

# 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	<input type="text" value="45"/>
Suffix	<input type="text"/>
Property Name	<input type="text"/>
Address Line 1	<input type="text" value="Old Fort Road"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="West Sussex"/>
Town/city	<input type="text" value="Shoreham-by-sea"/>
Postcode	<input type="text" value="BN43 5RL"/>

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

Easting (x)	Northing (y)
<input type="text" value="522072"/>	<input type="text" value="104603"/>
Description	
<input type="text"/>	

## 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

Fax number

Email address

## Agent Details

Name/Company

Title

First name

Surname

Company Name

## Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Contact Details

Primary number

\*\*\*\*\* REDACTED \*\*\*\*\*

Secondary number

Fax number

Email address

\*\*\*\*\* REDACTED \*\*\*\*\*

Description of Proposed Works

Please describe the proposed works

Alterations and extension to existing first floor level and roof including removal of existing pitched roof, dormers and first floor walls. Proposed construction of panel clad external walls and new flat roof.

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:**

Roof

**Existing materials and finishes:**

Concrete pantile pitched roof. EDPM membrane flat roof to dormers. White UPVC fascias and soffits. White UPVC gutters and downpipes. All elements of existing roof to be demolished.

**Proposed materials and finishes:**

New single ply membrane flat roof. New grey zinc hoppers and downpipes (to rear elevation of house). New grey aluminium copings to parapet.

**Type:**

Walls

**Existing materials and finishes:**

Red brick external walls. White painted render to first floor gable wall. Hung tile cladding to dormers. All walls above ground floor level to be demolished. Gabion low wall to ground floor front terrace to be demolished.

**Proposed materials and finishes:**

White rendered external wall insulation to be added at ground floor level. Copper coloured fibre cement cladding panels to new first floor level external walls.

**Type:**

Windows

**Existing materials and finishes:**

White UPVC framed double glazed windows (with obscure glazing to ground floor bathroom and ensuite windows). Aluminium framed Velux rooflights. Polycarbonate dome rooflight. All existing rooflights and first floor windows to be removed.

**Proposed materials and finishes:**

Existing white UPVC framed double glazed windows to be retained at ground floor level (excluding existing ground floor bathroom window aperture to be closed up using wall materials to match existing). New White UPVC framed double glazed windows to be installed at first floor level. Proposed first floor ensuite/dressing room window to be obscure glazed. New White UPVC framed obscure glazed screens to sides of balcony. New White UPVC framed glazed screen to side of ground floor front terrace. 2no. new aluminium framed flat rooflights.

**Type:**

Doors

**Existing materials and finishes:**

White UPVC framed double glazed patio doors. Existing balcony door at first floor level to be removed. White coloured composite front door to be removed. White UPVC garage door.

**Proposed materials and finishes:**

Existing white UPVC framed double glazed patio doors to be retained at ground floor level. New white UPVC framed double glazed sliding doors to first floor balcony. Front door to be replaced with light grey coloured composite door. White UPVC garage door.

**Type:**

Other

**Other (please specify):**

Balcony

**Existing materials and finishes:**

Dark blue painted metal balcony railings / balustrade. Dark grey balcony decking tiles. White UPVC fascias and soffits. White UPVC gutters and downpipes. Existing balcony materials to be removed / demolished.

**Proposed materials and finishes:**

Glass balcony balustrade. Aluminium or composite balcony decking. Grey aluminium fascias and soffits. Grey aluminium gutters and downpipes.

**Type:**

Boundary treatments (e.g. fences, walls)

**Existing materials and finishes:**

Closeboard timber fencing to north, east and west boundaries. Low red brick walls to front of east and south boundaries.

**Proposed materials and finishes:**

Closeboard timber fencing to north, east and west boundaries to be retained. Low red brick walls to front of east and south boundaries to be retained.

**Type:**

Vehicle access and hard standing

**Existing materials and finishes:**

Concrete hardstanding to west and south sides of house. Block paving to front driveway. Gravel areas to front garden, rear garden and east side of house. Decking area to north of back garden.

**Proposed materials and finishes:**

Existing hardstandings to be retained. Concrete hardstanding to west and south sides of house. Block paving to front driveway. Gravel areas to front garden, rear garden and east side of house. Decking area to north of back garden.

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 Drawings Numbers: 836 (EX) 100, 110, 111, 112, 120, 121, 122, 130

Proposed Drawings Numbers: 836 (PL) 300, 310, 311, 312, 320, 321, 322, 330

836 (PL) 45 Old Fort Road Design Document

## 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

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

## Parking

Will the proposed works affect existing car parking arrangements?

- ☐ Yes
- ☒ No

## 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

\*\*\*\*\* REDACTED \*\*\*\*\*

Surname

\*\*\*\*\* REDACTED \*\*\*\*\*

Date (must be pre-application submission)

14/10/2025

Details of the pre-application advice received

Pre-application advice was sought, primarily concerning required supporting information, the impact of the building and the design of the proposed balcony.

Regarding the scale and impact of the building Hannah stated that:

"Visual amenity - the changes to the scale and bulk of the building and cladding will be clearly visible within the street scene however within the context of Shoreham Beach and the street scene the principle of this development can be accepted. The street scene image shows how the development will appear within the context of the locality and relative heights and spacing can be seen and are deemed acceptable. The height is relative to the building adjacent and lower than existing."

She also stated that:

"The building already projects further to the rear than the building to the west, due to the increased bulk any impact will be increased, there are adjacent rear windows at ground and first floor. With any submission it would be necessary to show any impact here by showing the 45 degree line on a plan to show if the development will intersect this. It is also relevant if the neighbouring windows serve habitable rooms."

Following this feedback we have been able to add the 45 degree lines onto the first floor plan (836 (PL) 350 Proposed First Floor Plan Annotated Views) to show the impact on neighbouring rear views/windows. In response to a similar/ earlier version of this drawing Hannah stated that "this diagram shows a light overlap however on balance this can be supported".

We submitted several options for the design of the balcony. Hannah stated that the option with solid sides could not be supported. The clients wanted to proceed with our alternate option for a balcony with obscure glazed side screens and panel clad corner columns. We minimised the size of these columns as much as to limit their impact. In response to this revised and finalised version of the balcony Hannah responded:

"Thank you for your email and revised design. I have discussed this with my team. We do still see this as being an overly deep and dense structure in relation to the adjacent balcony. However on submission we could consider this as a balanced case if the neighbour could produce a written statement to advise that they support the proposal. It would be helpful if this could be submitted with the application. It is likely therefore that we could consider this favourably however this will be fully assessed on submission of a full planning application.

It would also be useful to submit plans to show a 45 degree line from the centre of the adjacent window and balcony to demonstrate any impact in terms of light and overbearing impact, anything in diagrammatic form to support your case."

A supporting letter from the neighbour at 47 Old Fort Road has been acquired and submitted with this application. The 45 degree lines have been added onto drawing 836 (PL) 350 Proposed First Floor Plan Annotated Views.

## 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

Ms

First Name

Joanna

Surname

Saady

Declaration Date

04/12/2025

☒ 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

Joanna Saady

Date

04/12/2025