R J REYNOLDS HNC Con. Tech (Arch) Architectural Services

R. J. Reynolds Ltd Registered in England and Wales No 4815453

82 Greenacres Shoreham by Sea West Sussex BN43 5XL Telephone: 01273 462889. Fax: 01273 441992.

ADUR D.C.
LEGAL & DEMOCRATIC

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HN&E	30 APR 2008	FS	
B.TRAN		EX OFF	
HM		DS	

FILE:

PASSED TO:

28th. April 2008.

Job No 1641

Adur District Council
Civic Centre
Ham Road
Shoreham by Sea
West Sussex BN43 6PR

ADUR D.C.
CHIEF EXECUTIVE'S
DEPARTMENT
- 1 MAY 2008

For the attention of **Dawn Ayres** Senior Administration Officer.

Dear Sirs,

12 Halewick Lane Sompting West Sussex.

Please find enclosed 3 copies of page 5 & 6 of the application form amended as requested in your letter of the 25th. April 2008.

I would confirm that the existing conservatory is to be demolished and replaced with a dining room extension plus the new pitched roof is to be taken over the existing kitchen extension. Please adjust the description to suit those requirements or to suit what description you wish to make when advertising the proposals.

I also enclose revised copies of the application lodged ofr No 12 Mill Hill Gardens Shoreham which also omitted the Agricultural holdings certificate and would be obliged if you would replace those in your possession for this project.

If you have any further queries regarding the enclosed please contact me. Meanwhile I await your acknowledgement and receipt for the application.

Yours faithfully

R. J. Reynolds.

Enc. + Copy to Client.

Planning Services, Adur District Council

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

Tel : (01273) 263222 (calls may be recorded)
website : www.adur.gov.uk
e-mail : developmentcontrol@adur.gov.uk

ADUR DISTRICT COUNCIL
PLANNING DIVISION
PLAN NO. Ad6022668
DATE 01 MAY 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:	First name:
Last name:	Mr.& Mrs. G. Boiling
Company (optional):	
Unit:	House number: 12 House suffix:
House name:	
Address 1:	Halewick Lane
Address 2:	
Address 3:	
Town:	Sompting
County:	West Sussex
Country:	
Postcode:	BN15 0NE

2. Agent Name and Address

Title:	Mr First name: Ray
Last name:	Reynolds
Company (optional):	R J Reynolds Ltd,
Unit:	House number: 82 House suffix:
House name:	
Address 1:	Greenacres
Address 2:	
Address 3:	
Town:	Shoreham by Sea
County:	West Sussex
Country:	
Postcode:	BN43 5XL

3. Description of Proposed Works

Please describe the proposed works:

Proposed Conversion of a conservatory to a dining room extension

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: 12 House suffix: _____

House name: _____

Address 1: Hailwick Lane

Address 2: _____

Address 3: _____

Town: Sompting

County: West Sussex

Postcode (optional): BN15 0NE

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:

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):
		23.04.2008

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):

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	Face brickwork	to match	☐	☐	
Roof	Plastic	Tiles	☐	☐	
Windows	White uPVC	White uPVC	☐	☐	
Doors	White uPVC	White uPVC	☐	☐	
Boundary treatments (e.g. fences, walls)	N/A		☐	☐	
Vehicle access and hard-standing	N/A		☐	☐	
Lighting	N/A		☐	☐	
Others (please specify)	N/A		☐	☐	

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 (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

Date (DD/MM/YYYY): 23.04.2008

B) I have/ The applicant has given the requisite notice to every person other than myself/ the applicant who, on the day21 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.

3 copies of a completed and dated application form: ✓

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: ✓

3 copies of other plans and drawings or information necessary to describe the subject of the application: ✓

3 copies of a design and access statement where proposed works fall within one of the following designated areas: ☐

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

The correct fee: ✓

3 copies of the completed, dated Article 7 Certificate (Agricultural Holdings): ✓

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

Date (DD/MM/YYYY): 23.04.2008 (date cannot be pre-application)

14. Applicant Contact Details

Telephone numbers

Country code: | National number: | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

15. Agent Contact Details

Telephone numbers

Country code: | National number: 01273 462889 | Extension number:

Country code: | Mobile number (optional):

Country code: | Fax number (optional):

Email address (optional):

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)

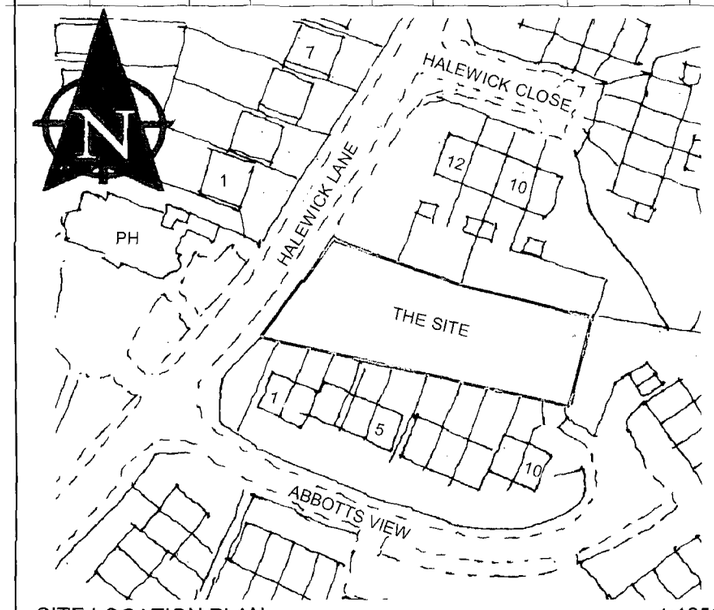
If Other has been selected, please provide:

Contact name: Mrs Annida Boiling

Telephone number:

Email address:

CLIENT Mr. & Mrs. G. Boiling				PROJECT 12 Halewick Lane Sompting West Sussex BN15 0NE			R.J.REYNOLDS HNC Con. Tech. (Arch) Architectural Services 82 GREENACRES SHOREHAM BY SEA WEST SUSSEX BN43 5XL Telephone: 01273 462889 Fax: 01273 441992					
DRAWING Site Location & Block Plan with proposed side Elevations				Proposed conversion of existing Conservatory to a dining room.								
drawing	1641/ P1	scale	1:100,1:250 & 1 : 500	date	April. 2008	Revisions						



SITE LOCATION PLAN 1:1250

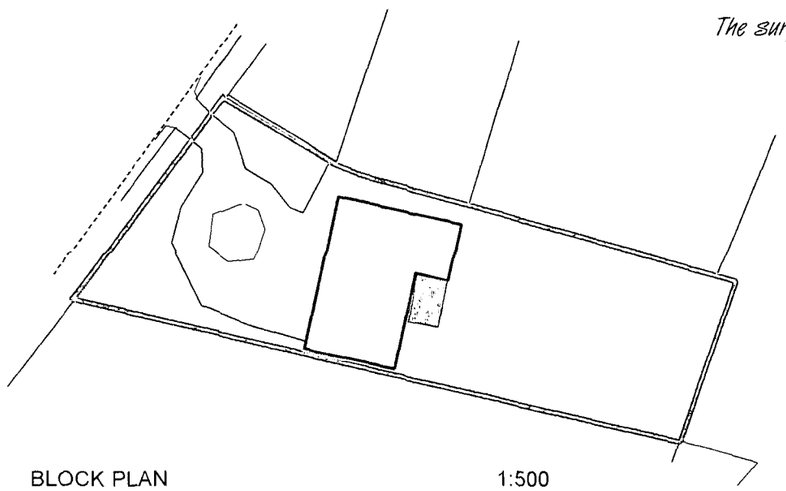
PLANNING NOTES:

The Site boundaries are indicated with a red line. The site dimensions are 60 m deep x 25 m frontage giving a total site area of 1320 sq. metres.

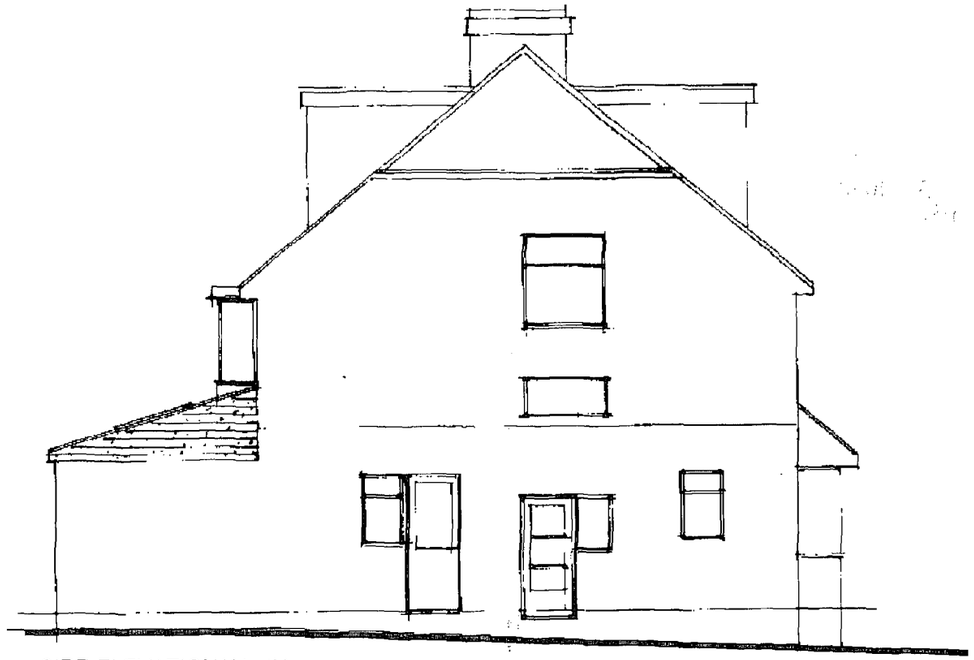
The proposed rear extension is indicated in soild red.

The building is on mains drainage.

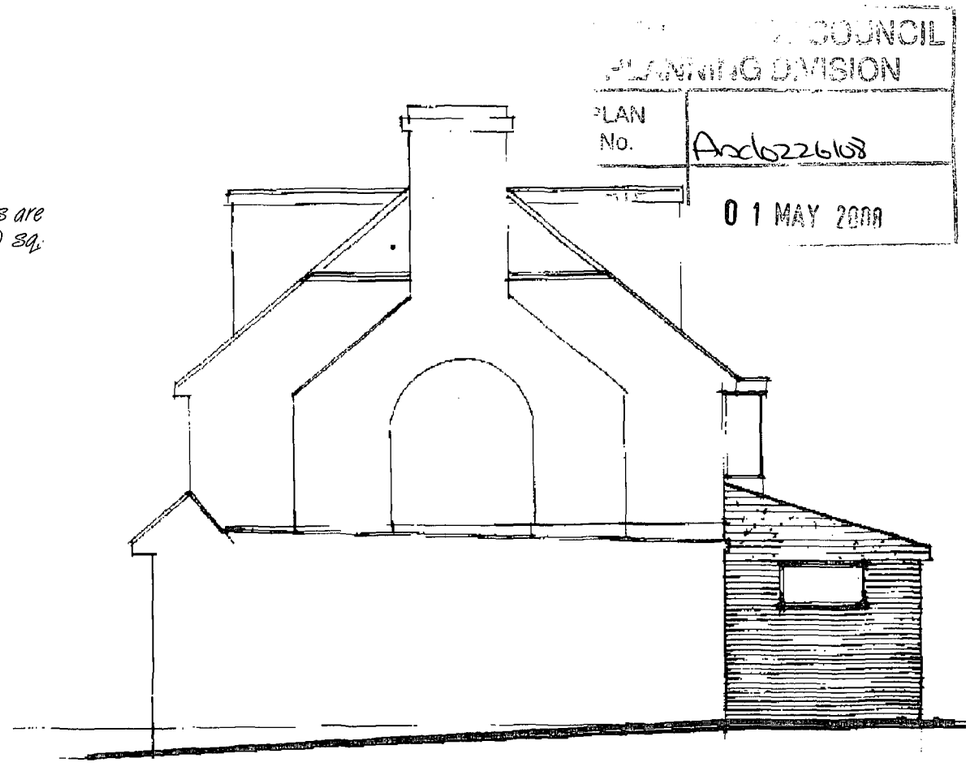
The surface water goes to soak aways.



BLOCK PLAN 1:500



SIDE ELEVATION(North)



SIDE ELEVATION (South)

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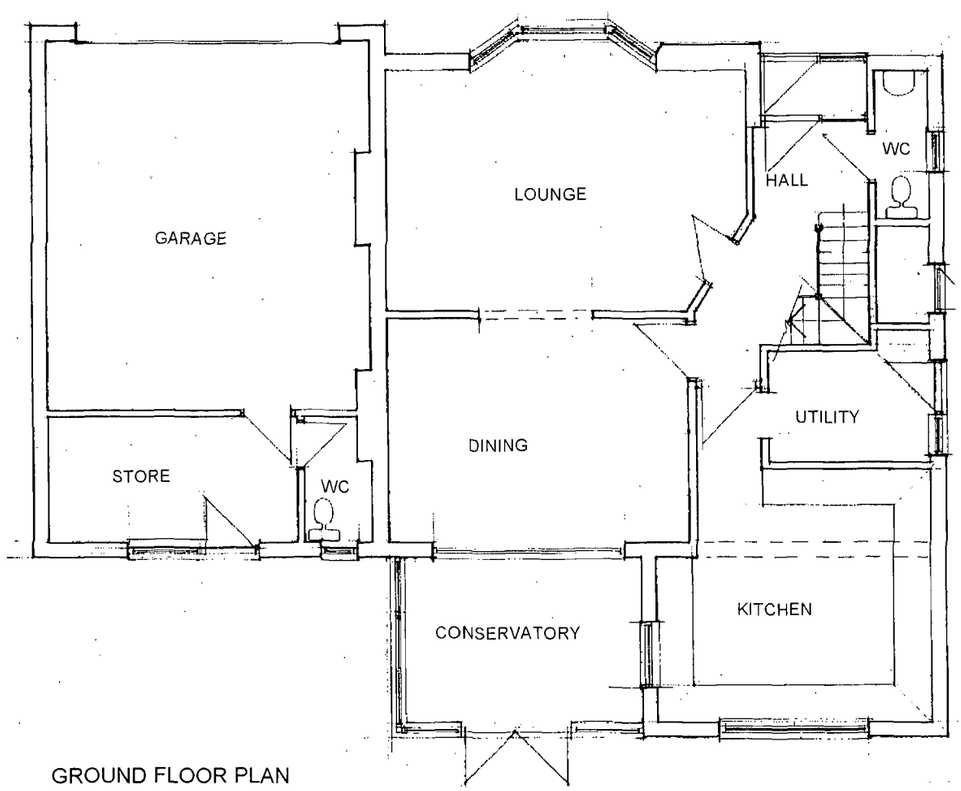
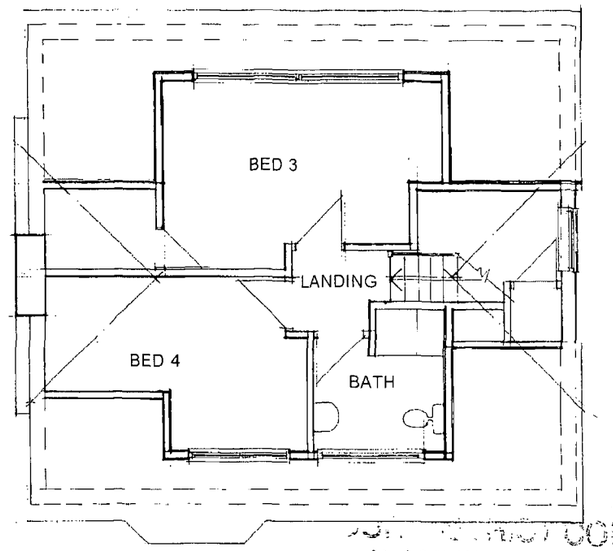
PLANNING DIVISION
PLAN No. Arc/0226/08
01 MAY 2008

CLIENT Mr. & Mrs. G. Boiling				PROJECT 12 Halewick Lane Sompting West Sussex BN15 0NE			R.J.REYNOLDS HNC Con. Tech. (Arch) Architectural Services 82 GREENACRES SHOREHAM BY SEA WEST SUSSEX BN43 5XL Telephone: 01273 462889 Fax: 01273 441992					
DRAWING Existing Floor Plans				Proposed conversion of existing Conservatory to a dining room.								
drawing	1641/ P2	scale	1:100.	date	April. 2008	Revisions						

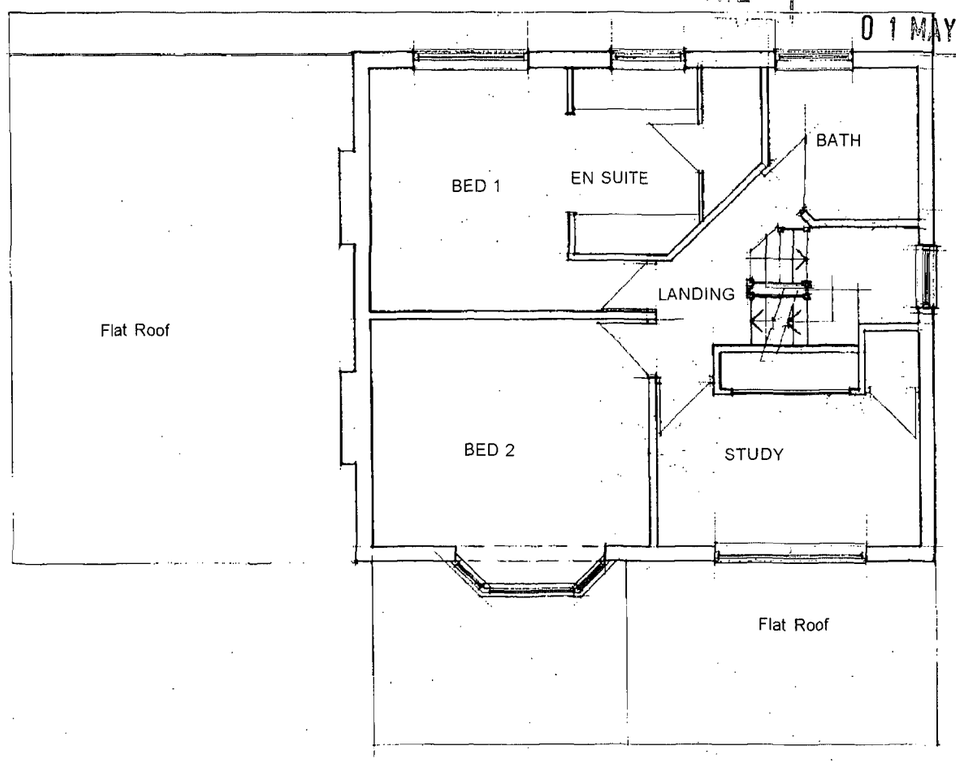


GROUND FLOOR PLAN



SECOND FLOOR PLAN Unaltered

COUNCIL
PLANNING DIVISION
PLAN No. Ard022668
DATE
01 MAY 2008



FIRST FLOOR PLAN Unaltered apart from the extension roof

CLIENT Mr. & Mrs. G. Boiling				PROJECT 12 Halewick Lane Sompting West Sussex BN15 0NE			R.J.REYNOLDS HNC Con. Tech. (Arch) Architectural Services 82 GREENACRES SHOREHAM BY SEA WEST SUSSEX BN43 5XL Telephone: 01273 462889 Fax: 01273 441992					
DRAWING Existing Elevations				Proposed conversion of existing Conservatory to a dining room.								
drawing	1641/ P3	scale	1:100.	date	April. 2008	Revisions						



SIDE ELEVATION (North)



REAR ELEVATION (East)

PLANNING NOTES
Existing conservatory to be demolished. Existing flat roofed kitchen extension to be altered.

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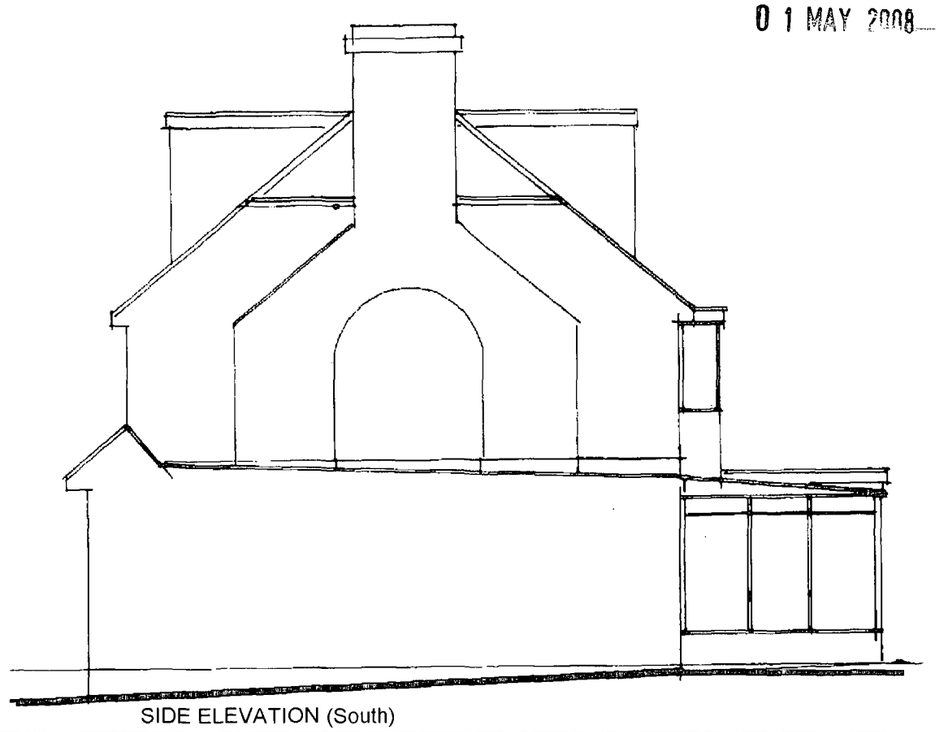

SIDE ELEVATION (South)

CLIENT Mr. & Mrs. G. Boiling				PROJECT 12 Halewick Lane Sompting West Sussex BN15 0NE			R.J.REYNOLDS HNC Con. Tech. (Arch) Architectural Services 82 GREENACRES SHOREHAM BY SEA WEST SUSSEX BN43 5XL Telephone: 01273 462889 Fax: 01273 441992					
DRAWING Proposed Floor Plans & Rear Elevation				Proposed conversion of existing Conservatory to a dining room.								
drawing	1641/ P4	scale	1:100.	date	April. 2008	Revisions						



REAR ELEVATION (East)

PLANNING PROPOSALS:

The proposals are to demolish an existing glazed conservatory down to foundation level and form a masonry construction to match the original kitchen extension with a tiled pitched roof with sloping ceilings internally including 4 No Velux roof lights. The existing kitchen extension is to be altered with sliding folding doors to replace the existing window. Internally the ground floor is to become open plan with the removal of the sliding doors.

PLANNING NOTES:

Proposed rear extension combined with the existing extension with matching brickwork. Double glazed sliding folding doors with 18 degree pitched roof including 4 No Velux roof lights.

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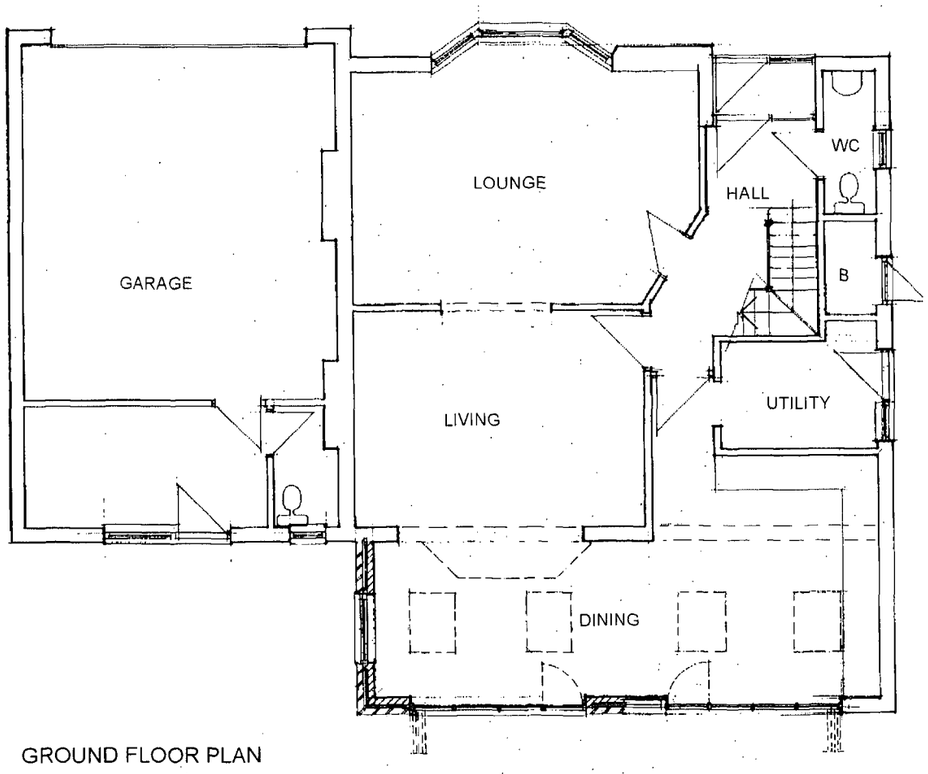
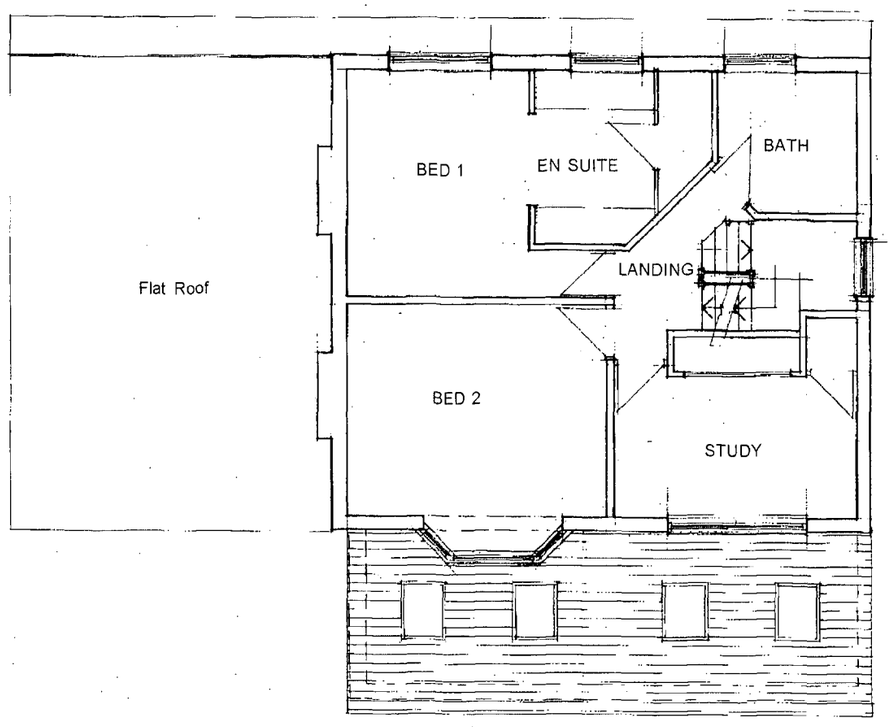


GROUND FLOOR PLAN



FIRST FLOOR