

Planning Services, Adur & Worthing Councils

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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	113
Suffix	
Property Name	
Address Line 1	Upper Brighton Road
Address Line 2	Offington
Address Line 3	West Sussex
Town/city	Worthing
Postcode	BN14 9JD

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

Easting (x)	Northing (y)
514909	105131
Description	

Applicant Details

Name/Company

Title

Mr

First name

Ben

Surname

Steele

Company Name

Address

Address line 1

113 Upper Brighton Road

Address line 2

Address line 3

Town/City

Worthing

County

Country

United Kingdom

Postcode

BN14 9JD

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Applicant Contact Details

Primary number

***** REDACTED *****

Secondary number

Fax number

Email address

***** REDACTED *****

Description of Proposed Works

Please describe the proposed works

Proposed Formation of Secondary Vehicular Access to Create In-Out Driveway Arrangement

This statement is submitted in support of the application to form a secondary vehicular access to the existing residential driveway, enabling a safe in-out ("half-moon") arrangement onto the A27.

Existing Situation

The property currently benefits from a single vehicular access directly onto the A27. Due to the driveway configuration and the absence of an on-site turning facility, vehicles are required to reverse out onto the carriageway when exiting the site.

The A27 is a strategic route carrying high traffic volumes at sustained speeds. While the existing access arrangement is lawful, reversing into live traffic is not considered optimal from a highway safety perspective. Drivers exiting the site must rely on rearward visibility and judgement of vehicle speeds, in circumstances where approaching traffic may not reasonably anticipate a reversing manoeuvre.

Pedestrian and cyclist movements along the frontage are also a material consideration. Visibility of footway users can be constrained during reversing movements, increasing the potential for conflict with vulnerable road users.

Proposed Development

The proposal seeks to introduce a secondary vehicular crossover to allow vehicles to enter the site via one access, circulate within the curtilage, and exit onto the highway in forward gear via a second access. The works would be modest in scale, contained entirely within the residential curtilage, and would not result in any increase in vehicle movements, trip generation, or intensity of use.

Highway Safety and Policy Considerations

Exiting a site in forward gear is widely recognised as best practice in highway design, particularly where access is taken from a higher-speed classified road. The proposed arrangement would remove the need to reverse onto the A27, improve visibility during egress, and reduce potential conflict with both vehicular traffic and vulnerable road users.

The proposal reflects the principle of reducing risk where reasonably practicable and seeks to improve the safety of the existing access arrangement without introducing additional demand on the highway network. It represents a qualitative safety improvement to an existing access and accords with national and local planning policy objectives which seek to provide safe and suitable access for all users. The access spacing, visibility splays, and construction details can be designed to comply with the standards of the local highway authority.

Conclusion

The proposed secondary access constitutes a proportionate and safety-led improvement to the existing arrangement. It does not intensify use, does not adversely affect highway capacity or residential amenity, and is considered to be acceptable in planning and highway safety terms.

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:
Vehicle access and hard standing

Existing materials and finishes:
The existing vehicular access comprises a dropped kerb and hardstanding leading from the A27 into the residential curtilage. The existing driveway is formed in a hardstanding material suitable for vehicular use. The frontage currently includes domestic boundary treatments typical of the area.

Proposed materials and finishes:
The proposed secondary vehicular access will include the formation of an additional dropped kerb constructed to the standards and specifications of the local highway authority. The new and amended driveway areas will be finished in block paving suitable for vehicular use. The block paving will be a durable, permeable or semi-permeable product in a neutral colour, to complement the existing dwelling and surrounding streetscape. A new low front boundary wall is proposed between the two access points. The wall will be constructed in materials to match or closely complement the existing property (such as brickwork of a similar colour and finish), ensuring a cohesive appearance and minimal visual impact. Any associated kerbing, edging, drainage, or reinstatement works will be functional and unobtrusive in appearance. All works will be undertaken to ensure that the character of the frontage is preserved and that highway visibility is not adversely affected.

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

Existing Site Plan – Vehicular Access
Proposed Site Plan – Vehicular Access

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.

Yes. There are existing trees and/or hedges within falling distance of the proposed development. Their approximate positions are shown on Drawing Ref. 01 & Red 02 (Existing Site Plan) and Drawing Ref. 03 & Ref 04 (Proposed Site Plan). The closest tree to the proposed works is 15m from the west boundary to the corner of Beaches Avenue.

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- ☐ Yes
☒ No

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:

Reference #1

Yes. The proposal includes the formation of an additional vehicular access to the public highway to create an in–out driveway arrangement.

The works involve the construction of a new dropped kerb and associated hardstanding within the residential curtilage. There is no increase in vehicle movements associated with the proposal.

Parking

Will the proposed works affect existing car parking arrangements?

☒ Yes

☐ No

If Yes, please describe:

Yes. The proposal involves a reconfiguration of the existing driveway to create an in–out access arrangement. Existing on-site car parking provision will be retained and improved, with vehicles able to enter and exit the site in forward gear. No on-street parking is affected and there is no reduction in parking capacity.

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

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

Ben

Surname

Steele

Declaration Date

20/02/2026

☒ 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

Ben Steele

Date

20/02/2026