Planning Services, Adur District Council
Civic Centre,
Ham Road,
Shoreham-by-Sea,
West Sussex,
BN43 6PR

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR DISTRICT COUNCIL

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.

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. A/33/08/PA
DATE - 1 APR 2008

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:	JOHN
Last name:	MORRIS
Company (optional):	
Unit:	
House number:	
House suffix:	
House name:	"RIVERSIDE COTTAGE" FORMALLY WATERWORKS COTTAGE
Address 1:	STEYNING ROAD
Address 2:	
Address 3:	
Town:	SHOREHAM-BY-SEA
County:	WEST SUSSEX
Country:	ENGLAND
Postcode:	BN43 5FH

2. Agent Name and Address

Title:	MR
First name:	ALAN
Last name:	SCARRATT
Company (optional):	ALAN SCARRATT ARCHITECTURAL SERVICES
Unit:	
House number:	33
House suffix:	
House name:	
Address 1:	HURLEY ROAD
Address 2:	
Address 3:	
Town:	WORTHING
County:	WEST SUSSEX
Country:	ENGLAND
Postcode:	BN13 2PA

3. Description of Proposed Works

Please describe the proposed works:

TWO-STOREY EXTENSION WITH ROOMS IN ROOFSPACE & SINGLE STOREY GARAGE.

3. Description of Proposed Works (continued)

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:	
House suffix:	
House name:	"RIVERSIDE COTTAGE"
Address 1:	STEYNING ROAD
Address 2:	
Address 3:	
Town:	SHOREHAM-BY-SEA
County:	WEST SUSSEX
Postcode (optional):	BN43 5FH

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):

DETAILS SHOWN ON SITE PLAN 1@500 SCALE

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	FLINT & RENDER WITH FACING BRICK QUOINING	FLINT & RENDER WITH FACING BRICK QUOINING	☐	☐	
Roof	PLAIN TILING	PLAIN TILING TO MATCH EXISTING	☐	☐	
Windows	WHITE U.P.V.C.	WHITE U.P.V.C.	☐	☐	
Doors	WHITE U.P.V.C.	WHITE U.P.V.C.	☐	☐	
Boundary treatments (e.g. fences, walls)	NONE	NONE	☐	☐	
Vehicle access and hard-standing	MULTI CAR PARKING AREA TO SOUTH	RETAINED MULTI CAR PARKING AREA TO SOUTH	☐	☐	
Lighting	NONE	NONE	☐	☐	
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:

11 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):
		28/03/2008

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:	Date (DD/MM/YYYY):
		28/03/2008

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:	Date (DD/MM/YYYY):
		28/03/2008 (date cannot b pre-applicatio

14. Applicant Contact Details

Telephone numbers

Country code:	National number:	Extension number:
	[redacted]	OPTION

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 690102	—

Country code: | Mobile number (optional):

Country code: | Fax number (optional): 01903 690102

Email address (optional): alanscarratt@fiscali.co.uk.

16. Site Visit

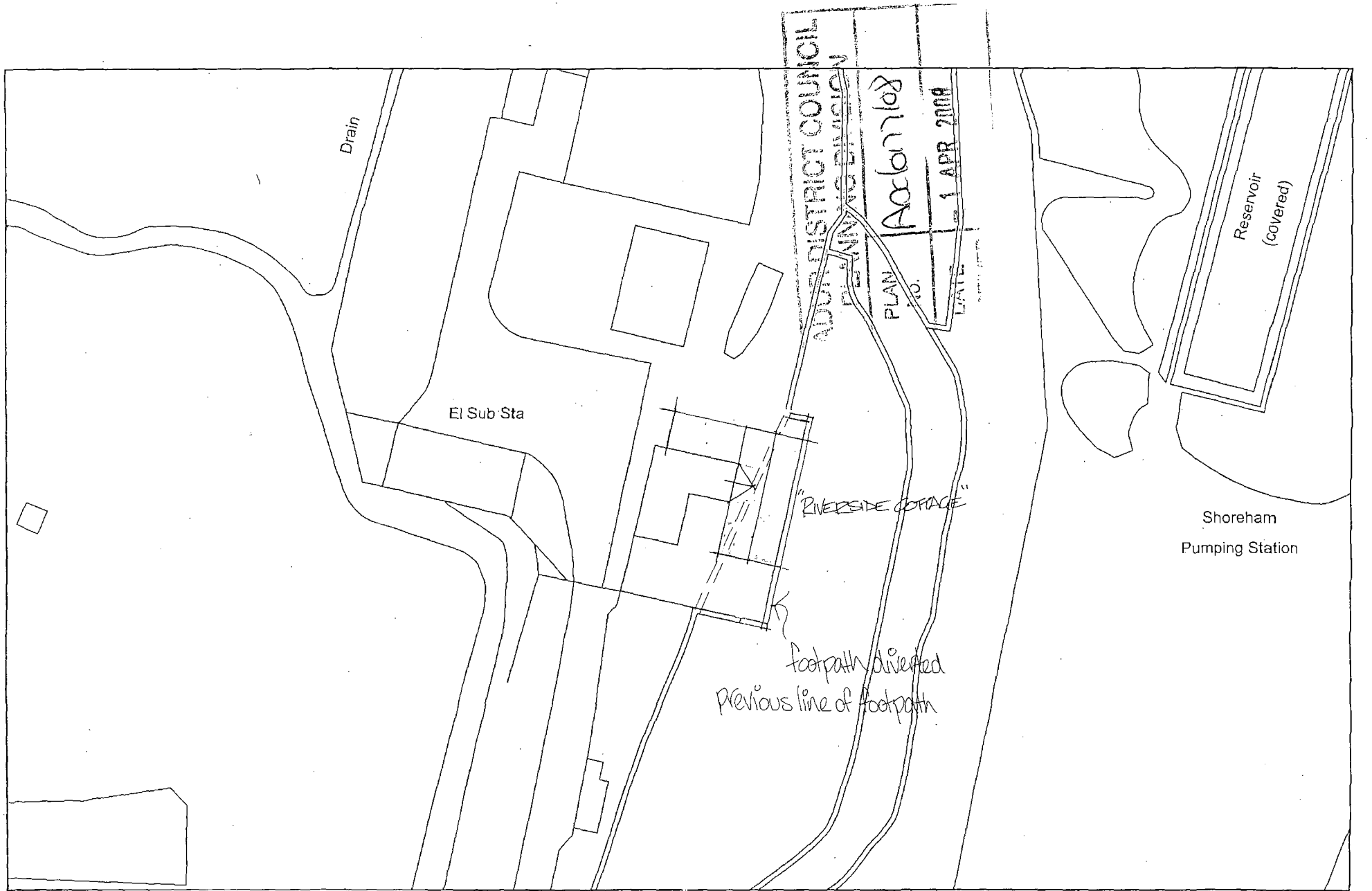
Can the site be seen from a public road, public footpath, bridleway or other public land? ☑ Yes ☐ No

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:



	AS. 549	SITE PLAN
	Dec 20, 2007	1:500

Land Registry
Official copy of
title plan

Title number **WSX308184**
Ordnance Survey map reference **TQ2006NE**
Scale **1:1250** enlarged from 1:2500
Administrative area **West Sussex: Adur**

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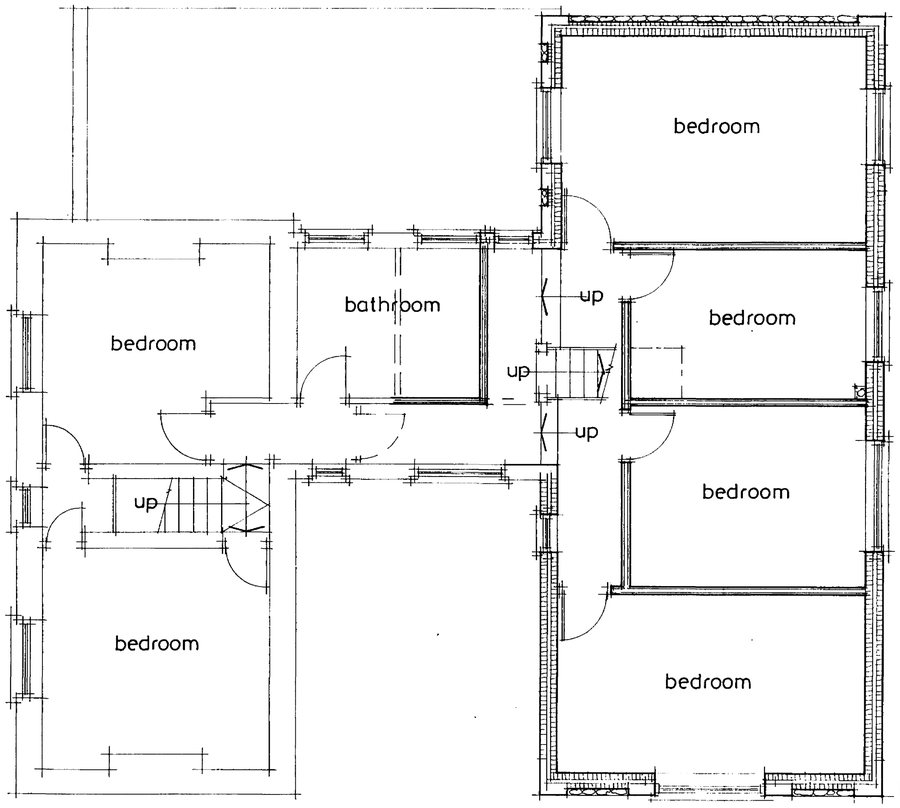
N

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. Ax6177/08
DATE - 1 APR 2008

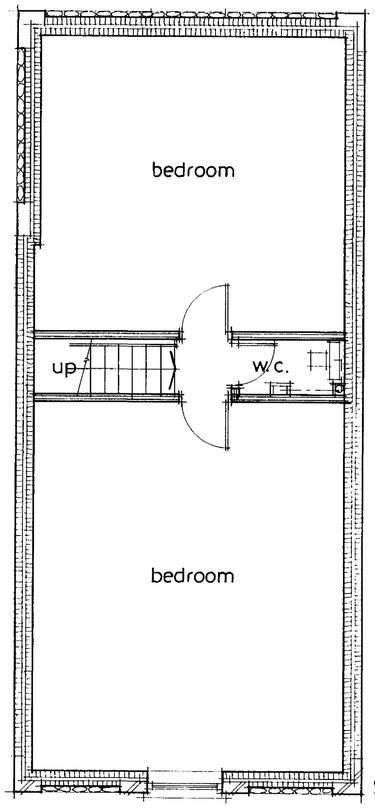
5000 6100 7100 8200 0700

Drain
Pond
A.259
River Adur
SHOREHAM BY PASS
Shoreham Pumping Station
Sewage Plant
Pumping Station
St Nicolas' Church
ADUR AVENUE
SHOREHAM ROAD

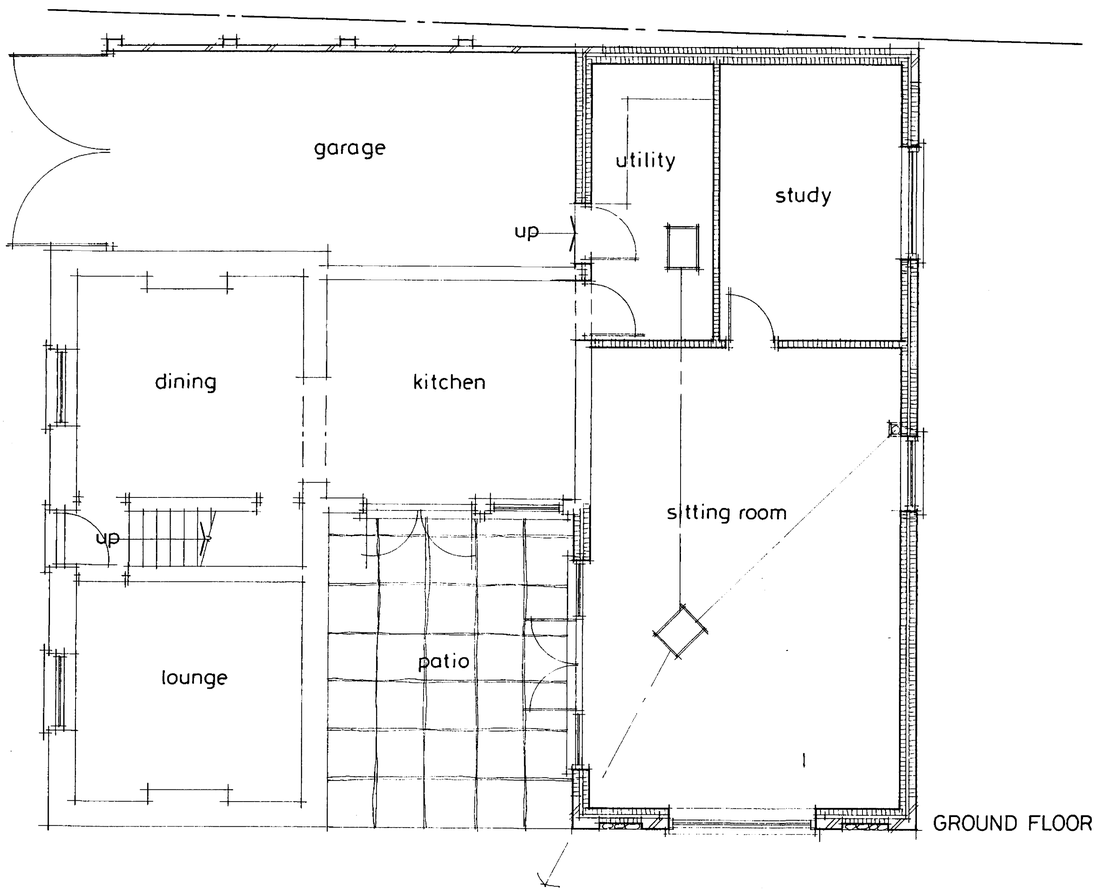
This official copy issued on 3 May 2007 shows the state of this title plan on 3 May 2007 at 08:21:57. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 7 - Title Plans.
This title is dealt with by Land Registry, Portsmouth Office.



FIRST FLOOR PLAN



SECOND FLOOR PLAN



GROUND FLOOR PLAN

Rev. A. 1st & 2nd floors enlarged over brief & interior layout altered to suit. Marco [illegible]

PLANNING DIVISION

PLAN No. [illegible]

DATE - 1 APR 2008

Alan Scarratt
ARCHITECTURAL SERVICES

33 Hurley Road, Worthing, West Sussex BN13 2PA
Tel/Fax: (01903) 690102

client Mr. & Mrs. J. Morris

job "Riverside Cottage"
Steyning Road
Shoreham by Sea
West Sussex

dwg. no. AS. 549 A

dwg. title
two storey extension
FLOOR PLANS

drawn by [signature]

date Feb. 2008 scale 1:50

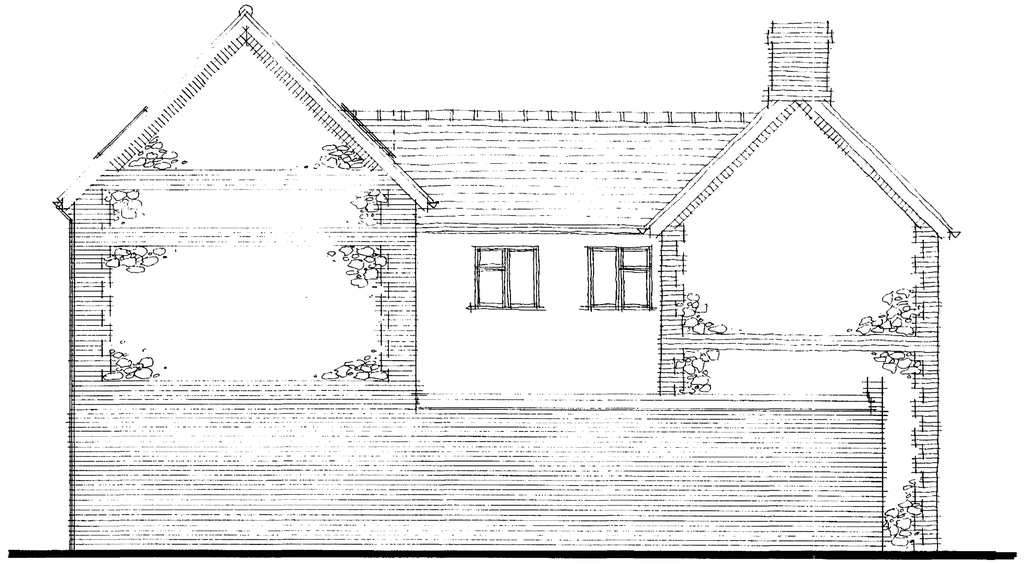
Do not scale off drawings

Check all dimensions on site before all work is commenced

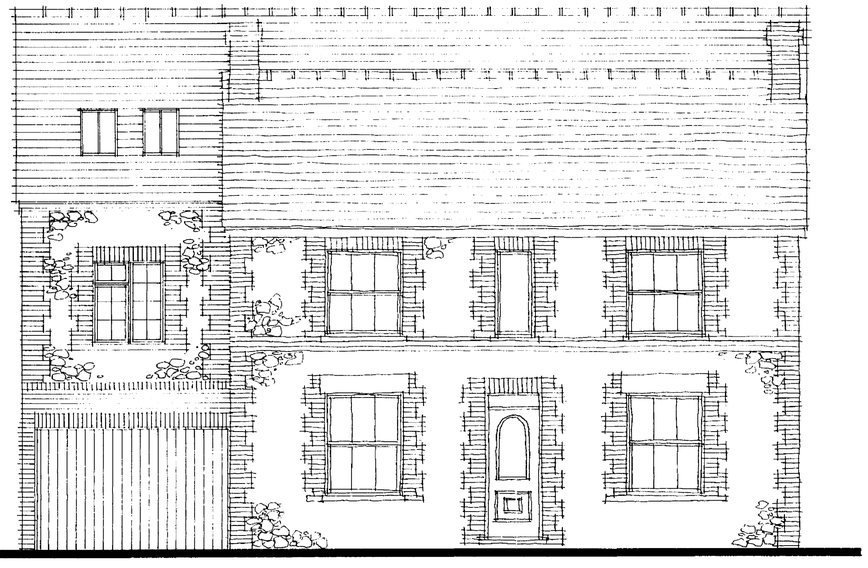
All goods materials and workmanship to conform with current building regulations, B.S.S. and C.O.P.s



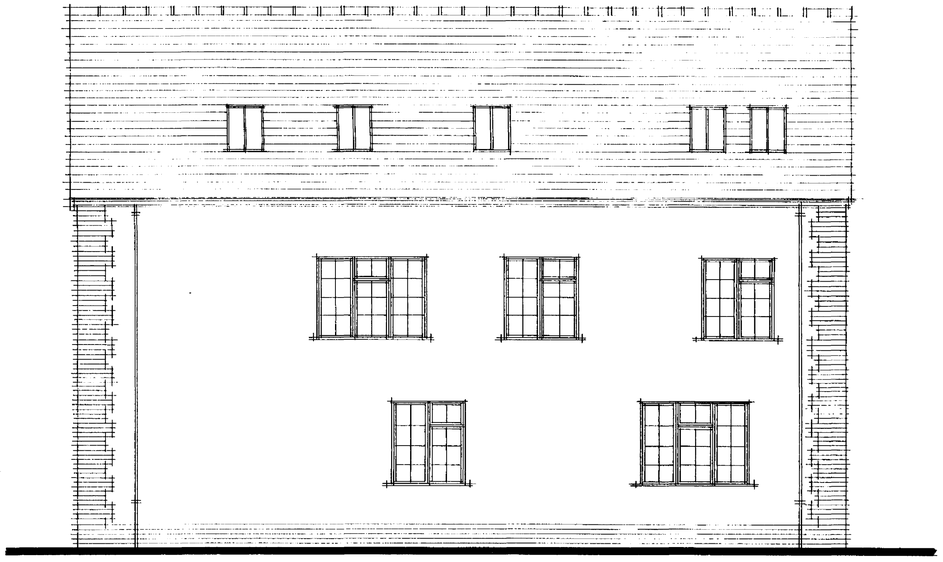
SOUTH ELEVATION



NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION (facing vertical bank)

REV A. 1st & 2nd floors extended over brief & internal layout altered. 4/6/08

PLAN No. A06/0776

DATE - 1 APR 2008

Alan Scarratt
ARCHITECTURAL SERVICES

33 Hurley Road, Worthing, West Sussex BN13 2PA
Tel/Fax: (01903) 690102

client Mr. & Mrs. J. Morris

job "Riverside Cottage"
Steyning Road
Shoreham by Sea
West Sussex

dwg. no. AS.549.1A

dwg. title
two storey extension
ELEVATIONS

drawn by Alan Scarratt

date Feb. 2008 scale 1:50

Do not scale off drawings

Check all dimensions on site before all work is commenced

All goods materials and workmanship to conform with current building regulations, B.S.S. and C.O.P.'s