# Planning Services, Adur District Council

Civic Centre,
Ham Road,
Shoreham-by-Sea,
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BN43 6PR

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website : www.adur.gov.uk
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ADUR DISTRICT COUNCIL



ADUR DISTRICT COUNCIL PLANNING DIVISION
PLAN No. Adc/0482/08
DATE RECEIVED 02 OCT 2008

## Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

**Publication of planning applications on council websites**

**Please note that with the exception of applicant contact details and Certificates of Ownership, the information provided on this application form and in supporting documents may be published on the council's website.**

**If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the council's website, please contact the council's planning department.**

Please complete using block capitals and black ink.
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

### 1. Applicant Name and Address

| | |
|---|---|
| Title: | MR |
| First name: | M |
| Last name: | KENWARD |
| Company (optional): | |
| Unit: | |
| House number: | 59 |
| House suffix: | |
| House name: | |
| Address 1: | GREENWAYS CRESCENT |
| Address 2: | |
| Address 3: | |
| Town: | SHOREHAM BY SEA |
| County: | WEST SUSSEX |
| Country: | U.K. |
| Postcode: | BN43 6HR |

### 2. Agent Name and Address

| | |
|---|---|
| Title: | MR |
| First name: | CHRIS |
| Last name: | POPE |
| Company (optional): | POPE STEVENS ARCHITECTURE |
| Unit: | |
| House number: | 2 |
| House suffix: | |
| House name: | |
| Address 1: | BEECH AVENUE |
| Address 2: | |
| Address 3: | |
| Town: | CHICHESTER |
| County: | WEST SUSSEX |
| Country: | U.K. |
| Postcode: | PO19 3DR |

### 3. Description of Proposed Works

Please describe the proposed works:

LOFT CONVERSION

## 3. Description of Proposed Works (continued)

Has the work already started? ☐ Yes ☑ No

If Yes, please state when the work was started (DD/MM/YYYY): (date must be pre-application submission)

Has the work already been completed? ☐ Yes ☑ No

If Yes, please state when the work was completed (DD/MM/YYYY): (date must be pre-application submission)

## 4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: 57 House suffix:

House name:

Address 1: GREENWAYS CRESCENT

Address 2:

Address 3:

Town: SHOREHAM BY SEA

County: U.K

Postcode (optional): BN43 6HX

## 5. 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, 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):

## 6. 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).

Please tick if the full contact details are not known, and then complete as much possible: ☐

Officer name:

Reference:

Date (DD MM YYYY): (must be pre-application submission)

Details of the pre-application advice received:

## 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 boundary? ☐ 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.

## 8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☑ No

If Yes, please describe:

## 9. Council Employee / Member

Is the applicant or agent related to any member of staff or elected member of the council? ☐ Yes ☑ No

If Yes, please provide details:

## 10. Materials

If 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't Know | Drawing references if applicable |
|---|---|---|---|---|---|
| Walls | BRICK | TILE HANGING BORDER CHECKS | ☐ | ☐ | |
| Roof | ROOFING TILES | FLAT ROOFING FELT | ☐ | ☐ | |
| Windows | UPVC WHITE | UPVC WHITE | ☐ | ☐ | |
| Doors | UPVC WHITE | UPVC WHITE | ☐ | ☐ | |
| Boundary treatments (e.g. fences, walls) | | | ☑ | ☐ | |
| Vehicle access and hard-standing | | | ☑ | ☐ | |
| 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:

## 11. 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 (General Development Procedure) Order 1995 Certificate under Article 7**

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 *(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 which the application relates.

| Signed - Applicant: | Or signed - Agent: | Date (DD/MM/YYYY): |
|---|---|---|
| | [redacted] | 26/09/2008 |

**CERTIFICATE OF OWNERSHIP - CERTIFICATE B**

**Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

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 *(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 which this application relates.

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

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

**CERTIFICATE OF OWNERSHIP - CERTIFICATE C**

**Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

I certify/ 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.

The steps taken were:

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

| 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): |
|---|---|---|
| | | |

## 11. Certificates (continued)

**CERTIFICATE OF OWNERSHIP - CERTIFICATE D**

**Town and Country Planning (General Development Procedure) Order 1995 Certificate under Article 7**

I 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 run)* 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):

**AGRICULTURAL HOLDINGS CERTIFICATE**

**Town and Country Planning (General Development Procedure)Order 1995 Certificate under Article 7**

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:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 26/09/2008

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 Served |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

## 12. 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 where proposed works fall within one of the following designated areas: N/A ☐

- National Park
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site
- The Broads

The correct fee: ☑

The original and 3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ☐

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

## 13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information.

Signed - Applicant:

Or signed - Agent: [redacted]

Date (DD/MM/YYYY): 26/09/2008 (date cannot be pre-application)

## 14. Applicant Contact Details

Telephone numbers

| Country code: | National number: | Extension number: |
|---|---|---|
| | c/o AGENT | |

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

## 15. Agent Contact Details

Telephone numbers

| Country code: | National number: | Extension number: |
|---|---|---|
| | 01243 782796 | |

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional): pope.stevens@freeuk.com

## 16. Site Visit

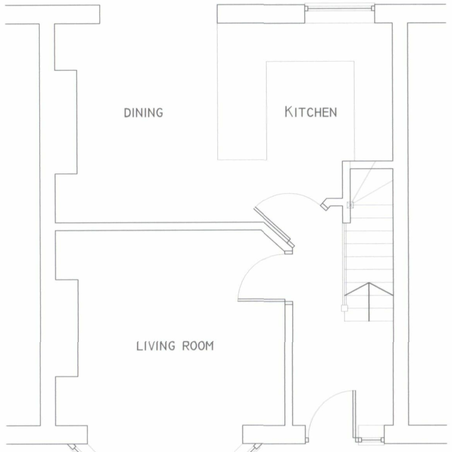
Can the site be seen from a public road, public footpath, bridleway or other public land? ☐ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? *(Please select only one)* ☑ Agent ☐ Applicant ☐ Other (if different from the agent/applicant's details)

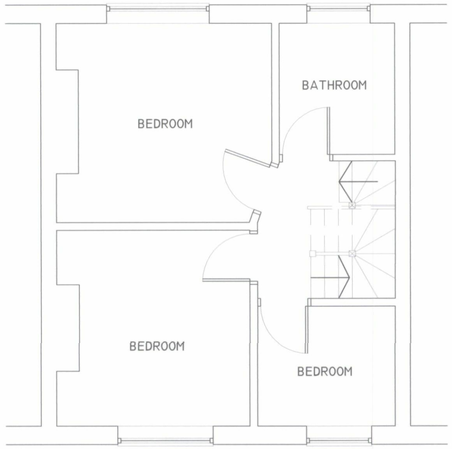
If Other has been selected, please provide:

Contact name: [redacted] Telephone number: [redacted]

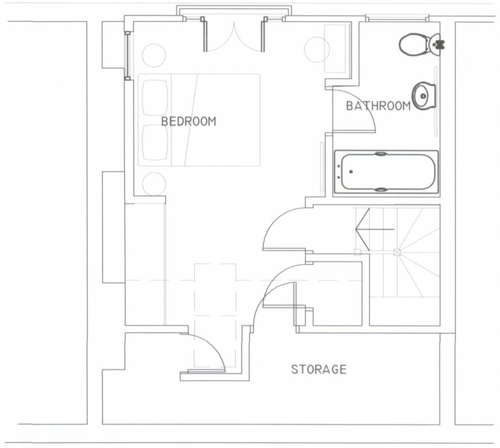
Email address: [redacted]




PROPOSED GROUND FLOOR PLAN
SCALE 1:50




PROPOSED FIRST FLOOR PLAN
SCALE 1:50




PROPOSED FIRST FLOOR PLAN
SCALE 1:50



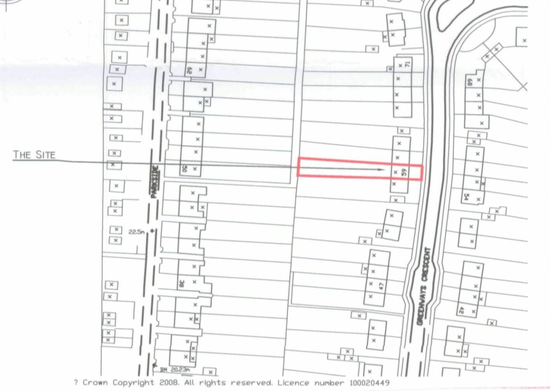

SITE PLAN SCALE 1:500



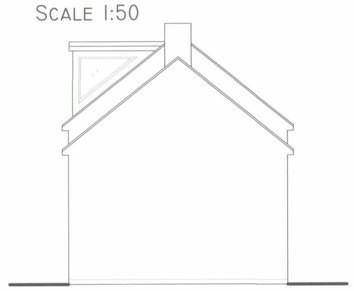

EXISTING GROUND FLOOR PLAN
SCALE 1:50



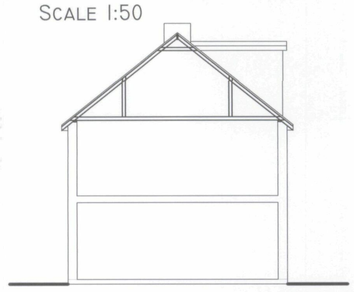

EXISTING FIRST FLOOR PLAN
SCALE 1:50




LOCATION PLAN SCALE 1:1250



PROPOSED (SIDE) SOUTH ELEVATION SCALE 1:100



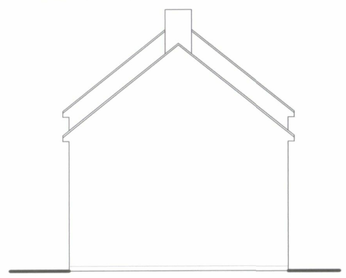
PROPOSED (SIDE) NORTH ELEVATION SCALE 1:100



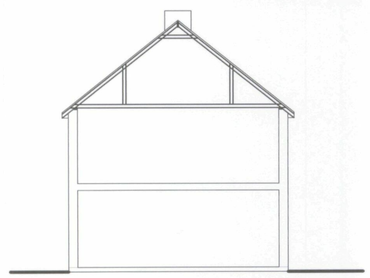
PROPOSED (REAR) WEST ELEVATION SCALE 1:100



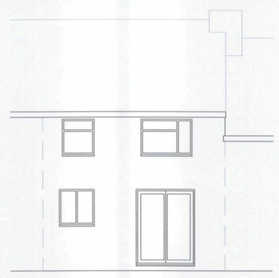
PROPOSED (FRONT) EAST ELEVATION SCALE 1:100



EXISTING (SIDE) SOUTH ELEVATION SCALE 1:100



EXISTING (SIDE) NORTH ELEVATION SCALE 1:100



EXISTING (REAR) WEST ELEVATION SCALE 1:100



EXISTING (FRONT) EAST ELEVATION SCALE 1:100

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN No. AD/08/0363
DATE RECEIVED 14 OCT 2008

| | | |
|---|---|---|
| 01 | planning | 29.09.08 |

POPE . STEVENS
ARCHITECTURE
Crossways, 2 Beech Avenue,
Chichester, West Sussex. PO19 3DR
Tel /Fax: 01243 782 796
e.mail: pope.stevens@freeuk.com

Project
59 Greenways Crescent
Shoreham
West Sussex

Drawing
Location, Site, Floor Plans and elevations
Planning Application
Loft conversion

| Date | Drawn by | Scale |
|---|---|---|
| Aug 08 | CDP | as shown |

| Drawing No. | Revision |
|---|---|
| DPA-01 | 01 |