Planning Services, Adur District Council

Civic Centre,
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Shoreham-by-Sea,
West Sussex,
BN43 6PR

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ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Ad016568
DATE RECEIVED 27 MAR 2008

Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

Publication of planning applications on council websites

Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address

Title:	MR & MRS
First name:	~~STUART~~.
Last name:	STUART.
Company (optional):	
Unit:	
House number:	/
House suffix:	
House name:	
Address 1:	25 ORMONDE WAY.
Address 2:	SHOREHAM.
Address 3:	
Town:	
County:	WEST SUSSEX
Country:	
Postcode:	BN43 5YB

2. Agent Name and Address

Title:	MR.
First name:	T.
Last name:	CORDING.
Company (optional):	
Unit:	
House number:	/
House suffix:	
House name:	
Address 1:	140 HIGH STREET.
Address 2:	
Address 3:	
Town:	STEYNING.
County:	W-SUSSEX
Country:	
Postcode:	BN44 3LH

3. Description of Proposed Works

Please describe the proposed works:

BALCONY AT FRONT.

Has the work already started? ☐ Yes ☑ No

If Yes, please state when the work was started (DD/MM/YYYY): (date must be pre-application submission)

Has the work already been completed? ☐ Yes ☑ No

If Yes, please state when the work was completed (DD/MM/YYYY): (date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: 25 House suffix:

House name:

Address 1: ORMONDE WAY.

Address 2:

Address 3:

Town: SHOREHAM.

County:

Postcode (optional):

5. 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, extinguishments 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 the reference number(s) of the plan(s)/ drawing(s):

6. 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).

Please tick if the full contact details are not known, and then complete as much possible: ☐

Officer name:

Reference:

Date (DD MM YYYY): (must be pre-application submission)

Details of the pre-application advice received:

7. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your boundary? ☐ Yes ☑ No

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

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 your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan(s)/ drawing(s) and indicate the scale.

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☑ No

If Yes, please describe:

9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ☐ Yes ☑ No

If Yes, please provide details:

10. Materials

If applicable, please state what materials are to be used externally. Include type, colour and name for each material:

	Existing (where applicable)	Proposed	Not applicable	Don't Know	Drawing references if applicable
Walls			☑	☐	
Roof			☑	☐	
Windows			☑	☐	
Doors			☑	☐	
Boundary treatments (e.g. fences, walls)			☑	☐	
Vehicle access and hard-standing			☑	☐	
Lighting			☑	☐	
Others (please specify)	—	GLASS PANELS TO BALCONY.	☐	☐	

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☐ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

Certificates

One Certificate A, B, C, or D, must be completed, together with the Agricultural Holdings Certificate with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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 *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which the application relates.

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	17.3.08

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

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 *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land or building to which this application relates.

Name of Owner	Address	Date Notice Served

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of the land or building, or of a part of it , but I have/ the applicant has been unable to do so.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):	On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):

11. Certificates (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
- All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner *(owner is a person with a freehold interest or leasehold interest with at least 7 years left to run)* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

The steps taken were:

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

AGRICULTURAL HOLDINGS CERTIFICATE

Town and Country Planning (General Development Procedure)Order 1995 Certificate under Article 7

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of, an agricultural holding.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 17.03.08

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:

Name of Tenant	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

12. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

3 copies of a completed and dated application form: ☑

3 copies of a plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North: ☑

3 copies of other plans and drawings or information necessary to describe the subject of the application: ☑

3 copies of a design and access statement where proposed works fall within one of the following designated areas: ☐

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

The correct fee: ☑

3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ☑

3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): ☑

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 17.03.08 (date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code:	National number:	Extension number:
01903	814836	

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional):

tim_corning@hotmail.co.uk

16. 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? *(Please select only one)* ☑ Agent ☐ Applicant ☐ Other (if different from the agent/applicant's details)

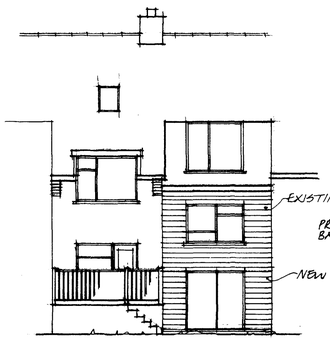
If Other has been selected, please provide:

Contact name:

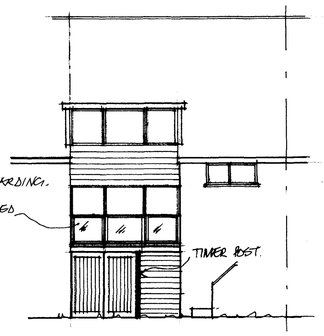
Telephone number:

Email address:

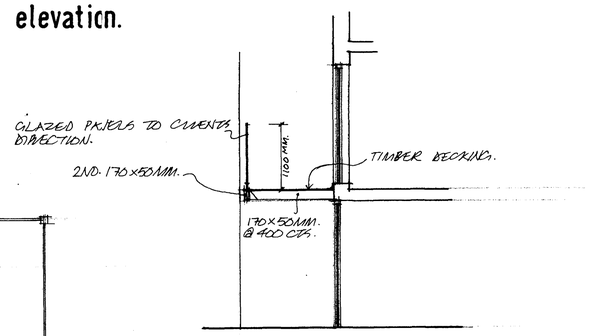
ALL NEW MATERIALS TO BE CAREFULLY SELECTED TO MATCH EXISTING.



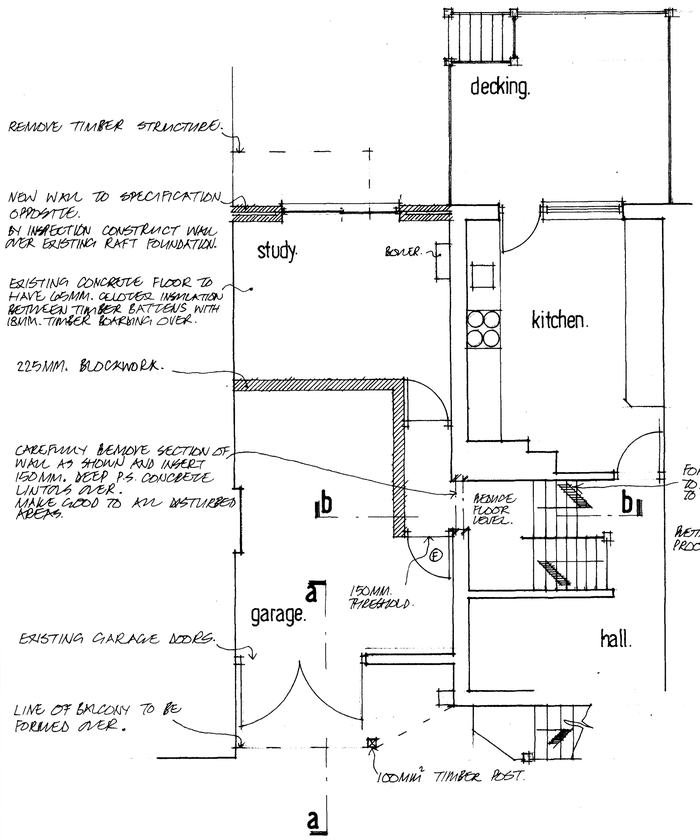
rear elevation.

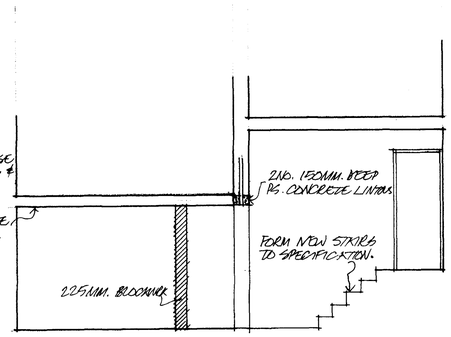


front elevation.

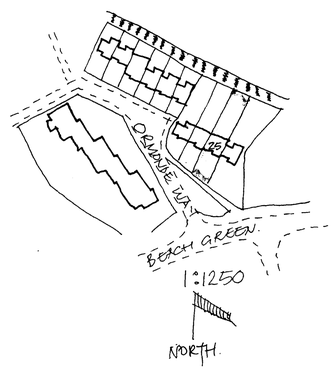


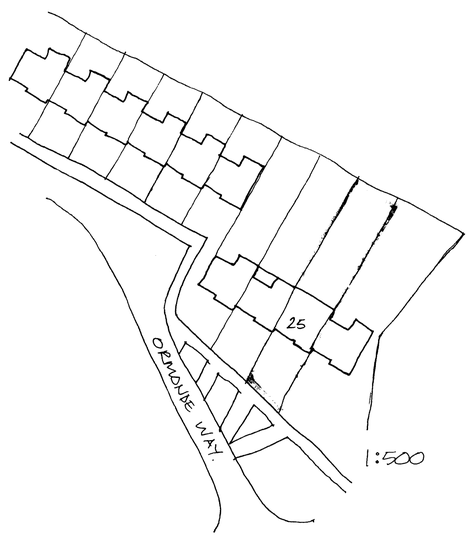
section — aa.





section — bb.





GENERAL:
All works are to be completed in a good workmanship manner and to comply with all relevant codes of practice.
Contractor is to check all dimensions on site with any error/omission reported to client.
Sample materials are to be submitted to and approved by both client and Local Authority prior to commencement of work and are to be carefully selected to reflect character of area.
Heating,lighting and power to be installed as directed by client and all to be completed to statutory authority regulations.
Contractor is to agree with client all types and style of new doors, windows and other secondary fixings.

WALLS:
Walls below ground level to be class 3 common bricks or proprietry concrete foundation blocks to BS.6073 part 1 type A laid in 1:1:3 mortar. Walls above ground level to be an external skin of 103mm. face brickwork with 100 mm. thermalite or celcon block inner leaf and 90mm. cavity filled with Rockwell/Drytherm . (95mm. if dense blockwork.) with 13 mm. lightweight plaster finish.
Wall ties to be provided at 750mm. horizontal and 450mm. vertical intervals.
Cavity to be continuous and closed at its head with brick or slate.
Additional wall ties to be provided at all closures.
D.P.C. to be provided min. 150mm. above ground level bedded in mortar.
At all window and door reveals provide vertical D.P.C. of 150mm. wide hyload pitch polymer well lapped into cavity.

Wall at higher level to be as above only external skin to be 100mm. dense concrete blocks externally with timber battens over roofing felt and timber boarding over.

P1 - Design, Installation, Inspection & Testing
All electrical work required to meet the requirements of Part P (Electrical Safety) must be designed, installed, inspected and tested by a person competent to do so. Prior to completion the Council should be satisfied that Part P has been complied with. This may require an appropriate BS7671 Electrical Installation Certificate to be issued for the work by a person competent to do so.

WINDOWS:
New windows to be confirmed with client for style, patern and material.
To provide glazed areas equal to 1/10th. of floor areas and with opening lights equal to 1/20th. of floor areas.
All windows to have a trickle vent min. 8,000mm. sq.
Glazing to comply with part N of the latest Building Regulations with glass to be toughened or laminated to B.S. 6206.
Glazing in timber or plastic frames to be double glazed with a 16mm. air gap and a 'soft' low-E coating or double glazing with a 12mm. air gap, argon filled and a 'soft' low-E coating.
Glazing in metal frames to be double glazed with a 16mm. air gap, argon filled and a 'soft' low-E coating.
All first floor windows in dwellings to have an unobstructed openable area of at least 0.33m.sq. and be not less than 455 x 450mm.

INTERNAL LIGHTING:
Provision shall be made for the installation of energy efficient lighting, preferably in those areas where the lighting is expected to have most use.
Therefore it is necessary to install 4no. light fittings, which will only take lamps having a luminous efficiency greater than 40 lumens per circuit-watt.

HEATING AND HOT WATER SYSTEMS:
The following to be included in the heating system.
1. Areas with differing heating needs to have individual temperature control by use of room thermostats or individual radiator valves.
2. Separate timing controls to be provided for space heating and hot water(except for combination boilers and solid fuel appliances) The system must allow the provision of only space heating, only water heating or both when required.
3. Boiler controls to include provision to prevent the boiler operation when neither the space heating system nor the hot water system requires heat.
4. Hot water storage vessels should have a min. 35mm.factory applied coating of PU-foam or the equivalent. Pips and ducts should also be insulated. Hot pipework connecting to boilers and hot water storage vessels to be insulated for at least 1m.from the point of connection.
5. All heating and hot water systems to be fully commissioned and a certificate confirming correct compliance to both client and Building Inspector.
6. Proper instructions to owners to be provided to inform them how to operate the system efficiently, what routine maintenance is required and the benefits of conserving fuel and power.

NOTE

All dimensions must be checked on site and not scaled from this drawing

A		
	Date	Revisions

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TIM CORDING
Architectural and Planning Services
"Kingshead", 140 High Street,
Steyning, West Sussex BN44 3LH
Tel/Fax: 01903 814836

Client
MR & MRS.

Job Title
PROPOSED ALTERATIONS TO GARAGE TO FORM STUDY AND FRONT BALCONY.

Drawing Title
25 ORMONDE WAY.
SHOREHAM
WEST SUSSEX

PLANNING
PLAN No. Approved
27 MAR 2008

Scale 1: 50 & 1:100

Date DEC. 2007. **Drawn by**

Drg. No. **Rev.**

504 x 841 mm. A1