstanding natural beauty;
- an area specified by the Secretary of State for the purposes of enhancement and protection of the natural beauty and amenity of the countryside;
- the Broads;
- a National Park;
- a World Heritage Site;
- a site of special scientific interest;

☐ Yes ☐ No

If you have answered yes above, the proposal will exceed the limits set by legislation. In this circumstance, you should not continue with this application and seek advice from the Local Planning Authority on the best course of action.

5. Description of Proposed Works

Please describe the proposed single-storey rear extension:

How far will the extension extend beyond the rear wall of the original dwellinghouse: metres

Note that this should be measured externally.
Where the proposed extension will be joined to an existing extension, the measurement must be in respect to the total enlargement (i.e. both the existing and proposed extensions) to the original dwellinghouse.

What will be the maximum height of the extension (measured externally from the natural ground level): metres

What will be the height at the eaves of the extension (measured externally from the natural ground level): metres

6. Adjoining premises

Please provide the full addresses of all adjoining premises to the house you are proposing to extend:
This should include any premises to the side/front/rear, even if they are not physically 'attached'.

Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

Address 6:

Address 7:

Address 8:

Please provide details of any additional adjoining premises on a separate sheet if necessary.

7. Checklist

Please read the following checklist to make sure you provide all the required information in support of your proposal.
The information provided should include all the details necessary for the Local Planning Authority to determine if the proposal complies with permitted development legislation, and if its prior approval will be required.
If sufficient information is not provided the Local Authority can either request it, or refuse the application.

All sections of this application completed in full, dated and signed. ☐

The correct fee ☐

A plan indicating the site and showing the proposed development. ☐

A plan drawn to an identified scale will assist the authority in assessing your development proposal. Plans can be bought from one of the Planning Portal's accredited suppliers: https://www.planningportal.co.uk/buyaplanningmap

8. Declaration

I/we hereby apply for a determination as to whether prior approval will be required 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.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): (date cannot be pre-application)

9. Applicant Contact Details

Telephone numbers

Country code: National number: Extension:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address:

10. Agent Contact Details

Telephone numbers

Country code: National number: Extension:

Country code: Mobile number (optional): [redacted]

Country code: Fax number (optional):

Email address: [redacted]