5 **Please enclose four copies of this form and four sets of plans.**
Please number your plans and write the numbers and scales against the titles here.

	Plan number	Scale
Location plan	1	1/1250
Block plan	2	1/500
Floor plan	Existing Plan 3 Proposal plan 4	1/100
Elevations	West & South 5 East & North 6	1/100
Other	Double Glazed door 7	1/20

6 **Will the development involve cutting down any trees?** Yes ☑ No ☐
If "Yes", please show these clearly on the block plan.

7 **Will the development (including any new or altered access) affect a public footpath or other public right of way?** Yes ☐ No ☑

8 **Does this application require a fee?** (See note 3). Yes ☐ No ☑

If "No", please tick the option that applies (see note 3). A ☐ B ☐ C ☑

If "Yes", please state the fee enclosed (see note 4). £

Signature: [redacted] **Date:** 30/10/07

Please print your name: [redacted]

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

If anyone else owns the land or part of it, you must fill in Certificate B, which you can get from the Planning Section. You must also tell the owner of the land about this application by serving a notice on them. If you own all of the land, you must fill in Certificate A below.

Certificate A

I confirm that:

- nobody except the applicant was an owner of any part of the land involved at the beginning of the period of 21 days before the date of this application; and
- none of the land this application relates to is an agricultural holding or part of an agricultural holding.

Signatur [redacted] **Date:** 30/10/07

Please print your name: [redacted]

Notes

1 You can get general guidance on whether you need planning permission to alter or extend your home from the Planning Section.

2 You can make the application yourself or you can employ someone (an "agent") to do it for you. If an agent makes the application, we will send all letters to them, including the planning decision notice.

3 **You will need to pay a fee unless your project is one of the following.**

A An application to improve access, health and safety or comfort in a disabled person's home. (A disabled person is someone who is covered by Section 29 of the National Assistance Act 1948.)

B An application required because "permitted development" rights have been removed. (Permitted development rights allow some work to be carried out without the need for planning permission.)

C A new or revised application of the same character or description for the same site and by the same person within 12 months of getting permission, permission being refused, or the date a withdrawn application is acknowledged.

4 A list of planning fees is enclosed with this form. For more details about fees, please contact the Planning Section on 01903 221353 or 01903 221354.

5 Please send us **four** sets of your plans with the scale and north point clearly shown.

6 One copy of the plans must be coloured to show the work you are applying for.

7 Your plans must all be prepared using the metric scale. Unless your application is for creating a vehicle access onto a classified road, you should include four sets of the following.

- A location plan using an Ordnance Survey map at a scale of 1:1250. The site must be outlined in red.
- A block plan at a scale of 1:500 showing the site (highlighted in red) and all neighbouring properties. You should also highlight in blue the boundary of any other land you own which joins the site. The position of any trees and sewers should also be shown on this plan.
- Floor plans at a scale of 1:50 or 1:100.
- Elevations and a plan of the site at a scale of 1:50 or 1:100, including details of the materials to be used.

If your application is for creating a vehicle access onto a classified road, you only need to include location plans and block plans. The block plan should show the work you are applying for. A separate information sheet is available from the Planning Section to help you make a planning application for creating a vehicle access onto a classified road.

8 You can buy an extract from the Ordnance Survey map by contacting the Council's Property Services Section On 01903 221386.

9 A classified road is a road classed by the Secretary of State as a road of national or local importance. These roads are often known as A, B or C roads.

10 **Building regulations** - This application only relates to planning procedures. You may also need to apply for approval under the building regulations. You can get advice and forms from the Planning Section.

Please send your application to:

Assistant Director (Planning Services)
Planning Section
Portland House
Richmond Road
Worthing
West Sussex BN11 1LF

Phone: **01903 221356 or 01903 221357**
Fax: **01903 207365**
E-Mail: **planning@worthing.gov.uk**

Before sending your application please make sure you have:

- answered all the questions;
- signed and dated the application form;
- signed and dated certificate A (or certificate B if you do not own all the land);
- enclosed four sets of your plans (one must be coloured to show the work you are applying for); and
- enclosed the application fee (if any). Please see notes 3 and 4. Please make your cheque payable to **Worthing Borough Council**.

Remember that an agent can sign the form and certificate for you.

We have collected the information on this form for the purposes set out in the Town and Country Planning Act 1990 and other regulations. Any member of the public can ask to see it. We do not have to keep all or any part of the information confidential.

2885 Crystal Mark
Clarity approved by Plain English Campaign