Planning Services, Adur & Worthing Councils

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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: 84

Suffix:

Property Name:

Address Line 1: Slonk Hill Road

Address Line 2:

Address Line 3: West Sussex

Town/city: Shoreham-by-sea

Postcode: BN43 6HY

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

Easting (x): 522068

Northing (y): 106533

Description:

Applicant Details

Name/Company

Title

Dr

First name

Victoria

Surname

Bishop

Company Name

Address

Address line 1

84 Slonk Hill Road

Address line 2

Shoreham by Sea

Address line 3

Town/City

West Sussex

County

Country

United Kingdom

Postcode

BN43 6HY

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

We propose to extend 5625mm from the back of the bungalow to build a new kitchen/diner room and double bedroom with en-suite toilet and shower. In doing so, we will remove the existing conservatory and return the small single room area next to it back into a single bedroom and create a window for this on the West side. We intend to turn the existing kitchen into a bedroom and replace the existing door section with a window with obscured glass. Behind the extension, we are creating a pond to the left and digging out a patio area behind the kitchen/diner area to the right, with steps leading into the upper garden. There will be retaining walls with small flower beds on both sides of the garden and we will replace the existing west side fence, which is currently falling and in poor repair. The extension will step in 600mm from the existing building walls on both sides and have a flat roof with pitched sides to match the existing roof line, so as not to impact light to our neighbours either side. The flat roof area will have a living roof to enhance the view from any angle and the extension will be bricked in line with the existing building. Each new room will have double doors leading onto the garden and highline windows on either side to let in light, without causing privacy issues.

We also plan to build an outbuilding at the north end of our plot which will act as an occasional use guest room and office (we have 4 children and both work from home), with a small toilet and sink. This will replace the shed which is currently sited there. It will have a BIPV 5Kw solar roof system to reduce our carbon footprint and give power to the main house. We will leave the existing boundary heights untouched by creating a border that will be 1.4m from North boundary and 1m from East and West, which will allow us to keep the trees at the back fence. This will allow us to dig the remaining central portion of garden down to a flat level finish, which will be at a finished height of approximately 0.9m from ground level at rear of extension. This would take the height of the 4m asymmetric PV roof down to approximately 3.4m to East ground level and approximately 3.1m to West ground level. The building's PV roof creates an overhang which will sit at 2m at its lowest point above ground level. At the Planning meeting the Officer raised that privacy could have been an issue for neighbours (and ourselves) if the building was built on the existing ground height. By reducing the ground level this should bring the 2m height down to 1.7m on east side and 1.4m on West side, which would mean that nobody is overlooked. We are happy to erect a trellis on the East side of the building in front of the East fence, to allow further privacy for ourselves and neighbours if this is necessary. We will be removing the existing greenhouse and replacing this with a smaller one with integrated shed attached, which the Planning Officer also felt would add privacy for East neighbours.

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:
HOUSE Existing walls are made of standard browny red brick.

Proposed materials and finishes:
HOUSE EXTENSION We will match the bricks used on the original building. GARDEN ROOM The new garden room will be clad in red cedar

Type:
Roof

Existing materials and finishes:
HOUSE Brown concrete roof tiles

Proposed materials and finishes:
HOUSE EXTENSION: The flat roof part will be using EPDM and the small pitched sides to East and West will have tiles to match the existing building. GARDEN ROOM: The roof will have a BIPV solar system at the front (12 panels providing 5 kw) and the back will be made from matching black aluminium.

Type:
Windows

Existing materials and finishes:
HOUSE White UPVC double glazed

Proposed materials and finishes:
Rear of extension to be black aluminium, East and West of extension to be white PVC to match existing. Outbuilding to be black aluminium.

Type:
Doors

Existing materials and finishes:
Conservatory has a white UPVC door

Proposed materials and finishes:
HOUSE EXTENSION AND GARDEN ROOM: Black aluminium doors.

Type:
Boundary treatments (e.g. fences, walls)

Existing materials and finishes:
Wooden fences and bricked retaining walls. Wooden sleepers are used for the existing flower beds.

Proposed materials and finishes:
New wooden fence on the west side with concrete posts and new wooden panels on the north fence, Rendered retaining walls (hollow block filled with concrete and then rendered) around the patio, pond area and along all the flower beds on the west, north and east sides.

Type:
Lighting

Existing materials and finishes:
There is no external lighting currently.

Proposed materials and finishes:
We would like to install 3 x wall lamps on the rear wall of the extension to add some gentle illumination to the patio area and some low level lighting on the patio and path to the garden room.

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?

- [x] Yes
- [ ] No

If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings.

There are no trees which will impact the new single storey extension.

However, at the rear of our site, behind our north boundary fence, there is a wood of trees which runs behind all the properties on this road, between their boundary lines and the A27 road. We have marked this wood on the plan showing excavation and tree location drawing. There is also a field maple tree at the very back of our garden (T2), which we will be retaining, which will be behind the proposed new outbuilding. This tree is in good health. The neighbours on the west side also have three trees at the back of their garden (T3,T4,T5) which are close to the boundary fence.

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

- [x] Yes
- [ ] No

If Yes, please show on the plans, indicating the scale, which trees by giving them numbers (e.g. T1, T2 etc) and state the reference number of any plans or drawings

A holly tree (T1 on the excavation and tree location plan) will need to be removed to accommodate the new patio.

Pedestrian and Vehicle Access, Roads and Rights of Way

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

- [ ] Yes
- [x] 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

Parking

Will the proposed works affect existing car parking arrangements?

- [ ] Yes
- [x] 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

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

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

First Name

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

Surname

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

Reference

PREAPP/0027/25

Date (must be pre-application submission)

26/02/2025

Details of the pre-application advice received

The Planning officer felt there was scope to extend the back of the bungalow with a single storey extension. We had initially planned for the extension to have a pitched roof which followed the original roof line 30 cm below (this would have taken the extension to the maximum height of 4 m). Her comments were that the proposed depth of the extension is approximately 2 metres deeper than the usual allowance. However, on the west side, the neighbour's property sits deeper into the plot and so she felt that the extra depth on this side was likely to be acceptable. She was worried that on the east side, the properties are more closely set and have similar rear building lines (5.6 metres depth on this side) and that this may impact the light to the rear addition at No. 82. She recommended an L shaped extension if we were going to go with the pitched roof. Since then, however, we have changed the roof of the extension to have small pitched sections at each side (to match the existing roof) but the majority being a flat roof to a maximum height of 3 meters. This will mean that the light to addition at the rear of No 82 is not impacted. She also said that side windows should be a minimum 1.7 metres off finished floor level which is demonstrated in elevation plans. She said that the new bedroom window in the west side single room could be of clear glass as it was not overlooked and better for a bedroom. She recommended that the new window section in the existing kitchen door be of obscured glass as it faces the neighbours' door. We also needed to provide another drawing showing the extent of the proposed ground excavation and the height of the new retaining walls which will be 0.9m in height and existing boundary fences which can be seen in the excavation and tree location plan.

In terms of the garden room outbuilding at the end of the garden, she agreed to our idea of excavating the ground and creating walled flowerbeds on all sides, in order to make sure that the window and door of the cabin would not overlook the neighbours' windows on either side. She also advised on planting some boundary screening if necessary on the east side. We do not think this will be needed now as we are excavating sufficiently, however, this is something we would do if required.

The consultant also recommended consulting our neighbours. We have spoken at length to our neighbours on the West side (no 86). They feel that the extension will actually give them more privacy as their bedroom is overlooked from our garden. The upper east side of their garden is slipping away and in poor repair and so they welcome a new fence. Prior to erecting this, we will help them to level off this part of their garden with new top soil in line with our own west side flowerbed to make the land more stable. They have confirmed that they are happy with everything we have proposed. The property on the East side is currently empty but we have left a note.

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

Dr

First Name

Victoria

Surname

Bishop

Declaration Date

06/04/2025

☑ 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

Victoria Bishop

Date

09/04/2025