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

Application for a Non-Material Amendment Following a Grant of Planning Permission

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: 22

Suffix:

Property Name:

Address Line 1: Mill Hill

Address Line 2:

Address Line 3: West Sussex

Town/city: Shoreham-by-sea

Postcode: BN43 5TH

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

Easting (x): 521299

Northing (y): 106350

Description:

Applicant Details

Name/Company

Title

First name

Surname

Wainwright

Company Name

Address

Address line 1

22 Mill Hill

Address line 2

Address line 3

Town/City

Shoreham-by-sea

County

West Sussex

Country

Postcode

BN43 5TH

Are you an agent acting on behalf of the applicant?

- [x] Yes
- [ ] No

Contact Details

Primary number

Secondary number

Fax number

Email address

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

Agent Details

Name/Company

Title

First name

Surname

Holt

Company Name

EN Architects

Address

Address line 1

171a Church Rd

Address line 2

Address line 3

Town/City

Hove

County

Country

United Kingdom

Postcode

BN2 4GL

Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

Eligibility

Does the applicant have an interest in the part of the land to which this amendment relates?

- [x] Yes
- [ ] No

If the applicant is not the sole owner, has notification under Article 10 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) been given?

- [ ] Yes
- [ ] No
- [x] Not applicable

Description of Your Proposal

Please provide the description of the approved development as shown on the decision letter

DEMOLITION OF SIDE RETURN AND REAR CONSERVATORY. CONSTRUCTION OF NEW FLAT ROOFED CANOPY TO SOUTH SIDE, INFILL EXTENSION TO NORTH SIDE AND ENLARGEMENT OF EXISTING REAR EXTENSION. ROOF ALTERATIONS INCLUDING BARN HIP TO GABLE EXTENSION TO FRONT AND REAR, ALTERATIONS TO SIDE DORMER TO SOUTH AND CONSTRUCTION OF NEW SIDE DORMER TO NORTH, NEW ROOF LIGHTS AND FRONT FACING BALCONY. REPLACEMENT EXTERNAL MATERIALS, WINDOWS AND DOORS THROUGHOUT. ALTERATIONS TO PROPERTY FRONTAGE.

Reference number

AWDM/0813/24

Date of decision

26/11/2024

What was the original application type?

Householder planning permission

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

- [x] **Householder development:** Development to an existing dwelling-house or development within its curtilage
- [ ] **Other:** Anything not covered by the above category

Non-Material Amendment(s) Sought

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

Installation of 1no. air source heat pump (ASHP) unit to the North side of the house.

Please state why you wish to make this amendment

The proposed installation of an air source heat pump (ASHP) would be used as part of an efficient heating solution which reduces carbon emissions.

Are you intending to substitute amended plans or drawings?

- [x] Yes
- [ ] No

If yes, please complete the following details

Old plan/drawing numbers

Previously approved:
ENA108_150_F_Proposed Plans
ENA108_160_E_Proposed Elevations

New plan/drawing numbers

To be replaced with:
ENA108_150_H_Proposed Plans
ENA108_160_F_Proposed Elevations

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?

- [x] The agent
- [ ] The applicant
- [ ] Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- [x] 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):

Officer name:

Title

First Name

Surname

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

Reference

Date (must be pre-application submission)

13/10/2025

Details of the pre-application advice received

That the proposal is considered a non material amendment, neighbours will need to be notified and advice sought from Environmental Health.
That the drawings should be in the same format as those that were approved.

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

Declaration

I/We hereby apply for Non-Material Amendment 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.

☑ I / We agree to the outlined declaration

Signed

Chris Holt

Date

14/10/2025