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 PLANNING SERVICES
PLAN AWDM 1790/15
DATE VALID - 9 DEC 2015
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

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.

ADUR & WORTHING
9 DEC 2015
PLANNING SERVICES

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.
First name:	ROBERT
Last name:	JONES
Company (optional):	—
Unit:	
House number:	55
House suffix:	
House name:	
Address 1:	THE CRESCENT
Address 2:	
Address 3:	
Town:	SOUTHWICK
County:	WEST SUSSEX
Country:	U.K.
Postcode:	BN42 4LB

2. Agent Name and Address

Title:	MR.
First name:	LAURENCE
Last name:	ING
Company (optional):	LAURIE ING LIMITED
Unit:	
House number:	30
House suffix:	
House name:	
Address 1:	GRIFFITHS AVENUE
Address 2:	
Address 3:	
Town:	NORTH LANCING
County:	WEST SUSSEX
Country:	U.K.
Postcode:	BN15 0HW

3. Description of Proposed Works

Please describe the proposed works:

SINGLE STOREY EXTENSION AS "GRANNY ANNEX" EXTENDING FROM THE EXISTING REAR ELEVATION AND AESTHETICALLY MATCHING (AS FAR AS POSSIBLE) THE EXISTING HOUSE WALLS AND ROOF. THE INTENDED OCCUPANCY IS FOR MY CLIENT'S WIFES ELDERLY MOTHER. AT PRESENT, SHE LIVES IN A TWO STOREY BLOCK OF FLATS WITH NO LIFT AND NOW HAS DIFFICULTY NEGOTIATING THE STAIRCASE. THE "ANNEX" INCLUDES A LOUNGE/BEDROOM PLUS A SHOWER-ROOM AND A CONNECTING DOOR TO THE EXISTING HOUSE. THE SHOWER TO BE DESIGNED WITH EASY ACCESS AND NO COOKING FACILITIES TO THE ANNEX IS PROPOSED. THE LADY WILL EAT WITH HER DAUGHTER AND SON IN LAW.

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): N/A (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): N/A. (date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: | House number: 55 | House suffix:

House name:

Address 1: THE CRESCENT

Address 2:

Address 3:

Town: SOUTHWICK

County: WEST SUSSEX

Postcode (optional): BN42 4LB

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:

Asked whether any minimum sizes to the rooms "exist under planning legislation." "No but should consider ergonomics!"

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:

ONLY A SMALL APPLE TREE MARKED T2 ON THE BLOCK PLAN IS WITHIN FALLING DISTANCE OF THE EXTENSION - (OTHER TREES MARKED T1, T3 AND T4 SHOWN FOR THE ASSESSMENT OF FOUNDATION DEPTH.

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.

CLIENT TO TALK TO NEIGHBOUR REGARDING PRUNING THE BRANCHES TO HIS APPLE TREE MARKED T2 ON THE BLOCK PLAN. IE CUT BACK THE BRANCHES WHICH TRESPASS OVER THE BOUNDARY.

8. Parking

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

If 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

—

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
Walls	PART RENDERING (GREY) ie CEMENT/SAND. PART FACE BRICKWORK (red/brown) matching walls TO EXISTING HOUSE + CEMENT/SAND RENDERED PLINTH.	PART CEMENT/SAND RENDERING (GREY) PART RED/BROWN FACE BRICKWORK MATCHING BRICKWORK TO HOUSE WALL + CEMENT/SAND RENDERING PLINTH.	☐	☐
Roof	PLAIN RED/BROWN TILES	PLAIN RED/BROWN TILES	☐	☐
Windows	WHITE PLASTIC PVC	WHITE PLASTIC PVC	☐	☐
Doors	WHITE PLASTIC PVC	WHITE PLASTIC PVC	☐	☐
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:

11. 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 2010 Certificate under Article 12

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**

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.

** "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.*

Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	07/12/2015

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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* and/or agricultural tenant** of any part of the land or building to which this application 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

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

11. Ownership Certificates and Agricultural Land Declaration (continued)

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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* and/or agricultural tenants** of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

** "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*

The steps taken were:

Name of Owner / Agricultural Tenant	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):

CERTIFICATE OF OWNERSHIP - CERTIFICATE D

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

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* and/or agricultural tenant** of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

** "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*

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):

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.

The original and 3 copies of a completed and dated application form: ☑

The original and 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: ☑

The original and 3 copies of other plans and drawings or information necessary to describe 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: N/A. ☐

The correct fee: ☑

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D – as applicable) and Article 12 Certificate (Agricultural Holdings): ☑

13. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 07/12/2015 (date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

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

Country code: – Mobile number (optional): –

Country code: – Fax number (optional): –

Email address (optional): –

15. Agent Contact Details

Telephone numbers

Country code: 01903 National number: 753443 Extension number: –

Country code: – Mobile number (optional): –

Country code: – Fax number (optional): –

Email address (optional): Lauriejng@gmail.com

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: –