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

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

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

ublication of applications on planning authority websites
lease note that the information provided on this application form and in supporting documents may be published on the uthority's website. If you require any further clarification, please contact the Authority's planning department.

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

. Applicant Name and Address

itle:	MR/MRS
First name:	R
ast name:	ROBERTSON
ompany ptional):	
nit:	
House number:	6
House suffix:	
louse ame:	
ddress 1:	FOWEY CLOSE
ddress 2:	
ddress 3:	
own:	SHOREHAM-BY-SEA
ounty:	
ountry:	
ostcode:	

2. Agent Name and Address

Title:	MR
First name:	REX
Last name:	ADAMS
Company (optional):	RJA PLANNING & BUILDING CONSULTANTS LTD
Unit:	
House number:	
House suffix:	
House name:	FIRST FLOOR
Address 1:	10 HIGH STREET
Address 2:	
Address 3:	
Town:	SHOREHAM-BY-SEA
County:	
Country:	
Postcode:	BN43 5DA

3. Description of Proposed Works

lease describe the proposed works:

CONVERSION OF ROOF INCLUDING HIP TO GABLE EXTENSION FRONT & REAR DORMERS.

SINGLE STOREY REAR EXTENSION

ADUR & WORTHING PLANNING SERVICES	
PLAN	AWDM/1084/17
DATE VALID	20 JUL 2017

. Description of Proposed Works (continued)

as the work already started? ☐ Yes ☑ No

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

as the work already been completed? ☐ Yes ☐ No

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

. Site Address Details

ease provide the full postal address of the application site.

nit: House number: House suffix:

louse ame:

ddress 1: AS APPLICANT.

ddress 2:

ddress 3:

own:

ounty:

ostcode ptional):

5. Pedestrian and Vehicle Access, Roads and Rights of Wa

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):

. Pre-application Advice

as assistance or prior advice been sought from the local uthority about this application? ☐ Yes ☑ No

Yes, please complete the following information about the advice ou were given. (This will help the authority to deal with this pplication more efficiently).

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

fficer name:

eference:

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

etails 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 proposed development? ☐ 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.

. Parking

/ill the proposed works affect xisting car parking arrangements? ☐ Yes ☑ No

Yes, please describe:

9. Authority Employee / Member

With respect to the Authority, I am:
(a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

Do any of these statements apply to you? ☐ Yes ☑ No

If Yes, please provide details of the name, relationship and role

0. Materials

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' Know
Walls	FACE BRICKWORK	FACE BRICKWORK TILE HANGING	☐	☐
Roof	CONCRETE TILES	CONCRETE TILES FLAT ROOF	☐	☐
Windows	PVC U	PVC U ALUMINIUM	☐	☐
Doors	PVCU	ALUMINIUM	☐	☐
Boundary treatments (e.g. fences, walls)	—	—	☐	☐
Vehicle access and hard-standing	—	—	☐	☐
Lighting	—	—	☐	☐
Others (please specify)	—	—	☐	☐

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:

1. Ownership Certificates and Agricultural Land Declaration

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

:ertify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the wner* 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, o part of, an agricultural holding**

OTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the pplication relates but the land 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.

igned - Applicant:	[redacted]	Date (DD/MM/YYYY
		20/7/2017

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the d I days before the date of this application, was the owner* and/or agricultural tenant** of any part of the land or building to which th pplication 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

Name of Owner / Agricultural Tenant	Address	Date Notice Served

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

2. Planning Application Requirements - Checklist

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

ıe original and 3 copies* of a ɔmpleted and dated application form: ☐

ıe original and 3 copies* of a plan which lentifies the land to which the application ılates drawn to an identified scale ıd showing the direction of North: ☐

ıe original and 3 copies* of other plans ıd drawings or information necessary to escribe the subject of the application: ☐

The original and 3 copies* of a design and access statement if proposed works fall within a conservation area or World Heritage Site, or relate to a Listed Building: ☐

The correct fee: ☐

The original and 3 copies* of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 14 Certificate (Agricultural Holdings): ☐

National legislation specifies that the applicant must provide the original plus three copies of the form and supporting documents (a ɔtal of four copies), unless the application is submitted electronically or, the LPA indicate that a smaller number of copies is required. ?As may also accept supporting documents in electronic format by post (for example, on a CD, DVD or USB memory stick). ɔu can check your LPA's website for information or contact their planning department to discuss these options.

3. Declaration

we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional ıformation. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the enuine opinions of the person(s) giving them.

igned - Applicant: [redacted] Date (DD/MM/YYYY): 20/7/2017 (date cannot l pre-applicatic

4. Applicant Contact Details

elephone numbers

Country code:	National number:	Extension number:

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

mail address (optional):

15. Agent Contact Details

Telephone numbers

Country code:	National number:	Extensior number:
	07971375739	

Country code:	Mobile number (optional):

Country code:	Fax number (optional):

Email address (optional): rex@rjaplc.co.uk

6. Site Visit

an the site be seen from a public road, public footpath, bridleway or other public land? ☐ Yes ☐ No

the planning authority needs to make an appointment to carry ut a site visit, whom should they contact? *(Please select only one)* ☑ Agent ☐ Applicant ☐ Other (if different from th agent/applicant's details)

Other has been selected, please provide:

ɔntact name: Telephone number:

mail address: