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

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: 31

Suffix:

Property Name:

Address Line 1: Downland Avenue

Address Line 2:

Address Line 3: West Sussex

Town/city: Southwick

Postcode: BN42 4RF

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

Easting (x): 523962

Northing (y): 106181

Description:

Applicant Details

Name/Company

Title

Mr

First name

Darren

Surname

Grimes

Company Name

Address

Address line 1

31 Downland Avenue

Address line 2

Address line 3

Town/City

Southwick

County

West Sussex

Country

Postcode

BN42 4RF

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Agent Details

Name/Company

Title

Mr

First name

James

Surname

Smith

Company Name

Just Plans Ltd

Address

Address line 1

107 Willow Way

Address line 2

Hurstpierpoint

Address line 3

Town/City

Hassocks

County

Country

United Kingdom

Postcode

BN6 9TQ

Contact Details

Primary number

***** REDACTED ******

Secondary number

Fax number

Email address

***** REDACTED ******

Description of Proposed Works

Please describe the proposed works

Proposed single-storey crown-roof side extension incorporating 2 no roof lanterns to create garage workshop and working area to front, kitchen extension and wc to rear. Proposed new porch and access. Amendments to existing driveway incorporating removal of existing concrete slab and erection of retaining walls as shown to facilitate the creation of an additional off-street parking space

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:
Walls

Existing materials and finishes:
Face brickwork

Proposed materials and finishes:
Face brickwork to match existing. Render, painted white, to side face as per proposed side elevation

Type:
Windows

Existing materials and finishes:
White upvc

Proposed materials and finishes:
White upvc to match existing

Type:
Vehicle access and hard standing

Existing materials and finishes:
Concrete

Proposed materials and finishes:
Permeable block paving, pitched and finished to match adjoining no 29

Type:
Roof

Existing materials and finishes:
Tiles

Proposed materials and finishes:
Tiles to crown roof on all sides to match existing. EPDM or equivalent to flat roof all as per accompanying proposed roof plan

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- [x] Yes
- [ ] No

If Yes, please state references for the plans, drawings and/or design and access statement

DWL01 - Existing and Proposed Plans - 2025-09-08

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
- [x] No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal?

- [ ] Yes
- [x] No

Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

- [x] Yes
- [ ] No

Is a new or altered pedestrian access proposed to or from the public highway?

- [ ] Yes
- [x] No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way?

- [ ] Yes
- [x] No

If Yes to any questions, please show details on your plans or drawings and state their reference numbers:

DWL-01 - Existing and Proposed Plans - 2025-09-08. Refer to existing and proposed elevations and block plans

Parking

Will the proposed works affect existing car parking arrangements?

- [x] Yes
- [ ] No

If Yes, please describe:

It is proposed to create 1 additional off-street parking space, all as per accompanying plans

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:

- [x] 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?

- [x] 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

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

Can you give appropriate notice to all the other owners/agricultural tenants? (Select 'Yes' if there are no other owners/agricultural tenants)

⊘ Yes
◯ No

Certificate Of Ownership - Certificate B

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; or**
◯ **The applicant is the sole owner of all the land or buildings to which this application relates and there are no other owners* and/or agricultural tenants**.**

*** "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**

Owner/Agricultural Tenant

Name of Owner/Agricultural Tenant:
***** REDACTED ******

House name:

Number:
29

Suffix:

Address line 1:
Downland Avenue

Address Line 2:

Town/City:
Southwick

Postcode:
BN42 4RF

Date notice served (DD/MM/YYYY):
08/09/2025

Person Family Name:

Person Role

- [x] The Applicant
- [ ] The Agent

Title

Mr

First Name

Darren

Surname

Grimes

Declaration Date

08/09/2025

- [x] 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.

- [x] I / We agree to the outlined declaration

Signed

Joseph O'Neill

Date

12/09/2025