PLANNING PORTAL

PLAN No. AA/0127/10

DATE RECEIVED 13 APR 2010

Application for a non-material amendment following a grant of planning permission.

Town and Country Planning Act 1990

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.

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"
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

Ref. ADC/0125/10
DATE RECEIVED 13 APR 2010

Keith Morgan

From: [redacted]
Sent: 31 March 2010 12:48
To: Keith Morgan
Subject: Re: Riverside Cottage, Steyning Rd, Shoreham: Amendment to ADC/0246/09

Hi Keith.

I'm just awaiting my client's cheque (£25) for the submission and will forward our application for a non-material alteration straight away.

Will you please retain the two copies of my drawings that I have sent in as part of our application.

Many thanks

Alan

----Original Message----
From: Keith.Morgan@adur.gov.uk
Date: 29/03/2010 13:34
To: [redacted]
Subj: Riverside Cottage, Steyning Rd, Shoreham: Amendment to ADC/0246/09

Alan,

Thanks for yr letter of 20 March with accompanying plans.

The changes look very minor but nevertheless appear to require an application for a non-material amendment under the rules recently introduced by the Govt. The forms can be obtained on the Planning Portal and the fee is £25.

Regards

Keith Morgan

Keith Morgan - **Planning Services Manager** | Planning, Regeneration & Wellbein
Adur District Council
Location: Civic Centre, Ham Road, Shoreham-by-Sea BN43 6PR
Internal: 63239 | External: 01273 263239 | E-mail: keith.morgan@adur.gov.uk

Please think before you print this and save paper

Alan Scarratt
ARCHITECTURAL SERVICES

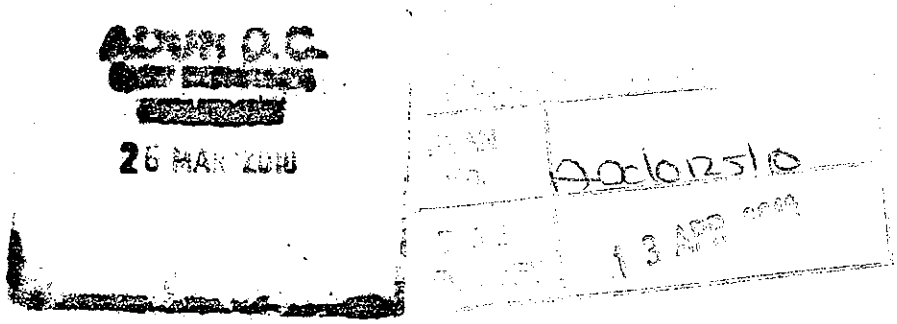
33, Hurley Road, Worthing, West Sussex BN13 2PA
Tel/Fax: (01903) 690102

AS/RJ/549
20th March 2010

Mr K Morgan
Planning Department
Adur District Council
Civic Centre
Ham Road
Shoreham-by-Sea
West Sussex
BN43 6PR

ADUR D.C.
[illegible]
26 MAR 2010

ADC/0125/10
13 APR 2010



Dear Mr Morgan

Re: two-storey extension at "Riverside Cottage" Steyning Road Shoreham-by-Sea

Please find enclosed two copies of my latest revised drawings showing the alterations to the position of some of the new extension windows on the East elevation together with the change from an external door to a window in the new ground floor utility room.

I shall be most grateful if you will confirm that these may be considered as minor amendments to planning approval no. ADC/0246/09.

Yours sincerely

[redacted]

29/3
e-mail sent saying
graphic. legal for a
non-material amendment
will see of £25.

Alan Scarratt
Enc.

3. 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				

Description of location or a grid reference.
(must be completed if postcode is not known):

Easting: | Northing:

Description:

4. 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 as possible: ☐

Officer name: MR. K. MORGAN

Reference: "RIVERSIDE COTTAGE"

Date of advice (DD/MM/YYYY): 29/3/2010

Details of pre-application advice received:

APPLICATION FOR NON-MATERIAL CHANGE OF USE REQUIRED.

5. Eligibility

Do you, or the person on whose behalf you are making this application, have an interest in the part of the land to which this amendment relates? ☑ Yes ☐ No

If you have answered No to this question, you cannot apply to make a non-material amendment.

If you are not the sole owner, has notification under article 4Γ(3) of the GDPO been given? ☐ Yes ☐ No ☑ Not Applicable

If you have answered No to this question, you cannot apply to make a non-material amendment.

If you have answered Yes to this question, please give details of persons notified:

Person Notified	Address	Date of Notification

6. 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

MARIA MERRELL – COUSIN – GENERAL RECEPTION

7. Description Of Your Proposal

Please provide a description of the approved development as shown on the decision letter, including application reference number and date of decision in the sections below. Please also provide the original application type:

TWO STOREY EXTENSION (REVISED RESUBMISSION OF ADC/0477/08)

Reference number: ADC/0246/09

Date of decision (DD/MM/YYYY): 19/08/2009

What was the original application type?:
(e.g. 'Full', 'Householder and Listed Building', 'Outline') HOUSEHOLDER APPLICATION

For the purpose of calculating fees, which of the following best describes the original application type?

Householder development: development to an existing dwelling-house or development within its curtilage ☑

Other: anything not covered by the above category ☐

8. Non-Material Amendment(s) Sought

Please describe the non-material amendment(s) you are seeking to make:

ALTERATIONS TO POSITION OF FIRST FLOOR WINDOWS ON EAST ELEVATION & CHANGE OF NEW DOOR ON FRONT ELEVATION TO UTILITY ROOM WINDOW.

Are you intending to substitute amended plans or drawings? ☑ Yes ☐ No

If Yes, please complete the following:

Old plan/drawing number(s):

AS/549/D FLOOR PLANS AS/549/1C ELEVATIONS

New plan/drawing number(s):

AS/549/G FLOOR PLANS AS/549/1D ELEVATIONS

Please state why you wish to make this amendment:

REVISIONS TO INTERNAL LAYOUT PARTITIONS DICTATE ADJUSTMENT TO FENESTRATION.

$Date: 2009/02/25 14:14:24 $ $Revision: 3.6 $

9. 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 not being accepted. It will not be accepted 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 other plans and drawings or information necessary to describe the subject of the application: ☑

The correct fee: ☑

10. 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 [redacted] | Date (DD/MM/YYYY): 06/04/2010

11. Applicant Contact Details

Telephone numbers

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

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

12. Agent Contact Details

Telephone numbers

Country code: | National number: 01903 690102 | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

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

13. 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: