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: 2

Suffix:

Property Name:

Address Line 1: Furzeholme

Address Line 2: Salvington

Address Line 3: West Sussex

Town/city: Worthing

Postcode: BN13 3BS

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

Easting (x): 512166

Northing (y): 106714

Description:

Applicant Details

Name/Company

Title

First name

Marie

Surname

Gallagher

Company Name

web

Address

Address line 1

2 Furzeholme

Address line 2

High Salvington

Address line 3

Town/City

Worthing

County

Country

United Kingdom

Postcode

BN133BS

Are you an agent acting on behalf of the applicant?

◯ Yes
⊘ No

Contact Details

Primary number

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

Secondary number

Fax number

Email address

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

Description of Proposed Works

Please describe the proposed works

1. Loft conversion
We propose to carry out a loft conversion to create additional living accommodation within the roof space of our existing residential property. The proposed works include the construction of two rear dormers and two balcony roof lights (East) to provide sufficient headroom and usable floor space. As well as the installation of Velux windows to the front roof slope (West) to increase natural light.

The new loft space will accommodate two additional bedrooms and a shower room, accessed via a new staircase rising from the existing ground floor hallway. The dormers will be finished in hanging tiles to match or complement the existing property and will be fitted with double-glazed windows in keeping with the style of the house.

The overall height of the main roof will remain unchanged, and the dormers will be set back from the eaves and ridgeline in accordance with local planning guidance. The front elevation of the property will remain largely unaltered, and the design has been carefully developed to minimise any impact on the amenity or privacy of neighbouring properties.

2. Porch
In addition, a new front porch with a pitched roof is proposed, designed to be in keeping with the character and building line of neighbouring properties. As part of this, the front entrance door will be repositioned forward to facilitate internal reconfiguration of the staircase.

3. Kitchen/Dining/Living reconfiguration
It is proposed to reposition the rear door to better accommodate a reconfigured kitchen layout, creating a larger, more functional kitchen space. Internally, the wall between the existing kitchen and dining room will be removed to form a single open-plan kitchen-diner. A new partition wall will be constructed between the dining area and the living room to establish two distinct rooms. Externally, the existing French doors in the living room will be replaced with a window, and the existing window in the dining room will be replaced with new French doors to improve access to the rear garden.

4. Downstairs bathroom and WC
The existing small WC and adjacent bathroom will be combined to create a single, larger bathroom. The bathroom wall will be moved back to provide a wider hallway at the bottom of the stairs, improving access and circulation as part of the overall layout changes to accommodate the loft conversion.

All development will take place within the existing roof volume and the residential curtilage of the property.

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:
Roof

Existing materials and finishes:
The roof is concrete plain tiles.

Proposed materials and finishes:
The majority of the existing concrete plain roof tiles will be retained. Where replacement is required—such as on the dormers and the pitched porch roof—matching tiles will be used on a like-for-like basis

Type:
Doors

Existing materials and finishes:
UPVC White door, with glass panels.

Proposed materials and finishes:
The existing white UPVC door is to be replaced with a coloured UPVC door. The final colour has not yet been decided but will be a neutral or muted tone in keeping with the character of the property and surrounding area (e.g. anthracite grey, navy blue, sage green, or similar).

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

◯ Yes
⊘ No

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
⊘ No

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

◯ Yes
⊘ No

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, extinguishment and/or creation of public rights of way?

◯ Yes
⊘ No

Parking

Will the proposed works affect existing car parking arrangements?

◯ Yes
⊘ No

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:

☑ 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?

⊘ 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

Is any of the land to which the application relates part of an Agricultural Holding?

◯ Yes
⊘ No

Certificate Of Ownership - Certificate A

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**

*** "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.**

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.

Person Role

⊘ The Applicant
◯ The Agent

Title

First Name

Marie

Surname

Gallagher

Declaration Date

11/07/2025

☑ 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.

☑ I / We agree to the outlined declaration

Signed

Marie Gallagher

Date

18/07/2025