**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**

[redacted]

**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.

ADUR & WORTHING
- 6 AUG 2013
PLANNING SERVICES

**. Applicant Name and Address**

| | |
|---|---|
| itle: | MRS. |
| First name: | JACQUELINE |
| ast name: | WILLMER |
| ompany optional): | |
| nit: | |
| House number: | 114 |
| House suffix: | |
| ouse ame: | |
| ddress 1: | EASTERN AVENUE |
| ddress 2: | |
| ddress 3: | |
| own: | SHOREHAM-BY-SEA |
| ounty: | WEST SUSSEX |
| ountry: | |
| ostcode: | BN43 6PG |

**2. Agent Name and Address**

| | |
|---|---|
| Title: | |
| First name: | |
| Last name: | |
| Company (optional): | |
| Unit: | |
| House number: | |
| House suffix: | |
| House name: | |
| Address 1: | |
| Address 2: | |
| Address 3: | |
| Town: | |
| County: | |
| Country: | |
| Postcode: | |

ADUR & WORTHING
PLANNING SERVICES

| | |
|---|---|
| PLAN | AWDM/0950/13. |
| DATE VALID | 21 OCT 2013 |

**. Description of Proposed Works**

lease describe the proposed works:

To create new driveway in front garden with dropped curb, for a single car access.

I attach a plan showing what work is being carried out by SUSSEX DRIVEWAYS.

## . 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: 114 House suffix:

ouse ame:

ddress 1: EASTERN AVENUE

ddress 2:

ddress 3:

own: SHOREHAM-BY-SEA

ounty:

ostcode ptional): BN43 6PG

## . 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: CHRISTINE ELLISON

WEST SUSSEX COUNTY COUNCIL

eference: ENQUIRY NO: 286550

Date (DD MM YYYY): 17/4/2013
nust be pre-application submission)

etails of the pre-application advice received:

Phoned to ask if we would be able to have a driveway put in. The above came to look at road, garden.

## 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):

## 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

## 9. 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' Knov |
|---|---|---|---|---|
| Walls | | Remove section of wall 4metre longs - 550ml high | ☐ | ☐ |
| Roof | | | ☑ | ☐ |
| Windows | | | ☑ | ☐ |
| Doors | | | ☑ | ☐ |
| Boundary treatments (e.g. fences, walls) | | | ☑ | ☐ |
| Vehicle access and hard-standing | | Surfacing of crossover ~~Hotter~~ Hot roll asphalt Hardstanding in marshall key block paving | ☐ | ☐ |
| 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

**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 (Development Management Procedure) (England) Order 2010 Certificate under Article 12**

certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the wner *(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 hich the application relates.

| igned - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY) |
|---|---|---|
| [redacted] | | 2/8/13 |

**CERTIFICATE OF OWNERSHIP - CERTIFICATE B**

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

certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the da l 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 yea ft to run)* of any part of the land or building to which this application relates.

| Name of Owner | Address | Date Notice Served |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

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

**CERTIFICATE OF OWNERSHIP - CERTIFICATE C**

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

:ertify/ 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.

he steps taken were:

| Name of Owner | Address | Date Notice Served |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

| lotice of the application has been published in the following newspaper :irculating 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): |
|---|---|
| | |

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

## 11. Ownership Certificates (continued)

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

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

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 rur* 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

## 2. Agricultural Land Declaration

**AGRICULTURAL LAND DECLARATION**

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

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: [redacted]

Or signed - Agent:

Date (DD/MM/YYY 4/10/13

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 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 Servec |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYY

## 13. 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: ☐

The correct fee: ☐

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): ☐

The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings): ☐

## 1. Ownership Certificates (continued)

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

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

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 rur* 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/YYY

## 2. Agricultural Land Declaration

**AGRICULTURAL LAND DECLARATION**

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Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYY

(B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day 21 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 Servec |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYY

## 3. 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: ☐

The correct fee: ☐

The original and 3 copies of the completed, dated Ownership Certificate (A, B, C or D - as applicable): ☐

The original and 3 copies of the completed, dated Article 12 Certificate (Agricultural Holdings): ☐

## 4. Declaration

we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional formation. 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: | Or signed - Agent: | Date (DD/MM/YYYY): | |
|---|---|---|---|
| [redacted] | | 2/8/13 | (date cannot b pre-applicatio |

## 5. Applicant Contact Details

elephone numbers

| :ountry code: | National number: | Extension number: |
|---|---|---|
| [redacted] | | |

| :ountry code: | Mobile number (optional): |
|---|---|
| ✓ | ✓ |

| :ountry code: | Fax number (optional): |
|---|---|
| ✓ | ✓ |

mail address (optional):

✓

## 16. Agent Contact Details

Telephone numbers N/A Private House

| Country code: | National number: | Extensior number: |
|---|---|---|
| | | |

| Country code: | Mobile number (optional): |
|---|---|
| | |

| Country code: | Fax number (optional): |
|---|---|
| | |

Email address (optional):

## 7. 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:

| :ontact name: | Telephone number: |
|---|---|
| | |

mail address: