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

PLANNING DIVISION
ADUR DISTRICT COUNCIL
PLAN No. AD0022/08
DATE RECEIVED 28 APR 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:	GARTH
Last name:	MITCHELL
Company (optional):	
Unit:	
House number:	45
House suffix:	
House name:	
Address 1:	DOWNSWAY
Address 2:	
Address 3:	
Town:	SOUTHWICK.
County:	WEST SUSSEX.
Country:	
Postcode:	BN42 4NA

2. Agent Name and Address

Title:	MR.
First name:	TERRY
Last name:	RICKARDS.
Company (optional):	TVR DESIGNS.
Unit:	
House number:	39
House suffix:	
House name:	
Address 1:	THE GARDENS
Address 2:	
Address 3:	
Town:	SOUTHWICK
County:	WEST SUSSEX.
Country:	
Postcode:	BN42 4AP.

3. Description of Proposed Works

Please describe the proposed works:

PROPOSED ROOMS IN ROOF SPACE.

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): 21/04/08 (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: 45 House suffix:

House name:

Address 1: DOWNSWAY

Address 2:

Address 3:

Town: SOUTHWICK

County: WEST SUSSEX.

Postcode (optional): BN42 4WA

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: REFER TO LETTER DATED

Reference: 21 APRIL TO MR. KEITH MORGAN.

Date (DD MM YYYY): 25.04.08 (must be pre-application submission)

Details of the pre-application advice received:

PLANNING PERMISSION NOT REQUIRED

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	PEBBLE – DASH RENDER	TO MATCH.	☐	☐	
Roof	PLAIN TILES	TO MATCH.	☐	☐	
Windows	BROWN P.V.C.	TO MATCH.	☐	☐	
Doors	P.V.C.	N/A.	☑	☐	
Boundary treatments (e.g. fences, walls)	N	N/A.	☑	☐	
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:

$Date: 2007/08/22 15:20:03 $ $Revision: 1.52 $

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] TVK Designs	28.04.2008

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):

ADC/0227/08

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:	Date (DD/MM/YYYY):
		28/04/08

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 - Agent:	Date (DD/MM/YYYY):
	TK Design	28/04/2008 (date cannot be pre-application)

$Date: 2007/08/22 15:20:03 $ $Revision: 1.52 $

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

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

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:

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Signed - Applicant:	Or signed - Agent:	Date (DD/MM/YYYY):
	[redacted]	21/04/2008 (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: | 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: | Telephone number:

Email address:

GENERAL NOTES:

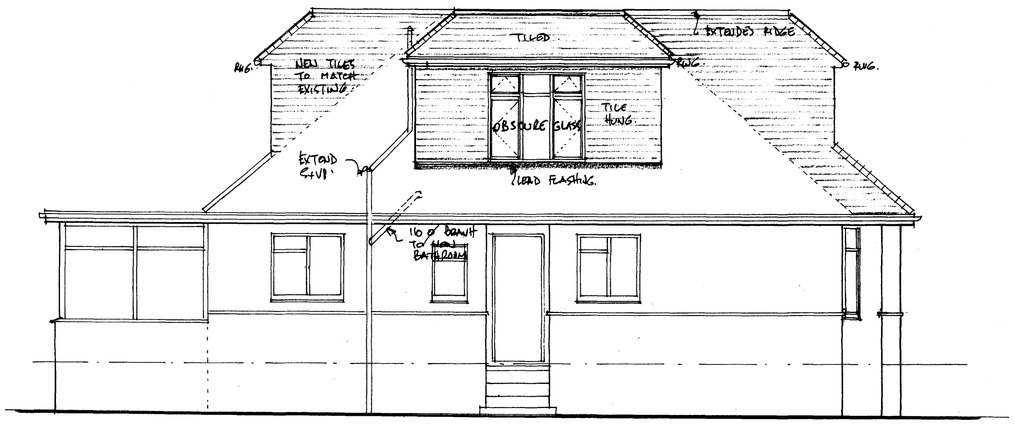
this drawing is copyright and must not be reproduced wholly or in part or passed onto any unauthorised person without written permission from the company.

the contractor is to check all dimensions with site measurements and report all queries to the company.

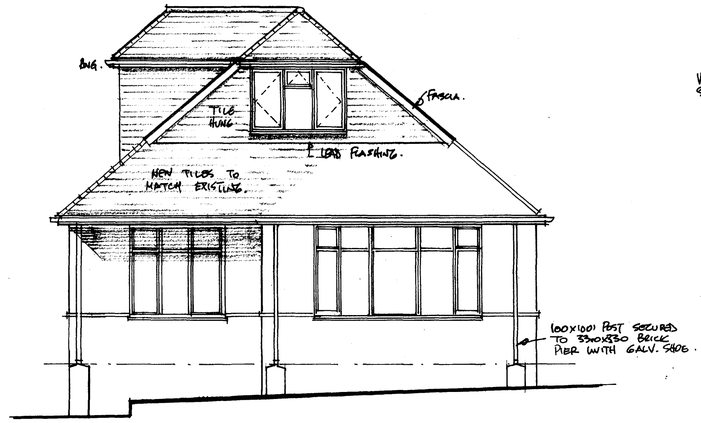
figured dimensions to take precedence over scaled dimensions. in no case are scaled dimensions to be used for setting out.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE BUILDING REGULATION SPECIFICATION NOTES AND STRUCTURAL ENGINEERS CALCULATIONS.

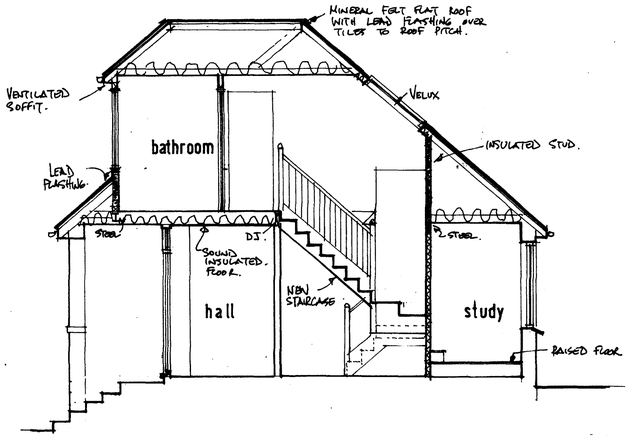
(S) SMOKE DETECTOR LOCATION.



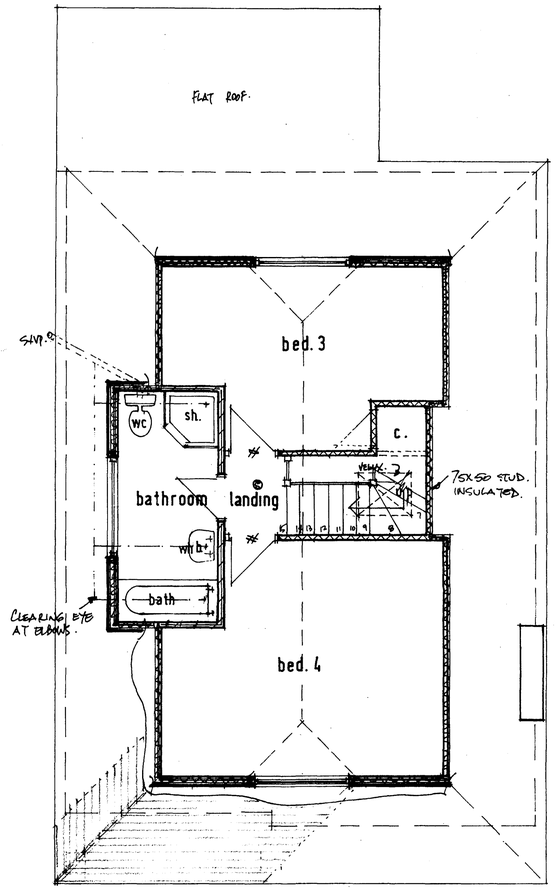
SOUTH ELEVATION



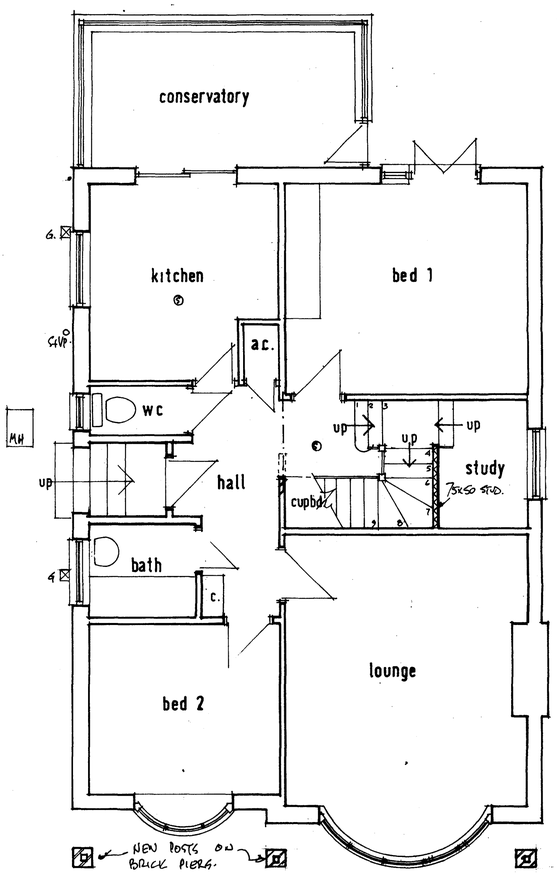
EAST ELEVATION



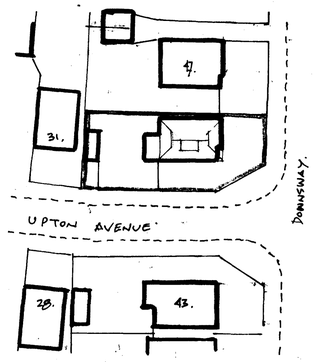
SECTION



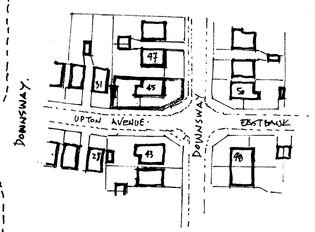
FIRST FLOOR PLAN



GROUND FLOOR PLAN



BLOCK PLAN 1:500



LOCATION PLAN 1:1250

revisions: B. - PLANNING DRAWING.
A - AMENDED FOLLOWING STRUCTURAL CALCULATIONS.

scheme: PROPOSED ROOMS IN ROOF SPACE

at: 45 DOWNSWAY, SOUTHWICK.

client: MR. & MRS. G. MITCHELL

TVR DESIGNS
surveyors, architectural & planning consultants
39 The Gardens, Southwick, West Sussex. BN42 4AP
Telephone/Fax 01273 870085 Mobile 07932 969620
E-mail: tvr@rickards.fsnet.co.uk

ARCHITECTS & SURVEYORS INSTITUTE

PLANNING

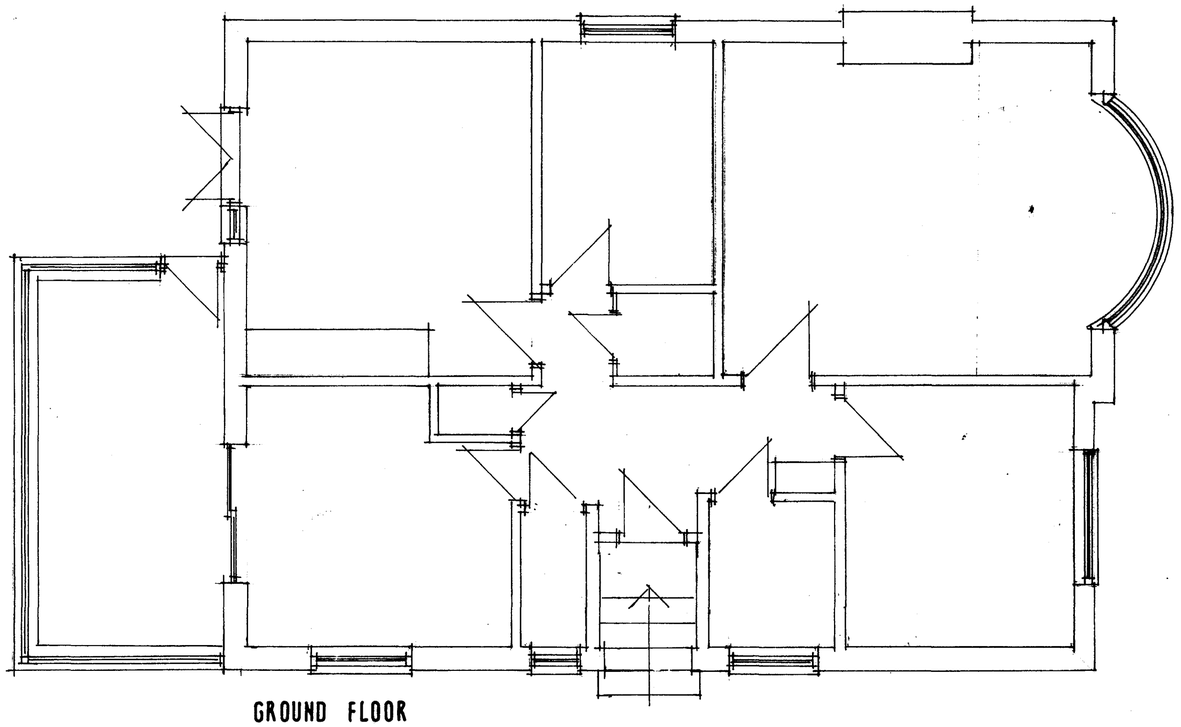
PLAN No. 1665/22/08

DATE RECEIVED 28 APR 2008

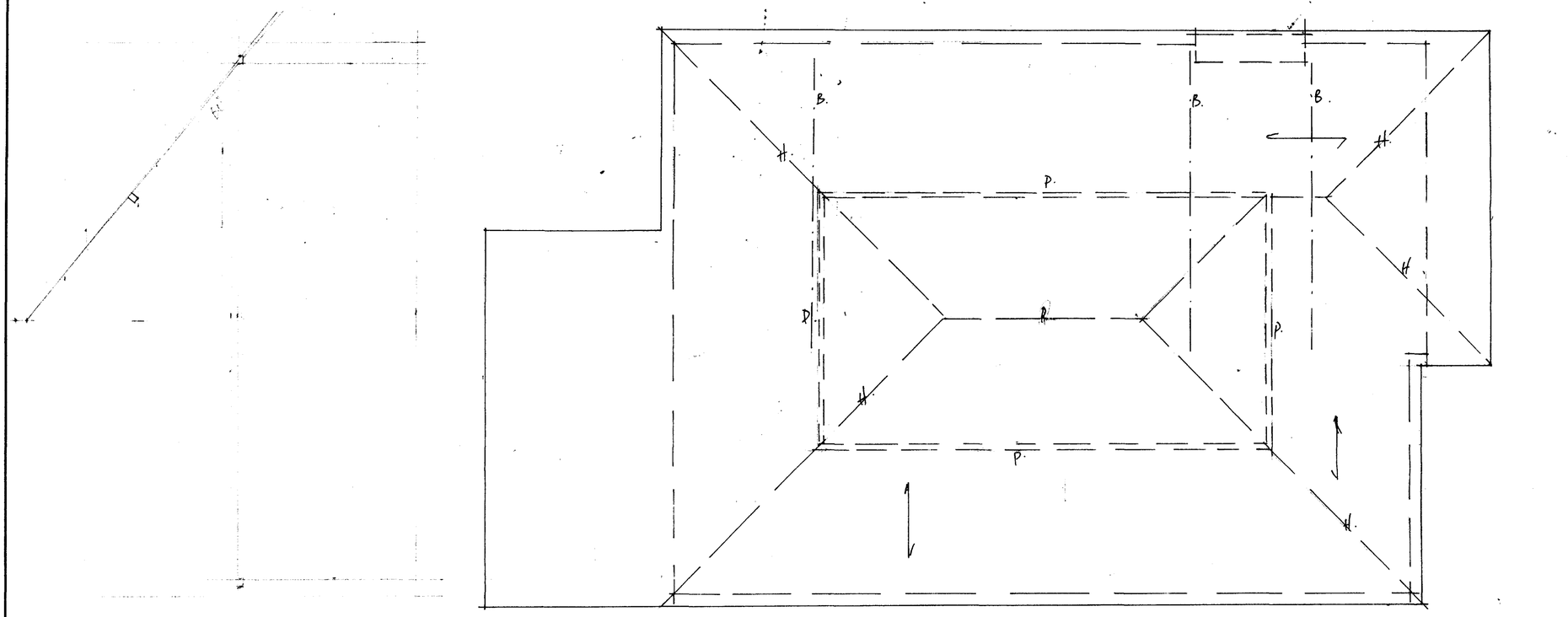
drawing number	scale	drawn
1665/03B	1:50	tvr
	date september 2007	checked

a	b	c	d	e	f	g
3.10.07	25.04.08.					

do not build to this drawing without approval stamp below



GROUND FLOOR



ROOF PLAN

THESE NOTES AND REVISIONS ARE TO BE READ

This drawing must be read in conjunction with the relevant architect's, consultant's, subcontractor's and specialist's drawings.

All dimensions and sizes are to be verified on site. No dimensions are to be scaled from this drawing.

NOTES

YOUR DISTRICT COUNCIL
PLANNING DEPARTMENT
PLAN No. 08/02260
DATE RECEIVED 28 APR 2008

CLIENT
MR. & MRS. G. MITCHELL

JOB TITLE
45 DOWNSWAY
SOUTHWICK

DRAWING TITLE
SURVEY PLANS

SCALE	DRAWN BY
1:50	tvr
DATE: august 2007	CHECKED

DRAWING NUMBER
1665/01

Artworker DS (UK) 99181